



MINUTES

ORDINARY COUNCIL MEETING

Tuesday 26 May 2026

Shire of Waroona Council Chamber

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MINUTES**1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

Cr Walmsley declared the meeting open at 4.00 pm and welcomed Councillors, members of the public and staff.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Mike Walmsley	Shire President
Cr Larry Scott	Deputy Shire President
Cr Karlie Bartle	Councillor
Cr John Mason	Councillor
Cr Brad Vitale	Councillor
Mark Goodlet	Chief Executive Officer
Ashleigh Nuttall	Director Corporate & Community Services
Kirsty Ferraro	Director Customer & Development Services
Rikki Pulfer	Acting Director Infrastructure Services
Kathy Simpson	Manager Corporate Services
Merrin Kirk	Executive Assistant
Taylah Platell	Trainee

APOLOGIES

Cr Karen Odorisio Councillor

LEAVE OF ABSENCE

Cr Julie Rowles for the period 26 May 2026 inclusive.

There was one (1) member of the public present at the commencement of the meeting.

APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL RESOLUTION**

OCM26/05/053

Moved: Cr Bartle

Seconded: Cr Mason

That Leave of Absence be granted to Cr Brad Vitale for the period 31 May – 7 June 2026 inclusive.

CARRIED 5/0

COUNCIL RESOLUTION

OCM26/05/054

Moved: Cr Scott

Seconded: Cr Bartle

That Leave of Absence be granted to Cr John Mason for the periods of 5-14 June 2026 inclusive and 21-27 July 2026 inclusive.

CARRIED 5/0

COUNCIL RESOLUTION**OCM26/05/055****Moved: Cr Walmsley****Seconded: Cr Bartle**

That Leave of Absence be granted to Cr Larry Scott for the period 1-7 June 2026 inclusive.

CARRIED 5/0**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4. PUBLIC QUESTION TIME

Caroline Henning, Manager Waroona Community Resource Centre
10 Henning Street, Waroona WA 6215

Question:

Has full consideration been made for the opportunity cost of this development in that once the land has been subdivided it won't be available for future civic use such as an extension to the library, Community Resource Centre and Shire office building or other future community needs not yet identified?

Answer:

Opportunity cost refers to the alternate uses a site might be put to and how these might be compared to the proposed use on a cost basis. The following matters have been considered in terms of opportunity cost:

The subject land is held in freehold possession by the Shire, rather than in reserve as Crown land. Freehold land provides the Shire with greater commercial yield potential than reserve land which is constrained by State Government lease conditions which can include commercial return sharing of up to 50%. Council has considered this difference in tenure, which reflects a significantly greater opportunity under commercial uses such as is proposed where a solid financial return to the ratepayer is available.

That the land has sat unused for many years without significant demand or request to Council indicates the opportunity cost as very low for alternative uses.

Council has also considered opportunity cost with regards to the types of commercial opportunity available in consultation with a local real estate professional, who advised on a strong preference and demand for residential use over and above office space which has significantly less demand in Waroona Town.

In summary, yes opportunity cost has been considered by the Council for the lot 43 Eastcott St, Waroona.

5. PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 28 April 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/056

Moved: Cr Vitale

Seconded: Cr Bartle

That the Minutes of the Ordinary Council Meeting held 28 April 2026 be confirmed as being a true and correct record of proceedings.

CARRIED 5/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

8. ANNOUNCEMENTS BY MEMBERS

Nil

9. DISCLOSURES OF INTEREST

Cr Vitale declared an interest affecting impartiality in item 11.4.1 as he is a board member of the Waroona Community Resource Centre.

Mark Goodlet declared a direct financial interest in item 16.1 as he is the Chief Executive Officer and the item pertains to his contract of employment.

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

10.1 Peel Country Zone Meeting – 23 April 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/057

Moved: Cr Scott

Seconded: Cr Vitale

That Council receives and notes the Unconfirmed Minutes of the Peel Country Zone meeting held 23 April 2026 as per Appendix 10.1.

CARRIED 5/0

10.2 Local Emergency Management Committee Unconfirmed Minutes – meeting held 12 May 2026

COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/058

Moved: Cr Bartle

Seconded: Cr Vitale

That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 12 May 2026 as per Appendix 10.2 A.

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

CARRIED 5/0

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS**11.1 INFRASTRUCTURE SERVICES**

11.1.1 Thatcher Street – Street Tree Removal	
File Ref:	PR.7 – Parks and Reserves – Maintenance – Street Trees / Verges
Previous Items:	
Applicant:	N/A
Author and Responsible Officer:	Acting Director Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.1 – Thatcher Street Pete’s Treeworx Report

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/059

Moved: Cr Mason

Seconded: Cr Bartle

That Council:

1. endorses the removal of fifteen (15) selected Queensland Box trees located on the southern side of Thatcher Street as identified in the report;
2. endorses offset planting of suitable species within the townsite to help maintain the urban canopy and streetscape amenity;
3. requests the Shire to engage with directly affected property owners to seek feedback and support for the proposed removals; and
4. considers inclusion of funding for tree removal within the 2026/27 Annual Budget.

CARRIED 5/0**IN BRIEF**

This report seeks Council endorsement for the removal of fifteen high-impact Queensland Box trees along Thatcher Street to improve safety and reduce ongoing maintenance costs.

BACKGROUND

The Shire undertakes annual powerline pruning of street trees each May in accordance with the Energy Operators (Powers) Act 1979 (Section 54).

Several trees along Thatcher Street have reached a size where they now impact:

- Vehicle sightlines;
- Pedestrian safety; and
- Driveway access

REPORT DETAIL

There are approximately 50 Queensland Box trees located on the southern side of Thatcher Street within the road reserve and under overhead powerlines.

The Shire has received multiple service requests over recent years regarding:

- Obstructed sightlines;
- Root damage to infrastructure; and
- Safety concerns for motorists and pedestrians

Annual powerline pruning is undertaken by qualified arborists and currently forms part of the Parks and Gardens maintenance program, costing approximately \$85,000 per annum, with these trees accounting for \$27,000 (32%) of that cost.

An independent assessment by Pete’s Treeworx identified:

- 15 trees as high impact, due to proximity to crossovers, power poles, and restricted visibility

- Tree 1 - Planted on the verge is the responsibility of the local council.
- Tree 2 - The responsibility of the occupier of Property A
- Tree 3 - The responsibility of the occupier of Property B

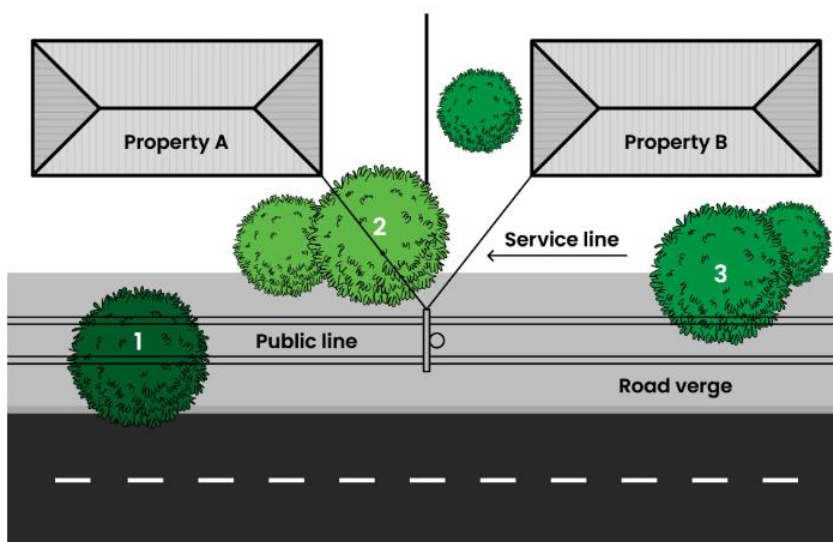


Image 1: Diagram of Responsibilities Western Power website

The removal of the identified high-impact trees will not only address current safety concerns but will also result in a long-term reduction in ongoing maintenance costs, particularly in relation to annual powerline pruning requirements and associated traffic management.

In accordance with the Shire of Waroona Local Planning Policy LPP017 – Tree Retention, Protection and Planting, offset planting will be undertaken to compensate for the removal of the identified trees. Replacement planting will consist of suitable species selected in consideration of location constraints, including proximity to overhead powerlines, road infrastructure, and sightline requirements. The offset planting program will contribute to maintaining the Shire’s urban canopy and streetscape amenity while ensuring long-term sustainability and reduced maintenance impacts.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner

Strategy	4.1.1 Plan community facilities for current and future generations
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OTHER STRATEGIC LINKS

Street Tree Management Plan

STATUTORY ENVIRONMENT

Given the trees are not native to Western Australia and such are planted there is no need to Native Vegetation Clearing Permits.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The removal will have an estimated cost impact to Council however the long-term cost saving will allow for additional funding to be allocated to services within public open spaces.

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

The removal will improve the safety for impacted residents, motorists, and pedestrians.

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

The removal will have little environmental impact.

Policy Implications

IP010 – Street and Reserve Trees

LPP017 - Vegetation

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	By not removing the selected trees the risk includes the trees blocking the sight line distances for residents existing their properties which could result in an incident involving either motorist or pedestrians.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Removal of the selected trees will reduce the initial risk. The ongoing annual pruning and monitoring of the street trees will assist in raising future risk prior to them becoming problematic.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Chief Executive Officer
- Director Customer and Development Services
- Director Community and Corporate Services
- Manager Finance Services
- Manager Development Services
- Community Consultation – Customer Service Requests

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

The initial removal will have a cost impact which will be submitted for inclusion within the 2026/27 financial year budget.

Workforce

Nil

CONCLUSION

The proposed removal of 15 high-impact Queensland Box trees presents a low environmental impact and modest upfront cost, while delivering:

- Improved public safety
- Reduced long-term maintenance costs
- Protection of infrastructure assets
- Improved sightlines for motorists and pedestrians
- Reduced ongoing conflicts with overhead powerlines and associated pruning requirements

The proposed works are considered a practical long-term solution to address ongoing operational, safety, and maintenance concerns within the Thatcher Street road reserve.

In accordance with the Shire of Waroona Local Planning Policy LPP017 – Tree Retention, Protection and Planting, offset planting will be undertaken to offset the removal of the identified trees, with replacement species selected to better suit the location constraints, surrounding infrastructure, and proximity to overhead powerlines. This approach will assist in maintaining the Shire’s urban canopy and streetscape amenity while reducing future maintenance liabilities.

11.2 CUSTOMER & DEVELOPMENT SERVICES

Nil

11.3 CORPORATE & COMMUNITY SERVICES

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

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/060

Moved: Cr Mason

Seconded: Cr Bartle

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

Municipal	Cheque	10499 – 10499	\$	122.58
	EFT	44844 – 45045	\$	843,471.78
Direct wages		01/04/2026 – 30/04/2026 inclusive	\$	285,765.42
Direct Debit		01/04/2026 – 30/04/2026 inclusive	\$	222,406.85
Trust	Cheque		\$	-
	EFT	44946	\$	9,350.00
GRAND TOTAL			\$	1,361,116.63

as per Appendix 11.3.1.

CARRIED 5/0

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 2026.

BACKGROUND

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

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

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

REPORT DETAIL

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r.13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *for each account which requires council authorisation in that month*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Nil.

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

Nil.

Policy Implications

Nil.

Risk Management Implications

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

CONSULTATION

Nil.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS**Financial**

Nil.

Workforce

Nil.

CONCLUSION

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

11.3.2 Statement of Financial Activity for the period ending 30 April 2026	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.2 – Statement of Financial Activity for the period ending 30 April 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION**OCM26/05/061****Moved: Cr Bartle****Seconded: Cr Mason**

That Council receives the Statement of Financial Activity for the period ending 30 April 2026 as per Appendix 11.3.2.

CARRIED 5/0**IN BRIEF**

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

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position

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

BUDGET AMENDMENTS

There are no budget amendments proposed for this month.

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

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

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an*

additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*
- * Absolute majority required.*

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

Local Government (Financial Management) Regulations 1996

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

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

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

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

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

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

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

Policy Implications

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

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to monitor and report the Shire’s financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely

Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

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

Aboriginal Consultation

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

RESOURCE IMPLICATIONS

Financial

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

Workforce

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

CONCLUSION

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

11.3.3 2026 Annual Policy Review – Part 1	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	11.3.2 – 2025 Annual Policy Review Part 4 – OCM26/08/124
Applicant:	Not applicable
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.3 – Reviewed policies with tracked changes

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/062

Moved: Cr Mason

Seconded: Cr Vitale

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

CARRIED 5/0

IN BRIEF

Fourteen (14) council policies have been revised and amended as part of the 2026 annual policy review. Council's approval is required to publish and make the reviewed policies publicly available.

BACKGROUND

The objectives of Council policies are to:

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

Thirty-four (34) policies are scheduled for review in 2026. In this fourth part, fourteen (14) policies have been reviewed and amended where required, as detailed in the report detail. Council's approval is now requested to update those policy documents, as presented at Appendix 11.3.3.

REPORT DETAIL

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

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

Community (C) Policies	
CP005 - Donations, Waivers and Sponsorships	Reviewed. Added 'Other Established Annual Donations'
Corporate & Governance (CG) Policies	
CGP014 - Work Health & Safety	Reviewed without amendment
CGP019 - Application of the Shire of Waroona Common Seal	Title changed to <i>Application of the Shire of Waroona Common Seal and Signing of Documents</i> . Added situations approved for application of Common Seal. Replaced Director titles with Acting Chief Executive Officers. Added clauses 3.3 and 3.4.
Finance (F) Policies	
FP003 - Purchase Orders Authority	Reviewed. Added Project Director
FP014 - Financial Hardship	Reviewed with minor amendments to text
FP025 - Depreciation of Non-current Assets	Reviewed with significant amendments to text
Infrastructure (I) Policies	
IP004 - Preston Beach Public Access Ways	Reviewed and re-worded
IP011 - Private Works	Reviewed and additional Statement subclauses added
IP012 - Supply of Materials to Residents	Reviewed with minor amendments. Manager Works & Waste Services changed to Director Infrastructure Services.
IP013 - Subdivision Development	Reviewed with minor amendments
IP014 - Bulk Rubbish Collection	Reviewed with amendments to text. Waste types added to lists of included and excluded items.
IP015 - Drakesbrook Cemetery	Reviewed and re-worded
IP016 - Graffiti Management	Reviewed with minor amendments to text
IP018 - School Bus Routes	Reviewed with minor amendments to text

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

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

Nil.

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

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

Policy Implications

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

Risk Management Implications

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

CONSULTATION

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

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS***Financial***

Nil.

Workforce

Not applicable.

CONCLUSION

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

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

11.3.4 Audit Risk & Improvement Committee (ARIC) Establishment, Terms of Reference, Meetings Fees, and Independent Members	
File Ref:	FM.9 – Financial Management – Audit – Reports
Previous Items:	Nil
Applicant:	Nil
Author and Responsible Officer:	Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.4 – Audit Risk & Improvement Committee Terms of Reference

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/063

Moved: Cr Vitale

Seconded: Cr Bartle

That Council:

- 1. endorses the establishment of the Audit Risk & Improvement Committee (ARIC) and disbands the Audit & Finance Committee;**
- 2. adopts the Audit Risk & Improvement Committee Terms of Reference as attached in Appendix 11.3.4;**
- 3. determine that the independent presiding member and the independent Deputy Presiding Members' sitting fees are to be \$450 per meeting, plus all other applicable allowances and reimbursements payable in accordance with section 5.100 of the Local Government Act 1995 and other legislation;**
- 4. appoints all current elected members as committee members;**
- 5. appoints Gavin Treasure as the Independent Presiding Member of the Audit Risk & Improvement Committee for a term commencing immediately and concluding on the day of the next ordinary election;**
- 6. appoints Alan Lamb as the Independent Deputy of the Presiding Member (Proxy) of the Audit Risk & Improvement Committee for a term commencing immediately and concluding on the day of the next ordinary election; and**
- 7. authorise the Chief Executive Officer to finalise and execute the necessary appointment agreements and administrative arrangements associated with the establishment of the Audit Risk & Improvement Committee independent members.**

CARRIED 5/0

IN BRIEF

The Department of Local Government Industry Regulation and Safety (LGIRS) has introduced significant reforms to local government audit committees through the Local Government Amendment Act 2024 and associated regulations. These reforms require all local governments to transition existing Audit Committees to Audit Risk & Improvement Committees (ARICs) by 30 June 2026.

A key requirement of the reforms is the appointment of an independent Presiding Member and an independent Deputy of the Presiding Member (proxy) to strengthen governance, accountability, risk oversight, and public confidence in local government decision-making.

To support compliance with the new legislative requirements, Council is requested to:

- formally establish the Audit Risk & Improvement Committee;
- adopt the Audit Risk & Improvement Committee's Terms of Reference;
- determine meeting fees for the independent presiding member; and
- appoint an Independent Presiding Member and an Independent Deputy to the Presiding Member (Proxy).

BACKGROUND

The Local Government Amendment Act 2024 introduced a range of governance reforms aimed at improving transparency, accountability, and financial oversight within local government. These reforms include changes to council and committee meeting transparency requirements and the transition of local government audit committees to Audit Risk & Improvement Committees (ARICs).

Following the commencement of the Local Government Amendment Regulations (No. 4) 2025, all local governments are required to transition to ARICs during a six-month transition period commencing 1 January 2026 and concluding no later than 30 June 2026.

The reforms aim to strengthen local governments' financial management, governance, risk management, and continuous improvement practices. A key change is the requirement for ARICs to be independently chaired.

Under the amended legislation:

- the Presiding Member must be independent;
- the Deputy of the Presiding Member (Proxy) must also be independent; and
- the Chief Executive Officer and employees cannot be members of the ARIC.

The legislation also provides local governments with the ability to appoint independent members with specialist financial management, audit, governance, and risk expertise to strengthen oversight functions.

REPORT DETAIL

The Shire of Waroona is required to formally transition its existing Audit & Finance Committee to an Audit Risk & Improvement Committee to ensure compliance with the amended legislative framework by 30 June 2026.

The functions of ARIC include:

- receive and review reports related to local government audits under Part 7 of the Act, compliance audits, and reviews under Audit regulation 17;
- make recommendations to the council on actions to be taken in relation to those reports;
- receive and review reports on the appropriateness and effectiveness of the local government's systems and procedures in relation to financial management, legislative compliance, and risk management, and make recommendations to the council on improvements to those systems and procedures;

- receive and review reports on, and recommend to the Council improvements, and/or implementation of any actions the local government is required to take under the Local Government Act 1995, or has decided to take; and
- perform any function conferred on the ARIC prescribed in the regulations or another written law.

As part of the transition process, revised Terms of Reference have been prepared to align with the amended legislation and regulations.

Councillors were presented with information on the proposed independent members, terms of reference and meeting fees at a number of briefing sessions beginning in February 2026. Discussion guided Officers as to the next steps required to finalise the establishment of the newly formed ARIC.

In accordance with the new requirements, Officers undertook an assessment process for the appointment of independent members. A structured scoring matrix was developed focusing on:

- direct local government experience;
- experience within small to medium regional local governments;
- governance and audit expertise;
- risk management capability; and
- practical considerations including proximity to Waroona and availability.

Council previously requested that informal discussions be undertaken with the highest ranked candidates to further assess governance approach, availability, and suitability for the role.

Following this process, Officers are recommending the appointment of:

Gavin Treasure as the Independent Presiding Member; and
Alan Lamb as the Independent Deputy of the Presiding Member (proxy).

The proposed appointments are considered to provide an appropriate balance of:

- local government operational understanding;
- financial and audit expertise;
- governance capability; and
- practical understanding of regional local government environments.

Meeting Fees

Under section 5.100 of the Local Government Act 1995, local governments may determine sitting fees for independent ARIC members within the limits prescribed by the Salaries and Allowances Tribunal. The current allowable range for Band 1–4 local governments is between \$105 and \$1,215 per meeting.

Given the size and complexity of the Shire of Waroona, Officers recommend a sitting fee of \$450 per meeting, exclusive of superannuation, which is considered reasonable and reflective of:

- the level of expertise required;
- market comparisons across similar regional local governments;
- anticipated meeting frequency; and
- value for money considerations.

Independent members will also be eligible for reimbursement of reasonable travel expenses in accordance with legislative provisions.

Meeting Frequency

While legislation does not prescribe a mandatory number of ARIC meetings annually, industry practice amongst comparable local governments is generally two (2) to four (4) meetings per annum. Additional meetings may be convened where required.

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

Part 5 – Administration – Division 1

5.1. *Term used: committee*

In this Part, unless the contrary intention appears — committee means a committee of a council.

Subdivision 2 — Committees and their meetings

5.8. *Establishment of committees*

A local government may establish committees of 3 or more persons to assist the council. * Absolute majority required.*

5.9. *Committees, types of*

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

(e) employees and other persons; or

(f) other persons only.

5.10. *Appointment of committee members*

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

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.

Part 5 – Administration – Division 8

5.100 Fees paid and expenses reimbursed to committee members

(1) In this section —

committee member means a person who is a committee member but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.

- (2) A committee member who attends a meeting of the committee is entitled to be paid
- (a) the fee determined for attending a committee meeting; or
 - (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.
- (3) A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
- (a) the fee determined for attending a meeting of that type; or
 - (b) if the local government has set a fee within the range determined for meetings of that type — that fee.
- (4) Subsection (5) applies if a committee member incurs —
- (a) an expense that is of a kind prescribed as being an expense to be reimbursed by all local governments; or
 - (b) an expense —
 - i. that is of a kind prescribed as being an expense which may be approved by any local government for reimbursement by the local government; and

- ii. *which has been approved by the local government for reimbursement.*
- (5) *The committee member must be reimbursed for the expense —*
- (a) *if the extent of reimbursement for the expense has been determined — to that extent; or*
 - (b) *if the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement — to that extent.*
- (6) *If an expense is of a kind that may be approved by a local government for reimbursement, the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (5) if the local government has approved reimbursement of the expense in a particular case.*
- (7) *A local government cannot make any payment to, or reimburse an expense of, a person who is a committee member in that person's capacity as committee member unless the payment or reimbursement is in accordance with this section.*

Part 7 – Audit – Division 1

7.1 Terms Used

audit, risk and improvement committee means an audit, risk and improvement committee established under section 7.1A, subject to section 7.1CB

Division 1A — Audit, risk and improvement committee

7.1A. Establishment of audit, risk and improvement committee

- (1) *A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.*
- (2) *The following provisions apply in respect of the membership of the audit, risk and improvement committee —*
 - (a) *an employee of the local government is not to be a member;*
 - (b) *no member is to be nominated by, or is to be appointed to represent, any employee of the local government;*
 - (c) *section 5.10(1)(b) does not apply.*
- (3) *The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.*
- (4) *Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.*

7.1B. Deputy of presiding member or of deputy presiding member

- (1) *The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.*
- (2) *In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.*
- (3) *If section 5.14 applies to a meeting of the audit, risk and improvement committee, the committee members present at the meeting must choose the deputy of the presiding member, if present, to preside at the meeting.*

- (4) *If the local government appoints a person under section 5.11A to be a deputy of the deputy presiding member of the audit, risk and improvement committee, in addition to the requirement of section 5.11A(2)(c), the appointed deputy cannot be a council member of any other local government.*

7.1C. Delegation to audit, risk and improvement committee

- (1) *The only powers and duties that the local government may delegate to the audit, risk and improvement committee under section 5.16 are as follows —*
- (a) *any of its powers and duties under this Part;*
 - (b) *any prescribed power or duty.*
- (2) *The provision that may be made by regulations for the purposes of subsection (1)(b) is not limited by the other subject matter of this Part.*
- (3) *The local government's power to delegate to the audit, risk and improvement committee is not limited by section 5.17.*

7.1CA. Decisions of audit, risk and improvement committee

Despite section 5.20, a decision of the audit, risk and improvement committee is to be made by a simple majority.

7.13 Regulations as to audits

- (1) *Regulations may make provision as follows —*

- (ab) *as to the functions of an audit, risk and improvement committee, including in relation to —*
 - (ii) *a local government audit; and*
 - (iii) *an action report; and*
 - (iv) *an audit report; and*
 - (v) *a report on an audit conducted by a local government under this Act or any other written law;*
 - (vi) *and any other matters;*
- (ae) *as to monitoring action taken in respect of any matters raised in an audit report;*
- (f) *as to the matters to be addressed in an audit report;*
- (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*

- (1A) *The provision that may be made by regulations for the purposes of subsection (1)(ab) is not limited by the other subject matter of this Part.*

Local Government (Audit) Regulations 1996

16. Functions of audit, risk and improvement committee

An audit, risk and improvement committee has the following functions —

- (a) *to receive and review reports on, and recommend to the council actions to be taken in relation to —*
 - (i) *audits under Part 7 of the Act; and*
 - (ii) *compliance audits; and*
 - (iii) *reviews under regulation 17;*

- (b) *to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government’s systems and procedures in relation to —*
 - (i) *financial management; and*
 - (ii) *legislative compliance; and*
 - (iii) *risk management;*

- (c) *to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —*
 - (i) *is required to take under section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and*
 - (iv) *has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);*

- (d) *any other function conferred on the audit, risk and improvement committee under these regulations or another written law.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The establishment of an appropriately governed ARIC supports sound financial management, risk oversight, and long-term financial sustainability.

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

The reforms strengthen transparency, accountability, and public confidence in local government governance practices.

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

Nil direct environmental implications identified.

Policy Implications

Nil direct policy implications

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failure to establish a compliant ARIC structure within legislative timeframes may result in non-compliance with the Local Government Act 1995 and associated regulations.

Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Establishment of appropriate Terms of Reference, appointment of independent members and establishment of compliant governance arrangements.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

- Elected Members
- Chief Executive Officer
- Department of Local Government, Sport and Cultural Industries reform information
- WALGA guidance materials
- Informal discussions with shortlisted ARIC candidates

Aboriginal Consultation

N/A.

RESOURCE IMPLICATIONS

Financial

The proposed annual financial impact will depend on the number of meetings conducted annually. Based on two to four ordinary meetings per annum and the proposed sitting fee of \$450 per meeting, the estimated annual cost is approximately \$900 - \$1,800 plus any approved travel reimbursement costs and superannuation expenses.

Workforce

Administration support will be required for meeting coordination, agenda preparation, and governance reporting requirements.

CONCLUSION

The Local Government Amendment Act 2024 introduces significant governance reforms requiring the establishment of independently chaired Audit Risk & Improvement Committees by 30 June 2026.

The proposed Terms of Reference, sitting fee structure and independent appointments will ensure the Shire of Waroona meets its legislative obligations while strengthening governance, risk oversight, and continuous improvement practices within the organisation.

11.3.5 Shire of Waroona Fencing Amendment Local Law 2026	
File Ref:	LE.6 - Laws And Enforcement - Local Laws - Fences
Previous Items:	Item 11.2.9 25 February 2025 OCM25/02/012 Item 11.3.5 24 February 2026 OCM26/05/015
Applicant:	N/A
Author and Responsible Officer:	Senior Governance Officer; Director Infrastructure & Development Services; and Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	11.3.5 A – Shire of Waroona Fencing Local Law 2026 11.3.5 B – Proposed Shire of Waroona Fencing Amendment Local Law 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/064

Moved: Cr Mason

Seconded: Cr Bartle

That Council:

1. in respect of the *Shire of Waroona Fencing Local Law 2026*, resolves to undertake to the Joint Standing Committee on Delegated Legislation that it will:
 - a. within 6 months, amend the local law as follows:
 - i. in the clause 1.5 definition of ‘AS 3700:2018 Masonry Structures’, replace the name ‘Standards Association of Australia’ with ‘Standards Australia’;
 - ii. in clause 2.2(1), delete the phrase ‘Unless by agreement between the owners of adjoining lots,’ and amend clauses 2.2(2) and (3) consequentially;
 - iii. in clause 2.10(2)(a), prescribe the applicable Australian Standards or Australian / New Zealand Standards;
 - iv. in clause 3.1(4), replace the reference to ‘subclause (1)’ with ‘subclause (2)’;
 - v. in clause 3.2(5), replace the reference to ‘subclause (1)(a)’ with ‘subclause (2)(a)’; and
 - vi. make all consequential amendments arising from the above amendments;
 - b. not enforce the Local Law to the contrary before it is amended in accordance with undertaking a.;
 - c. ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form; and
 - d. advise on its website how the public can access (free of charge) Australian Standards and Australian/New Zealand Standards adopted by this local law;
2. approves for the Shire President to provide a written undertaking to the Joint Standing Committee;

3. approves the making of the proposed Shire of Waroona Fencing Amendment Local Law 2026 (Fencing Amendment Local Law), as detailed at Appendix 11.3.5 B, in accordance with section 3.12 of the *Local Government Act 1995*;
4. requests the Presiding Member to give notice to this meeting in accordance with section 3.12(2) of the *Local Government Act 1995* of the purpose and effect of the proposed Shire of Waroona Fencing Amendment Local Law 2026, that being:
 - a. The purpose of the local law is to correct errors in the Shire of Waroona Fencing Local Law 2026; and
 - b. The effect of making the proposed local law is that the Shire of Waroona Fencing Local Law 2026 is clearer to understand, apply and enforce;
5. in accordance with sections 3.12(3)(a) and (b) of the *Local Government Act 1995*, approves for the Chief Executive Officer to –
 - a. undertake local advertising, and arrange for the display of public notices relating to the proposed local law that invite public submission for a minimum of 6 weeks;
 - b. make copies of the proposed local law available to the general public;
 - c. forward a copy of the proposed local law to the Departmental CEO - Director General of the Department of Local Government, Industry Regulation & Safety; and
 - d. prepare a further report on the proposed local law for Council consideration after the closing date for submissions.

CARRIED 5/0

IN BRIEF

- In February 2026, Council resolved to make the *Shire of Waroona Fencing Local Law 2026*. The Fencing Local Law became operative on 20 March 2026.
- Following the gazettal of the Fencing Local Law, the Joint Standing Committee on Delegated Legislation (Committee) highlighted several matters within the Fencing Local Law and has sought a written undertaking from the Shire President that the matters will be addressed.
- It is recommended that Council authorise the Shire President to provide the requested undertaking, and the Chief Executive Officer to commence the process to make the proposed *Shire of Waroona Fencing Amendment Local Law 2026* to rectify the highlighted issues with the principal local law.

BACKGROUND

At its meeting on 24 February 2026, Council resolved to make the Shire of Waroona Fencing Local Law 2026 (Fencing Local Law). This was gazetted on 6 March 2026 and became operative 14 days after the gazettal date. A copy of the Fencing Local Law is attached at **Appendix 11.3.5 A**.

Once a local law is gazetted, it is referred to the Joint Standing Committee on Delegated Legislation (Committee). The Committee considers whether a newly gazetted local law:

- (a) is within power;
- (b) has no unintended effect on any person's existing rights or interests;
- (c) provides an effective mechanism for the review of administrative decisions; and
- (d) contains only matter that is appropriate for subsidiary legislation.

Where the Committee finds that a local law is inconsistent with one or more of these matters, it will seek a written undertaking from the local government to amend or repeal the local law.

Where a local government does not comply with the Committee's request for an undertaking, the Committee may resolve to report to the Parliament recommending the disallowance of the local law in the Legislative Council. A disallowed local law will cease to have effect from the date on which it is disallowed.

REPORT DETAIL

On 12 May 2026, the Committee wrote to the Shire President, Cr Walmsley, advising of the following matters which have been identified following the Committee's review of the Fencing Local Law:

- **Clause 1.5 – amend AS 3700:2018 Masonry Structures definition to correct reference to Standards Australia**

Under Definitions and interpretation, clause 1.5(1), the full name of Standards Australia, 'Standards Association of Australia' has been used within the definition of AS 3700:2018 *Masonry Structures*. As this association is known as 'Standards Australia', this reference should be updated to read "Standards Australia".

- **Clause 2.2(1) – Inconsistency with the *Dividing Fences Act 1961***

The Committee has advised that clause 2.2(1) is invalid and unenforceable because it allows adjoining landowners to agree to fencing arrangements that do not comply with the minimum requirements for a "sufficient fence" prescribed by the local law, which is inconsistent with section 5 of the *Dividing Fences Act 1961*. As a result, the clause exceeds what is permitted under the Act and therefore the clause cannot legally operate as drafted.

As a result, the following amendments should be made –

- a. Remove the words 'Unless by agreement between the owners of adjoining lots', so that clause 2.2(1) commences by stating: 'A person must -'; and
- b. Remove subclauses 2.2(2) and (3) as they directly relate to an agreement between owners of adjoining properties in relation to dividing fences.

- **Clause 2.10(2)(a) – Standards not prescribed**

Australian standards applying to electric fence installations have not been prescribed within the Fencing Local Law. Additionally, clause 2.10(2)(a) refers to "any applicable AS/NZS" however AS/NZS has not been included in the local law's definitions provided under clause 1.5.

To correct these findings, the following amendments should be made:

- (a) Amend clause 2.10(2)(a) to replace “comply with any applicable AS/NZS” with “comply with AS/NZS 3016:2002 Electrical installations - Electric security fences”; and
- (b) Add a definition of *AS/NZS 3016:2002 Electrical installations - Electric security fences* to clause 1.5 Definitions and interpretation, which reads:

“AS/NZS 3016:2002 Electrical installations - Electric security fences means the Australian Standard for Electrical installations – Electric security fences, as amended from time to time, published by Standards Australia;”

- **Local law drafting errors – cross-references to subclauses**

- 1. Clause 3.1(4) – the cross-reference to subclause (1) should be corrected to read ‘subclause (2)’.
- 2. Clause 3.2(5) - the cross-reference to subclause (1)(a) should be corrected to read ‘subclause (2)(a)’.

- **Standards to be made available to the public free of charge**

The Committee has noted that the Fencing Local Law contains reference to particular standards - AS 3700:2018 Masonry Structures, and has suggested that the Shire publish advice of how residents can access this standard free of charge.

Upon gazette of the Fencing Local Law, a statement was published on the Shire’s website stating:

“Australian Standards referenced in any of the local laws can be accessed at the Shire of Waroona Administration Office, 52 Hesse Street, Waroona during open hours.”

This matter has been addressed through publication of advice on the Shire’s website about how the public can access the relevant standard free of charge.

To implement the required amendments, a Shire of Waroona Fencing Amendment Local Law 2026 is formally required to be made in accordance with s.3.12 of the *Local Government Act 1995*. A copy of the proposed amendment local law is presented in **Appendix 11.3.5 B**.

It is recommended that Council make the requested undertaking to the Committee in full and resolve to make a Shire of Waroona Fencing Amendment Local Law 2026.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona Corporate Business Plan 2025-2029

Action 5.1.1.2 – Review all local laws

STATUTORY ENVIRONMENT

Procedure for Making Local Laws

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

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

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

Table 1 - Timeline for making local law.

Task	LGA Section	Effective/Scheduled Date
Report to Council for approval to advertise proposed new Local Laws. <i>(President to give notice of the purpose and effect to the meeting of the proposed local law).</i>	3.12(2)	Tuesday, 26 May 2026
Give local public notice and make copies available to the general public.	3.12(3)(a)	Tuesday, 9 June 2026
Give copy of the proposed local law and the notice to the Minister for Local Government, and any other relevant Minister.	3.12(3)(b)	Wednesday, 10 June 2026
Closing date for submissions to be received (not less than 6 weeks).	3.12(4)	Friday, 24 July 2026 <i>(45 days)</i>
Consider submissions and report back to Council to determine whether to make a Local Law (absolute majority required).	3.12(4)	Tuesday, 25 August 2026
Publish Local Laws in Government Gazette and give copy to the Minister for Local Government	3.12(5)	Tuesday, 8 September 2026
Give local public notice advising that the new laws have been made, the title, and make copies available to the general public.	3.12(6)	Tuesday, 15 September 2026
Prepare explanatory memorandum and submit with copy of the new Local Laws to Parliamentary Joint Standing Committee on Delegated Legislation.	3.12(6)	Tuesday, 22 September 2026

Local Government Act 1995

s.3.12 Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) Subject to subsection (3A), the local government is to —
 - (a) give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3A) The local government may, at the council meeting referred to in subsection (2), determine to proceed under subsection (3C) instead of subsection (3) if all the proposed local law would do is adopt, wholly and without modification —
 - (a) a model local law; or
 - (b) a model local law except certain provisions that the local government determines, at the council meeting referred to in subsection (2), are not relevant to the local government and the district.
- (3B) In subsection (3A)(a) and (b), references to a model local law include an amendment of a model local law.
- (3C) If the local government determines to proceed under this subsection, the local government must —
 - (a) publish a notice on the local government’s official website stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and

- (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 3 weeks after the notice is published;

and

 - (b) as soon as the notice is published, give a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions under subsection (3) or (3C) (as the case requires), the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
- * *Absolute majority required.*
- (5) After making a local law, the local government must —
- (a) publish the local law in the Gazette; and
 - (b) give a copy of the local law to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is made — the chief executive officer of that other department.
- (6) After the local law has been published in the Gazette the local government is to give notice in the required way —
- (a) stating the title of the local law; and
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government’s official website and that copies of the local law may be inspected at or obtained from the local government’s office.
- (6A) For the purposes of subsection (6), the required way for giving a notice is as follows —
- (a) if the local government proceeded under subsection (3) — by local public notice;
 - (b) if the local government proceeded under subsection (3C) — by notice published on the local government’s official website.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Local Government (Functions and General) Regulations 1996

r.3 Prescribed manner of giving notice of purpose and effect of proposed local law

For the purpose of section 3.12 of the *Act*, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that —

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

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

Policy Implications

Nil

Risk Management Implications

Theme / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	<ul style="list-style-type: none"> • Failure to adhere to the Committee’s request to provide an undertaking to correct the Fencing Local Law within 6 months may result in the Committee resolving to report to the Parliament recommending the disallowance of the Shire of Waroona Fencing Local Law 2026 in the Legislative Council. • Non-compliance with the local law-making 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	Provide an undertaking to the Committee and fulfil all terms of the undertaking and Committee’s recommendations within 6 months.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- The Shire President will provide an undertaking to the Committee, committing to fulfil all terms of the undertaking.

- The Shire will advertise Council's intent to make the Shire of Waroona Fencing Amendment Local Law 2026 via local public notice, inviting public submissions for a minimum period of 6 weeks.
- Departmental CEO (Director General) of the Department of Local Government, Sport & Cultural Industries.

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS***Financial***

The cost of making the proposed local law which includes re-advertising and gazettal is approximately \$300. Funds will be made available in the 2026/2027 budget for this cost.

Workforce

Nil

CONCLUSION

Following the gazettal of Shire of Waroona Fencing Local Law 2026, the Joint Standing Committee on Delegated Legislation (Committee) identified several matters within the local law requiring amendment and has sought a written undertaking from the Shire President that these matters will be addressed in full. Accordingly, it is recommended that Council authorise the Shire President to provide the undertaking to the Committee, and the Chief Executive Officer to commence the process of making the Shire of Waroona Fencing Amendment Local Law 2026 to rectify the identified issues within the principal local law.

11.4 CHIEF EXECUTIVE OFFICER

Cr Vitale declared an interest affecting impartiality in item 11.4.1 as he is a board member of the Waroona Community Resource Centre.

11.4.1 Subdivision and Development of Lot 43 Eastcott St, Waroona	
File Ref:	A3738 – 1 (Lot 43) Eastcott Street
Previous Items:	OCM25/09/145 – CEO KPIs OCM26/02/019 – Subdivision and Development of Lot 43 Eastcott St, Waroona
Applicant:	Shire of Waroona
Author and Responsible Officer:	Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.4.1 A – Lot 43 Eastcott St Waroona Feasibility Report 11.4.1 B – Lot 43 Eastcott St Waroona Business Plan 11.4.1 C – CONFIDENTIAL: Consultation Response.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/065

Moved: Cr Mason

Seconded: Cr Scott

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

- 1. in accordance with section 3.59 (5) of the Local Government Act 1995, determines to proceed with the major land transaction as per Appendix 11.4.1 B;**
- 2. authorises the Chief Executive Officer (CEO) to prepare and lodge a subdivision application and proceed to subdivision clearances;**
- 3. amend the 2025/2026 budget as follows:**
 - a. reduce GL account 100920 – Strategic Planning by \$35,000**
 - b. increase GL account 117140 – Capital Infrastructure by \$35,000**
- 4. agrees to consider provision for a loan of up to \$612,000 in the 2026/27 budget deliberations; and**
- 5. requests the CEO to seek further direction from Council in relation to development of housing on the lot once the subdivision application has been approved.**

CARRIED 4/1

For the motion: Crs Walmsley, Scott, Bartle & Mason

Against the motion: Cr Vitale

IN BRIEF

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

At the February 2026 ordinary Council meeting Council resolved to advertise a proposal to commence a major land transaction with submissions on the business plan to be provided back to Council for its consideration.

It is recommended that Council resolve to proceed to subdivision stage of Lot 43 Eastcott St, Waroona.

BACKGROUND

Land Tenure

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

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



Figure 1 - Aerial view of lot 43 Eastcott St, Waroona

Proposed Lot Layout

Two lot layouts were considered, with the first being shown in figure 2. below. Under this configuration the lots sizes were approximately:

- Lot 1 (strata) 350 m²
- Lots 2 to 5 (strata) 334m² each
- Existing house 858 m²
- Lots 6 & 7 (freehold) 400 m² each
- Public Open Space (south end) 478 m²



Figure 2. Optional Lot Configuration

The business plan also contemplated a slightly different layout as per figure 3 below, with one less lot. This was in lieu of detailed survey which was to be carried out to inform the final lot configuration. As a result the preferred layout, shown below was drafted, which rationalised lots 6 & 7 (from figure 2) into one lot due to the imposition of the significant trees in this part of the lot.

Under this configuration the lots sizes are:

- Lot 1 (strata) 350 m² (excluding common area driveway)
- Lots 2 to 5 (strata) 334m² each (excluding common area driveway)
- Lot 6 Existing house 742.6 m²
- Lot 7 (freehold) 400 m² each
- Lot 8 Public Open Space (south end) 478 m²



Figure 3. Preferred Lot Configuration

Business Plan

A Feasibility and Business Plan Report was prepared for the subject property, which is provided in Appendix 11.4.1 A. This was required as it proposed a land transaction which reaches a financial threshold as a major land transaction as determined under the Local Government Act 1995. Refer to the Statutory Environment section of this report for details.

The business plan has now been advertised for the required 60 days. Responses are considered in the Consultation section of this report.

REPORT DETAIL

Seven Scenarios for the land were assessed in the Business Plan.

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

It is recommended that Council proceed with the Business Plan, but does so in a staged approval manner with the initial approval being to proceed with subdivision of the lot. In doing so, scenarios 3 to 7 remain as viable options.

This staged approach moves the project forward but allows Council to intervene and do with the separate lots as it wishes, either retaining them as is, selling them unbuilt, building and then selling or building and renting. This presents a low-risk approach to the major land undertaking as Council can liquidate lots if the need arises.

Project Timeline

The project timeline for subdivision purposes is -

- Council determines whether to proceed with the major land transaction at the May 2026 ordinary meeting of Council once the consultation is complete. Project initiation phase is complete with this report.
- Subdivision Planning phase will run until February 2027. In this phase approvals are lodged, design is carried out, utilities applications are done and the construction tender prepared.
- Subdivision construction from March 2027 until December 2027.
- House construction will run from January 2028 until May 2029.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	2.1 Develop an economy that is focused on growth, knowledge and innovation, and infrastructure, and protects prime agricultural land
Strategy	4.2.1 Plan and effect appropriate maintenance, renewal, replacement and disposal of assets

OTHER STRATEGIC LINKS

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

Investigate rates equity and income options.

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

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

Submission of subdivision application - May 2026.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.20 Power to borrow.

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

Borrowing for subdivision purposes would be required in the 2026/27 financial year. Hence, it is recommended that Council consider borrowing funds in its budget deliberations.

Local Government Act 1995, section 6.21 Restrictions on borrowing.

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

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

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

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

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

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

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

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

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

- (b) *its expected effect on other persons providing facilities and services in the district; and*
 - (c) *its expected financial effect on the local government; and*
 - (d) *its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and*
 - (e) *the ability of the local government to manage the undertaking or the performance of the transaction; and*
 - (f) *any other matter prescribed for the purposes of this subsection.*
- (5) *After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

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

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

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

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

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

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

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

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

The freehold lot to be developed on the south end of the property contain large trees. The option for two freehold residential lots at the east end of the property was considered, however this has been reduced to one less lot due to the presence of significant trees.

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

Policy Implications

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

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

Three loan scenarios are assessed below:

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

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

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

Risk Management Implications

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

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

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

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

CONSULTATION

One month's public consultation is required under the Local Government Act 1995, s 3.59 should Council resolve to move forward with this proposal. The Shire's business plan was made available for this purpose. In addition to the notice requirements under the Act the Shire wrote to the adjacent properties to seek their input.

A phone query was made by a homeowner adjacent to the subject lot. The person was concerned that the lot would be for social or affordable housing. It was indicated that this was not the intention of Council.

One written response (Appendix 11.4.1 C) was received which raised the following key concerns:

1. Impact on adjacent community facilities
2. Traffic, access and parking
3. Neighbourhood character and built form
4. Consultation timeframes and transparency

In summary the following response was provided.

1. Impact of Subdivision Works on Adjacent Community Facilities

- If Council decides to proceed with the proposal there will be construction activity. During the subdivision stage this relates to provision of utilities, driveways, earthworks for the lots, drainage and some retaining walls.
- Developers, including the Shire, have an obligation under environmental health legislation to ensure development sites do not cause significant amenity impacts on nearby properties by way of dust and noise and this will be dealt with in the construction contracts and monitored during construction.

2. Traffic, Access and Parking

- Whilst the land is zoned 'Community and Civic' under the local planning scheme, this does not preclude residential development and it is planned that the lots will be sized and marketed for residential purposes rather than community or civic purposes.
- Residential uses generate much lower traffic movements than community and civic uses. Residential land uses averages 6 movements per day per lot.
- Eastcott Street and Henning Street are well below maximum traffic volumes for the nature of these roads and are constructed to a suitable urban standard to accommodate the increase in traffic movements.
- The additional traffic increase is not expected to cause a significant traffic or safety issue for the area.
- All dwellings are required to provide parking on site commensurate to the size of any future dwelling.
- Given the above factors, the traffic, access and parking issues will be have minimal impact on the CRC's parking demand, pedestrian safety, and access during events.

3. Neighbourhood Character and Built Form

- Housing design will be determined at the housing development stage. It will be designed and built to the Residential Design Codes of WA ensure dwellings meet suitable standards and community expectations.
- Dwelling height, setbacks, appearance, parking, fencing, landscaping and visual privacy are all elements that are included in the Residential Design Codes.
- Variations to the Residential Design Codes are often referred to affected landowners before applications for dwellings are determined.

4. Consultation Timeframes and Transparency

- I can confirm that the public submission request meets all of the requirements of the Local Government Act 1995.
- For a plain language rationale of the proposal the report to Council is available to the public at the following link, item 11.4.1 - <https://www.waroona.wa.gov.au/council-meetings/ordinary-council-meeting/february-ordinary-council-meeting/145/documents/minutes-and-appendices-ocm-february-2026.pdf>
- The report notes that Council is seeking income opportunities for this land, which is otherwise unused. This use will of course preclude other uses in this specific location, however, the present use of lot 42 Henning Street, has been accommodated in the subdivision layout, particularly, where the existing raised garden beds intrude into Lot 43 Eastcott St. A portion of this lot will remain undeveloped and as such will provide for future opportunities.
- A report will be presented to Council at its ordinary meeting at 4pm on 26th May 2026, to consider the business plan and submissions received. The Agenda will be available on the Shire's website ahead of the meeting at the link - <https://www.waroona.wa.gov.au/council-meetings/ordinary-council-meeting/may-ordinary-council-meeting/148>, should you wish to peruse the report item. You are also welcome to attend the meeting and ask questions or present a deputation.

Aboriginal Consultation

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

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

RESOURCE IMPLICATIONS

Financial

Model Inputs and Analysis

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

Rates Impact

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

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

- With net rental income 1.70%

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

Opportunity Cost

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

Scenario Assessments

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

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

Workforce

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

CONCLUSION

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

The analysis in the business case provides positive outcomes financially for the Shire.

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

It is recommended that a subdivision application be lodged and the development of the lot proceed to subdivision clearances stage, that Council fund this element now and consider borrowings in the next budget, with the matter to return to Council once the subdivision application is approved.

11.5 ITEMS FOR INFORMATION

Nil

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

Nil

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

Nil

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

Nil

16. MEETING CLOSED TO THE PUBLIC**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

OCM26/05/066

Moved: Cr Bartle

Seconded: Cr Scott

That Council proceeds behind closed doors as per Section 5.23(4) of the *Local Government Act 1995* for the purpose of considering Items 16.1.

CARRIED 5/0

The audio recording was stopped.

Mark Goodlet declared a direct financial interest in item 16.1 as he is the Chief Executive Officer and the item pertains to his contract of employment.

The one (1) member of the public and all members of staff except for the Executive Assistant left the meeting, the time being 4.35pm.

The audio recording was started.

16.1 Confidential – Chief Executive Officer Contract of Employment	
File Ref:	HR.1 – Human Resources – Recruitment
Previous Items:	SCM 21/10/150
Applicant:	N/A
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute majority
Appendix Numbers:	16.1 – Confidential

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/067

Moved: Cr Vitale

Seconded: Cr Mason

That Council:

1. notes the Chief Executive Officer's request for a further contract term of three (3) years; and
2. determines the following:

Reappointment

In relation to the employment contract tabled a Confidential Appendix 16.1, Council;

- a. agrees to extend the appointment of Mr Mark Goodlet as Chief Executive Officer for a period of three (3) years, commencing on 1 November 2026;
- b. approves the Total Benefits Package, within the applicable Salaries and Allowances Tribunal Band 3 determination;
- c. approves the amended employment contract based on the WALGA Chief Executive Officer Contract Template;
- d. authorises the application of the Common Seal of the Shire of Waroona to the employment contract; and
- e. authorises the Shire President to execute the employment contract on behalf of the Shire of Waroona.

CARRIED 5/0

A report was provided under confidentiality.

17. MEETING OPENED TO THE PUBLIC

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/068

Moved: Cr Scott

Seconded: Cr Bartle

That the meeting resume in public.

CARRIED 5/0

The audio recording was stopped.

Six (6) members of staff returned to the meeting, the time being 4.37pm.

The audio recording was started.

18. CLOSURE OF MEETING

The meeting was closed, the time being 4.38pm

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD Tuesday 23 June 2026 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE



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ORDINARY COUNCIL MEETING

26 May 2026

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Peel Country Zone

Minutes

23 April 2026

Held via MS Teams

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, of amendments to recommendations within the State Council or Zone Agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance The attendance was confirmed prior to the commencement of the meeting.

ATTACHMENTS

1. LGIRS Local Government Division Report
2. Minutes of previous meeting
3. Zone Status Report
4. President's Report

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Zone Chair, President Cr Michael Walmsley opened the meeting at 1:00pm.

1.2 ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Local Government
Shire of Boddington	President Cr Eugene Smallberger Cr Paul Carrots
City of Mandurah	Mayor Amber Kearns Cr Shannon Wright Ms Casey Mihovilovich, Chief Executive Officer – non-voting
Shire of Murray	Cr Ange Rogers Cr Nicole Willis (Deputy)
Shire of Serpentine Jarrahdale	President Cr Rob Coales Cr Courtney Mazzini Mr Andrew Trosic, Acting Chief Executive Officer – non-voting
Shire of Waroona	President Cr Michael Walmsley (Chair) Cr Brad Vitale Mr Mark Goodlet, Chief Executive Officer – non-voting
WALGA Secretariat	Mayor Mark Irwin, President Mr Nick Sloan, Chief Executive Officer Ms Hannah Godsave, Policy Manager Community Ms Sammy Jones, Member Services Executive Administrator

Members of Parliament	Hon Jessica Stojkovski MLA, Minister for Minister for Child Protection; Prevention of Family and Domestic Violence; Minister Assisting the Minister for Transport; Peel Mr Ross Verne, Chief of Staff for the Office of Hon Jessica Stojkovski, MLA Mr Matt Jankowski, Policy Advisor for the Office of Hon Jessica Stojkovski, MLA
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Guest Speaker

Department of Fire and Emergency Services	Ms Stacey Naughtin, A/Executive Director Corporate Services
LGIRS – Local Government Division	Mr Dale Powell, Project Manager Grant Delivery Ms Lauren Atkinson, General Manager Grant Delivery

1.3 APOLOGIES

Shire of Boddington	Ms Julie Burton, Chief Executive Officer – non-voting
Shire of Serpentine Jarrahdale	Mr Paul Martin, Chief Executive Officer – non-voting Cr Courtney Mazzini
Shire of Murray	President Cr Douglas McLarty Mr Dean Unsworth, Chief Executive Officer – non-voting

2 ACKNOWLEDGEMENT OF COUNTRY

We, the delegates of the Peel Country Zone acknowledge the traditional owners of this land that we are meeting on today and pay our respects to Elders past, present and future.

3 DECLARATIONS OF INTEREST

Nil.

4 DEPUTATIONS

4.1 MINISTER FOR MINISTER FOR CHILD PROTECTION; PREVENTION OF FAMILY AND DOMESTIC VIOLENCE; MINISTER ASSISTING THE MINISTER FOR TRANSPORT; PEEL

Hon Jessica Stojkovski MLA provided an update to the Zone on State projects in the Peel Region including; RED Grant allocations, election commitments, Peel Health Campus and Peel Business Park. Delegates were invited to raise issues or share updates with the Minister.

Noted

5 AGENCY REPORTS

5.1 LGIRS LOCAL GOVERNMENT DIVISION REPORT

The April 2026 report from LGIRS Local Government Division was enclosed as an attachment within the Agenda.

Mr Dale Powell, Project Manager Grant Delivery and Ms Lauren Atkinson, General Manager Grant Delivery provided a brief update to the Zone on Local Government commitments and in particular the CCTV Grant Program.

Noted

5.2 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Ms Stacey Naughtin, A/Executive Director Corporate Services of Department of Fire and Emergency Services took questions from Members.

6 CONFIRMATION OF MINUTES

The previous meeting Minutes of the Peel Country Zone have been circulated to Zone Delegates and was provided as an attachment to the Agenda.

RESOLUTION

Moved: President Cr Eugene Smallberger

Seconded: Mayor Amber Kearns

That the Minutes of the meeting of the Peel Country Zone held on 19 February 2026 be confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

A Status Report outlining any recent updates and/or actions taken on the Zone's previous meetings resolutions for both State Council and Zone items was enclosed as an attachment. These item updates will remain on the Status Report until completed or no further action is required by WALGA.

Noted

8 ZONE BUSINESS

8.1 REQUEST TO PRESENT

By Chantelle O'Brien, WALGA

Telstra

Mr Boyd Brown, Telstra Regional General Manager WA, is seeking members support to attend the June 2026 Peel Country Zone meeting to provide updates on the following topics:

- Mobile Network upgrades
- Co-investment programs
- Satellite to mobile
- Network resilience
- Any other topic of interest

Local Government Inspector

The Office of the Local Government Inspector has requested the opportunity to attend Zone meetings during 2026.

WA's inaugural Local Government Inspector Tony Brown will provide an update on the functions of the Office of the Inspector, his priorities for 2026 and his expectations of the sector. The Local Government Inspector is a statutory officer and provides oversight of the Local Government sector through complaint handling, inquiries, compliance review, and education.

Mr Brown has been in the role since October 2025 with his powers under the Local Government Act 1995 commencing on 1 January this year.

Mr Brown would like the opportunity to attend the 18 June 2026 Peel Country Zone meeting.

RESOLUTION

Moved: Cr Paul Carrots

Seconded: Cr Brad Vitale

That the Peel Country Zone:

1. **supports** a deputation from Mr Boyd Brown from Telstra at the June 2026 Zone meeting; and
2. **supports** a deputation from Local Government Inspector, Mr Tony Brown at the June 2026 Zone meeting.

CARRIED

8.2 CONSULTATION ON DRAFT CLIMATE CHANGE ADVOCACY POSITION

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- WALGA is undertaking sector consultation on a revised draft Climate Change Advocacy Position.
- This draft position was developed following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team of State Council.
- WALGA is seeking **Council endorsed feedback by 1 May 2026**.

POLICY IMPLICATIONS

WALGA's 2018 Climate Change [Policy Statement](#) and Advocacy Position state:

Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*
2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

The draft Advocacy Position in the Consultation Paper is:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to provide:*
 - a. *the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change*
 - b. *dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

ATTACHMENT

The WALGA Climate Change Advocacy Position Consultation Paper is available [online](#).

BACKGROUND

Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

In 2018, State Council endorsed a [Climate Change Policy Statement](#) and advocacy position, following extensive sector consultation. Since this Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded Western Australian Local Governments' general function under Part 3 s3.1(1A) of the *Local Government Act 1995* to:
 - a. to promote the economic, social and environmental sustainability of the district; and
 - b. **to plan for, and to plan for mitigating, risks associated with climate change;** and
 - c. in making decisions, to consider potential long-term consequences and impacts on future generations.
- The release of the Australian Government's [National Climate Risk Assessment](#) and [National Adaptation Plan](#) in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections ([international](#), [national](#) and [WA specific](#)) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

COMMENT

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback which is currently out for consultation with feedback due by 1 May 2026. WALGA has received feedback from some Councils and understands a number of Councils will be considering this matter in April. Zone delegates are encouraged to take this item to their Councils.

The Central Country Zone passed a motion at its February 2026 meeting which included writing to all other zones highlighting its alternative Advocacy Position (proposed in March 2025). WALGA worked to incorporate the Central Country Zone feedback prior to the release of the Consultation Paper.

WALGA is seeking **Council endorsed feedback** on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026** to environment@walga.asn.au.

Following consideration of this feedback a final draft Advocacy Position will be developed and provided to zones and State Council for consideration.

Noted

9 WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda which can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items. The Zone comment will then be presented to the State Council for consideration at their next meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 PROTECTING COUNCIL MEMBER AND EMPLOYEE PRIVACY ADVOCACY POSITION

By Meghan Dwyer, Governance Specialist

EXECUTIVE SUMMARY

- The South East Metropolitan Zone resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.
- Returns may include residential addresses, which are then made publicly accessible, creating privacy and safety risks.
- Council Members and employees are increasingly reluctant to disclose residential addresses due to safety and security risks, demonstrating that current legislation no longer aligns with contemporary expectations of privacy.
- Recent parliamentary scrutiny of similar requirements for Members of Parliament led to recommendations to remove full residential address disclosures, which the Government supported.
- In addition to Returns, Council Members must also provide a residential address when making their declaration of office.
- It would be appropriate for a review of all public disclosure requirements under the *Local Government Act 1995* to occur to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security.
- The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

ATTACHMENT

- Jurisdictional Comparison – Address Information in Council Member Returns and Declarations of Office (included below).

STRATEGIC PLAN IMPLICATIONS

The proposed advocacy position aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Support – Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

The recommendation is for State Council to endorse a new [Advocacy Position](#).

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

1. *Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995.*
2. *Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. *Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. *Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

BACKGROUND

At the 3 December 2025 meeting, State Council adopted new Advocacy Position 2.5.20 Electoral Material - Authorisation Statement Address Requirements in response to significant privacy and safety concerns arising from the obligation to publish a candidate's physical address on electoral materials.

When considering this item at the preceding round of Zone meetings, the South East Metropolitan Zone (SEMZ) resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* (the Act) to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.

State Council resolved to refer the SEMZ comments to the Governance Policy Team.

The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

COMMENT

Public disclosure regimes must strike an appropriate balance between public transparency and personal safety. The inclusion of personal identifying information in publicly accessible documents has become increasingly problematic. As digital publication and internet search capabilities have expanded, material that once had limited circulation can be copied and distributed with ease. This environment has reinforced the need to carefully consider how much personal information is necessary to make publicly available, and the risks that may arise when doing so.

Local Government Act

The Act establishes a range of public disclosure obligations designed to promote transparency and accountability. However, digital publication, increased data availability, and heightened personal safety concerns have created new risks that were not contemplated when these provisions were first drafted.

Returns require relevant persons to disclose personal financial information. Information disclosed includes the address of each parcel of real property, located in the district or in an adjoining district, in which the person had an interest and the nature of the interest in each parcel of real property (s.5.79). In practice, this often results in the disclosure of a Council Member or employee's residential address.

Returns are required to be included in the register of financial interests. Section 5.94(b) of the Act requires any register of financial interest to be made available to the public, and s.5.96 requires the Local Government to provide copies upon request.

Although s.5.93 of the Act establishes penalties for the improper use of information, information can now be copied and distributed almost instantly. In many cases, the harm may occur well before any investigation or action can be commenced.

In addition to the requirement for Council Members to disclose interests in real property as part of their returns, s.2.29 of the Act, together with Form 7 of the *Local Government (Constitution) Regulations 1998*, requires each Council Member to provide their full residential address when making their statutory declaration of office. Although this declaration is not required to be made publicly available under s. 5.94(b) of the Act, some Local Governments livestream or publish recordings of the proceedings. As a result, full residential address details become publicly accessible.

Emerging risks and issues

Local Governments have observed increasing reluctance from Council Members and employees to provide their residential address. Reasons include:

- being registered as a silent elector under the *Electoral Act 1907*,
- experiences or risks of family or domestic violence,
- concerns that leave of absence approvals may signal when a residence may be unoccupied,
- role-related risks, such as potential targeted harassment by dissatisfied community members.

Disclosure of personal residential addresses can also expose individuals to cybersecurity and identity-theft risks, as this information can be combined with other data to build detailed personal profiles. Publicly accessible addresses may make individuals more vulnerable to targeted scams, social engineering, and unwanted contact, increasing both digital and physical security risks.

Parliamentary disclosure obligations

The disclosure of the residential addresses of Members of Parliament in their Primary and Annual Returns has recently been considered by the [Legislative Assembly Procedures and Privileges Committee in Report No.1: Protecting privacy and other reasons to update the Members of Parliament \(Financial Interests\) Act 1992](#).

The Committee recommended that the Government review the relevant legislation, “with a view to addressing the requirement for the disclosure of full residential addresses and to consider broader legislative updates necessary to ensure the Act remains contemporary, effective, and aligned with modern standards of accountability and personal security.”

The [Government response](#) supported this recommendation.

Privacy and Responsible Information Sharing

The objectives of the new *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) include promoting responsible and transparent practices in the handling of personal information and balancing the public interests of protecting the privacy of personal information with the free flow of information by agencies.

Most privacy provisions in the PRIS Act come into effect on 1 July 2026.

The following sections of the PRIS Act intersect with the requirements of the *Local Government Act 1995*:

- The information privacy principles do not apply to information that is already publicly accessible. This includes information in documents that are either generally available to the public or made available for public inspection under another written law (s.22).
- An individual may request a public entity to remove their personal information from a public register if making the information publicly available would substantially affect any individual's safety or wellbeing. If the public entity is satisfied that the grounds exist, the public entity must comply with the request unless the public entity is satisfied that the public interest in maintaining public access to the information outweighs any individual interest in the information not being made publicly available (s.77).

While this appears to provide a mechanism for individuals to address specific safety and privacy concerns, it would be preferable to ensure that the legislative requirements avoid unnecessary risks to all Council Members and employees.

WALGA will seek to engage with the Information Commissioner and Deputy Privacy Commissioner to clarify the way in which these and other PRIS Act provisions will apply to Council Members.

Review and amendments to the Local Government Act

As Local Government Council Members and employees share the same safety concerns as Members of Parliament it would be appropriate to echo the Procedures and Privilege Committee and advocate for a broad review of all public disclosure requirements under the *Local Government Act 1995* to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security. A review would allow a clearer, risk-aware framework to be established that protects individuals while preserving appropriate transparency.

Within this broader reform, several targeted amendments are necessary. It is proposed that s. 5.95(1) be amended so that the right to inspect information in the register of financial interests under s. 5.94(b) is limited to the suburb or locality of each property, rather than the full residential address of the relevant person. Additionally, the requirement for Council Members to provide their full residential address in the statutory declaration of office should be removed. These amendments are consistent with practices adopted in other Australian jurisdictions and reflect the approach now being reconsidered for Members of Parliament.

Importantly, these changes would not weaken transparency or accountability. Council Members and employees would still be required to disclose their full residential address in Returns, and would continue to declare direct financial, indirect financial, proximity, and impartiality interests when they arise in decision-making processes. This ensures that relevant interests remain publicly recorded when they matter, without unnecessarily exposing personal residential details. By limiting public access to only what is necessary, the legislative framework can better protect individual safety while preserving the integrity of the disclosure regime.

ATTACHMENT: JURISDICTIONAL COMPARISON – ADDRESS INFORMATION IN COUNCIL MEMBER RETURNS AND DECLARATIONS OF OFFICE

DISCLOSURES IN RETURNS	
<p>Victoria Local Government Act 2020 Local Government (Governance and Integrity) Regulations 2020</p>	<p>CEO must prepare summary of personal interests information disclosed in the last personal interest return.</p> <ul style="list-style-type: none"> Includes the town or suburb, but not the street address or number of the land that is the place of residence <p>Other matters to be included or excluded are prescribed.</p> <p>Includes that a specified person may request in writing information not be included if the CEO consider including the information would:</p> <ul style="list-style-type: none"> be reasonably likely to place the personal safety of any person at risk, or unreasonably expose a business, commercial or financial undertaking to disadvantage <p>Summary of personal interest returns available to members of the public.</p> <p>Detailed personal interests returns are only available to certain persons.</p>
<p>New South Wales Governance Information (Public Access) Act 2009</p>	<p>From the <i>Information Access Guideline 1 - For Local Councils on the disclosure of information</i></p> <ul style="list-style-type: none"> Returns should be made publicly available on the council's website unless there is an overriding public interest against release or to do so would impose unreasonable additional costs on council. A consideration against disclosure is where release of the information may expose a person to a risk of harm or of serious harassment or serious intimidation. In the circumstances where council decides that there is an overriding public interest against disclosure, consideration should then be given to whether it is practicable to release an edited copy of the record (for example redacting the individual's signature or residential address) If it is practicable to do so, then the information should be deleted from a copy of the record and the remainder of the return made available on the council's website.

	<ul style="list-style-type: none"> Where information is deleted from a return, council should keep a record indicating, in general terms, the nature of the information redacted.
Queensland Local Government Regulation 2021	Suburb or locality of the land is required (not full address).
South Australia Local Government Act 1999	Personal addresses are not to be published nor are any addresses where the CEO is satisfied that the inclusion in the Register of the address of a person would place at risk the personal safety of that person, a member of that person's family or any other person.
Tasmania	Currently does not require councillors to lodge a personal interests return. The Tasmanian government is implementing a new framework to strengthen the management of local government councillor conflicts of interest, with reforms expected before the 2026 elections.

INFORMATION IN COUNCIL MEMBER DECLARATIONS OF OFFICE	
Victoria Local Government Act 2020 Local Government (Governance and Integrity) Regulations 2020	Address not required.
New South Wales Local Government Act 1993	Address not required.
Queensland Local Government Regulation 2021	Address not required.
South Australia Local Government (General) Regulations 2013	Address not required.
Tasmania Local Government (General) Regulations 2025	Address not required.

WALGA RECOMMENDATION

That State Council endorse the following new Advocacy Position:

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

1. *Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995,*
2. *Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. *Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. *Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

RESOLUTION

Moved: Mayor Amber Kearns
 Seconded: Cr Paul Carrots

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

9.2 WATER MANAGEMENT ADVOCACY POSITION

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- A new Water Management Advocacy Position and the retirement of position 6.14 Planning for Water is proposed.
- The new Position has been developed following consultation and feedback on WALGA's *Water Management in Western Australia Discussion Paper*.
- 28 Local Governments provided more than 200 comments on the paper, with the main issues being:
 - equitable access to consistent and reliable water;
 - water licensing and allocation;
 - integrated regional and catchment-scale water planning;
 - water for Public Open Space (POS);
 - funding
 - for critical infrastructure - drainage and irrigation, alternative water sources and sewerage infill and headworks.
 - for water efficiency and water sensitive urban design initiatives.
 - expanding and improving the Waterwise Council Program;
 - access to data and information to inform decision making; and
 - addressing the impacts of stormwater runoff.
- The outcomes sought in 6.14 Planning for Water have been realised in the recently released State Planning Policy 2.9.
- The Environment Policy Team endorsed retiring the position and the new position at its meeting on 19 March 2026.

ATTACHMENT

- [Water Management Discussion Paper](#)
- [Water Management Consultation Summary Report](#)

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the following new [Advocacy Position](#) be **endorsed**:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *Undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space.*
 - ii. *Developing a State-wide framework for integrated regional and catchment-scale water planning.*
 - b. *Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:*
 - i. *Drainage and irrigation upgrades.*
 - ii. *Alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer.*
 - iii. *Small-scale sewerage infrastructure headworks and infill sewerage.*
 - c. *Expand the Waterwise Council Program statewide and provide:*
 - i. *Increased support and resources to assist Local Government in delivering water efficiency measures.*
 - ii. *Incentives for Local Governments to undertake water efficiency initiatives.*
 - d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
 - e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

It is proposed that the following Advocacy Position be **retired**:

6.14 Planning for Water

As part of the Water Management Report endorsement process, formal support from the relevant Local Government should be required where:

1. *It is intended that the Local Government will become the infrastructure asset manager; or*
2. *The proposed location of water infrastructure assets will impact Local Government assets or facilities.*

The outcomes sought in Position 6.14 have been realised in the recently released [State Planning Policy 2.9](#).

BACKGROUND

WALGA identified the need to consolidate and expand on current Water related [Advocacy Positions](#) and has undertaken initial consultation, through targeted engagement and consideration of issues raised by the sector previously. To inform the development of a new Advocacy Position, WALGA developed a Discussion Paper to gain feedback from the sector on their current challenges and needs in relation to water management across the state.

WALGA released the Discussion Paper for comment in late November 2025, with an initial deadline of 15 January 2026 for comment, however based on feedback from the sector this deadline was extended to Thursday, 12 March.

28 Local Governments have provided feedback, 14 of those Council/CEO level feedback. The feedback provided by Local Governments was comprehensive, with over 200 individual comments received across the submissions. WALGA acknowledges the significant time and consideration given by Members in providing that level of feedback.

The main themes of the feedback reflect those explored in the Discussion Paper and are consistent across Local Government:

- Legislation which is inequitable and outdated, particularly for licensing and allocation.
- State legislation should align with the National Water Agreement, particularly strategic, long term integrated planning and equitable access to drinking water.
- Aging and insufficient water infrastructure.
- Support and resourcing needed to explore and mainstream alternative water sources.
- Reactive approaches to headworks and sewerage servicing constraining development, particularly in regional and high-growth areas.
- Public Open Space (POS) in relation to planning decisions not accounting for the water needed to sustain these areas.
- Statewide expansion of the Waterwise Council program and improvement in program support and design.
- High interest in improving and supporting water efficiency and water sensitive urban design outcomes.
- Water data gaps and poor data sharing limits sound decision making.
- Water quality as an emerging and under-recognised issue.

WALGA has consolidated the feedback into a Consultation Report which summarises the main themes and issues raised by the sector and how it has been addressed in the draft Advocacy Position.

COMMENT

The new Position has been informed by the information, issues and priorities identified in feedback received from Local Governments on the WALGA Discussion Paper.

A new Advocacy Position is timely given the release of [Made Possible by Water](#) by the State Government on 21 March 2026, a document outlining WA's water future. A comprehensive Advocacy Position on this issue will be essential to assist WALGA's advocacy and influence how the Government delivers the priorities identified. Some of the matters identified in the draft Advocacy Position are reflected in Made Possible by Water, including expansion of the WaterWise Program and delivery of new water sources.

The Environment Policy Team endorsed the new Advocacy Position and the retirement of Position 6.14 at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council:

1. Endorse the following new Advocacy Position:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space*
 - ii. *developing a state-wide framework for integrated regional and catchment-scale water planning.*
 - b. *Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:*
 - i. *drainage and irrigation upgrades*
 - ii. *alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer*
 - iii. *small-scale sewerage infrastructure headworks and infill sewerage.*
 - c. *Expand the Waterwise Council Program statewide and provide:*
 - i. *increased support and resources to assist Local Government in delivering water efficiency measures*
 - ii. *incentives for Local Governments to undertake water efficiency initiatives.*
 - d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
 - e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*
2. *Retires Advocacy Position 6.14 Planning for Water.*

RESOLUTION

Moved: President Cr Rob Coales
Seconded: Cr Paul Carrots

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

9.3 OFF ROADS VEHICLES ADVOCACY POSITION

By Rebecca Hicks, Policy Advisor Community

EXECUTIVE SUMMARY

- It is proposed that Advocacy Position 3.12 Off Road Vehicles (ORV) be retired.
- The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) provides the legislative framework for the use of off-road vehicles within permitted areas in WA.
- Nine Local Governments own and maintain Off Road Vehicle (ORV) areas.
- Advocacy Position 3.12 Off Road Vehicles was adopted by State Council in 2018 in response to concerns from Members about the use of permitted ORV areas.
- Amendments to the ORV Act in 2025 address the core objectives of the ORV Advocacy Position, particularly as it relates to registration and enforcement.
- The retirement of the ORV Advocacy Position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

ATTACHMENT

- [Control of Vehicles \(Off-road Areas\) Amendment Act 2025](#)

STRATEGIC PLAN IMPLICATIONS

Retiring this Advocacy Position aligns with the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that Advocacy Position [3.12 Off Road Vehicles](#) be **retired**.

Legislation relating to off road vehicles should be reviewed to align registration and licensing of off-road vehicles with other vehicle types are users. In addition, educational resources should be developed in consultation with users, regulators, and vendors relating to safety, regulatory compliance and other associated matters.

BACKGROUND

The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) prohibits the use of Off Road Vehicles (ORVs) in areas outside of permitted areas and makes provisions for the use of ORVs in permitted areas. The Department of Local Government, Industry Regulation and Safety (LGIRS) is responsible for administering the legislation and providing [information and support](#) to users and Local Governments. The legislation defines ORVs as including, but not limited to, trail bikes, quad bikes, beach buggies and road licensed vehicles such as four-wheel drives when used in off-road locations.

The use of ORVs outside of permitted areas can have impacts on Local Governments and communities including community safety in public spaces, road safety and environmental impacts. These issues fall under the scope of other legislation.

Nine Local Governments currently maintain and operate permitted areas: the Cities of Greater Geraldton, Karratha, Kwinana and Swan and the Shires of Carnarvon, Dandaragan, Gingin, Port Hedland and York.

WALGA's Advocacy Position was adopted by State Council in 2018, in response to Member concerns regarding the use of permitted ORV areas.

The ORV Act was amended in 2025 to align penalties and enforcement expectations with other WA transport legislation. The *Amendment Act* includes provisions to introduce online and label registrations and increase penalties for existing offences. The majority of the ORV Amendment Act commenced with immediate effect in August 2025. Sections of the legislation relating to registration labels are dependent on system design changes to the online registration platform. The legislation regulations and commencement date are expected by the end of 2026.

In 2024, the [State Government announced \\$4.8 million](#) in grant funding for Local Governments to develop new and upgrade existing ORV areas. This funding recognises the key role Local Government plays in the upkeep and management of ORV areas.

COMMENT

The ORV Amendment Act addresses the core objectives of the WALGA ORV advocacy position, particularly as it relates to registration and enforcement. As the intended outcomes of the advocacy position have been achieved, it is proposed that Advocacy Position 3.12 Off Road Vehicles be retired. WALGA will work with LGIRS to provide advice and support on the commencement of the Act regulations for Members managing permitted areas.

WALGA has engaged with Members that currently manage ORV permitted areas. Six Local Governments have responded and provided their support for the retirement of the advocacy position.

WALGA will continue to monitor emerging issues associated with ORVs, with a particular focus on usage outside of permitted areas.

The proposed retirement of the ORV advocacy position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council retire Advocacy Position 3.12 *Off Road Vehicles*.

RESOLUTION

Moved: Cr Ange Rogers
Seconded: Mayor Amber Kearns

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.

CARRIED

9.4 HOMELESSNESS ADVOCACY POSITION

By Hannah Godsave, Manager Community Policy

EXECUTIVE SUMMARY

- It is proposed that the 2019 Advocacy Position 3.11 Homelessness be updated.
- While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery and requires them to manage community expectations.
- Western Australian Local Governments are reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact.
- WALGA undertook a survey of Members in early 2026 to better understand the impact on the sector and inform a review of the current Advocacy Position.
- The updated Position reflects the sector's view that the Australian and Western Australian Government should provide leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.
- The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026.

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the **existing** Advocacy Position [3.11 Homelessness](#):

WALGA recognises that Local Government through its planning, health, community development and regulatory powers can facilitate positive local and regional responses to end homelessness, however does not see that it has a lead role. Rather, Local Government's role is one of a stakeholder that requires early engagement in the understanding of collaborative approaches that improve the quality of life for people experiencing homelessness in all of its manifestations.

be **replaced** with a new Advocacy Position as follows:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

BACKGROUND

The Australian Bureau of Statistics (ABS) defines homelessness as when a person does not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate;
- has no tenure, or tenure is short and not extendable; or

- does not allow them to have control of, and access to space for social relations.

The ABS Census of Population and Housing provides the authoritative data source on people experiencing homelessness. The 2021 Census reported 9,729 people experiencing homelessness in WA. The Australian Institute of Health and Welfare provides more contemporary data based on interactions with specialist homelessness services. In 2024-25, almost 289,000 (1 in 115) people engaged with specialist homelessness services in WA, of which 47% were accessing homelessness support for the first time.

While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery, including the maintenance of public spaces, planning and zoning for appropriate services and revenue-related functions such as rates and grants administration. Local Governments must also manage community expectations about how they will respond to homelessness.

WALGA's current advocacy position was adopted by State Council in 2019 in the lead up to the release of [All Paths Lead to a Home: Western Australia's 10-Year Strategy on Homelessness 2020–2030](#) (the Strategy) released by the State Government. The Strategy sets out a vision for a whole of community response, led by the Department of Communities, working towards ending homelessness in Western Australia. The Strategy identifies a predominantly supportive role for the Local Government sector in addressing homelessness, while also acknowledging that some Local Governments directly provide homelessness and accommodation services. Suggested sector contributions in the Strategy include facilitating local partnerships, identifying rough sleepers, sharing local area knowledge to inform State Government resourcing decisions, and connecting people to specialist services. This supportive role for the Local Government sector is reflected in the current Advocacy Position.

At the National level, the [National Agreement on Social Housing and Homelessness](#) provides a five-year funding and accountability framework between the Australian and State/Territory Governments to support social housing and homelessness services until June 2029. The bilateral schedule for Western Australia sets out a \$165.9 million homelessness funding contribution from both parties.

COMMENT

Local Governments have been reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact. Local Governments have shared that they are facing growing pressure to meet both their defined obligations and community expectations for comprehensive responses, including specialist homelessness services triage, investment in housing and support service provision.

To better understand the issues being raised by Members, WALGA conducted a sector survey on homelessness in early 2026. 68 responses (49%) were received, 26 metropolitan and 42 regional, with representation from all WALGA Zones. Key findings from the survey include:

- 74% of respondents report an increase in the significance of homelessness in their Local Government area in the last two years.
- 60% of respondents report an increase in enquires from community members regarding homelessness in the last two years.

- Key issues raised in community enquiries are rough sleeping and persons living in vehicles.
- 23% of respondents consider there is no role beyond defined responsibilities for Local Government in response to homelessness.
- 61% of respondents consider preventative measures to reduce homelessness and facilitating connections to specialist service providers as an appropriate role for Local Government in response to homelessness.
- 83% of respondents rank State and Federal Government funding as the highest or second highest priority enabler to respond to homelessness.
- 51% of respondents report that current specialist homelessness services are not adequate within their Local Government area.
- Respondents rank affordable housing as the top priority for support/services to address homelessness, followed by wraparound services and specialist support services.

Informed by survey responses and acknowledging the support role of Local Government identified in the State Strategy, the updated position calls on the Australian and Western Australian Government to provide the necessary leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.

The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026 meeting.

WALGA RECOMMENDATION

That State Council replace Advocacy Position 3.11 Homelessness with the following:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

RESOLUTION

Moved: Cr Brad Vitale
Seconded: Mayor Amber Kearns

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above.

CARRIED

9.5 OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

10 EXECUTIVE REPORTS

10.1 WALGA PRESIDENT'S REPORT

WALGA President, Mayor Mark Irwin presented the President's Report. The report was enclosed as an attachment within the Agenda.

Noted

10.2 STATE COUNCILLOR'S REPORT TO THE ZONE

Peel Country Zone State Councillor, President Cr Michael Walmsley provided an update on the activities of State Council since the last Zone meeting.

Noted

11 OTHER BUSINESS

Nil.

12 NEXT MEETING

The next meeting of the Peel Country Zone will be held on Thursday, 18 June 2026 at the Shire of Murray commencing at 1:00pm.

13 CLOSURE

There being no further business the Chair declared the meeting closed at 2:28pm.



Unconfirmed Minutes

**Shire of Waroona
Local Emergency
Management Committee**

**Fourth Quarter
Tuesday 12th May 2026**

Local Emergency Management Committee – Tuesday 12th May 2026

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Unconfirmed Minutes

Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers on Tuesday 12th May 2026. LEMC Chairperson Mike Walmsley declared the meeting open at 10:30am.



Mark Goodlet
Shire of Waroona Chief Executive Officer

1. ATTENDANCES

Mike Walmsley	LEMC Chairperson / Shire President, Shire of Waroona
Brendan Woodford	LEMC Deputy Chairperson / Officer in Charge, Waroona Police
Amber Vincent	LEMC Executive Officer / ESAO, Shire of Waroona
Mark Goodlet	CEO, Shire of Waroona
Rhys Bloxside	Manager Development Services, Shire of Waroona
Luke Jones	Bushfire Risk Mitigation Coordinator, Shire of Waroona
John Twaddle	CBFCO, Shire of Waroona
Kirrily Clarke	Regional Coordinator, Department of Communities
Aaron Kelly	ESO Supervisor, Alcoa of Australia
Steve Collins	Operations Manager, Water Corporation
Caroline Henning	Manager, Waroona Community Resource Centre
Jess Vieira	Disaster Preparedness Lead, Department of Health
Justine Esmonde	NBN Local – Southwest

2. APOLOGIES

Ronan Kelly	Principal, St Joseph's School Waroona
Cate Willey	DEMA, Department of Fire and Emergency Services
Ricky Southgate	District Officer, Department of Fire and Emergency Services
Brenna Geuer	Operational Lead, St John WA
Bruce Hancock	Asset Management and Operations, Main Roads WA
Noel Dew	Community Resident, Shire of Waroona
Jenny McNamara	St John WA
Carla Robson	St John WA
Aaron Dean	St John WA
Robert Deleo	Western Power
Rod Johnson	Harvey Water

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

LEMC Resolution / Officer Recommendation

LEMC26/05/001

Moved: John Twaddle

Seconded: Kirrily Clarke

It is recommended that the minutes of the Shire of Waroona Local Emergency Management Committee Meeting held Wednesday 11th February 2026 be confirmed as true and correct (Appendix 1).

CARRIED UNANIMOUSLY 7:0

4. BUSINESS ARISING

4.1 Nil.

5. EVERY MEETING

5.1 Correspondence Received

Nil.

5.2 Progress on any Funding Applications

The Shire of Waroona will apply for round 2 of the MAFS funding.

5.3 Discussion/Review of any Incidents or Exercises

Nil.

5.4 Progress on Bushfire Risk Management Plan Treatments

Luke Jones is currently working through the risk assessments for all Shire of Waroona assets. Luke will then make an application for treatments when MAFS round 2 opens.

6. GENERAL BUSINESS

6.1 Kirrily Clarke, Regional Coordinator, Department of Communities

Kirrily Clarke's report is attached at **Appendix 2**.

6.2 Ricky Southgate, District Officer, DFES

Ricky Southgate's report is attached at **Appendix 3**.

6.3 Cate Willey, DEMA South/East, DFES

Cate Willey's report is attached at **Appendix 4**.

6.4 Brendan Woodford, Officer in Charge, WAPOL

Brendan Woodford informed the committee that there has been a significant number of traffic incidents including one fatality at Waroona Dam.

6.5 Jess Vieira, Disaster Preparedness Lead, Department of Health

Jess Vieira introduced herself as this was her first LEMC meeting. Jess is the new LEMC member for Peel Health Campus on behalf of Department of Health.

6.6 Aaron Kelly, ESO Supervisor, Alcoa of Australia

Aaron Kelly informed the committee that the Willowdale Road intersection roadworks have been completed.

6.7 Mark Goodlet, CEO, Shire of Waroona

Mark Goodlet advised the committee that the Shire of Waroona will be looking at making improvements to Waroona's Evacuation Centre's infrastructure to make sure it is prepared for any natural disaster.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 12th August 2026 commencing at 10:30am. The meeting will be held at the Shire of Waroona Council Chambers.

8. CLOSE OF MEETING

There being no further business Chairperson Mike Walmsley declared the meeting closed at 10:45am.

Unconfirmed Minutes



Appendices

Local Emergency Management Committee Meeting

**Fourth Quarter
Tuesday 12 May 2026**

Appendix 1



Unconfirmed Minutes

**Shire of Waroona
Local Emergency
Management Committee**

**Third Quarter
Wednesday 11th February 2026**

Local Emergency Management Committee – Wednesday 11th February 2026

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8.	CLOSE OF MEETING	4

Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Waroona Memorial Hall on Wednesday 11th February 2026. LEMC Chairperson Mike Walmsley declared the meeting open at 10.30am.



Mark Goodlet
Shire of Waroona Chief Executive Officer

1. ATTENDANCES

Mike Walmsley	LEMC Chairperson / Shire President, Shire of Waroona
Brendan Woodford	LEMC Deputy Chairperson / Officer in Charge, Waroona Police
Amber Vincent	LEMC Executive Officer / ESAO, Shire of Waroona
Mark Goodlet	CEO, Shire of Waroona
Rhys Bloxside	Manager Development Services, Shire of Waroona
Dakota Seubert	Casual Ranger / Planning Officer, Shire of Waroona
John Twaddle	CBFCO, Shire of Waroona
Rich Denny	Regional Officer, Department of Communities
Peter Currell	Disaster Preparedness Manager, Department of Health
Aaron Kelly	ESO Supervisor, Alcoa of Australia
Ronan Kelly	Principal, St Joseph's School Waroona
Cate Willey	DEMA, Department of Fire and Emergency Services
Ricky Southgate	District Officer, Department of Fire and Emergency Services
Steve Collins	Operations Manager, Water Corporation
Brenna Geuer	Operational Lead, St John WA

2. APOLOGIES

Katie Leigh	Senior Ranger, Shire of Waroona
Meg Robertson	Ranger, Shire of Waroona
Caroline Henning	Manager, Waroona Community Resource Centre
Bruce Hancock	Asset Management and Operations, Main Roads WA
Kirrily Clarke	Regional Coordinator, Department of Communities
Noel Dew	Community Resident, Shire of Waroona
Jenny McNamara	St John WA
Carla Robson	St John WA
Aaron Dean	St John WA
Robert Deleo	Western Power
Rod Johnson	Harvey Water
Justine Esmonde	NBN Local – Southwest

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

LEMC Resolution / Officer Recommendation

LEMC26/02/001

Moved: John Twaddle

Seconded: Brendan Woodford

It is recommended that the minutes of the Shire of Waroona Local Emergency Management Committee Meeting held Wednesday 12th November 2025 be confirmed as true and correct (Appendix 1).

CARRIED UNANIMOUSLY 9:0

4. BUSINESS ARISING**4.1 Shire of Waroona Bushfire Risk Management Plan 2026 - 2028**

The Shire of Waroona's current Bushfire Risk Management Plan expires in May 2026. A draft Bushfire Risk Management Plan 2026-2028 has been prepared based on the latest template provided by the Department of Fire and Emergency Services (DFES).

A bushfire risk management plan helps local government identify and manage bushfire risks within their district, considering all land regardless of tenure. The plan also provides an online treatment strategy for land managed by local government.

The responsibility for managing bushfire risk is shared across the community. Successful bushfire risk management requires local government, State government, industry, private landholders, and other community members to collaboratively identify and assess risk and implement coordinated treatments across the landscape. Local governments are central to the functioning of communities and so play a crucial role in coordinating BRM planning. However, while local governments prepare the BRM Plan, they do so on behalf of all stakeholders and aren't solely responsible for managing the risks identified in the plan.

A copy of the draft Shire of Waroona Bushfire Risk Management Plan 2026-2028 is at **Appendix 2**. It should be noted that DFES has provided feedback to the Shire on the draft plan and all DFES recommendations have been incorporated into the plan.

LEMC Resolution / Officer Recommendation**LEMC26/02/002****Moved: Brendan Woodford****Seconded: John Twaddle**

It is recommended that the Shire of Waroona Local Emergency Management endorse the draft Shire of Waroona Bushfire Risk Management 2026-2028 subject to the following:

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

CARRIED UNANIMOUSLY 9:0

5. EVERY MEETING**5.1 Correspondence Received**

Nil.

5.2 Progress on any Funding Applications

Nil.

5.3 Discussion/Review of any Incidents or Exercises

Chief Bushfire Control Officer John Twaddle informed the committee of the incident that occurred at the Buller Road Refuse Site. He advised that the fire was caused by a lithium battery and that there had been two other fires in other local government refuse sites caused by lithium batteries as well.

5.4 Progress on Bushfire Risk Management Plan Treatments

Rhys Bloxsidge advised that Shire was in the process of recruiting a Bushfire Risk Mitigation Coordinator on behalf of DFES.

6. GENERAL BUSINESS

6.1 Cate Willey, DEMA South/East, DFES

Cate Willey's report is attached at **Appendix 3**.

6.2 Aaron Kelly, ESO Supervisor, Alcoa of Australia

Aaron Kelly thanked DFES for their help with the fire at Bancell Road.

6.3 Ricky Southgate, District Officer, DFES

Ricky Southgate thanked Alcoa for their help with the fire at Bancell Road.

6.4 Peter Currell, Disaster Preparedness Manager, Department of Health

Peter Currell informed the committee that Murray Districts Hospital is going to be moved under Peel Health Campus.

6.5 Brendan Woodford, Officer in Charge, WAPOL

Brendan Woodford advised that the volunteers suppressed a vehicle fire on Mayfield Road. The vehicle was stolen from another local government.

6.6 Mike Walmsley, Shire President, Shire of Waroona

Mike Walmsley discussed the load limits being placed on bridges by Water Corporation within the Shire and the potential impact that they could have on emergency services vehicles.

6.7 Mark Goodlet, CEO, Shire of Waroona

Mark Goodlet expressed his thanks to all those involved in the fire at the Buller Road Refuse Site. The Shire will be reviewing their operational processes to address fires at the site in the future, particularly those caused by lithium batteries. Mark advised that there is conjecture about who should supply WAERN radios to volunteer fire brigades. Presently the radios are funded by local government but there is a push for them to be funded by the State under the local government grant scheme.

6.8 Brenna Geuer, St John WA

Brenna Geuer made a comment about a recent incident at Waroona Dam where responders had no communications (radio or mobile phone). Brendan Woodford advised that WAPOL had the same issues around the dam. Brenna informed the committee that St John WA could potentially hold a tabletop exercise.

6.9 Rich Denny, Department of Communities

Rich Denny's report is attached at **Appendix 4**.

6.10 Bruce Hancock, Asset Management and Operations, Main Roads WA

Bruce Hancock's report is attached at **Appendix 5**.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 13th May 2026 commencing at 10:30am. The meeting will be held at the Shire of Waroona Council Chambers.

8. CLOSE OF MEETING

There being no further business Chairperson Mike Walmsley declared the meeting closed at 11:05am.

Unconfirmed Minutes



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION 4th Quarter 2025 - 2026

Regional Emergency Relief and Support contact

Activation of Emergency Relief and Support (ERS) services is via
Communities Emergency Operations Coordinator (EOC)

M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au

Regional Officer	Incoming Officer June 2026
Regional Coordinator – North	Ryan Hamblion
Regional Coordinator – South	Kirrily Clarke (position pending recruitment)
A/Regional Manager	Kirrily Clarke

Emergency Relief and Support update

The Department of Communities (Communities) Emergency Relief and Support (ERS) continued to support impacted people and communities over the high threat season by assisting with evacuation centres, providing immediate accommodation, and coordinating early recovery planning in alignment with local government.

- **A range of new initiatives** have been introduced across the season, including updated Go Bags - packs for accommodation including air mattress, pillow and sleeping bags, and hygiene packs. Throughout the season, feedback has been overwhelmingly positive. The hygiene packs are proving particularly popular, and the air bed, pillow, and sleeping bag bundle has been widely appreciated as a practical take home pack.
- A pilot project has been undertaken in response to the Boddington Newmont bushfire in December 2025. The purpose of the pilot was to test the feasibility and scalability of post evacuation centre engagement, with the aim of supporting social and emotional wellbeing during the early recovery period. The project also sought to capture structured feedback on evacuation centre operations to inform service improvements and strengthen continuity between response and early recovery. Findings are being reviewed to assess feasibility and scalability across future emergencies.

Identification of Evacuation Centres

Under the State’s Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities.

- When identifying potential evacuation centre locations, it is the responsibility of the local government, in collaboration with the Local Emergency Management Committee (LEMCs) and

relevant emergency management agencies, including the Department of Communities, to determine that the facilities are appropriate for hazards that are high risk to the area.

- Section 2.3 of the Location Planning of the Western Australia Evacuation Community in Emergencies Guidelines states:

LEMCs should consult with relevant emergency management agencies (including local governments, HMAs, Controlling Agencies, support organisations, and the Department of Communities) to determine the evacuation centres suitable for relevant hazards and/or communities. LEMCs should also identify possible options for refuge sites depending on the nature of the emergency.

- Communities maintains a record of all evacuation centres in the State and provides this to Controlling Agencies and/or HMAs as required.

Communities encourage local governments and LEMCs to ensure that only approved and assessed evacuation centres, as documented in the Local Emergency Relief and Support Plan, are included in the LEMA.

Emergency Relief and Support Training

As we move into the preparedness and capability development season, Communities will be rolling out updated training across local government, partner organisations, and our internal staff group. This 2.5-hour session (which can be adapted to suit local needs) is designed to support local government staff who may be allocated to open and facilitate the operation of an evacuation centre prior to Communities' arrival.

This practical based training builds knowledge of key processes, common challenges, and the adaptations required for different cohorts and scenarios. Multiple scenarios and exercises targeting local government preparedness are included.

ERS staff in your region will be in contact to arrange dates for this training.

Exercising

Local governments are encouraged to include ERS early in all hazard emergency exercise planning to strengthen coordination across response and recovery.

Response ERS activations - January to March 2026

Significant events during the reporting period included Tropical Cyclone Mitchell, Severe Tropical Cyclone Narelle, flooding in the Kimberley, and multiple bushfire incidents across metropolitan, regional, and remote locations.

Across the previous quarter January to March 2026 Communities were activated:

- 13 times for Bushfires: January (7 evacuation centres) February (4) and March (2).
- 3 times for Cyclones: January TC Luana (2 evacuation centres)
February TC Mitchell (5 evacuation centres)
March TC Narelle (5 evacuation centres)

The State Support Plan – Emergency Relief and Support was activated on 26 March, as a result of Severe Tropical Cyclone Narelle with 5 evacuation centres opened and more than 180 people

supported. Exmouth experienced widespread damage to homes and critical infrastructure, prolonged power and water disruptions, telecommunications outages and flooding, while Carnarvon experienced major flooding affecting homes and plantations.

Communities have been leading the State Social Recovery Domain, coordinating welfare and early recovery activities in partnership with relevant government and non-government organisations. Key community needs identified include housing damage, increased costs and limited availability of essentials, requests for financial and wellbeing support, limited face-to-face services, and heightened environmental health concerns.

The AUSRECPLAN — the Commonwealth plan that supports the repatriation of Australian citizens and approved foreign nationals following a critical incident overseas — was placed into ALERT phase in March as a result of the Middle East conflict.

Other updates

Disaster Ready Fund - Opportunity to upgrade applicable facilities

The National Emergency Management Agency has confirmed that the next round (Round Four) of the Disaster Ready Fund (DRF) is expected to be open by mid-2026. [Disaster Ready Fund | NEMA](#)

Local governments could consider opportunities to:

- Identify facilities that may require alternative or backup power generation to remain functional during emergencies.
- Assess facilities that could support incident coordination agencies, emergency services, and key stakeholders during a crisis.
- Develop or refine plans, scoping documents, or proposals for renovations and upgrades to community facilities so they can better support evacuation operations, including improvements to accessibility, capacity, safety features, and emergency functionality.

The Communities team is happy to talk through your ideas and can also prepare a letter of support to strengthen your application.

Monitoring Fuel supply and availability

Communities continues to oversee statewide fuel supply availability in response to District Emergency Coordinator requests. A structured weekly reporting process is now in place to support consistent monitoring and information sharing.

DFES Southwest LEMC report

as of 12/05/2026

Fire Season 26/27

DFES Southwest Region is in the planning stages for the 26/27 fire season. Training course and training Calander is underway for upskilling volunteer fire crews. Pre-season forum planning is underway. Prescribed burn work is being completed across the region.

Southwest Enhanced Response

DFES Southwest is reviewing its high threat response and will send this to LG for review and agreement to take part for a further 2 years.

Emergency waste management

DFES SW is in the process of working through the Emergency waste management plan and its feasibility to coordinate this across multiple SW Local Governments.

Suspicious fire

Several suspicious fires have occurred in various Southwest local governments this year and DFES asks that if you observe any suspicious behaviour to call 000 immediately. If you suspect someone of arson or fire lighting, make a report online or call Crime Stoppers on 1300 333 000.

Ricky Southgate

District Officer Wellington

Lot 719 South West Highway Bunbury WA 6230

M: 0439515494 / **E:** Ricky.Southgate@dfes.wa.gov.au



FOR A SAFER STATE



DISTRICT EMERGENCY MANAGEMENT ADVISOR (DEMA) REPORT

Period:

April to June 2026

Updated 1 May 2026 DM

NEW INFORMATION

New or updated information, since the previous DEMA Report, will be shown in **BLACK**. Important information for note will be in **RED**. Retained content will be shown in *BLUE italics*.

LOCAL FOCUS

PROJECT *Local Emergency Management Arrangements (LEMA) Improvement Program*

Lead *Joint DFES and WALGA project*

Overview

- *The LEMA Improvement Program is a sector-led reform to address the findings and recommendations of the LEMA Review Project.*
- *The aim of the Program is to design and develop new processes and tools to streamline and enhance the efficiency of preparing LEMA, ensuring they are more suitable for local governments.*

LEMA Pilot Project Current .

SEMC Update: The Local Emergency Management Arrangements (LEMA) Improvement Program is continuing to work toward a more capable and resilient community, through a local approach to emergency management.

The Western Australian Local Government Association (WALGA) partnered with DFES to deliver the improvement program.

Three key products were due for completion by 15 April 2026:

- 1. LEMA Development Model – tiered approach to define four progressive levels of LEMA maturity – Insufficient, Essential, Established, Optimal.
- 2. Revised LEMA templates – three new templates, the Emergency Management Plan, Incident Support Handbook and Emergency Management Work Plan.
- 3. Local Government Emergency Management Knowledge Hub (EM Hub) – available for local governments to use.

SEMC acknowledges the work of the participating local governments during the LEMA Pilot program, their efforts and contributions through this review.

How can you help Keep up to date by visiting the [SEMC website](#) or the [WALGA website](#).

- Further Information**
- [LEMA Improvement Program](#)
 - [LEMA Review Project](#)

IMPORTANT INFORMATION **Until the reforms of LEMA Improvement Program have been ratified through the SEMC, local governments are advised to proceed with their scheduled LEMA reviews, to remain compliant with their obligations under the *Emergency Management Act 2005*.**

ACTIVITY **Exercising and Exercise Reporting**

Lead DEMC Chairs and DEMC Exec Officers

Overview

Exercising and Exercise Reporting is a key requirement to support compliance with the EM Act. This continues to be an area of compliance risk.

Current Status

The District Emergency Management Advisors can support you in the development of your 3 year exercise schedule, exercise conduct as well as exercise evaluations and reporting.

The definition of ‘exercise’ is broad and work is being undertaken to provide a suite of easily accessible resources to support LGs / LEMCs in achievement of this EM Act compliance requirement.

Next Steps

If you have an exercise planned, or are aware of an exercise being conducted by another LG, LEMC or Agency, please let Donna and Cate know so that details can be followed up.

Further Info

Please contact Donna and/or Cate for more information.

Further information can also be found on the LG Knowledge Hub [HERE](#)

ACTIVITY**LEMC Agendas****Lead**

DEMC Chairs and DEMC Exec Officers

Overview

Well-structured LEMC agendas can support both compliance requirements under the *Emergency Management Act 2005* and improved engagement from members. There is an opportunity to make agendas more purposeful by incorporating simple, consistent items that contribute to preparedness, capability development and continuous improvement.

LEMCs are regularly seeking support on how to enhance engagement and investment
We will endeavour to share new initiatives in each report.

Suggested Agenda Inclusions (for consideration)

1. “Spotlight on EM Documents”

- Include a short, rotating agenda item that focuses on one EM document (e.g. local arrangements, recovery plan, or State EM documents scheduled for review).
- This could be a brief overview, discussion of local implications, or an opportunity to provide feedback into current consultation processes.

2. Exercising and Capability Discussions

- Include a standing item on exercise planning and reporting, noting this is a key compliance requirement.
- This can include:
 - Updates on the 3-year exercise schedule
 - Simple desktop or discussion-based activities aligned to the State EM Capability Framework
 - Capturing outcomes to support lessons management and continuous improvement

3. PPRR Activity Snapshots (Preparedness, Prevention, Response, Recovery)

- Encourage members to share brief updates on EM-related activities across any of the PPRR elements. Maybe have a difference focus at each LEMC.
- This helps build a clearer picture of local EM activity and supports easier annual reporting.

4. Lessons and Observations

- Include a short discussion point to capture:
 - “What worked well” (good practice observed)
 - “What could be improved” (1–2 focus areas)
- This can link to exercises, incidents, or general EM activities and helps embed a continuous improvement mindset.

5. Emerging Risks / Changes in the EM Environment

- Allow space to note relevant changes (e.g. new hazards such as cyber, upcoming framework or policy changes).
- This supports situational awareness and ensures LEMCs remain forward-looking.

Further Info

Please contact Donna or Cate if you would like to discuss further ideas.

DISTRICT FOCUS

ACTIVITY *District Emergency Management Committee Meeting*

Lead *DEMC Chairs and DEMC Exec Officers*

Current Status

The following email accounts have been established and you are requested to use the following for any communications related to the specific DEMC or items specific to an EM District:

- *North:* demcmetronorth@dfes.wa.gov.au
- *Central:* demcmetrocentral@dfes.wa.gov.au
- *East:* demcmetroeast@dfes.wa.gov.au
- *South:* demcmetrosouth@dfes.wa.gov.au

NEXT MEETINGS:

NORTH DEMC	29 May 2026	CENTRAL DEMC	21 May 2026
EAST DEMC	27 May 2026	SOUTH DEMC	13 May 2026
How can you help	Please ensure your DEMC Rep contacts are up to date		
Further Info	<i>Please contact Donna and/or Cate</i>		

STATE FOCUS

ACTIVITY *SEMC Meetings*

Lead SEMC & SEMC Business Unit

LAST MEETING HELD: 12 March 2026

NEXT MEETING SCHEDULED: 21 May 2026

LATEST COMMUNIQUE: MARCH 2026 (CLICK [HERE](#))

FUTURE MEETING DATES:
30 July 2026
01 October 2026
03 December 2026

PROJECT **SEMC Annual Report 24/25**

Lead SEMC & SEMC Business Unit

Overview

The SEMC Annual Report 24/25 was tabled in parliament on 12 March 2026. It is available [HERE](#)

Current Status

Some of the key messages from the SEMC Annual Report directly relevant for metro LEMCs include:

1. The emergency management system is becoming more complex—and expectations are rising

- WA faces **increasingly diverse hazards** (climate, technological, systemic risks).
- SEMC is prioritising **adaptability, integration and forward planning**.
For LEMCs: Expect stronger expectations around capability, planning quality, and risk consideration.

2. LEMCs are critical to the system—not just compliance bodies

- SEMC emphasises that **local committees are central to preparedness, coordination and community outcomes**.
For LEMCs: The role is strategic—not just administrative (important for engagement and attendance).

3. Capability development and exercising remain a major priority

- Strong focus on **testing plans, validating arrangements, and continuous improvement**.

For LEMCs: Exercises are no longer optional—they are core business.

4. Recovery and resilience are key focus areas going forward

- Increased emphasis on **whole-of-community resilience and recovery planning**.

For LEMCs: Need to strengthen recovery frameworks, not just response arrangements.

5. Strategic reforms and emerging issues will impact local level

Key developments flagged:

- SEMC Strategic Plan 2026–29
- Cyber security incidents being formalised as a hazard
- Ongoing reviews of emergency preparedness and governance arrangements

For LEMCs: Expect policy changes that will require updates to local arrangements.

PLEASE SEE ATTACHMENTS

A – North and Central Metro

B – South and East Metro

PROJECT SEMC Strategic Plan 2026 - 2029

Lead SEMC & SEMC Business Unit

Overview

The SEMC have undertaken a review of their Strategic Plan 2022 – 2025.

Current Status

The SEMC Strategic Plan has been released and can accessed here:

SEMC Strategic Plan 2026-2029

The SEMC Business Unit is currently working with SEMC Subcommittees to implement the Plan through the development of relevant work plans to focus actions and outcomes for each year. In addition, a draft annual work plan template is being designed for use by District Emergency Management Committees. Once complete, it will be circulated to relevant stakeholders for feedback, prior to implementation from 1 July 2026.

Further Information If you have any questions, please contact the SEMC Business Unit at info@semc.wa.gov.au

PROJECT Comprehensive Review Schedule of State EM Documents

Lead Various

The comprehensive review schedule is available [HERE](#)

The following State EM documents are due to commence comprehensive review in 2026 for a 2027 SEMC approval.

- 1. OPEN NOW
- 2. 2026 Consultation
- 3. 2027 Consultation

SHP – Hostile Act

SHP – Cyber Security

District Emergency Management Committee (DEMC) Handbook

SHP – Maritime Environmental Emergencies (MEE)

SHP – Collapse

SHP – Tsunami

Communicating in Recovery Guideline

SSP – Freight and Resupply

SHP – Animal and Plant Biosecurity

SSP – Emergency Public Information

SHP – Earthquake

SHP – Heatwave

Impact Statement Guide

Local Recovery Guidelines

SHP – Terrorist Act

Traffic Management in Emergencies Guideline

SHP – Nuclear Powered Warship (NPW)

WA Managing Exercises Guidelines (due likely to be pushed back to 2027)	Comprehensive review of the State EM Framework (State EM Policy, Plan, Procedure and Glossary)
How can you help	Actively participate in the consultation process and collaborate with other key stakeholders during this period. Consider including the review process as an agenda item on your LEMC agenda or conducting a desktop exercise.
Further Information	Please refer to ENGAGE WA EMERGENCY MANAGEMENT
PROJECT	2026-2029 EM Framework Review
Lead	SEMC
<u>Current Status</u>	
<p>The State Emergency Management Committee (SEMC) has initiated a comprehensive review of the State Emergency Management Policy, Plan, Procedure and Glossary (EM Framework) to ensure that it remains effective, adaptable, and fit-for-purpose in addressing current and emerging risks. In December 2025, SEMC adopted five principles and identified four focus areas for the review designed to guide review scope and decisions, as well as ensure the review remains responsive to sector needs while targeting systemic gaps and opportunities for improvement.</p>	
Review Principles:	
<ul style="list-style-type: none"> • make the framework simplified and functional • clarify roles and responsibilities • be outcomes-focused • integrate preparedness and assurance • remain agile and forward-looking 	
Review Focus Areas:	
<ul style="list-style-type: none"> • Incorporation of systemic risk and resilience in framework • Integrated preparedness and assurance framework • Local capacity and community resilience • EM roles and responsibilities review 	
<p>Four sector-wide workshops with emergency management agencies have been completed to refine the problem statement, outcomes, and scope for each focus area and to shape next steps for project planning. The workshop outcomes will inform a high-level project plan, which will outline focus area scopes, the overall program approach, and resourcing requirements, and will be submitted to SEMC for endorsement.</p>	
<p>If you have feedback you would like to submit prior to the formal consultation processes opening, please lodge as per below – EM FRAMEWORK CONTINUOUS IMPROVEMENT</p>	

PROJECT **EM Framework Continuous Improvement**
Lead SEMC

The Engage WA Emergency Management portal is the primary mechanism for engaging in the review of the State EM Framework. This portal will link you to OPEN consultations, however there is also a mechanism for lodging feedback on any aspect of the EM Framework at any time, using the EM DOCUMENT ISSUES REGISTER button – as shown below.

Spot It! Share It! Strengthen It!

Do you have feedback on an emergency management document? Let us know!

[EM Document Issues Register](#)

How can you help Actively participate in the consultation process and collaborate with other key stakeholders during this period. Consider including the review process as an agenda item on your LEMC agenda or conducting a desktop exercise.

Further Information Please refer to [ENGAGE WA EMERGENCY MANAGEMENT](#)

PROJECT **Cyber Security – Prescribed Hazard #29**
Lead SEMC

Overview

On 16 December 2025, the Governor of Western Australia approved the Emergency Management Amendment Regulations 2025, prescribing Cybersecurity Incident as the 29th State Hazard. The regulations come into force on 1 March 2026 and designate the Department of Premier and Cabinet (led by the Office of Digital Government's Cyber Security Unit) as the Hazard Management Agency for a Cybersecurity Incident hazard.

Current Status

The Department of the Premier and Cabinet's (DPC) Office of Digital Government is collaborating with the DPC's State Security and Defence Policy team to commence the approval process for the State Hazard Plan - Cybersecurity Incident. This includes preparation for a 12-week consultation period required as part of the approval process for a State Hazard Plan (SHP) by the State Emergency Management Committee

How can you assist/engage By keeping an eye on the Engage WA Management Platform for the DPC's State Hazard Plan in Quarter 2.

Further Info [2024 WA Government Cyber Security Policy](#)

PROJECT **State Hazard Plan (SHP) REVIEW – HAZMAT Annex B Space Re-entry Debris (SPRED)**

Lead WAPF

Overview

The WA Police Force has completed a five yearly review of the State Hazard Plan HAZMAT Annex B Space Re-entry Debris (SPRED).

The WA Police Force consultation closed on 02 January 2026

and is currently pending endorsement from SEMC subcommittees before progressing to SEMC for approval.

Next Steps **Consideration of feedback: January 2026**
Endorsement: January/February 2026

How can you help Further Information	Submission to SEMC Subcommittees for endorsement Approval: March 2026 Submission to SEMC for approval
	https://engagewaem.com.au/state-hazard-plan-hazmat-annex-b-space-re-entry-debris-spred
PROJECT	<i>State Recovery Arrangements - Approved</i>
Lead	DFES
<u>Overview</u>	<i>On 4 December 2025, the State Emergency Management Committee (SEMC) approved the State Recovery Arrangements and subsequently updated information is now contained in the State EM <u>Policy, Plan, Procedure</u> and <u>amendment list</u> available on the <u>SEMC website</u>.</i>
<u>Current Status</u>	<p>Further work will be ongoing through the comprehensive review of the State EM Framework to align all levels of the framework to the endorsed Recovery amendments.</p> <p>Local Governments, and LEMCs are encouraged to liaise with their DEMA if they would like to discuss how these amendments may impact Local Governments in the context of their obligations as outlined in the EM Act. This could also include a presentation by the State Recovery Team at your LEMC.</p>
Further Info	For further information, refer to the <u>State Recovery Arrangements</u> Project page.
IMPORTANT INFORMATION	The proposed amendments do not fundamentally alter legislated roles and responsibilities of local government under the Emergency Management Act 2005 or the arrangements for funding provided by the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

EDUCATION, TRAINING AND RESOURCES

EDUCATION	<i>Sources of Information</i>	
Lead	DFES – Disaster Recovery Funding Arrangements WA Team	
<u>Overview</u>	There are many sources of education and information to support you in your Emergency Management role. We will continue to build on these as more become known to us:	
<u>SOURCE/LINK</u>	<u>OVERVIEW</u>	
Engage WA Emergency Management	This site is the predominant consultation platform for all aspects of the State EM Framework	
Disaster Recovery Funding Arrangements WA (DRFAWA)	Links to guidance on all aspects of DRFAWA funding including training modules and fact sheets	
Disaster Ready Fund	Links to the objectives and successful projects from past rounds of the DRF, a 1 Billion Dollar fund available until 2028 – focused on disaster resilience and risk reduction initiatives	
Emergency WA	Emergency WA hosts sections on Preparing, Planning and Recovery and is also the platform for community warnings and information about the Australian Warning System.	
SEMC Website	Provides a link to all components of the framework designed to facilitate effective EM in WA	

Local Government Knowledge Hub	The Knowledge Hub (EM Hub) provides an overview of the roles and responsibilities of local governments as outlined in the <i>Emergency Management Act 2005 (EM Act)</i> and the State Emergency Management (EM) Framework.
Australian Institute for Disaster Resilience	A hub of nationally produced resources and information on all aspects of EM
WALGA EM	To subscribe to WALGA EM News, click HERE
How can you help	<i>Share the above links/information with others in your agency who are engaged in, or interface with, Emergency Management</i>
TRAINING Emergency Management Training	
Lead	WALGA / DFES
Overview	Both WALGA and DFES currently offer training focused on: <ul style="list-style-type: none"> • Introduction to Emergency Management • Introduction to Recovery <p>Access to the DFES Intro to EM and Intro to Recovery can be arranged through your DEMA. This is a free program available in both face to face and online formats. The face to face courses are both 1 day and can be delivered in house (conditions apply).</p> <p>WALGA also offers a wide range of EM focused training. Further information on the WALGA program is available HERE</p>
How can you help	<i>Share the above links/information with others in your agency who are engaged in, or interface with, Emergency Management</i>
Further Information	WALGA Training – Click HERE DFES Training – Contact Donna or Cate
RESOURCES Exercising Templates – Including Desk top and discussion based activities	
Lead	District Emergency Management Advisors
Overview	The DEMAs are currently working on producing a range of different templates to support LEMCs, LGs and EM stakeholders to conduct easy desk top discussions / activities reflective of the Emergency Management Capability Framework. These will be designed to support conduct at an LEMC and will include simple reporting templates to assist with EM Act compliance reporting.
How can you help	<i>If you have examples of discussion activities that you have conducted and are willing to share, please send to your DEMA so that these can be compiled into a resource toolkit.</i>
Further Information	<i>Contact Donna or Cate if you would like to know more.</i>
RESOURCES Disaster Recovery Funding Arrangements WA (DRFAWA)	
Lead	DFES – Disaster Recovery Funding Arrangements WA Team
Overview	<i>Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as Disaster Recovery Funding Arrangements (DRFA).</i>
How can you help	
Further Information	To review the RECOVERY FUNDING resources click HERE

RESOURCES	<i>NEW GRANTS – Disaster Ready Fund ROUND 4 – DATE TBA</i>
Lead	<i>DFES – Recovery Funding Team</i>
<u>Overview</u>	<p>The Disaster Ready Fund (DRF) is the Australian Government's flagship initiative for disaster resilience and risk reduction.</p> <p>The Australian Government is providing up to one billion dollars through the DRF. The funding runs over five years from 1 July 2023.</p> <p>The funding supports projects that address the physical and social impacts of disasters on our communities. Disasters that can be caused by climate change and other natural hazards.</p> <p>DRF ROUND 4 WILL BE ANNOUNCED SOON</p>
<i>How can you engage Further Information</i>	<p>Start thinking about possible projects that might reflect the DRF mandate. To find out more, review previously successful projects HERE</p> <p>https://dfes.wa.gov.au/resilience-and-recovery-funding/recovery-funding</p>
TRAINING	<i>WALGA Emergency Management Forum</i>
Lead	WALGA
<u>Overview</u>	<p>Following the success of its inaugural event, WALGA's Emergency Management Forum returns on Tuesday 26 May at Murdoch University, bringing together sector leaders and practitioners from across WA to explore emerging challenges and strengthen Local Government emergency management landscape.</p>
	NOMINATIONS CLOSE SOON!!
Further Information	For more information CLICK HERE
RESOURCES	<i>Emergency Waste Management Plan Template</i>
Lead	WALGA, DFES and Local Government
<u>Overview</u>	<p><i>WALGA, working with the Department of Fire and Emergency Services and Local Government, has developed a Template Emergency Waste Management Plan.</i></p> <p><i>There have been a range of situations in Western Australia where recovery efforts have been hampered by challenges associated with emergency waste management. Ineffective emergency waste management has the potential to significantly delay recovery efforts, present a considerable risk to human health and the environment and increase the costs of recovery. Effective planning for waste likely to be generated by emergency events can assist in addressing this issue.</i></p> <p><i>The Plan provides a way for Local Governments to explore, at a high level, the likely types of waste that could be generated from an event and consequent considerations and management options.</i></p>
Further Information	Better Practice WALGA

CALENDAR OF EVENTS

LG/Agency	Dates	Exercise	Focus
Shire of Mundaring	TBC	HAZMAT	Response
City of Stirling	3 & 4 May 26	Multi	Response and Recovery
City of Bayswater	May/June 2026	TBA	Animal Welfare Evacuation
DPIRD	May 2026	Exercise Assisi – Animal Welfare in Emergencies	Engaging key stakeholders to test the provision of animal welfare support services as outlined in the Plan, including agency-specific processes and procedures
City of Swan	TBC / Planning	TBC	Community Meeting
Communities	TBC / Planning	TBC	Repatriation
WA Police	May 26		

Compiled by: District Emergency Management Advisor (Metro) - DFES
Date: 1 May 2026

North and Central Metropolitan

2024-25 highlights

- Established an internal heatwave working group
- Successful bushfire mitigation funding applications
- Produced a centralised emergency management document register
- Polyphagous shot hole borer update.

District Emergency Management Committee meetings

7 November (joint with South and East Metropolitan)

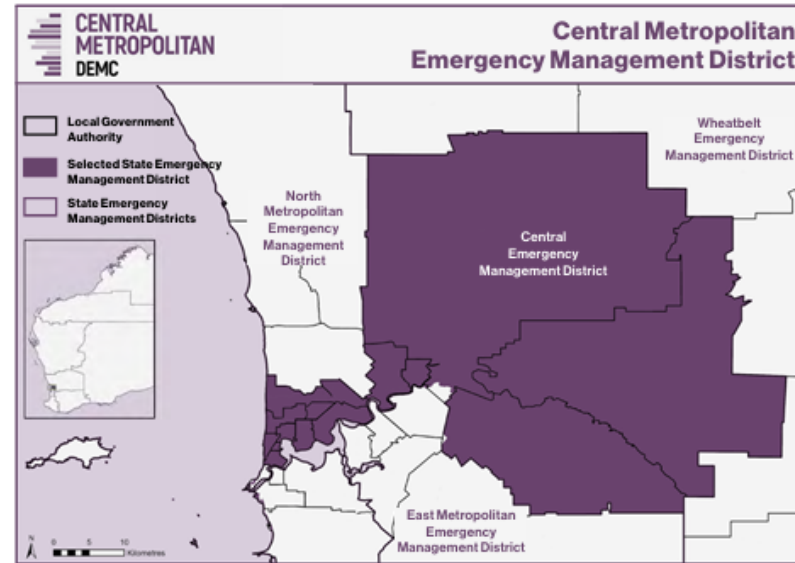
21 May

Local Governments and Local Emergency Management Committees in the North Metropolitan District

Number of local governments	3
Number of Local Emergency Management Committees	2
Local governments with current LEMA	3

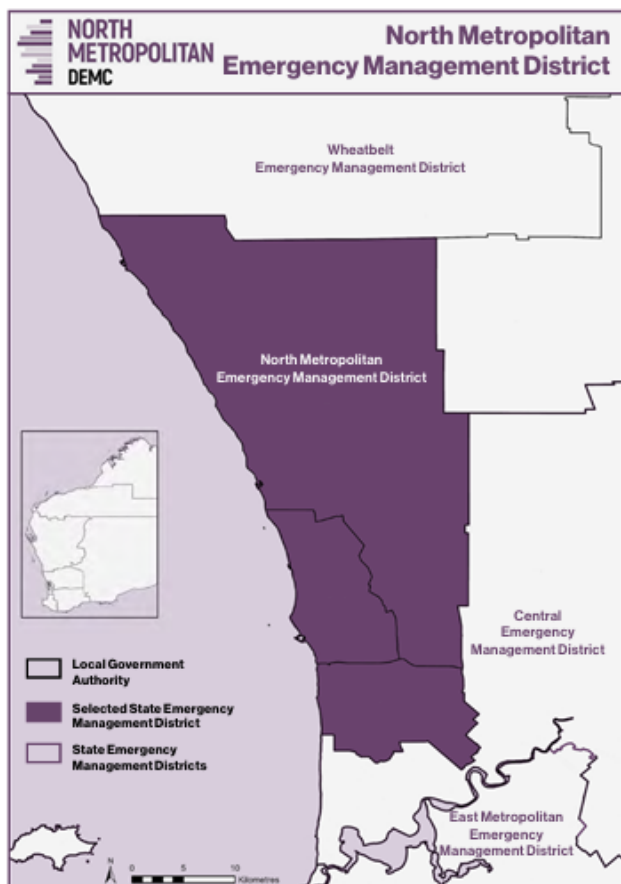
Local Governments and Local Emergency Management Committees in the Central Metropolitan District

Number of local governments	14
Number of Local Emergency Management Committees	7
Local governments with current LEMA	12



Exercises in 2024-25:

- City of Stirling LEMC: Exercise Crux (hostile act)
- Cities of Wanneroo and Joondalup LEMC: Exercise Dual Strike (storm)
- Town of Bassendean LEMC: Exercise 1 (storm)
- City of Bayswater LEMC: Exercise 1 (storm)
- City of Kalamunda LEMC: Exercise Paw-sitive (animal welfare plan)
- Shire of Mundaring LEMC: Exercise Sirocco (fire)
- City of Perth LEMC: Australia Day exercise (hostile act), evacuation centre activation (air crash), and incident management executive team exercise (biological substance)



Exercises in 2024-25 (Continued)

- City of Swan LEMC: Big Maps exercise (project resilience) – two workshops conducted in partnership with Disaster Relief Australia (DRA), one with EM stakeholders and the other as a community event, focusing on understanding disaster risk and empowering community resilience (fire and flood, and multiple hazards)
- Western Central LEMC: Heatwave exercise.

Preparedness and information sharing:

- Virtual reality: Enhancing community resilience and preparedness (Cities of Wanneroo and Joondalup LEMC)
- Electric Vehicle Fires and Lithium Batteries presentation and case study (Cities of Wanneroo and Joondalup LEMC)
- State Emergency Management Framework discussion (City of Kalamunda LEMC)
- Lithium-Ion Fires presentation from the Department of Fire and Emergency Services
- Shire of Mundaring LEMC: Western Australian Community Disaster Resilience Strategy Workshop
- DEMC membership supporting local governments engaging in State projects, including the LEMA Improvement Program Working Group
- Contributions to the State Recovery Framework review
- Emergency management-focused training (including activities funded by AWARE grants)
- Cultural Champions meetings
- Local Government Business Continuity planning
- Review of LEMC to align with local governments' community engagement policy
- School Principal Forum
- Aged Care Forum
- Involvement in State emergency management projects, including Community Disaster Resilience Strategy (CDRS) workshops, and State Hazard and Support Plan reviews
- Other EM-focused activities: multicultural communications webinars, Disaster Recovery Funding Arrangements awareness sessions, seniors' emergency preparedness presentations, and community events such as open days and student design competitions
- Conversion of analogue Australian Fire Danger Rating signage to digital format, using a Disaster Ready Fund grant.

South and East Metropolitan

2024-25 highlights

Nil.

District Emergency Management Committee meetings

7 November (joint with North and Central Metropolitan)

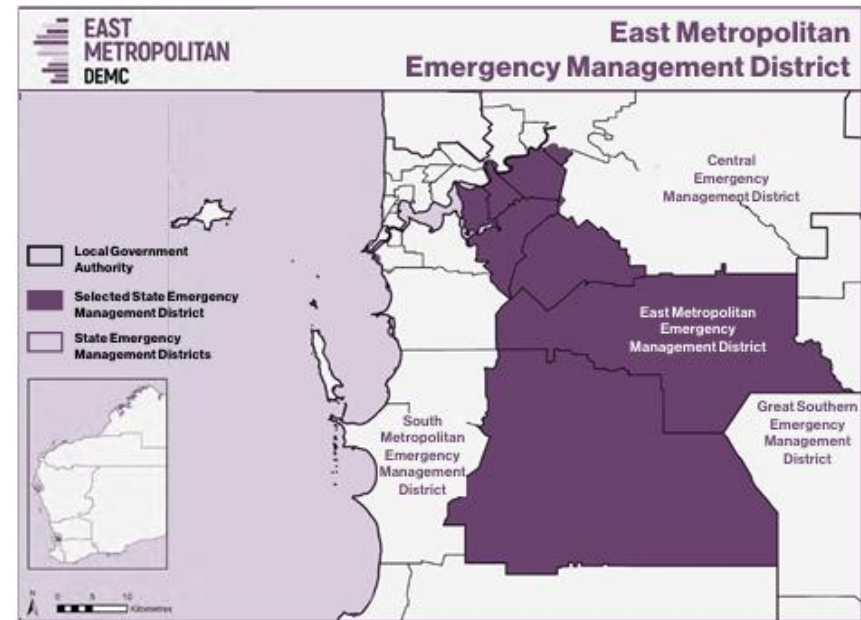
21 May

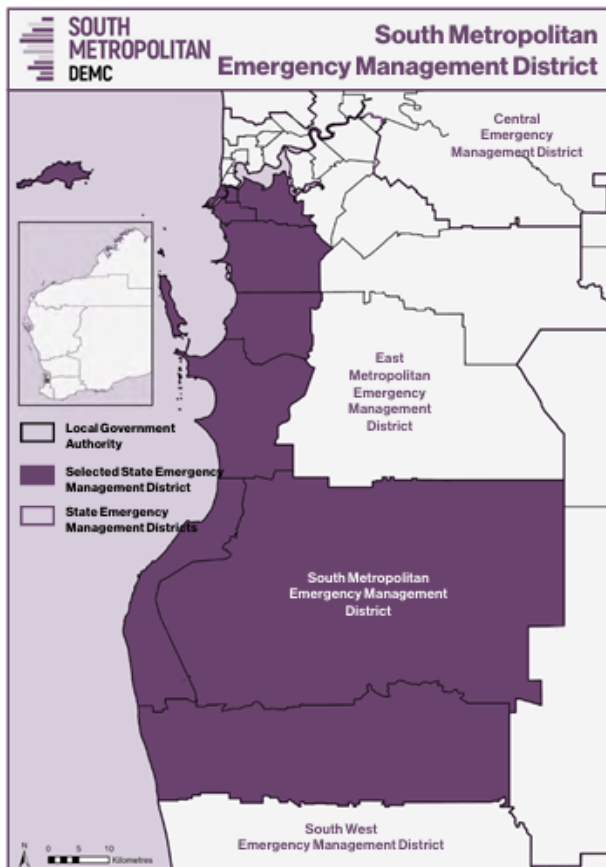
Local Governments and Local Emergency Management Committees in the South Metropolitan District

Number of local governments	10
Number of Local Emergency Management Committees	9
Local governments with current LEMA	5

Local Governments and Local Emergency Management Committees in the East Metropolitan District

Number of local governments	7
Number of Local Emergency Management Committees	5
Local governments with current LEMA	5





Exercises in 2024-25:

- City of Cockburn LEMC: Regional HAZMAT desktop exercise, in partnership with the Cities of Rockingham and Kwinana
- Fremantle LEMC: Exercise Piper (air crash)
- City of Kwinana LEMC: Exercise Safe Haven (heatwave)
- City of Mandurah LEMC: Exercise Blackout (electricity supply disruption)
- Shire of Murray LEMC: Murray River flood exercise
- City of Rockingham LEMC: Animal welfare in emergencies, joint local government and Kwinana industries exercise (HAZMAT), and regional HAZMAT
- City of Rockingham: Disaster resilience exercise
- Rottneest Island LEMC: Exercise 1 (rail crash), Exercise 2 (fire), and Exercise 3 (marine search)
- City of Armadale LEMC: Exercise Koomba Keniny (storm)
- City of Belmont and Victoria Park LEMC: Desktop exercise plane crash scenario, and LEMA review workshops
- Canning South Perth LEMC: Severe storm exercise
- City of Cockburn LEMC: Exercise Parallel Lines (Public Transport Authority and the Western Australia Police Force)
- Perth Airport: Exercise Hermes, multi-agency crash exercise (air).

Preparedness and information sharing:

- Community Disaster Resilience Strategy Implementation Project, Department of Fire and Emergency Services.

Waroona Shire Tree Removal Plan & Schedule of Works

Introduction & Objectives

This report outlines the tree removal plan and schedule of works for Thatcher street tree removals. The objective is to ensure safe removal and pruning of trees while complying with relevant regulations, minimizing disruption, and maintaining environmental standards.

Tree Removal Plan

No.	Address	Trees & Impact	Notes
1	2x Outside 59	Low impact	
2	1x Outside number 2	Low impact	
3	2x 3 Brooks road	low impact	
4	1x No.51	high impact - over two driveways	
5	2x No.49	high impact - 2x driveways and sightings.	
6	1x No.47	low impact	
7	1x No. 45a	high impact.	
8	1x No.45a	low impact	
9	1x No. 43	low impact	
10	1x No. 43	high impact	
11	1x No. 41	low impact	
12	3 x No.39	1 high, middle low, 1x Medium	
13	2x No. 37	1x medium, 1x high impact	
14	1x No. 37a	high impact	
15	1x No. 35	high impact	
16	1x No. 33	low impact	
17	1x No.33	low impact	
18	3x No.31	2x low, 1 high	
19	3x No.29	2x low, 1 high	
20	5x No. 27	low impact	
21	2x No. 21.	low impact	
22	1x No. 19	low impact	
23	3x No. 17.	1x high impact, 2x low (jacaranda)	

24	3x No. 15	2x high impact, 1x low (middle)
25	1x No. 11	low impact
26	2x No. 9	low impact
27	1x No. 7	medium impact
28	4x No. 5	3x low, 1 high impact (site line)

Grouped by Impact Level

High Impact

- 4. 1x No.51 - high impact - over two driveways
- 5. 2x No.49 - high impact - 2x driveways and sightings.
- 7. 1x No. 45a - high impact.
- 10. 1x No. 43 - high impact
- 13. 2x No. 37 - 1x medium, 1x high impact
- 14. 1x No. 37a - high impact
- 15. 1x No. 35 - high impact
- 23. 3x No. 17. - 1x high impact, 2x low (jacaranda)
- 24. 3x No. 15 - 2x high impact, 1x low (middle)
- 28. 4x No. 5 - 3x low, 1 high impact (site line)

Medium Impact

- 12. 3 x No.39 - 1 high, middle low, 1x Medium
- 27. 1x No. 7 - medium impact

Low Impact

- 1. 2x Outside 59 - Low impact
- 2. 1x Outside number 2 - Low impact
- 3. 2x 3 Brooks road - low impact
- 6. 1x No.47 - low impact
- 8. 1x No.45a - low impact
- 9. 1x No. 43 - low impact

11. 1x No. 41 - low impact

16. 1x No. 33 - low impact

17. 1x No.33 - low impact

20. 5x No. 27 - low impact

21. 2x No. 21. - low impact

22. 1x No. 19 - low impact

25. 1x No. 11 - low impact

26. 2x No. 9 - low impact

Image 1

File Name: 1..jpg

Note: 1. 2x Outside 59 - Low impact



Image 2

File Name: 2..jpg

Note: 2. 1x Outside number 2 - Low impact



Image 3

File Name: 3..jpg

Note: 3. 2x 3 Brooks road - low impact



Image 4

File Name: 4..jpg

Note: 4. 1x No.51 - high impact - over two driveways



Image 5

File Name: 5..jpg

Note: 5. 2x No.49 - high impact - 2x driveways and sightings.



Image 6

File Name: 6..jpg

Note: 6. 1x No.47 - low impact



Image 7

File Name: 7..jpg

Note: 7. 1x No. 45a - high impact.



Image 8

File Name: 8..jpg

Note: 8. 1x No.45a - low impact



Image 9

File Name: 9..jpg

Note: 9. 1x No. 43 - low impact



Image 10

File Name: 10..jpg

Note: 10. 1x No. 43 - high impact



Image 11

File Name: 11..jpg

Note: 11. 1x No. 41 - low impact



Image 12

File Name: 12..jpg

Note: 12. 3 x No.39 - 1 high, middle low, 1x Medium



Image 13

File Name: 13..jpg

Note: 13. 2x No. 37 - 1x medium, 1x high impact



Image 14

File Name: 14..jpg

Note: 14. 1x No. 37a - high impact



Image 15

File Name: 15..jpg

Note: 15. 1x No. 35 - high impact



Image 16

File Name: 16..jpg

Note: 16. 1x No. 33 - low impact



Image 17

File Name: 17..jpg

Note: 17. 1x No.33 - low impact



Image 18

File Name: 18..jpg

Note: 18. 3x No.31 - 2x low, 1 high



image 19

File Name: 19..jpg

Note: 19. 3x No.29- 2x low, 1 high



Image 20

File Name: 20..jpg

Note: 20. 5x No. 27 - low impact



Image 21

File Name: 21..jpg

Note: 21. 2x No. 21. - low impact



Image 22

File Name: 22..jpg

Note: 22. 1x No. 19 - low impact



Image 23

File Name: 23..jpg

Note: 23. 3x No. 17. - 1x high impact, 2x low (jacaranda)



Image 24

File Name: 24..jpg

Note: 24. 3x No. 15 - 2x high impact, 1x low (middle)



Image 25

File Name: 25..jpg

Note: 25. 1x No. 11 - low impact



Image 26

File Name: 26..jpg

Note: 26. 2x No. 9 - low impact



Image 27

File Name: 27..jpg

Note: 27. 1x No. 7 - medium impact



Image 28

File Name: 28..jpg

Note: 28. 4x No. 5 - 3x low, 1 high impact (site line)



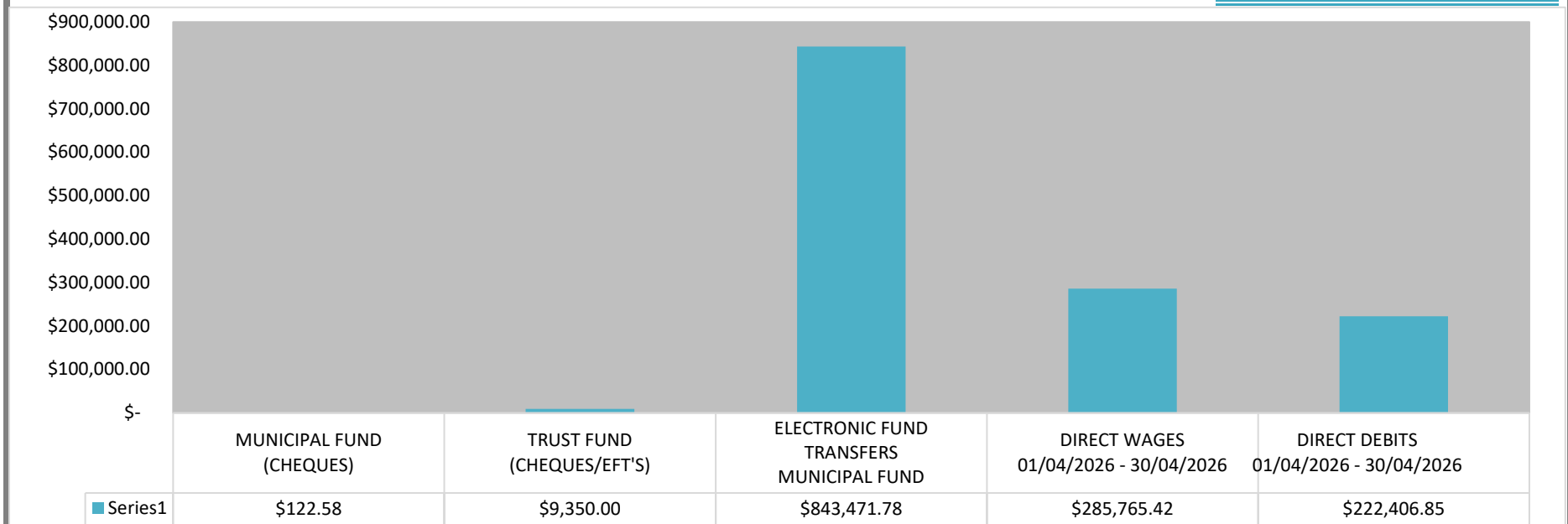


SUMMARY OF PAYMENTS FOR THE PERIOD

01/04/2026 TO 30/04/2026

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10499-10499	\$ 122.58
TRUST FUND (CHEQUES/EFT'S)	44946	\$ 9,350.00
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	44884-45045	\$ 843,471.78
DIRECT WAGES 01/04/2026 - 30/04/2026	N/A	\$ 285,765.42
DIRECT DEBITS 01/04/2026 - 30/04/2026	N/A	\$ 222,406.85

GRAND TOTAL: \$ 1,361,116.63



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List of Accounts Due & Submitted to Committee May 2026			
Municipal Funds Cheques April 2026			
Chq/EFT	Date	Name	Amount
10499	14/04/2026	SYNERGY	-122.58
			-\$ 122.58
Trust Fund Cheques/EFTs			
Chq/EFT	Date	Name	Amount
EFT44946	17/04/2026	PRESTON BEACH GOLF CLUB INC	-9350.00
			-\$ 9,350.00
Direct Debit Payments			
Direct Debit	Date	Name	Amount
DD25550.1	01/04/2026	BEAM SUPERANNUATION FUND	-27222.33
DD25555.1	02/04/2026	GOGO MEDIA	-75.90
DD25557.1	01/04/2026	DEPARTMENT OF TRANSPORT	-65203.50
DD25567.1	02/04/2026	DEPARTMENT OF TRANSPORT	-3208.80
DD25569.1	08/04/2026	FLEET CARE PTY LTD	-2169.92
DD25571.1	07/04/2026	DEPARTMENT OF TRANSPORT	-6925.10
DD25573.1	08/04/2026	DEPARTMENT OF TRANSPORT	-4510.80
DD25575.1	09/04/2026	DEPARTMENT OF TRANSPORT	-7345.10
DD25577.1	10/04/2026	DEPARTMENT OF TRANSPORT	-5904.95
DD25580.1	13/04/2026	DEPARTMENT OF TRANSPORT	-9555.65
DD25584.1	14/04/2026	DEPARTMENT OF TRANSPORT	-1809.60
DD25588.1	15/04/2026	BEAM SUPERANNUATION FUND	-27484.10
DD25600.1	16/04/2026	TELAIR PTY LTD	-875.01
DD25602.1	16/04/2026	TELAIR PTY LTD	-2575.25
DD25604.1	15/04/2026	DEPARTMENT OF TRANSPORT	-4955.65
DD25607.1	16/04/2026	DEPARTMENT OF TRANSPORT	-15341.45
DD25609.1	17/04/2026	DEPARTMENT OF TRANSPORT	-4653.00

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DD25614.1	20/04/2026 DEPARTMENT OF TRANSPORT	-3432.20
DD25619.1	22/04/2026 WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-658.10
	Preston Beach Bushfire Brigade	
	31/03/2026 Fuel Card Fee - Ref: 5476	\$ 2.50
		Total \$ 2.50
	Waroona West Bushfire Brigade	
	20/03/2026 Fuel - Ref: 1INK008	\$ 653.10
	31/03/2026 Fuel Card Fee - Ref: 1369	\$ 2.50
		Total \$ 655.60
DD25621.1	21/04/2026 DEPARTMENT OF TRANSPORT	-3944.20
DD25628.1	22/04/2026 DEPARTMENT OF TRANSPORT	-3922.80
DD25630.1	23/04/2026 DEPARTMENT OF TRANSPORT	-4527.50
DD25632.1	23/04/2026 IINET TECHNOLOGIES	-89.99
DD25634.1	24/04/2026 DEPARTMENT OF TRANSPORT	-5222.35
DD25638.1	28/04/2026 DEPARTMENT OF TRANSPORT	-2120.20
DD25642.1	29/04/2026 DEPARTMENT OF TRANSPORT	-4139.40
DD25653.1	30/04/2026 DEPARTMENT OF TRANSPORT	-4534.00
		-\$ 222,406.85

Municipal Electronic Funds Transfers

Chq/EFT	Date	Name	Amount
EFT44884	02/04/2026	PETES TREETWORX	-11792.52
EFT44885	02/04/2026	ESTUARY BOBCATS	-19140.00
EFT44886	02/04/2026	SEEK	-605.00
EFT44887	02/04/2026	OPTUS BILLING SERVICES	-29.46
EFT44888	02/04/2026	TRAINING AND INSPECTION SERVICES	-624.80
EFT44889	02/04/2026	HAMILTONS LANDSCAPE SUPPLIES	-11055.00
EFT44890	02/04/2026	PJ & F GIADRESCO & SONS PTY LTD	-4356.00
EFT44891	02/04/2026	SHIFT ENGINEERING	-822.80
EFT44892	02/04/2026	SURVEYING SOUTH	-2310.00

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EFT44893	02/04/2026 NORTHSTAR ASSET TRUST T/AS ARTISTRALIA	-495.00
EFT44894	02/04/2026 HARVEY PLUMBING AND GAS	-2129.60
EFT44895	02/04/2026 CHRONICLE RIP PTY LTD	-528.00
EFT44896	02/04/2026 RUBY JACQUELINE SAMOS	-400.00
EFT44897	02/04/2026 THE REC WAROONA	-167.50
EFT44898	02/04/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-7728.45
EFT44899	02/04/2026 FOCUS NETWORKS	-2029.83
EFT44900	02/04/2026 CF BUILDING APPROVALS	-6160.00
EFT44901	02/04/2026 JENKINS MECHANICAL	-4096.87
EFT44902	02/04/2026 PM TREASURE	-20328.00
EFT44903	02/04/2026 COMOCEAN	-1280.63
EFT44904	02/04/2026 DE ROSAS HIGHWAY MOTORS	-939.32
EFT44905	02/04/2026 LANDGATE	-529.94
EFT44906	02/04/2026 PLANT INVESTMENTS PTY LTD	-715.00
EFT44907	02/04/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-3643.93
EFT44908	02/04/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-156.00
EFT44909	02/04/2026 SYNERGY	-7822.18
EFT44910	02/04/2026 SHIRE OF WAROONA	-68.23
EFT44911	02/04/2026 ST JOHN AMBULANCE WAROONA	-42.00
EFT44912	02/04/2026 BJW (WA) PTY LTD T/AS RG UPTON	-339.30
EFT44913	02/04/2026 MITRE 10	-809.01
EFT44915	14/04/2026 WAROONA JUNIOR FOOTBALL CLUB	-2000.00
EFT44916	14/04/2026 PRESTON BEACH GOLF CLUB INC	-2000.00
EFT44917	14/04/2026 KLEEN WEST DISTRIBUTORS	-625.68
EFT44918	14/04/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	-3305.84
EFT44919	14/04/2026 CITY & REGIONAL FUELS	-32195.05
EFT44920	14/04/2026 LEOS CLUB OF WAROONA	-150.00
EFT44921	14/04/2026 HARVEY TYREPOWER	-170.00
EFT44922	14/04/2026 LOCKDOWN SECURITY	-825.00
EFT44923	14/04/2026 WAROONA POULTRY CLUB INC.	-2200.00

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EFT44924	14/04/2026 COMPLETE REFRIGERATION & AIR	-5241.50
EFT44925	14/04/2026 VORGEЕ PTY LTD	-1070.30
EFT44926	14/04/2026 NAPA AUTO PARTS	-742.41
EFT44927	14/04/2026 PEEL ARCHERS INC	-2000.00
EFT44928	14/04/2026 AMPAC DEBT RECOVERY	-316.80
EFT44929	14/04/2026 FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL	-527.26
EFT44930	14/04/2026 FULLY PROMOTED MANDURAH	-791.07
EFT44931	14/04/2026 FOCUS NETWORKS	-123.20
EFT44932	14/04/2026 MALDIID PTY LTD	-772.20
EFT44933	14/04/2026 DE ROSAS HIGHWAY MOTORS	-84.18
EFT44934	14/04/2026 GOLDEN GLASS	-319.00
EFT44935	14/04/2026 HOBSONS FURNITURE STORE	-550.00
EFT44936	14/04/2026 ISWEEP TOWN & COUNTRY	-6490.00
EFT44937	14/04/2026 JASON SIGNMAKERS	-141.90
EFT44938	14/04/2026 KENNARDS HIRE	-110.00
EFT44939	14/04/2026 WA AUTOMOTIVE PTY LTD T/A LANE FORD - MANDURAH MITSUBISHI	-704.85
EFT44940	14/04/2026 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-755.00
EFT44941	14/04/2026 PFD FOOD SERVICES PTY LTD	-381.80
EFT44942	14/04/2026 PISCONERI FAMILY TRUST	-22612.40
EFT44943	14/04/2026 SHIRE OF WAROONA	-90.00
EFT44944	14/04/2026 WESTRAC EQUIPMENT PTY LTD	-117.84
EFT44945	14/04/2026 WAROONA PLAYGROUP INC	-1998.26
EFT44947	17/04/2026 DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	-244.35
EFT44948	17/04/2026 ROSEANNE KEARING	-10.15
EFT44949	17/04/2026 LUNA GARDINER	-21.75
EFT44950	17/04/2026 BUNNINGS MANDURAH	-260.96
EFT44951	17/04/2026 PETES TREEWORX	-3280.36
EFT44952	17/04/2026 RENIER & CHRISTINE THEELEN	-55.18
EFT44953	17/04/2026 MULTI FIX ENTERPRISES	-253.00
EFT44954	17/04/2026 ESTUARY BOBCATS	-32340.00

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EFT44955	17/04/2026 SHRED X PTY LTD	-173.25
EFT44956	17/04/2026 KATHLEEN NORMA KRAUTH	-10.68
EFT44957	17/04/2026 4SIGNS PTY LTD	-330.00
EFT44958	17/04/2026 TRICIA MICHELLE DALLING	-47.13
EFT44959	17/04/2026 ANW ENTERPRISES PTY LTD T/AS MUDDY CREEK	-1197.52
EFT44960	17/04/2026 PETER FOEKEN	-4.35
EFT44961	17/04/2026 LOCKDOWN SECURITY	-807.50
EFT44962	17/04/2026 DAVREY GROWERS	-40.52
EFT44963	17/04/2026 KATHLEEN ELIZABETH COLE	-19.50
EFT44964	17/04/2026 ALANA RAINER	-31.15
EFT44965	17/04/2026 SCOPE BUSINESS IMAGING	-1604.99
EFT44966	17/04/2026 FIONA ELLIS	-54.38
EFT44967	17/04/2026 TEAM GLOBAL EXPRESS PTY LTD	-144.71
EFT44968	17/04/2026 LITTLE FARM HONEY - MAREE ELLIS	-252.13
EFT44969	17/04/2026 LETITIA CLIFTON	-30.81
EFT44970	17/04/2026 HARVEY PLUMBING AND GAS	-1000.30
EFT44971	17/04/2026 BARBARA MILLAR	-10.88
EFT44972	17/04/2026 LISA GAYE WALKER	-52.58
EFT44973	17/04/2026 HELEN THERESE HENDERSON	-21.75
EFT44974	17/04/2026 MONIKA ERNA MURFITT	-18.13
EFT44975	17/04/2026 BUNBURY MITSUBISHI	-250.42
EFT44976	17/04/2026 HELEN GRACE PRATT	-10.00
EFT44977	17/04/2026 JENNIFER RUTH BAIRSTOW	-804.00
EFT44978	17/04/2026 AUSTRALIA POST (NEW)	-149.14
EFT44979	17/04/2026 GREG LUCAS	-516.18
EFT44980	17/04/2026 WAROONA ROADHOUSE	-2150.26
EFT44981	17/04/2026 SILKY HOLDINGS PTY LTD T/AS KOLOR KODE	-165.00
EFT44982	17/04/2026 TRACEY GOLDHAWK T/AS HEART & SOUL CREATIVE	-500.00
EFT44983	17/04/2026 EARTHLY RAINBOW CREATIONS	-32.63

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EFT44984	17/04/2026 CLAUDIA FRANKS	-23.95
EFT44985	17/04/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-536.63
EFT44986	17/04/2026 COOEE PTY LTD	-9286.20
EFT44987	17/04/2026 MICHELLE O'NEILE	-41.94
EFT44988	17/04/2026 TREVOR JAMES FLOYD	-61.63
EFT44989	17/04/2026 SKETCHES BY HAYLEY B	-8.70
EFT44990	17/04/2026 CREATIONS 49	-14.50
EFT44991	17/04/2026 KING BLAST CLEANING SERVICES	-3965.00
EFT44992	17/04/2026 M & T CLASSIC CABINETS	-5070.00
EFT44993	17/04/2026 ALCOA OF AUSTRALIA	-267.50
EFT44994	17/04/2026 BUNBURY MACHINERY	-21878.17
EFT44995	17/04/2026 BELL FIRE EQUIPMENT	-4960.45
EFT44996	17/04/2026 WINC AUSTRALIA PTY LIMITED	-383.69
EFT44997	17/04/2026 CJD EQUIPMENT PTY LTD	-670.52
EFT44998	17/04/2026 CHARLES HULL CONTRACTING	-2145.00
EFT44999	17/04/2026 HARVEY COURIER	-64.46
EFT45000	17/04/2026 IT VISION SOFTWARE PTY LTD T/A READYTECH	-1375.00
EFT45001	17/04/2026 LANDGATE	-195.60
EFT45002	17/04/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45003	17/04/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-160.80
EFT45004	17/04/2026 SYNERGY - STREETLIGHT ACCOUNT	-8374.38
EFT45005	17/04/2026 SHIRE OF WAROONA	-68.23
EFT45006	17/04/2026 WORK CLOBBER	-497.55
EFT45007	17/04/2026 WAROONA COMMUNITY RESOURCE CENTRE INC -TELECENTRE	-304.00
EFT45008	17/04/2026 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	-9401.70
EFT45009	17/04/2026 WAROONA IGA	-1055.17
EFT45010	17/04/2026 MITRE 10	-414.40
EFT45011	17/04/2026 JEANETTE AUDINO (Beadsparklez)	-123.88
EFT45012	17/04/2026 GAIL DIANNE CURTIS	-43.00
EFT45013	17/04/2026 CHRISTINE HYDE	-476.19

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EFT45014	17/04/2026 ANITA MCCALL	-3.63
EFT45015	17/04/2026 SANDRA HEPTON	-52.90
EFT45016	17/04/2026 JENNIFER IRENE STOKES	-10.88
EFT45017	20/04/2026 NATIONAL AUSTRALIA BANK	-10664.71
	Chief Executive Officer	
	03/03/2026 Fairfax Media - Ref: 74564726061	\$ 25.99
	11/03/2026 Town of Cambridge - Ref: 74940526068	\$ 4.95
	27/03/2026 NAB Card Fee - Ref: 74557045086	\$ 9.00
	Total CEO	\$ 39.94
	Director Corporate and Community Services	
	09/03/2026 Waroona Roadhouse - Ref: 24109336066	\$ 80.19
	20/03/2026 Crown Metropol - Ref: 74773886078	\$ 36.41
	20/03/2026 Crown Perth - Ref: 74773886077	\$ 97.30
	20/03/2026 Crown Metropol - Ref: 74773886077	\$ 323.68
	25/03/2026 Rex - Ref: 74316016083	\$ 1,343.68
	27/03/2026 NAB Card Fee - Ref: 74557045086	\$ 9.00
	Total DCCS	\$ 1,890.26
	Director Customer and Development Services	
	03/03/2026 Google Australia - Ref: 74773886060	\$ 429.18
	06/03/2026 JB Hi-Fi - Ref: 03611293142	\$ 129.00
	09/03/2026 Vibe Waroona - Ref: 74564456066	\$ 84.69
	16/03/2026 Waroona Roadhouse - Ref: 24109336074	\$ 102.20
	17/03/2026 Process Systems - Ref: 74466026075	\$ 156.20
	20/03/2026 Workscreen Pty Ltd - Ref: 01615714666	\$ 423.50
	27/03/2026 Vibe Waroona - Ref: 74564456085	\$ 78.40
	27/03/2026 NAB Card Fee - Ref: 74557045086	\$ 9.00
	Total DCDS	\$ 1,412.17
	Manager Corporate Services	
	12/03/2026 Waroona Roadhouse - Ref: 24109336070	\$ 80.01
	16/03/2026 Edit and Print - Ref: 74245376071	\$ 454.88

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19/03/2026 Crown Metropol - Ref: 74773886076	\$	647.36
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total MCS	\$ 1,191.25
Executive Assistant		
05/03/2026 Pinjarra Bakery - Ref: 74201336063	\$	100.00
11/03/2026 West Australian News - Ref: 74564456069	\$	309.10
11/03/2026 West Australian News - Ref: 74564456069	\$	270.70
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total EA	\$ 688.80
Visitor Centre Manager		
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total VCM	\$ 9.00
Manager Community and Economic Development		
02/03/2026 Metapay - Ref: 74987506059	\$	31.89
09/03/2026 Vistaprint - Ref: 74773886065	\$	469.35
11/03/2026 DVD Land - Ref: 74940526068	\$	34.90
26/03/2026 KMART - Ref: 74039196084	\$	144.00
27/03/2026 Officeworks - Ref: 74039196085	\$	94.00
27/03/2026 Bunnings - Ref: 74940526084	\$	110.36
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total MCED	\$ 893.50
Manager Development Services		
23/03/2026 The Shooters Shop - Ref: 00799842291	\$	180.60
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total MDS	\$ 189.60
Manager Recreation Centre		
02/03/2026 Waroona Roadhouse - Ref: 24109336058	\$	73.14
06/03/2026 Waroona Roadhouse - Ref: 24109336064	\$	87.62
27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
	Total MRC	\$ 169.76

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Director Infrastructure Services			
	04/03/2026 Kevrek - Ref: 74466026062	\$	231.19
	10/03/2026 RTM Mandurah - Ref: 74249236068	\$	788.95
	11/03/2026 Containit Solutions - Ref: 03181769526	\$	2,600.33
	13/03/2026 NBN Co - Ref: 74940526070	\$	550.00
	27/03/2026 NAB Card Fee - Ref: 74557045086	\$	9.00
		Total DIS \$	4,179.47
Other Charges			
	02/03/2026 International Transaction Fee - Ref: 74557046061	\$	0.96
		Total Other Charges \$	0.96
EFT45018	21/04/2026 AUSTRALIAN TAXATION OFFICE		-38160.00
EFT45019	24/04/2026 KLEEN WEST DISTRIBUTORS		-929.94
EFT45020	24/04/2026 BULK BILLING CLERK DEPARTMENT OF TRANSPORT		-15.30
EFT45021	24/04/2026 SEEK		-511.50
EFT45022	24/04/2026 D & E DIESEL SERVICES		-677.60
EFT45023	24/04/2026 BRAD BROOKSBY CONSULTING		-5951.00
EFT45024	24/04/2026 RON BELLAIRS		-41382.00
EFT45025	24/04/2026 SJ TRAFFIC MANAGEMENT		-100439.86
EFT45026	24/04/2026 AMPAC DEBT RECOVERY		-608.90
EFT45027	24/04/2026 TOTAL TOOLS MANDURAH		-1789.80
EFT45028	24/04/2026 FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL		-2664.26
EFT45029	24/04/2026 SAPIO PTY LTD		-405.02
EFT45030	24/04/2026 SCAVENGER FIRE & SAFETY		-1232.00
EFT45031	24/04/2026 SUCCESSFUL PROJECTS		-5502.79
EFT45032	24/04/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES		-6675.72
EFT45033	24/04/2026 PM TREASURE		-21202.00
EFT45034	24/04/2026 GE CONTRACTING PTY LTD		-226090.10
EFT45035	24/04/2026 WAYFOUND		-6875.00
EFT45036	24/04/2026 MOWER MAGIC		-1299.00
EFT45037	24/04/2026 DANS WELDING SERVICES		-4015.00

Appendix 11.3.1

EFT45038	24/04/2026	BUNBURY MACHINERY	-1598.70
EFT45039	24/04/2026	CLEANAWAY	-35291.13
EFT45040	24/04/2026	HARVEY WATER	-4904.89
EFT45041	24/04/2026	A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-117.00
EFT45042	24/04/2026	THE WEST AUSTRALIAN (HARVEY REPORTER)	-2541.16
EFT45043	24/04/2026	SOUTHERN LOCK & SECURITY	-147.00
EFT45044	24/04/2026	WURTH AUSTRALIA PTY LTD	-1221.20
EFT45045	24/04/2026	WREN OIL	-473.00
			-\$ 843,471.78
Electronic Fund Transfer - Direct Salaries & Wages			
	Date	Name	Amount
	14/04/2026	NATIONAL AUSTRALIA BANK	- 142,307.13
	28/04/2026	NATIONAL AUSTRALIA BANK	- 143,458.29
			-\$ 285,765.42
Total Municipal Fund Cheques			- 122.58
Total Trust Fund Cheques			- 9,350.00
Total Direct Debit			- 222,406.85
Total Electronic Funds			- 843,471.78
Total Direct Wages			- 285,765.42
			-\$ 1,361,116.63



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 APRIL 2026

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

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

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

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 APRIL 2026

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	6,525,928	6,525,928	6,539,594	13,666	0%	
Grants, Subsidies and Contributions	8	1,127,349	1,382,941	939,679	(443,262)	(47%)	▼
Fees and Charges		2,066,605	1,981,764	2,396,787	415,023	17%	▲
Interest Earnings		271,400	103,252	45,729	(57,523)	(126%)	▼
Other Revenue		200,000	163,330	184,950	21,620	12%	▲
Profit on Asset Disposal	10	1,032	1,032	0	(1,032)	(100%)	▼
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,192,314	10,158,247	10,106,740			
Expenditure from operating activities							
Employee Costs		(5,332,214)	(4,492,141)	(4,338,702)	(153,439)	(4%)	▼
Materials and Contracts		(4,423,333)	(3,572,547)	(3,100,784)	(471,763)	(15%)	▼
Utilities Charges		(434,152)	(374,152)	(340,654)	(33,498)	(10%)	▼
Depreciation (Non-Current Assets)		(2,717,486)	(2,264,550)	(2,118,787)	(145,763)	(7%)	▼
Finance Costs		(52,365)	(25,575)	(24,794)	(781)	(3%)	
Insurance Expenses		(313,786)	(313,784)	(273,597)	(40,187)	(15%)	▼
Other Expenditure		(256,707)	(200,306)	(152,816)	(47,490)	(31%)	▼
Loss on Asset Disposal	10	(31,526)	(31,526)	(10,673)	(20,853)	(195%)	▼
		(13,561,569)	(11,274,581)	(10,360,807)	913,774		
Non-cash amounts excluded from operating activities		2,871,360	0	2,129,460	2,129,460		
Amount attributable to operating activities		(497,895)	(1,116,334)	1,875,393	2,991,727		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,315,271	4,170,051	2,553,330	(1,616,721)	(63%)	▼
Proceeds from disposal of assets	10	140,000	50,000	63,818	(13,818)	22%	
		3,455,271	4,220,051	2,617,148	1,602,903		
Outflows from investing activities							
Payments for property, plant and equipment		(535,340)	(647,540)	(403,142)	(244,398)	(61%)	▼
Payments for construction of infrastructure		(4,396,951)	(5,435,690)	(3,477,751)	(1,957,939)	(56%)	▼
		(4,932,291)	(6,083,230)	(3,880,893)	2,202,337		
Non-cash amounts excluded from investing activities		0	233,072	233,072	0		
Amount attributable to investing activities		(1,477,020)	(1,863,179)	(1,030,672)	832,507		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		0	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		25,000	0	0	0		
		25,000	0	0	0		
Outflows from financing activities							
Repayment of borrowings		(65,424)	0	(32,439)	(32,439)	100%	▼
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(279,655)	0	0	0		
		(345,079)	0	(32,439)	(32,439)	100%	
Non-cash amounts excluded from financing activities		0	(233,072)	(233,072)	0		
Amount attributable to financial activities		(320,079)	0	(265,511)	(265,511)	100%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,294,994	0	2,316,145	2,316,145		
Amount attributable to operating activities		(497,895)	(1,116,334)	1,875,393	2,991,727		
Amount attributable to investing activities	0	(1,477,020)	(1,863,179)	(1,030,672)	832,507		
Amount attributable to financing activities		(320,079)	0	(265,511)	(265,511)	100%	
Surplus or deficit after imposition of general rates		0	(2,979,513)	2,895,355	5,874,868		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 APRIL 2026

	Note	30-Jun-25	30-Apr-26
Current Assets			
Cash and cash equivalents	2	6,086,560	6,938,998
Trade and other receivables		560,897	1,251,667
Inventories		19,138	0
Other assets		250,588	289,292
Total Current Assets		6,917,183	8,479,957
Non-Current Assets			
Trade and other receivables		30,022	30,022
Other financial assets		59,715	59,715
Property, plant and equipment		48,886,393	48,455,668
Infrastructure		109,504,790	111,623,130
Right of use assets		233,072	233,072
Total non-current assets		158,713,992	160,401,607
TOTAL ASSETS		165,631,175	168,881,564
Current Liabilities			
Trade and other payables		1,420,214	1,816,015
Other liabilities		299,737	887,501
Lease liabilities		97,433	97,433
Borrowings	12	94,441	62,002
Employee related provisions		752,038	752,038
Total Current Liabilities		2,663,863	3,614,990
Non-current Liabilities			
Lease liabilities		135,639	135,639
Borrowings	12	1,339,246	1,339,246
Employee related provisions		148,367	148,367
Total non-current Liabilities		1,623,252	1,623,252
TOTAL LIABILITIES		4,287,115	5,238,242
NET ASSETS		161,344,060	163,643,322
Equity			
Retained surplus		20,347,631	22,646,893
Surplus/Defecit Ytd		1,242,146	2,299,261
Revaluation surplus		138,085,320	138,085,320
Total Equity		161,344,060	163,643,322

FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 1 - Basis of preparation and significant accounting policies**Basis of preparation**

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

Local Government Act 1995 requirements

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

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

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

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

The Local Government Reporting Entity

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

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

Critical accounting and judgement estimates

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

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

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

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

MATERIAL ACCOUNTING POLICIES

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	30/04/2026
Current assets		
Cash and cash equivalents	6,086,560	6,933,499
Trade and other receivables	376,018	1,102,189
Inventories	19,138	0
Contract assets	244,457	289,292
Other assets	2,160	0
Total current assets	6,728,333	8,324,980
Current liabilities		
Trade and other payables	(1,201,342)	(1,631,015)
Contract liabilities	(298,580)	(887,501)
Total current liabilities	(1,499,922)	(2,518,516)
Net current assets	5,228,411	5,806,464
Less: Total adjustments to net current assets	(2,941,131)	(2,911,109)
Net current assets used in the Statement of Financial Activity	2,287,280	2,895,355

2b. Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

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

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

Items excluded from calculation of budgeted deficiency

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

2c. Non-cash amounts excluded from operating activities

	YTD Budget (a)	YTD Actual (b)
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to operating activities		
Less: Profit on asset disposals	(1,032)	0
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	31,526	10,673
Add: Depreciation	2,717,486	2,118,787
Add: Movement in employee provisions	123,380	
Total current assets	2,871,360	2,129,460

2d. Non-cash amounts excluded from investing activities

	YTD Budget (a)	YTD Actual (b)
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to investing activities		
Right of use assets recognised	233,072	233,072
Total current assets	233,072	233,072

2e. Non-cash amounts excluded from financing activities

	YTD Budget (a)	YTD Actual (b)
The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to financing activities		
Less: Lease liability recognised	(233,072)	(233,072)
Total current assets	(233,072)	(233,072)

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

Adjustments to net current assets

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

CURRENT AND NON-CURRENT CLASSIFICATION

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

FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 3: Explanation of Material Variances**Comments/Reason for Variance**

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

3.1 Revenue from operating activities

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

Grants, subsidies and contributions

Income is lower than budgeted due to lower than expected income for grants.

Fees and Charges

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

Interest Revenue

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

Other Revenue

Income is higher than budgeted due to higher than expected income and proceeds of sale not yet processed.

Profit on asset disposals

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

3.2 Expenditure from operating activities

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

Employee costs

Employee costs are lower than budgeted due budget profile settings.

Materials and contracts

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

Utility charges

Utility charges are lower due to budget profile settings.

Depreciation

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

Insurance

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

Other expenditure

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

Loss on asset disposal

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

3.3 Inflows from investing activities

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

Proceeds from capital grants, subsidies and contributions

Income is lower than budgeted due to lower than expected proceeds from capital grants, subsidies and contributions.

3.4 Outflows from investing activities

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

Payments for property, plant and equipment

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

Payments for construction of infrastructure

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

3.5 Inflows from financing activities

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

Nil

3.6 Outflows from financing activities

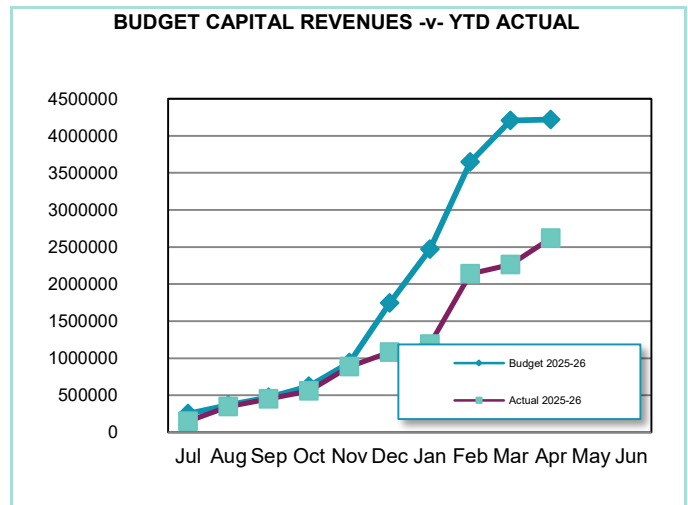
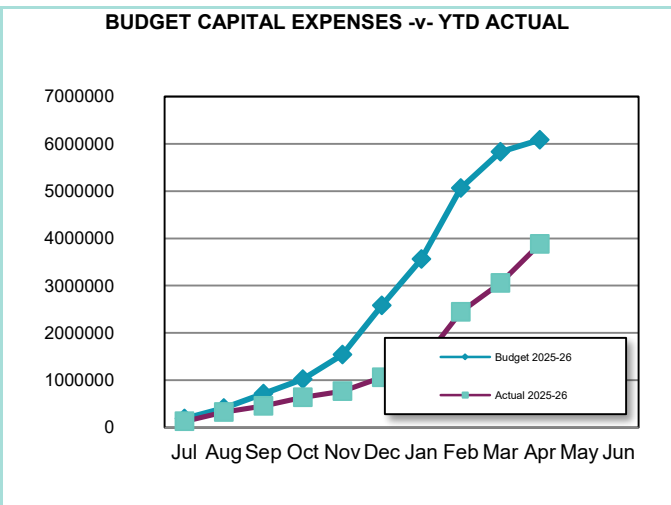
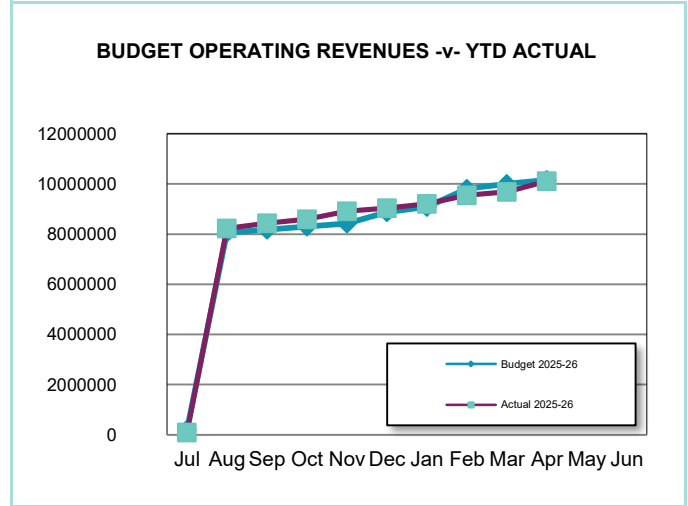
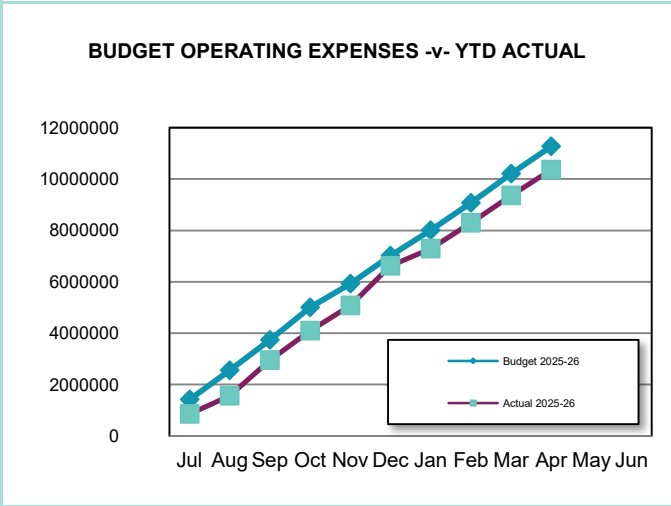
The following activities were identified as having a material variance in accordance with Council Policy:

Nil

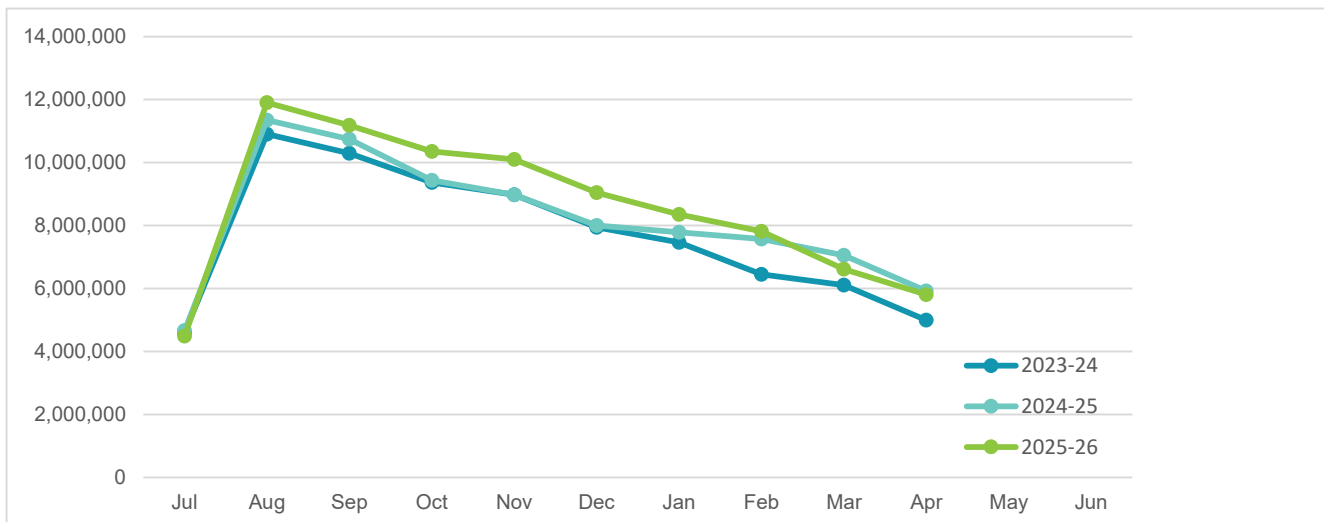
FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	1,022,734	0	0	0	1,022,734	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	750,403	0	750,403	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	4.30%	0	2,973,414	0	0	2,973,414	NAB	26/06/2026
(c) Investments								
Trust Term Deposit 1	4.40%			1,000,000		1,000,000		22/06/2026
Trust Term Deposit 2	4.10%			800,000		800,000		18/06/2026
Muni Term Deposit 1	4.30%				500,000	500,000		2/06/2026
Muni Term Deposit 2	4.30%				500,000	500,000		11/06/2026
Muni Term Deposit 3	4.25%				500,000	500,000		19/06/2026
Muni Term Deposit 4	4.20%				1,000,000	1,000,000		4/05/2026
Muni Term Deposit 5	4.25%				1,000,000	1,000,000		18/05/2026
TOTAL		1,024,484	2,973,414	2,550,403	3,500,000	10,048,301		

KEY INFORMATION

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

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

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

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 6: Cash Backed Reserve

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

FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog	\$	\$	\$	
0574			0	Gov	Officer vehicle (MCS)	39,500	39,632	132 ▲
4164	20,203	20,000	(203)	Econ	Officer vehicle (BMC)	55,000	43,795	(11,205) ▼
7154	26,034	21,818	(4,216)	Rec	Officer vehicle (MRS)	32,500	38,152	5,652 ▲
3554	11,458	6,500	(4,958)	Trans	Toro 3280 Mower (P71)	62,000	26,389	(35,611) ▼
3554	16,796	15,500	(1,296)	Trans	Toro PLH800 Mower (P73)	49,000	36,525	(12,475) ▼
	74,491	63,818	(10,673)		TOTALS	238,000	184,494	(53,506)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$	
					Property, Plant & Equipment			
0	0	0	0	0	Land and Buildings	227,500	46,154	(181,346) ▼
0	0	0	0	0	Plant & Equipment	238,000	184,494	(53,506) ▼
0	0	0	0	0	Furniture & Equipment	13,900	7,179	(6,721) ▼
					Infrastructure			
1,615,252	0	0	1,615,252		Roadworks	2,198,254	331,812	(1,866,442) ▼
0	0	450,000	450,000		Other Infrastructure	2,160,397	591,263	(1,569,134) ▼
1,615,252	0	450,000	2,065,252		Totals	4,838,051	1,160,903	(3,677,148)

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

FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 7: Capital Disposals and Acquisitions

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

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

Contributions				Infrastructure - Roads		Current Budget		
Grants	Reserves	Borrow	Total			This Year		Variance (Under)Over
\$	\$	\$	\$			Budget	Actual	
449,252	0	0	449,252	Trans	Roads to Recovery	449,251	18,905	430,346 ▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	1,749,003	312,908	1,436,095 ▼
1,615,252	0	0	1,615,252		Totals	2,198,254	331,812	1,866,442

Contributions				Other Infrastructure		Current Budget		
Grants	Reserve	Borrow	Total			This Year		Variance (Under)Over
\$	\$	\$	\$			Budget	Actual	
18,885	0	0	18,885	L,O & PS	Evacuation Centre Upgrade (grant dependent)	54,794	0	(54,794) ▼
0	0	0	0	CA	Buller Rd - Transfer Station construction	0	0	0
0	0	0	0	CA	Townsite drainage works	155,000	0	(155,000) ▼
0	0	0	0	R & C	Parks - Capital upgrades	22,800	0	(22,800) ▼
0	0	0	0	R & C	Ovals - New pump & extend reticulation	0	0	0
166,456	0	0	166,456	R & C	Drakesbrook Weir Upgrades / PB Carpark	22,800	0	(22,800) ▼
0	0	0	0	Trans	Footpath construction & upgrades	251,763	6,611	(245,152) ▼
0	0	450,000	450,000	Econ	Railside Park - Phase 2	450,000	358,678	(91,322) ▼
1,203,240	0	0	1,203,240	Econ	Peel Regional Trails development	1,203,240	225,975	(977,265) ▼
1,388,581	0	450,000	1,838,581		Totals	2,160,397	591,263	(1,569,134)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

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

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Library LBW Trust Learning	Friends of Libraries	0	500	(475)	25	500	0	500	0
Technology and Digital Inclusion Grant	State Library WA	0	5,000	(5,000)	0	0	0	5,000	0
Community Engagement Program	Alcoa of Australia	2,427	15,000	(15,066)	2,361	2,427	0	0	0
Mitigation Activity Grant Funding RD1	DFES	0	49,500	(49,500)	0	49,500	0	49,500	0
Evacuation Centre Backup Power Supply	DFES	(4,090)	0	(1,200)	(5,290)	57,794	0	0	18,885
Streets Alive - Safer Crossings	Town Team Movement	200	0	0	200	200	0	0	0
Urban Greening Program	WALGA	3,775	0	0	3,775	3,775	0	0	0
Waste Sorted Community Education	Waste Sorted	697	0	(697)	0	697	0	0	0
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Emergency Services Dinner	Volunteering WA	0	1,500	(1,500)	0	0	0	1,500	0
Youth Week	Dept of Communities	0	3,000	(3,000)	0	3,000	0	0	3,000
Volunteer Breakfast	Dept of Communities	0	1,000	(1,000)	0	1,500	0	0	1,500
Public Health Initiative	Public Health	12,103	0	(8,606)	3,497	12,103	0	0	0
Australia Day 2026	Australia Day Council	0	12,736	(12,736)	0	15,000	0	12,736	0
Anzac Day 2026	Lotterywest	0	0	(2,173)	(2,173)				
Ebb & Flow	Ebb & Flo	2,331	0	0	2,331	2,332	0	0	0
Drakebrook Cemetery NRM Funding	DPIRD	9,856	0	(4,144)	5,712	9,856	0	0	0
Total		27,300	88,236	(105,097)	4,727	159,685	0	69,236	24,385

NOTE 8b: Capital grants subsidies and contributions

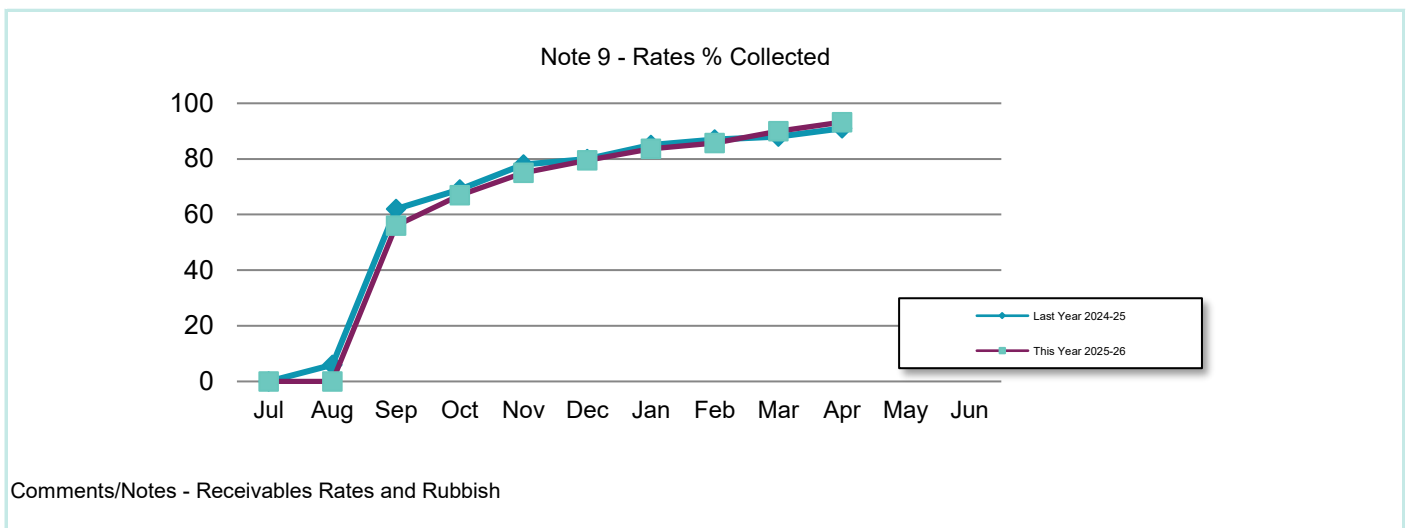
Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant - Start Up	Peel Development Comm	86,516	0	(86,516)	0	1,203,240	0	0	983,129
Peel Regional Trails Grant - Milestone 2 & 3	Peel Development Comm	133,595	200,000	(139,459)	194,136	0	0	200,000	0
LRCI Phase 4	Dept Infrastructure	(182,498)	182,498	0	0	0	0	182,498	0
LRCI Phase 3	Dept Infrastructure	(57,869)	57,869	0	0	0	0	57,869	0
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	0
Shared Path Upgrade	Dept of Transport	0	40,000	(40,000)	0	40,000	0	40,000	0
Lake Clifton Bridge (BR03)	Main Roads WA	0	385,500	0	385,500	0	514,000	385,500	128,500
Roads to Recovery	Main Roads WA	46,369	222,109	(312,908)	(44,430)	353,604	0	222,109	85,126
Road Safety Program (Lake Clifton Rd)	Main Roads WA	0	238,494	0	238,494	0	238,494	238,494	0
Road Safety Program (Nanga Brook Rd)	Main Roads WA	0	0	0	0	0	0	0	0
Regional Road Group (RC87)	Main Roads WA	0	225,800	(250,000)	(24,200)	375,001	0	225,800	24,200
Regional Road Group (RC05)	Main Roads WA	0	151,370	(151,370)	0	225,001	0	151,370	0
Regional Road Group (RC82)	Main Roads WA	0	800,000	(1,000,000)	(200,000)	750,000	0	800,000	200,000
Regional Road Group (RC47)	Main Roads WA	0	80,000	(30,398)	49,602	300,000	0	80,000	120,000
Regional Road Group (RC20)	Main Roads WA	0	52,800	(66,000)	(13,200)	99,001	0	52,800	13,200
Total		27,980	2,636,440	(2,076,650)	587,769	3,347,714	752,494	2,636,440	1,554,155
Total contract asset					(289,292)				
Total contract liability					887,501				



FOR THE PERIOD ENDED 30 APRIL 2026

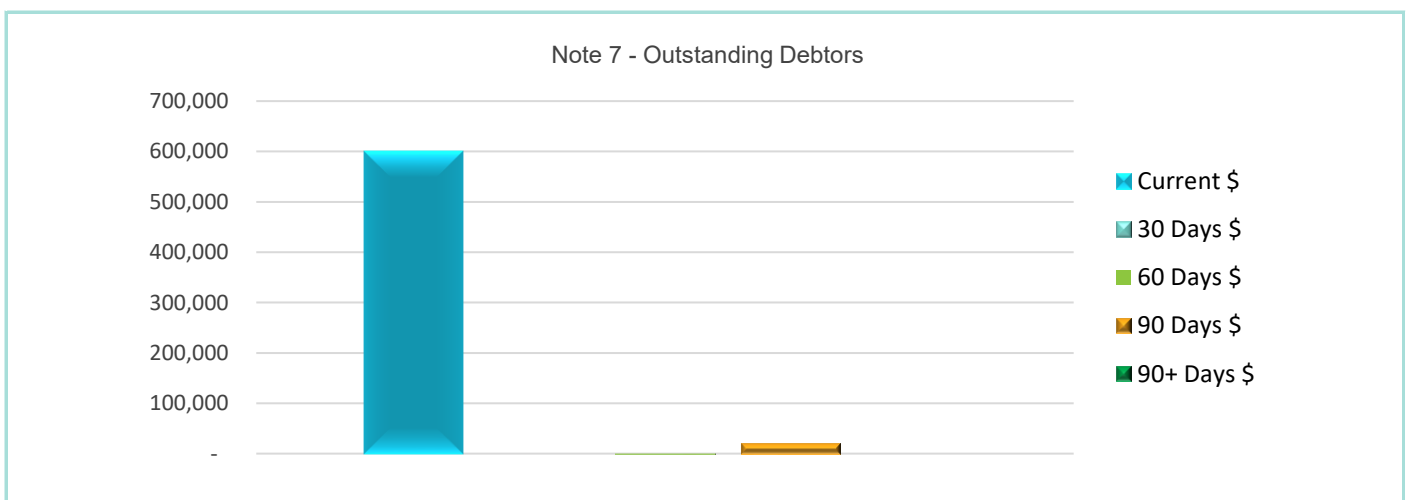
NOTE 9: Receivables

Receivables - Rates & Rubbish	Current 2025-26	Previous 2024-25
	\$	\$
Opening Arrears Previous Years	145,720	151,325
Rates, Service Charges & Waste Levy this year	7,984,309	7,393,609
Less Collections to date	(7,581,601)	(7,247,889)
Equals Current Outstanding	402,708	145,720
Net Rates Collectable	402,708	145,720
% Collected	93.25%	96.06%



Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	601,159	870	1,290	21,382	
Total Outstanding					624,700

Amounts show above include GST (where applicable).



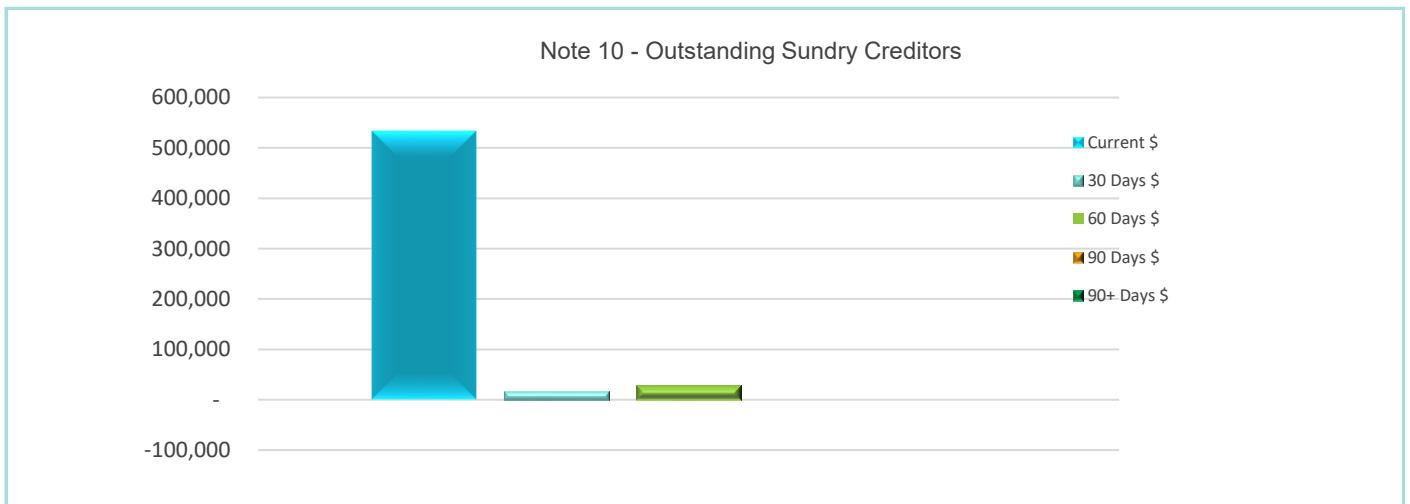


FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	532,258	16,257	29,639	-	231
Total Outstanding	577,923				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2025/26 Actual Rateable Value	2025/26 Actual Rate Revenue	2025/26 Actual Interim Rates	2025/26 Actual Total Revenue	2025/26 Budget Rate Revenue	2025/26 Budget Interim Rate	2025/26 Budget Total Revenue	2024/25 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$		\$	\$
General rates											
Gross rental valuation	Gross rental value	0.109905	1,533	29,268,384	3,214,916	\$12,485	3,227,401	3,214,916	0	3,214,916	3,189,429
Unimproved valuation	General farming	0.006054	511	322,634,084	1,951,683	\$1,181	1,952,864	1,951,683	0	1,951,683	1,825,255
Unimproved valuation	Industry and mining	0.012107	5	27,114,000	328,269	\$0	328,269	328,269	0	328,269	301,384
Unimproved valuation	Intensive agriculture	0.009081	4	5,016,000	45,550	\$0	45,550	45,550	0	45,550	42,710
Total general rates			2,053	384,032,468	5,540,418	\$13,666	5,554,084	5,540,418	0	5,540,418	5,358,778
Minimum payment		Minimum									
Gross rental valuation	Gross rental value	1,390	607	4,897,676	863,190	\$0	863,190	863,190	0	863,190	821,890
Unimproved valuation	Unimproved value	1,390	91	10,839,844	122,320	\$0	122,320	122,320	0	122,320	124,899
Total general rates			698	15,737,520	985,510	\$0	985,510	985,510	0	985,510	946,789
Total rates			2,751	399,769,988	6,525,928	\$13,666	6,539,594	6,525,928	0	6,525,928	6,305,567

FOR THE PERIOD ENDED 30 APRIL 2026

Note 12: Information on Borrowings**(a) Debenture Repayments**

Loan Details	Loan No.	Principal 1-Jul-25	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	529,244	0	0	(15,115)	(30,350)	514,129	498,894	(4,225)	(8,330)
Waroona Community Precinct Development	123	406,999	0	0	(7,796)	(15,783)	399,203	391,216	(10,004)	(19,816)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	497,444	0	0	(9,528)	(19,291)	487,916	478,153	(12,227)	(24,219)
TOTAL		1,433,687	0	0	(32,439)	(65,424)	1,401,248	1,368,263	(26,455)	(52,365)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

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

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

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

FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 13: Budget Amendments

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

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

NOTE 13: Budget Amendments (cont)

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 APRIL 2026

NOTE 14: Trust Fund

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

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-25	Received	Paid	30-Apr-26
ALCOA WAROONA SUSTAINABILITY	2,146,506	223,680	0	2,370,186
PUBLIC OPEN SPACE	140,571	229	0	140,800
EXTRACTIVE INDUSTRIES	19,470	32	0	19,502
COMMERCIAL BOND	15,390	25	0	15,415
SECURITY BOND	0	0	0	0
TOTAL	2,321,937	223,966	0	2,545,903

COUNCIL POLICY

CPG014 – Work Health and Safety



1. Intention

To provide the protocols and guidelines that will ensure the Shire of Waroona remains at the forefront of workplace safety for all workers (including contractors and volunteers) and other persons at the workplace, including elected members.

2. Scope

This policy applies to:

- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Other persons at the workplace, including Elected Members;

3. Statement

The Shire of Waroona is committed to promoting and securing the safety and health of workers and other persons at the workplace, through a high standard of quality management practice.

The Shire of Waroona will ensure that the work safety and health needs of workers are not compromised while striving to reduce lost time injuries through a general and ongoing awareness by all towards hazard identification and accident prevention within the workplace.

The Shire of Waroona recognises:

- Its responsibilities in relation to all Work Health and Safety statutory obligations and will provide work health and safety information and advice to all workplaces;
- Its responsibilities for the maintenance of safety and health standards for all operations, workers and other persons at the workplace through the provision of appropriate instruction, training and supervision;
- Its obligations to provide resources for work health and safety and will provide a mechanism of consultation with all parties on work health and safety issues; and
- Its responsibility to promote and encourage communications at all levels of the organisation, to all stakeholders and will support the Work Health and Safety Committee.

Everybody throughout the workplace has a personal responsibility to work safely, recognise their duty of care under the *Work Health and Safety Act 2020*, and cooperate in ensuring all reasonably practicable safety and health standards are maintained throughout Shire of Waroona workplaces.

Workers are also required to take reasonable care to ensure their own safety at work and not adversely affect the safety and health of any person.

The Shire will measure success by compliance with Australian Standard *AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard*. This is regarded as the minimum standard required to meet our objective of zero lost time injuries.

4. Legislative and Strategic Context

The *Work Health and Safety Act 2020* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

7. Document Control

Division	Corporate & Governance		
Policy Number	CPG014		
Contact Officer	Manager Corporate Services		
Related Legislation	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems, Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022		
Related Shire Documents	Work Health and Safety Management System		
File Number	RM.7		
Risk Rating	High	Review Frequency	Annually
Next Review	June 28	Date Adopted	26/06/2004
OCM Number	OCM04/083		

8. Previous Policy No's.

Policy No.	Title
CORP028	Occupational Safety and Health Statement
CORP029	Occupational Safety and Health Meetings
2.24	Occupational Safety and Health Policy Statement
2.27	Occupational Safety and Health Meetings
5.13	Occupational Safety and Health

9. Amendments

Date	Details of Amendment	Reference	Record Number
28/10/2014	Updated as part of major review	OCM14/10/127	
18/12/2018	Updated as part of major review	OCM18/12/126	
17/12/2019	Updated as part of major review	OCM19/12/163	
22/06/2021	Consolidated related policies and reformatted	OCM21/06/071	
22/09/2022	Amended to reflect change of legislation <ul style="list-style-type: none"> • Policy title changed CGP014 – Work Health and Safety • Title Occupational Health and Safety Act 1984 changed to Work Health and Safety Act 2020 • Occupations Health and Safety Regulations 1996 changed to Work Health and Safety (General) Regulations 2022 • AS/NZX4801:2001 Occupational Health and Safety changed to AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard 	OCM22/09/128	
22/08/2023	Reviewed without amendment	OCM23/08/101	
25/06/2024	Reviewed without amendment	OCM24/060/090	
24/06/2025	Reviewed with minor amendment	OCM25/06/090	RM.7
14/04/2026	Reviewed without amendment	<Insert ref>	CM.7



COUNCIL POLICY

CGP019 – Application of the Shire of Waroona Common Seal and Signing of Documents



1. Intention

To provide guidance on the use of Council's Common Seal and signing of documents on behalf of the local government.

2. Scope

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

3. Statement

3.1 The Common Seal of the Shire of Waroona is authorised to be applied to:

- (a) leases, agreements and other required documents where Council has previously agreed to enter such lease or agreement or consented to the matters pertained in other documents;
- (b) Landgate forms documents where factors, hazards or restrictions affect land or where restrictive covenants are required to be applied to land under the following:

- s.165 of Planning and Development Act 2005
- s. 70A of Transfer of Land Act 1893
- s. 129BA of Transfer of Land Act 1893
- s. 6 of the Strata Titles Act 1985

3.2 The application of the Common Seal is to be witnessed by the Shire President and Chief Executive Officer (CEO), or in their absence, by the Deputy Shire President and/or ~~Acting CEO~~ Chief Executive Officer. Director Corporate & Community Services or Director Infrastructure & Development Services.

3.3 Documents are authorised to be signed by the Shire President, CEO, or another employee within the limits of their authority or delegation, on behalf of the Shire of Waroona, under:

- Authorisations of the Council;
- Delegations of the Council;
- Resolutions of the Council Sub-delegations of the CEO; and
- Acting through provisions of legislation.

3.4 The signature of an employee acting in a position is deemed to be of the same effect as that of the signature of the employee of that substantive role.

4. Legislative and Strategic Context

The *Local Government Act 1995* -

Section 9.49A Execution of documents and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

7. Document Control

Division	Corporate & Governance		
Policy Number	CGP019		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995		
Related Shire Documents	Nil		
File Number	CM.7		
Risk Rating	Low	Review Frequency	Triennially
Next Review	May 29	Date Adopted	25/09/2007
OCM Number	OCM07/160		

8. Previous Policy No's.

Policy No.	Title
CORP015	Application of the Shire of Waroona Common Seal
1.26	Application of the Shire of Waroona Common Seal

9. Amendments

Date	Details of Amendment	Reference	Record Number
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
25/06/2024	Replaced Deputy Chief Executive Officer title with Director Corporate & Community Services or Director Infrastructure & Development Services.	OCM24/06/090	
<date>	<u>Title Change</u> <u>Added situations approved for application of Common Seal.</u>	<insert ref>	<u>CM.7</u>

Policy Number:CGP019 – Application of the Shire of Waroona Common Seal and Signing of Documents
Policy Title



	<p><u>Replaced Director titles with Acting Chief Executive Officers.</u></p> <p><u>Added clauses 3.3 and 3.4.</u></p>		
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COUNCIL POLICY

CP005 – Donations, Sponsorships and Waivers



1. Intention

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

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

2. Scope

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

3. Statement

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

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

3.1 Donations

Established Annual Donations

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

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

Other Established Annual Donations

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

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

Other Donations

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

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

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

3.2 Individual or Group Sponsorship

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

Applications will be evaluated against the following criteria:

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

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

Applications exceeding this amount will require a decision by Council.

3.3 Fee Waivers

Established Waivers of Fees and Charges

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

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

Community Requests for Waiver of Fees and Charges

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

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

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

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

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

9.7. Document Control

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

10.8. Amendments

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



COUNCIL POLICY

FP003 – Purchase Orders Authority



1. Intention

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

2. Scope

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

3. Statement

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

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

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

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

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed triennially or as required.

6. Associated Documents

Nil

7. Document Control

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

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

8. Amendments

Date	Details of Amendment	Reference	Record Number
23/09/2008	Amended to reflect current employees.	OCM08/172	
24/11/2009	Amended to reflect current employees.	OCM09/197	
17/12/2009	Amended to reflect current employees.	OCM09/215	
26/10/2010	Amended to reflect current employees.	OCM10/10/163	
23/10/2012	Amended to reflect current employees.	OCM12/10/123	
24/11/2015	Amended to reflect current employees.	OCM15/11/138	
22/12/2015	Amended to reflect current employees.	OCM15/12/164	
25/10/2016	Amended to reflect current employees.	OCM16/10/115	
26/09/2017	Amended to reflect current employees.	OCM17/09/091	
18/12/2018	Updated as part of major review.	OCM18/12/126	
17/12/2019	Updated as part of major review.	OCM19/12/163	
24/03/2020	Amended to reflect current employees.	OCM20/03/039	
27/04/2021	Amended to reflect current employees.	OCM21/04/045	
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071	
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125	
22/02/2022	Amended to reflect current employees.	OCM22/02/011	
27/09/2022	Amended to: <ul style="list-style-type: none"> - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure. 	OCM27/09/125	
22/08/2023	Amendments to: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.	OCM23/08/101	
22/10/2024	Remove Shire of Murray resource Ranger, Ranger administration and Manager Rangers positions and replace with updated Shire of Waroona equivalent positions. Update Senior Asset Services Officer title.	OCM24/10/163	
25/03/2025	Remove Manager Works & Waste Services, and Director Infrastructure & Development Services and add Director	OCM25/03/034	CM.7

FP003 – Purchase Orders Authority



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

COUNCIL POLICY

FP014 – Financial Hardship



1. Intention

To give effect to our commitment to support members of the community who may be experiencing financial pressures, the Shire of Waroona recognises that certain financial challenges may result in financial hardship for ratepayers.

2. Scope

This policy applies to:

1. [This policy applies to all outstanding rates and service charges owed to the Shire of Waroona. Outstanding rates and service charges as at the date of adoption of this policy.](#)

It is a reasonable community expectation, as we deal with rising financial pressures that those with the capacity to pay rates will continue to do so. For this reason, this policy is not intended to provide rate relief to ratepayers who are not able to provide evidence of financial hardship and the statutory provisions of the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996* will apply.

3. Statement

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering financial hardship, while treating all members of the community with respect and understanding at this difficult time.

3.1 Payment Difficulties, Hardship and Vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their [dependantsdependents](#). The Shire of Waroona recognises that these financial pressures may increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship [regardless of their status, be they a property owner, tenant, business owner etc.](#)

3.2 Financial Hardship

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

[Evidence of hardship may include, but is not limited to, income statements, medical documentation, financial counsellor correspondence or other supporting documentation considered relevant by the Shire.](#)

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with statutory responsibilities.

3.4 Payment Arrangements

Payment arrangements facilitated in accordance with section 6.49 of the *Local Government Act 1995* are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past; and
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of Waroona of any changes in circumstances that jeopardises the agreed payment ~~schedule~~schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

3.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis. [This excludes penalty interest applicable to the Emergency Services Levy.](#)

3.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid; and
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property; and
- May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

3.7 Debt Recovery

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the third due payment, the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year. Rates and service charge debts that remain outstanding at the end of that financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.8 Review of Decisions

Applicants may request a review of a decision made under this policy by submitting a written request to the Chief Executive Officer within 21 days of notification of the decision. The Shire will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

3.9 Communication and Confidentiality

The Shire will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party upon request.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional personal or financial pressures stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

4 Legislative and Strategic Context

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

5 Review

This policy is to be reviewed as required.

6 Associated Documents

Nil

7 Document Control

Division	Finance		
Policy Number	FP014		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995 Local Government (Financial Management Management) Regulations 1996		
Related Shire Documents	Nil		
File Number			
Risk Rating	Low	Review Frequency	Triennially
Next Review	May 26	Date Adopted	28/04/2020
OCM Number	OCM20/04/059		

8 Previous Policy No's.

Policy No.	Title
FIN036	Financial Hardship

9 Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Updated as part of major review and reformatted	OCM21/06/071	
22/08/2023	Reviewed with minor amendments	OCM23/08/101	
<date>	Updated to the new template <u>with amendments</u> as part of policy review.	<insert ref>	<u>CM.7</u>

COUNCIL POLICY

FP025 – Depreciation of Non-current Assets



1. Intention

To provide a framework for the determination and application of depreciation methods, useful lives and revaluation practices for the Shire of Waroona's non-current assets. To set guidance on how depreciation methods and rates are calculated and applied to Shire of Waroona's non-current assets.

2. Scope

This policy applies to all non-current assets recognised in the Shire of Waroona's financial statements. This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

Useful lives and depreciation rates will be determined having regard to AASB 116, asset condition, expected pattern of consumption, engineering assessments, valuation advice and/or industry best practice.

Non-current assets will be depreciated using a method that reflects the pattern in which the asset's future economic benefits are expected to be consumed. Unless otherwise determined appropriate, the straight-line method of depreciation will be applied.

Depreciation for all Shire of Waroona assets shall be applied on a straight-line basis where practical initially, using the rates applicable to the South West Region of WA, as listed in the previous Local Government Accounting Manual, as advised by the Department of Local Government, Sport & Cultural Industries.

Indicative useful lives include, but are not limited to: Major Depreciation Periods are: —

Buildings	40-60 years
Furniture & Equipment	3-20 years
Plant & Equipment	5-20 years
Bridges	60-90 years
Parks & Ovals	10-50 years
Drainage	60-90 years
Footpaths	20-50 years
Sealed Roads and Streets	
Construction	45-55 years
Bituminous Seals	15-25 years
Asphalt Seals	25-30 years
Unsealed roads	
Formed	10-15 years
Gravel	12-15 years

In accordance with regulation 17A of the Local Government (Financial Management) Regulations 1996, the Shire will revalue applicable non-financial assets at intervals not exceeding five years from the asset's last valuation date.

Earlier revaluations may be undertaken where considered appropriate by the Shire.

Depreciation calculations will utilise remaining useful lives determined through asset valuations where provided by a qualified valuer or suitably qualified officer. Where remaining useful lives are not provided as part of a valuation process, useful lives will be determined by the Shire having regard to:

- asset condition;
- age;
- expected pattern of consumption;
- engineering or technical advice;
- historical asset performance; and
- industry practice.

Useful lives, residual values and depreciation methods will be reviewed periodically and adjusted where required in accordance with applicable Accounting Standards.

Non-financial assets with an acquisition fair value below the threshold prescribed by the Local Government (Financial Management) Regulations 1996 section 17A may be excluded from recognition as assets.

~~As per regulation 17A of the Local Government (Financial Management) Regulations 1996 relating to Fair Value, all assets are to be revalued whenever the shire is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount and within a period of no more than five years after the day on which the asset was last valued or revalued. As a part of these revaluations, if the Shire is provided with remaining useful life from a licenced Valuer than these recommendations will be used to calculate each individual assets depreciation rate which will be used until that particular asset is once again revalued.~~

~~If however remaining useful life is not provided by the Valuer then the initial deprecation rate and an estimated useful life as prescribed in the previous WA Local Government Account manual will be used and condition and age will also factor into the assessment to calculate and appropriate depreciation rate.~~

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil

7. Document Control

Division	Finance		
Policy Number	FP025		
Contact Officer	Director Corporate & Community Services		
Related Legislation	AASB116 Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Shire Documents	Nil		
File Number			
Risk Rating	Low	Review Frequency	Triennially
Next Review	May 26	Date Adopted	22/06/2004
OCM Number	OCM04/083		

8. Previous Policy No's.

Policy No.	Title
FIN004	Depreciation of Non-current Assets
3.1.4	Depreciation of Non-current Assets

9. Amendments

Date	Details of Amendment	Reference	Record Number
24/11/2009	Amended to reflect current practices.	OCM09/197	
25/06/2013	Amended to align with Local Government Accounting Manual.	OCM13/06/047	
26/11/2013	Updated as part of major review.	OCM13/11/125	
28/10/2014	Updated as part of major review.	OCM14/10/127	
24/11/2015	Updated as part of major review.	OCM15/11/138	
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/08/2023	Amended to add reason for revaluation under 3. Statement and minor wording adjustments.	OCM23/08/101	
<date>	Reviewed with significant amendments to text	<insert ref>	CM.7



COUNCIL POLICY

IP004 – Preston Beach Public Access Ways



1. Intention

To provide guidance on public access ways in Peston Beach.

2. Scope

This policy applies throughout the district.

3. Statement

The Preston Beach townsite contains several Public Access Ways (PAWs), which are designated strips of land intended to facilitate safe pedestrian and cycle movement between roads, reserves, and community facilities.

Many of these PAWs also provide access for emergency services and may therefore be used by vehicles when required.

While some PAWs are used more frequently than others, all must remain unobstructed. PAWs must not be blocked by gates or fences, and vehicles must not be parked in a manner that restricts access.

The Shire will continue to maintain constructed PAWs to an appropriate standard. Unconstructed or vegetated PAWs will receive only minor maintenance, such as weed control.

Adjacent landowners may enhance the appearance or surface of a PAW, subject to approval by the Director of Infrastructure Services, provided that unrestricted vehicular access is maintained at all times.

~~The Preston Beach town-site contains several public access ways that provide access links generally between streets and public reserves for use by the public, Shire, and emergency services. While some are more regularly used than others, they all offer access that may prove critical in some events such as bushfire and therefore it is imperative that they remain open to vehicular traffic at all times.~~

~~Access shall be maintained through public access ways at all times. No barriers or restrictions such as gates, fences or similar that restrict free vehicular access shall be permitted. No vehicles shall be permitted to be parked on a public access way or such that access to the public access way is restricted.~~

~~Adjacent landowners may improve the appearance and/or surface of the public access way to the satisfaction of the Director of Infrastructure Services provided free vehicular access is maintained.~~

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure		
Policy Number	IP004		
Contact Officer	Director Infrastructure Services		
Related Legislation	Nil		
Related Shire Documents	Nil		
File Number	CM.7, TT.6		
Risk Rating	Low	Review Frequency	Triennially
Next Review	July 28	Date Adopted	25/10/2016
OCM Number	OCM16/10/105	Previous Policy No.	WKS009, 6.5

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/07/2025	Reviewed without amendment	OCM25/07/105	CM.7, TT.6
7/04/2026 <date>	<u>Updated to reflect level of service</u>	<insert ref>	<u>CM.7</u>

COUNCIL POLICY

IP011 – Private Works by the Shire



1. Intention

To confirm support for private works requests from residents, organisations or others located in the Shire of Waroona, as well as from other local government authorities.

2. Scope

This policy applies throughout the district.

3. Statement

1. Private works will only be carried out where the private works –

- a) do not take precedence over the completion of the Shire's annual capital, and normal operational, works programs; and
- b) cause no disruption to normal core business activities.

2. The Shire will attempt to avoid, where possible, carrying out private works where involvement in such works would place the Shire in direct competition with local private suppliers.

3. All private works will be undertaken on a full cost recovery basis including materials on cost plus 30% margin. Labour and plant rates will be charged in accordance with Council's ~~the~~ adopted Fees and Charges.

~~Where private works will be charged on a full cost recovery basis, including~~ labour, materials, plant and on costs, plus 30% margin to minimise impact on local contractors. Labour and plant rates will be in accordance with the adopted fees and charges.

4. Council approval is required prior to undertaking any private works projects valued at \$100,000 or more.

5. Appropriate procedures ~~must be followed are to be maintained~~ for obtaining quotes and all other aspects of matters relating to private works.

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure		
Policy Number	IP011		
Contact Officer	Director Infrastructure		
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1995		
Related Shire Documents	Nil		
File Number	<u>CA.1</u>		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	August 28	Date Adopted	26/11/2019
OCM Number	OCM19/11/2021	Previous Policy No.	WKS019

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<u><date></u>	<u>Additional Statement subclauses added</u>	<u><insert ref></u>	<u>CA.1</u>



COUNCIL POLICY

IP012 – Supply of Materials to Residents



1. Intention

To provide guidance on the conditions under which the supply of various bulk materials to residents may occur.

2. Scope

This policy applies throughout the district.

3. Statement

Residents of the Shire of Waroona are allowed access to sand, gravel, limestone, aggregate and mulch stored at the Shire of Waroona Depot, subject to availability and if not required for Shire works purposes. The volume of material taken shall be restricted to a utility or trailer load.

Manual loading of the materials shall not be permitted. Loading shall only be carried out by Shire Council plant and personnel when they are available at the depot – normal operations of the Shire works crew should not be interrupted. If necessary, prior arrangements should be made with Depot Administration and/or Director Infrastructure Services. ~~the Manager Works & Waste Services.~~

If available, mulch will be supplied at no cost. Sand, gravel, and crushed limestone will be charged at commercially competitive rates, in accordance with Council's adopted approved Fees and Charges schedule.

The Shire of Waroona Council shall ~~takes~~ no responsibility for the suitability, quality and composition of any mulch material taken.

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure
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Policy Number	IP012		
Contact Officer	<u>Director Infrastructure Services</u> Manager Works & Waste Services		
Related Legislation	Nil		
Related Shire Documents	Nil		
File Number	FM.12, CM.7		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	WKS013, 5.1

8. Amendments

Date	Details of Amendment	Reference	Record Number
25/09/2007	Amended to reflect current employees.	OCM07/160	
24/11/2015	Amended to reflect current employees.	OCM15/11/138	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/08/2023	Amended to correct Manager Works & Waste Services title, and add sand to list of materials charged for.	OCM23/08/101	
<date>	<u>Reviewed with minor amendments – change Manager Works & Waste Services title to Director Infrastructure Services.</u>	<insert ref>	<u>FM.12, CM.7</u>

COUNCIL POLICY

IP013 – Subdivision Development



1. Intention

To provide guidelines to engineering and design specifications for subdivisional works in the Shire of Waroona.

2. Scope

This policy applies throughout the district.

3. Statement

Council adopts and implements ~~To implement~~ engineering and design specifications for subdivisions, as amended from time to time by the Director Infrastructure Services. It is the responsibility of Users to shall satisfy themselves that they are referencing reading the most current version of the specifications document.

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

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

- Institute of Public Works Engineers Australia: Local Government Guidelines for Subdivisional Development.
- Shire of Waroona: Road Hierarchy.
- Shire of Waroona: Engineering and Design Specifications for Subdivisions.

7. Document Control

Division	Infrastructure
Policy Number	IP013
Contact Officer	Director Infrastructure Services
Related Legislation	Nil

Related Shire Documents	<ul style="list-style-type: none"> • <u>Shire of Waroona: Road Hierarchy.</u> • <u>Shire of Waroona: Engineering and Design Specifications for Subdivisions.</u> <<enter related documents>> 		
File Number	<u>LP.1</u>		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	26/02/2008
OCM Number	OCM08/023	Previous Policy No.	WKS006, 5.20

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/11/2011	Amended to reflect current employees.	OCM11/11/143	
24/11/2015	Amended to reflect current employees.	OCM15/11/138	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<date>	<u>Reviewed with minor amendments</u>	<insert ref>	<u>LP.1</u>

COUNCIL POLICY

IP014 – Bulk Hard Waste Rubbish Collection



1. Intention

To provide guidelines on material that can be collected during the biennial hard waste collection and the process for preparing hard waste whereby residents can take advantage of the for collection.

2. Scope

This policy applies throughout the district.

3. Statement

The Shire of Waroona provides a biennial (2-yearly) hard waste collection service. Collection dates are subject to contractor availability. Collection zones are determined based on access ability accessibility, residents must refer to the collection zone maps.

Hard waste should be placed neatly on the verge as close as possible to the kerb and the driveway.

The following items **will be** collected from the verge:

- White goods i.e. stoves, refrigerators (to be degassed with evidence of degassing affixed on unit, and doors to be removed), washing machines, ~~etc.~~;
- Scrap metal;
- ~~Old furniture~~ and general household items; ~~and~~
- ~~General junk~~;
- Mattresses; ~~and~~
- Electronic (E) Waste

White goods, mattresses, E-Waste and scrap metal should be sorted into separate piles. These waste types will be collected separately and recycled.

All items of hard ~~waste refuse~~ will be collected by hand. A maximum weight will apply ~~and as~~ a general rule, two (2) people should be able to lift the item easily to shoulder height.

A maximum of two (2) cubic meters of hard waste will be collected from each residence.

3.1 Excluded collection items

The following materials will **not** be collected during the schedule hard waste collection:

- Sand and concrete;
- Building rubble and bricks;
- ~~Bricks~~
- ~~Cement~~;
- Tyres, car bodies and vehicle parts;
- Batteries;

- Foodstuffs ~~and (general household waste)~~;
- ~~Hazardous chemicals, such as Pesticides, and chemicals, paints, oils, gas cylinders, and~~;
- ~~Inflammable liquids (e.g. petrol, solvents, and thinners)~~;
- Asbestos cement products; ~~and~~
- ~~Glass or mirrors; and~~
- ~~Green Waste (grass clippings, garden prunings, weeds etc.) Gas bottles.~~

These materials can be taken to the Shire's Buller Road Refuse Site or removed by contacting a local specialised ~~waste rubbish~~ collection contractor.

3.2 General Conditions

- (1) It is important that residents pay close attention to the requirements of the bulk waste verge collections, and the list of excluded items. Non-compliance with these requirements may result in some of the waste remaining on the verge.
- (2) All waste is to be placed in separate piles neatly on the verge no earlier than one (1) week prior to the advertised collection week.
- (3) All waste must be placed on the verge by ~~6-AMam~~ on the advertised starting date as the truck will travel down ~~each your~~ street only once.
- (4) Waste ~~must not is to be placed on the verge without~~ obstructing footpaths or ~~lines of sight vehicle or pedestrian visibility~~, particularly adjacent to road intersections.
- (5) Waste will not be collected from vacant properties or public land.
- (6) Five (5) to ~~tenseven (107)~~ working days are allowed for collection.

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

~~Nil~~ [WALGA Better Practice VergesideVerge side Collection Guidelines](#)

7. Document Control

Division	Infrastructure
Policy Number	IP014
Contact Officer	Director Infrastructure Services
Related Legislation	Nil

Related Shire Documents	Nil		
File Number	WM.3		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28 <u>May 29</u>	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	WKS002, 5.16

8. Amendments

Date	Details of Amendment	Reference	Record Number
23/10/2012	Amended to remove greenwashed collection.	OCM12/10/123	
28/10/2014	Updated as part of major review.	OCM14/10/127	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<u><date></u>	<u>Reviewed with amendments to text. Waste types added to lists of included and excluded items.</u>	<u><insert ref></u>	<u>WM.3</u>

COUNCIL POLICY

IP015 – Drakesbrook Cemetery



1. Intention

To establish the Shire of Waroona's necessary protocol and process in responding to required following the receipt by the Council of an applications for interment (application for burial) at the Drakesbrook Cemetery.

2. Scope

This policy applies to the Drakesbrook Cemetery only.

3. Statement

In accordance with the Shire of Waroona Drakesbrook Cemetery Local Law 2021, applications for funerals and/or burials at Drakesbrook Cemetery shall be submitted to the Shire of Waroona (Shire) , as a minimum, the Shire requires at least 48 hours prior to the time proposed for burial on the application. notice for burials within our cemeteries.

The preferred burial times are Tuesday to Thursday between 08:00am and 1:00pm. These times allow the Shire to provide the appropriate preparation and support for each service. Any burials requested outside of these times the provided timeframe will be individually assessed on a case-by-case basis, however may be . The Shire has limited due to operational capacity, particularly to perform funerals on Mondays, Fridays, Public Holidays and Weekends.

Families and funeral directors are encouraged to Applications for burials outside of the preferred times may be denied, it is recommended to align with the Shire's preferred burial days and times where possible and provide as much notice as practicable to assist the Shire in making all necessary significant notice to all the Shire to undertake the required arrangements.

Where practical, graves within Drakesbrook Cemetery may be backfilled by Shire Council equipment plant. Subject to Chief Executive Officer (CEO) approval, fFamilies may be allowed granted, the opportunity at the time of grave reservation or grave preparation of to have a family grave, to manually backfill the graveed by hand. Approval is subject to approval by the Chief Executive Officer.

Council requires eFuneral Directors are required ontractors to complete and submit a Shire of Waroona n- "Application for Burial" form, as amended from time to time.

Monumental Masons are required to complete and submit a Shire of Waroona Procedures" and "Application for Monumental Work Procedures" form, as amended from time to time.

Costs associated with the Drakesbrook Cemetery are provided in the annual fees and charges. and undertake the processes and procedures outlined , which may be amended from time to time by the Chief Executive Officer.

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure		
Policy Number	IP015		
Contact Officer	Director Infrastructure Services		
Related Legislation	Nil		
Related Shire Documents	I2 – Application for Burial Procedures Form I3 – Application for Monumental Work Procedures Form		
File Number	CP.3		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	WKS018, 5.17

8. Amendments

Date	Details of Amendment	Reference	Record Number
24/11/2015	Amended to include application forms.	OCM12/10/123	
22/1/2015	Amended to correct grammar.	OCM15/12/164	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<date>	<u>Reviewed with amendments to text</u>	<u><insert ref></u>	<u>CP.3</u>

COUNCIL POLICY

IP016 – Graffiti Management



1. Intention

This intention of this policy is to minimise the incidence and impact of Graffiti with the Shire of Waroona (Shire) by:

- ~~Outlining~~ ~~Provide guidance on the appropriate response mechanisms for~~ graffiti removal from ~~by Council on Shire Council~~ property and private property;
- ~~Remove graffiti as quickly as practicable;~~
- ~~Establishing rapid removal timeframes for~~ Reduce the incidence of visible, racist and/or obscene graffiti as a priority; and
- ~~Promote graffiti management reporting;~~
- ~~Encouraging~~ Engage community support and participation in graffiti reporting, removal and prevention.;
- ~~Work with Police, community and government agencies to identify graffiti offenders;~~
- ~~Utilise CCTV Camera equipment to monitor specific areas; and~~
- ~~Use other preventative measures such as public art where practicable.~~

2. Scope

This policy applies throughout the district.

3. Statement

The presence of graffiti in the Shire of Waroona is an ongoing concern to both the general public and the Shire as well as to Council due to its adverse effect on the environment and streetscape, and the considerable cost for removal.

Graffiti management is a complex challenge, ~~multifaceted problem~~ requiring a multifaceted range of solutions.

The Shire of Waroona has adopted the following approaches to graffiti management which involve both the community and the Shire Council.

- Rapid removal;
- Multi-faceted reporting;
- Community education;
- ~~Reward payment for reporting leading to successful prosecution; and~~
- Mural projects.;
- Promote graffiti management reporting;
- Engage community support and participation in graffiti removal and prevention;
- Work with Police, community and government agencies to identify graffiti offenders;
- Utilise CCTV Camera equipment to monitor specific areas; and
- Use other preventative measures such as public art where practicable.

~~Shire Council~~ employees will endeavour to remove graffiti in accordance with the following rapid removal timeframes:

1. Priority 1 – Sites that are highly visible or with large amounts, racist, obscene or otherwise offensive graffiti; removal within 24 hours of ~~the Shire Council~~ being notified.
2. Priority 2 – For all other graffiti sites; removal within ~~fivethr~~ (53) working days of ~~the Shire Council~~ being notified.

~~The Shire Council~~ is not responsible for removal of graffiti on private property but may, at the discretion of the Chief Executive Officer, waive fees and charges to utilise the ~~Shire's Council's~~ graffiti trailer (~~operated by Shire employees wethire-only~~) to remove graffiti from private property subject to the owners ~~agreeing to~~ indemnifying the ~~Shire Council~~ against any loss or damage caused by such removal.

~~The Shire of Waroona Council~~ cannot compel private landowners, ~~themselves,~~ to remove graffiti ~~themselves,~~ however ~~S~~section 3.25 (Schedule 3.1) of the *Local Government Act 1995* allows the ~~Shire Council~~ to remove graffiti from private property that ~~ist~~ considers to be unsightly or offensive.

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure		
Policy Number	IP016		
Contact Officer	Director Infrastructure Services		
Related Legislation	Local Government Act 1995		
Related Shire Documents	Nil		
File Number	CP.10		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	24/08/2010
OCM Number	OCM10/08/113	Previous Policy No.	WKS007, 5.22

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<u><date></u>	<u>Reviewed with minor amendments to text</u>	<u><insert ref></u>	<u>CP.10</u>

COUNCIL POLICY

IP018 – School Bus Routes



1. Intention

To ~~outline the Shire's role in providing advice to~~ the Public Transport Authority ~~with technical advice of~~ the suitability ~~of roads for inclusion in~~ of school bus routes ~~within the district, for their consideration.~~

2. Scope

This policy applies throughout the district.

3. Statement

Many enquiries are made by ratepayers to Shire officers requesting erection of signage and placement of bus embayments on Shire road networks. ~~However, B~~ bus routes are the responsibility of the Public Transport Authority, who may act on technical advice from the appropriate shire representative. ~~This policy formalises this process.~~

The Director Infrastructure Services is authorised by Council to ~~respond to provide the~~ Public Transport Authority ~~requests for with~~ technical assessment ~~information with~~ on the suitability of roads to be incorporated into school bus routes within the Shire of Waroona. ~~Requests to do so shall be made in writing. All Submitted requests received from Public Transport Authority shall be assessed following the guidelines outlined in the application form PTA assessment form submitted.~~

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure
Policy Number	IP018
Contact Officer	Director Infrastructure Services
Related Legislation	Nil
Related Shire Documents	Nil
File Number	

Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	26/10/2010
OCM Number	OCM10/10/163	Previous Policy No.	WKS010, 5.23

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/12/2015	Amended to reflect current employees.	OCM15/12/164	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
<u><date></u>	<u>Reviewed with minor amendments to text</u>	<u><insert ref></u>	<u>CM.7</u>

SHIRE OF WAROONA
AUDIT, RISK AND IMPROVEMENT COMMITTEE
TERMS OF REFERENCE

a. Purpose / Objectives

The Audit, Risk and Improvement Committee (ARIC) is established as a Committee of Council in accordance with section 7.1A of the *Local Government Act 1995 (Act)*.

The purpose of the Committee is to perform the functions prescribed under Regulation 16 of the Local Government (Audit) Regulations 1996:

- (a) to receive and review reports on, and recommend to the council actions to be taken in relation to —
 - (i) audits under Part 7 of the Act; and
 - (ii) compliance audits; and
 - (iii) reviews under regulation 17;
- (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —
 - (i) financial management; and
 - (ii) legislative compliance; and
 - (iii) risk management;
- (c) to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —
 - (i) is required to take under section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and
 - (iv) has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);
- (d) any other function conferred on the audit, risk and improvement committee under these regulations or another written law.

b. Membership and Presiding Member / Deputy of the Presiding Member

- The Committee is to be established in accordance with sections 5.8, 5.9 and 7.1A of the Act.

- Members are to be appointed by Council by absolute majority.
- Members must not be appointed to represent employees.

c. Membership Requirements

- The Committee must include:
 - an Independent Presiding Member:
 - who must not be a Council member of any local government; and
 - who must not be an employee of the Shire of Waroona; and
 - all elected members; and either
 - a Deputy to the Independent Presiding Member:
 - who must not be a Council member of any local government; and
 - who must not be an employee of the Shire of Waroona, and
 - who only attends when the Independent Presiding Member is not in attendance; or
 - a Deputy Presiding Member (separate from the Deputy to the Presiding Member);
 - who must not be a Council member of any local government; and
 - who must not be an employee of the Shire of Waroona, and
 - who attends all meetings.
- For clarity, if the position of Deputy to the Independent Presiding Member position is filled then the position of Deputy Presiding Member is not filled, and vice versa.

d. Role of the Independent Presiding Member

- The Independent Presiding Member is responsible for presiding at meetings
- If absent from a meeting, the Deputy of the Presiding Member or the Deputy Presiding Member will preside.

e. Membership Tenure

Section 5.11 (2) of the Act applies in relation to the tenure of the committee members.

f. Remuneration of the Independent members

Independent members of the Audit, Risk and Improvement Committee are to be remunerated in accordance with section 5.100 of the Act and determinations of the Salaries and Allowances Tribunal.

Fees for the independent members will be determined by Council.

In addition to sitting fees, independent members shall be reimbursed for reasonable expenses incurred in attending Committee meetings. Reimbursement is to be limited to actual travel and associated costs, supported by appropriate evidence, and to the

satisfaction of the local government, in accordance with sections 5.100(4), (5) and (6) of the Act.

g. Statement of adherence to the Code of Conduct

All Committee members are to comply with:

- the Act and its subsidiary regulations; and
- ELFW001 – Code of Conduct for Council Members, Committee Member and Candidates.

h. Performance of Functions

The Committee is to perform the functions under:

- Part 7 of the Act; and
- Regulation 16 of the *Local Government (Audit) Regulations 1996*

Including:

- Review of compliance audit returns and reporting to Council
- Review of audit reports provided to the CEO
- Review of CEO reports on systems and procedures (regulation 17)
- Making recommendations to Council on:
 - audit findings
 - compliance matters
 - system improvements
- Reporting to Council on the outcomes of reviews

i. Meeting Frequency

The Committee meets at the dates and times determined by Council, and at least twice per year.

j. Meeting Quorum

A quorum is in accordance with section 5.19 of the Act, being at least 50% of the number of offices (whether vacant or not) of member of the committee (at least 4, and must include the Presiding Member or deputy Presiding Member).

k. Meeting Procedures

Meetings are to be conducted in accordance with:



- Part 5, Division 2 of the Act.
- The Shire of Waroona Meeting Procedures Local Law 2020

I. Agenda

The Committee Agenda shall be:

- Declaration of Opening Meeting
- Attendance / Apologies
- Declarations of Interest
- Confirmation of Previous Minutes (if applicable)
- Meeting Business
- Recommendation to Council
- Next Meeting (if date available)
- Closure of Meeting



SHIRE OF
WAROONA
SEA TO SCARP

LOCAL GOVERNMENT ACT 1995

SHIRE OF WAROONA

FENCING LOCAL LAW 2026

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LOCAL GOVERNMENT ACT 1995
SHIRE OF WAROONA
FENCING LOCAL LAW 2026

Under the powers conferred by the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Waroona resolved on 24 February 2026 to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Waroona Fencing Local Law 2026*.

1.2 Commencement

This local law will come into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal and transitional provisions

- (1) The *Shire of Waroona Fencing Local Law 2014*, published in the *Government Gazette* on 16 January 2015 is repealed.
- (2) A permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a permit under this local law and may be dealt with accordingly.

1.5 Definitions and interpretation

- (1) In this local law unless the context requires otherwise:

Act means the *Local Government Act 1995*;

AS 3700:2018 Masonry Structures means the Australian Standard for masonry structures, as amended from time to time, published by the Standards Association of Australia.

authorised person means a person authorised by the local government under section 9.10 of the Act to carry out any of the functions of an authorised person under this local law;

barbed wire fence means a wire or strand of wires having small pieces of sharply pointed wire twisted around it at short intervals;

building permit has the meaning given to it in the *Building Act 2011*;

CEO means the Chief Executive Officer of the Local Government;

commercial lot means a lot zoned commercial, service commercial, mixed use, centre or an equivalent commercial zone under the local planning scheme and/or structure plan, but does not include a lot occupied by a residential building;

dangerous, in relation to any fence, means:

- (a) an electrified fence, or one containing barbed or razor wire, other than a fence that is constructed and maintained in accordance with this local law;
- (b) a fence containing exposed broken glass, asbestos fibre or any other potentially harmful projection or material; or
- (c) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the Shire of Waroona and includes any area placed under the jurisdiction of the Shire pursuant to any Act or Regulation;

dividing fence has the meaning given to it in the *Dividing Fences Act 1961* (as amended from time to time);

electrified fence means a fence carrying or designed to carry an electric charge;

fence means any structure, not including a retaining wall, that is used or functions as a barrier, irrespective of where it is located, and includes any gate;

front boundary means the boundary that separates a thoroughfare and the front of a lot;

front fence means a fence in the front setback area of a lot;

front setback means the horizontal distance between the front boundary and a wall of a building, measured at a right angle to the front boundary;

height, in relation to a fence, means the vertical distance between:

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level immediately below that point;

industrial lot means a lot situated within an industrial development, light industry, general industry, strategic industry zone or an equivalent industrial zone under the local planning scheme and/or structure plan;

land means land in the district and includes a house, building, work or structure, in or on the land;

local government means the Shire of Waroona

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

occupier where used in relation to land means the person by whom or on whose behalf the land is actually occupied or, if there is no occupier, the person entitled to possession of the land;

open fence means a fence:

- (a) that has continuous vertical or horizontal gaps of 50 mm or greater width comprising not less than one third of the total surface area; or

- (b) that has continuous vertical or horizontal gaps less than 50 mm in width, comprising at least one half of the total surface area in aggregate; or
- (c) that has a surface offering equal or lesser obstruction to view; and
- (d) the lower portion of which may be closed up to a height of 1.2 m above the natural ground level measured from the primary street side of the fence;

owner, for the purposes of the definition of 'dividing fence', has the meaning given to it in the *Dividing Fences Act 1961*;

owner, for all other purposes, has the meaning given to it in the Act;

person means any natural person, company, public body, association or body of persons, corporate or unincorporated and includes an owner, occupier, licensee and permit holder (as applicable), but does not include the local government;

public place means a place to which the public has access;

razor wire fence means a coiled strong wire with pieces of sharp cutting edges set across it at close intervals;

reserve means land (including a parkland or foreshore) in or adjoining the district that is:

- (a) set apart for the use and enjoyment of the public; or
- (b) acquired for public purposes and vested in or under the care, control and management of the local government;

residential lot means any lot:

- (a) situated within a residential, urban development or an equivalent residential zone as classified by the local planning scheme and/or structure plan; or
- (b) which is or will be predominantly used for residential purposes;

but does not include a rural lot;

retaining wall means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

rural lot means any lot situated within a rural, rural residential, special residential, rural smallholdings or an equivalent rural zone as classified by the local planning scheme or structure plan;

structure plan has the meaning given to it in the local planning scheme;

sufficient fence means a fence described in clause 2.1;

thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management or control of the local government;

uniform fence means a fence erected by a developer or subdivider in accordance with a subdivision approval which divides a residential lot from a public place such as a pedestrian access way, public open space or road reserve.

- (2) Any other expression used in this local law and not defined herein shall have the meaning given to it

in the Act or the *Dividing Fences Act 1961* (as applicable).

1.6 Relationship with other laws

- (1) In the event of any inconsistency between the provisions of a local planning scheme and the provisions of this local law, the provisions of the local planning scheme will prevail.
- (2) Except as described below, nothing in this local law affects the need for compliance, in respect of a fence, with any relevant provisions –
 - (a) of a local planning scheme; and
 - (b) that apply if a building permit is required for a fence under the *Building Act 2011* or *Building Regulations 2012*.
- (3) A dividing fence constructed and maintained as a sufficient fence under this local law does not require a building permit.

PART 2 – FENCES

Division 1 – Sufficient Fences

2.1 Sufficient fences

- (1) Subject to subclause (2) and (3), a sufficient fence –
 - (a) on a residential lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1;
 - (b) on a commercial lot or an industrial lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 2; and
 - (c) on a rural lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 3.
- (2) Where a fence is constructed on or near the boundary between a residential lot and any of the following –
 - (a) an industrial lot;
 - (b) a commercial lot; or
 - (c) a rural lot,

a sufficient fence is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1.
- (3) Where –
 - (a) the zoning of a lot is changed from 'Rural' to 'Residential' under a local planning scheme; and
 - (b) immediately before that zoning change a dividing fence on that lot is a sufficient fence,

the requirements of Schedule 1 will not apply to that dividing fence until a residential use becomes the predominant use for that lot.
- (4) A dividing fence or any fence lawfully erected prior to this local law coming into operation constitutes

a sufficient fence.

- (5) An asbestos fence, even where it has been erected lawfully and is in a condition that may not present an immediate health or safety risk and where it may comply with all other provisions of this local law, will be deemed an insufficient fence.
- (6) Fencing shall be erected and maintained to adequately contain stock and/or other types of animals on the property where they exist, including but not limited to, cattle, sheep, horses and dogs.
- (7) In respect to Schedules 1, 2 and 3, fencing shall be erected to the following standards:
 - (a) to the manufacturer's specifications or to a sufficient structural standard;
 - (b) with new materials;
 - (c) without faded, stained, defaced, damaged, dented, corroded, rusted or rotten materials;
 - (d) in a straight, upwards direction;
 - (e) in a way that will not, or does not, cause stormwater runoff or erosion issues;
 - (f) in a manner that does not prejudice the amenity or safety of the area;
 - (g) to the satisfaction of the local government.

Division 2 – Fencing General

2.2 Dividing fences

- (1) Unless by agreement between the owners of adjoining lots, a person must –
 - (a) not construct or alter a dividing fence on a lot so that it does not satisfy the requirements for a sufficient fence as set out in this local law;
 - (b) not attach anything to a dividing fence;
 - (c) maintain a dividing fence in a condition which satisfies the requirements of a sufficient fence; or
 - (d) not alter the level of the ground adjoining the boundary so as to change the height of a dividing fence unless the dividing fence is altered, reconstructed or relocated so as to satisfy the requirements of a sufficient fence.
- (2) An agreement in respect of a dangerous fence is taken not to be an agreement between owners of adjoining lots for the purposes of clause 2.1(1) of this local law.
- (3) Without limiting clause 1.6, an agreement between the owners of adjoining lots does not negate the need to obtain approval under any other written law.

2.3 Compliance with local planning scheme and Residential Design Codes

- (1) Notwithstanding the provisions of clause 2.1, a person shall not erect a fence within the front or rear setback areas, including along the side boundaries, unless the fence complies with the provisions of the local planning scheme or the Residential Design Codes.
- (2) Where there is inconsistency between the standards and requirements of the local planning scheme and those specified in the Residential Design Codes, the standards and requirements of the local planning scheme shall prevail to the extent of the inconsistency.

2.4 Fencing within the front setback area

- (1) On a residential lot, a front fence shall be constructed of face finished brick, concrete, stone or timber palings, or a combination of the aforementioned materials or similar (but excluding fibre cement sheeting or sheet metal), that complement the dwelling and do not detract from the streetscape.
- (2) On an industrial lot, a front fence shall be constructed and maintained as an open 'garrison' style' fence and not exceed a height of 1.8m.
- (3) On a rural lot, a front fence shall be not greater than 1.2m in height and shall be constructed from posts and wire.

2.5 Gates in fences

A person must not construct or maintain a gate that opens into a reserve.

2.6 Sightlines at vehicle access point

A fence adjacent to any vehicle access point, or where two streets intersect, must be truncated with the minimum dimension of the truncation being 1.5m or the fence reduced in height to no more than 0.75m.

2.7 Maintenance of fences

- (1) This clause 2.7 applies to any fence.
- (2) An owner or occupier of a lot on which a fence is constructed must maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, unsightly, or prejudicial to the amenity of the locality.
- (3) An owner or occupier of a lot on which a fence is constructed who fails to maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, unsightly, or prejudicial to the amenity of the locality, commits an offence under this local law.
- (4) An owner or occupier of a lot adjacent to a uniform fence must, where that fence is damaged, dilapidated or in need of repair, ensure that –
 - (a) it is repaired or replaced with the same or similar materials with which it was first constructed; and
 - (b) so as far as practicable the repaired or replaced section of fence is the same, including of same height, as the original fence.

Division 3 – Fencing Materials

2.8 Prohibited fencing materials

In constructing or maintaining a fence a person must not use –

- (a) except where specifically allowed by this local law, broken glass or any other potentially harmful projection or material;
- (b) asbestos fibre;
- (c) any material that is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause; or

- (d) pre-used materials, unless they are painted or treated to the satisfaction of the local government.

2.9 Barbed and razor wire fences

- (1) On a residential lot or any other lot abutting such a lot, a person shall not erect or affix to any fence any barbed wire, razor wire or other material with spiked or jagged projections.
- (2) On an industrial lot or a commercial lot, a person shall not erect or affix to any fence bounding that lot any barbed wire, razor wire or other materials with spiked or jagged projections unless the wire or materials are not less than 2.0m from ground level.
- (3) If the posts which carry the barbed wire, razor wire or other materials referred to in subclause (2) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other material do not encroach on adjoining land.
- (4) On a rural lot, a person shall not place or affix barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

2.10 Electrified fences

- (1) On a residential lot or commercial lot or any other lot abutting such a lot, a person shall not erect or affix an electrified fence.
- (2) On a rural lot or industrial lot, an electrified fence shall –
- (a) comply with any applicable AS/NZS;
 - (b) comply with any requirements of Western Power; and
 - (c) be inoperable during the hours of business, if any.

Part 3 – Approvals

3.1 Application for approval to vary a requirement of this local law

- (1) An owner or occupier of a lot shall not vary the requirements of this local law without obtaining the approval of the CEO.
- (2) Where a person is required to obtain the approval of the CEO to vary a requirement of this local law, that person shall apply for approval in accordance with subclause (3) prior to the fence being erected or the variation occurring, whichever is applicable.
- (3) An application to vary the requirements of this local law shall –
- (a) be in the form prescribed in Schedule 5;
 - (b) be signed by the applicant and the owner of the lot;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under sections 6.16 to 6.19 of the Act.
- (4) The CEO may require an applicant to provide additional information reasonably related to an application before determining an application for approval referred to in subclause (1).
- (5) The CEO may refuse to consider an application for approval which is not in accordance with subclauses (3) and (4).

3.2 Decision on application to vary a requirement of this local law

- (1) The CEO shall deal with an application to vary a requirement of the local law or may refer the application to Council for determination.
- (2) The CEO or local government may -
 - (a) approve an application to vary a requirement of this local law unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for variation.
- (3) If the CEO or local government approves an application for approval, it is to issue to the applicant an approval in the form determined by the CEO.
- (4) If the CEO or local government refuses to approve an application for approval, the CEO is to give written notice of that refusal to the applicant.
- (5) Where a clause of this local law refers to conditions which may be imposed on an approval or which are to be taken to be imposed on an approval, the clause does not limit the power of the CEO to impose other conditions on the approval under subclause (1)(a).

3.3 Compliance with approval

Where an application for approval has been approved, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

3.4 Duration of approval

Unless otherwise stated in the form of approval, an approval granted under this local law —

- (a) runs with the lot to which it relates;
- (b) may be relied upon by any subsequent occupier or owner of the lot; and
- (c) may be enforced by the local government against a subsequent occupier or owner of the lot.

PART 4 – OFFENCES

4.1 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than \$3,500 and not exceeding \$5,000 and, if the offence is of a continuing nature, to an additional daily penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

4.2 Prescribed offences

- (1) An offence against a provision of this local law specified in Schedule 4 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The modified penalty for a prescribed offence is that specified in the fourth column of Schedule 4.

4.3 Form of infringement notices

For the purposes of this local law -

- (a) the form of the infringement notice referred to in section 9.16 of the Act is Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and

- (b) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1**A SUFFICIENT FENCE ON A RESIDENTIAL LOT BEHIND THE FRONT SETBACK**

[clause 2.1(1)(a)]

- (1) This Schedule does not apply to a uniform fence or a front fence.
- (2) Refer to clause 2.4 of this local law for fences within the front setback area.
- (3) On a residential lot, a sufficient fence is a dividing fence that –
 - (a) is constructed of:
 - (i) corrugated fibre-reinforced pressed cement sheeting;
 - (ii) timber palings;
 - (iii) masonry (including brick, stone or concrete);
 - (iv) factory coloured sheet metal post and panelled fence;
 - (v) PVC panel (eg. Duralock); or
 - (vi) any combination of the materials described in paragraphs (i)-(v);
 - (b) is between 1.75m and 1.85m in height; and
 - (c) where constructed of masonry, is in accordance with AS 3700:2018 Masonry Structures.

Schedule 2**A SUFFICIENT FENCE ON A COMMERCIAL LOT OR INDUSTRIAL LOT**

[clause 2.1(1)(b)]

- (1) This Schedule does not apply to a uniform fence or a front fence.
- (2) Refer to clause 2.4 of this local law for fences within the front setback area.
- (3) On a commercial lot or industrial lot, a sufficient fence is a dividing fence that –
 - (a) is constructed of:
 - (i) link mesh, chain mesh or steel mesh and is no higher than 2.0m, unless it is topped with up to three strands of barbed wire to a total height of no more than 2.4m;
 - (ii) fibre reinforced cement sheets;
 - (iii) painted or galvanized steel or aluminium sheeting; or
 - (iv) timber or masonry (including brick, stone or concrete);
 - (b) is no more than 2.4m in height; and
 - (c) where constructed of masonry, is in accordance with AS 3700:2018 Masonry Structures.

Schedule 3

A SUFFICIENT FENCE ON A RURAL LOT

[clause 2.1(1)(c)]

- (1) This Schedule does not apply to a uniform fence or a front fence.
 - (2) On a rural lot, a sufficient fence is a dividing fence that -
 - (a) is at least 1.2m in height; and
 - (b) is constructed of posts and wire.
-

Schedule 4

PRESCRIBED OFFENCES AND MODIFIED PENALTIES

[clause 4.2]

Item No.	Clause No.	Nature of offence	Penalty
1	2.1(6)	Failing to erect or maintain fencing to adequately contain stock and/or other types of animals on the property where they exist.	\$500
2	2.1(7)	Failing to construct a sufficient fence to standards provided in clause 2.1(7).	\$500
3	2.2(1)(a)	Constructing or altering a dividing fence which is not a sufficient fence.	\$500
4	2.2(1)(b)	Attaching anything to a dividing fence.	\$500
5	2.2(1)(c)	Failing to maintain a dividing fence in a condition which satisfies the requirements of a sufficient fence.	\$500
6	2.2(1)(d)	Altering the ground level of a dividing fence without satisfying the requirement of a sufficient fence.	\$500
7	2.4	Constructing a front fence that does not meet the specifications of fencing within the front setback area of a lot.	\$500
8	2.5	Constructing or maintaining a gate that opens into a reserve.	\$500
9	2.6	Constructing a fence adjacent to a vehicle access point without a truncation.	\$500
10	2.7	Failing to maintain or replace a fence to the same standard as the original fence.	\$500
11	2.8	Using a prohibited material in the construction or maintenance of a fence.	\$500
12	2.9	Using barbed or razor wire in a prohibited location or configuration.	\$500
13	2.10	Having and using an electrified fence in a prohibited manner.	\$500
14	3.1(1)	Failing to obtain approval for a variation of the requirements of this local law	\$500
15	3.3	Failing to comply with terms or conditions of approval	\$500

Schedule 5**APPLICATION FORM TO VARY A REQUIREMENT OF THIS LOCAL LAW**

[clause 3.1(3)(a)]

Owner Details

Given Names: _____

Last Name: _____

Contact number: _____

Email address: _____

Address: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

If the property is owned by multiple owners, ALL signatures are required. If the property is owned by a company, a company resolution authorising the signatory is required. The application will NOT be processed without ALL signatures and company resolution (if required)

Applicant details (if not the same as above)

Given Names: _____

Last Name: _____

Contact number: _____

Email address: _____

Address: _____

Property details

Address: _____

Suburb: _____ Postcode: _____

Variation to fencing local law

Clause(s) of local law sought to be varied: _____

Detail of proposal: _____

Site plan attached Y/N: _____ Elevation plans attached Y/N: _____

Signature: _____ Date: _____

Dated the 24th day of February 2026.

The Common Seal of the Shire of Waroona was affixed by authority of a resolution of the Council in the presence of -

CR JOHN MICHAEL SCOTT WALMSLEY, Shire President

MARK ANDREW GOODLET, Chief Executive Officer

LOCAL GOVERNMENT ACT 1995

SHIRE OF WAROONA

FENCING AMENDMENT LOCAL LAW 2026

Under the powers conferred by the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Waroona resolved on <resolution date> to make the following local law.

1. Citation

This local law may be cited as the *Shire of Waroona Fencing Amendment Local Law 2026*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal Local Law

In this local law the *Shire of Waroona Fencing Local Law 2026*, as published in the *Government Gazette* on 6 March 2026, is referred to as the Principal Local Law.

4. Principal Local Law amended

- 4.1 The Principal Local Law is amended as described in clauses 4.2 to 4.12 of this local law.
- 4.2 In clause 1.5(1) in the definition of **AS 3700:2018 Masonry Structures**, delete the words 'Standards Association of Australia' and insert in their place the words 'Standards Australia'.
- 4.3 In clause 2.2(1), delete the words 'Unless by agreement between the owners of adjoining lots,'.
- 4.4 In clause 2.2(1), delete the word 'a' and insert in its place the word 'A'.
- 4.5 In clause 2.2, delete the subclause number '(1)'.
- 4.6 In clause 2.2, left justify the words 'A person must -' and subclauses '(a)' to '(d)' to align with the existing clause number '2.2'.
- 4.7 Delete clause 2.2(2).
- 4.8 Delete clause 2.2(3).
- 4.9 In clause 2.10(2)(a), delete the words 'any applicable AS/NZS' and insert in their place the words 'AS/NZS 3016:2002 Electrical installations – Electric security fences'.
- 4.10 In clause 1.5(1) after the definition of **Act**, insert on the next line the definition '**AS/NZS 3016:2002 Electrical installations – Electric security fences** means the Australian Standard for electrical installations – electric security fences, as amended from time to time, published by Standards Australia'.

4.11 In clause 3.1(4), delete the words 'subclause (1)' and insert in its place the words 'subclause (2)'.

4.12 In clause 3.2(5), delete the words 'subclause (1)(a)' and insert in its place the words 'subclause (2)(a)'.

4.13 In Schedule 4, in the **Clause No.** column of the table, delete '(1)' from **Item No.** 3 to 6.

Dated the <number> day of <month> 2026.

The Common Seal of the Shire of Waroona was affixed by the authority of a resolution of council in the presence of -

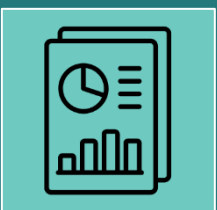
CR JOHN MICHAEL SCOTT WALMSLEY, Shire President

MARK ANDREW GOODLET, Chief Executive Officer



Lot 43
Eastcott St,
Waroona
FEASIBILITY REPORT
TOWARDS
2034

Document No: IR001



About this document

This Lot 43 Eastcott St, Waroona Feasibility Report investigates the viability and financial return to the Shire of Waroona on subdivision and / or development of housing on this freehold lot.

Disclaimer

This document has been published by the Shire of Waroona. Any representation, statement, opinion, or advice expressed or implied in this publication is made in good faith and on the basis that the Shire are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein.

Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.



Document Control

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1. Executive Summary

The Shire of Waroona has freehold ownership of land in the Waroona Townsite that is suitable for subdivision and housing development. This property is at Lot 43 Eastcott St, Waroona. This report assesses 7 scenarios for the development of this property. These are:

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

This assessment demonstrates that the project is viable in terms of the planning, approvals and financial perspectives.

The preferred scenarios for the Shire are:

- Scenario 3 – lower debt, good net present value, good total net worth
- Scenario 4 – lower debt, best net present value, reasonable total net worth
- Scenario 7 – high debt, negative net present value, clear highest total net worth.

Scenario 7 also has strong alignment with the goal to provide more housing and will be suitable for grant application if the houses are leased to key workers. Demand for key workers is high in Waroona and with a tight rental market the project has good prospects for success.

To determine the best overall value, borrowing costs will be modelled in further work to show the impact of principle and interest, in order to inform a final decision. The three scenarios, 3, 4 & 7 are recommended for inclusion in a business plan.

2. Introduction

The Shire of Waroona has freehold ownership of lot 43 Eastcott St, Waroona and wishes to consider the likely financial return the Shire to develop this land for subdivision only or subdivision and build. Both sell and lease options are considered.

This report provides the background information on this property, the development scenarios and an assessment of the costs and expected returns on each option.

3. Lot 43 Eastcott St, Waroona Property Information

3.1. Land Tenure

Lot 43 Eastcott St, Waroona is owned freehold by the Shire of Waroona. As such it is not Crown land and the Shire therefore is able to sell, subdivide or build on the land, subject to normal approval processes.

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

A copy of the Certificate of Title Vol 2841 Fol 1000 is in Appendix A.

A copy of the Deposited Plan 72375 is in Appendix B.



Figure 1 - Aerial view of lot 43 Eastcott St, Waroona

3.2. Planning Considerations

3.2.1. Residential Code

The land is code R30. An R30 code provides for a minimum lot size for a single or grouped dwellings of 260m², with an average site area of 300m² per dwelling. This means that for a 4,102m² lot, it would in theory be possible to build as many as thirteen dwellings, each with an average area of 300m². In reality a number of site constraints exist which will reduce the lot yield including;

- | | |
|-----------------------------------------------------------------|---------------------------|
| • public open space provision (min. 410m ²) | 418m ² |
| • the existing house which in the final layout | 858m ² |
| • access driveway for the long leg of the lot to rear houses of | 340m ² |
| Total Reduction | <u>1,676m²</u> |

The balance of land remaining is 4,102 less 1,676 = 2,486m². The lot yield for 2,486m² is:

- | | |
|-----------------------------------------------------------|-------------------------|
| • 1 x strata lot (rear lot 1) | 350m ² |
| • 4 x strata lots (334m ² each – lots 2 to 5) | 1,336m ² |
| • 2 x freehold lots (400m ² each – lots 6 & 7) | <u>800m²</u> |
| | 2,486m ² |



Figure 2. Proposed Lot Layout – Lot 43 Eastcott St, Waroona

In determining the lot areas and viability of developing all lots, detailed survey and design will inform the final layout, lot yield and potential economic return. Consideration of planning policies of the Shire including those relating to significant trees will be undertaken. Lots 6 & 7 configuration have the potential to be impacted by this issue and may lead to the removal of lot 7.

3.2.2. Zoning

The land is zoned “Community & Civic”, which provides for the following uses, subject to Council approval.

Permitted Uses at Council's Discretion		
Car park	Exhibition Centre	Reception Centre
Child care premise	Garden Centre	Private or public recreation
Civic use	Group Dwellings	Residential
Club premise	Guest House	Shop
Community purpose	Hospital	Single House
Consulting rooms	Medical Centre	Tourist development
Educational establishment	Office	
Family Day Care	Place of worship	

Table 1. Property Uses

Non-permitted uses include a hotel, tavern and veterinary centre.

In assessing the preferred type of development, the determining factors were:

- Financial Return. This is the primary driver for the development of the property.
- Alignment. The provision of housing aligns with the Shire's economic and social priorities for Waroona and with State and Federal Government housing prioritisation.

- Demand. The commercial demand in Waroona Town is not strong as evidenced by empty retail and commercial lease space on the South Western Highway. This was confirmed by Professionals Waroona.
- Ease of sale. The development of individual lots in preference to group housing makes the sale of the assets a simple and discreet proposition.

4. Approvals

The following approvals will be required:

- Western Australian Planning Commission subdivision approval.
- Aboriginal Heritage. Note that the Department of Planning Lands and Heritage has carried out a Town wide survey to identify Aboriginal heritage sites within Waroona Town to identify and specific Aboriginal heritage within the Town and eliminate the Town wide “heritage site” status currently in place. The report has been written and is due for release. This may mean that Aboriginal heritage approval is not required. Results of this work are imminent.
- Shire development approval for individual houses is not required where they are designed within deemed to comply parameters.
- Utilities approvals for connections to the lots will be required. Refer to the Utilities section of this report.
- The Local Government Act 1995 requires Council to develop a business plan for a major land transaction.
- Building permits for retaining walls and the houses will be required.

4.1. Western Australian Planning Commission (WAPC) Considerations

4.1.1. Subdivision

The WAPC is the regulatory authority which approves subdivisions. In addition to assessing the subdivision against the provisions of the local planning scheme a number of factors are taken into consideration in addition to the provisions of the Shire’s Local Planning Scheme.

4.1.2. Acid Sulphate Soils

The potential for acid sulphate soils at the subject lot is low. No additional costs will be imposed due to acid sulphate soils

4.1.3. Bushfire Risk

Bushfire risk at the subject lot is low. No additional costs will be imposed due to bush fire risk mitigation requirements.

5. Utilities

The subject site is reasonably well serviced, meaning utility costs will not include bringing utilities to the lot. Instead the normal internal utility costs will make up the majority of this component of the works.

5.1. Power

Power is available to the house on site. Further work is required to assess the availability of power to the full subdivision.

5.2. Water

Scheme water is available to the house on site. Further work is required to assess the availability of scheme water to the full subdivision.

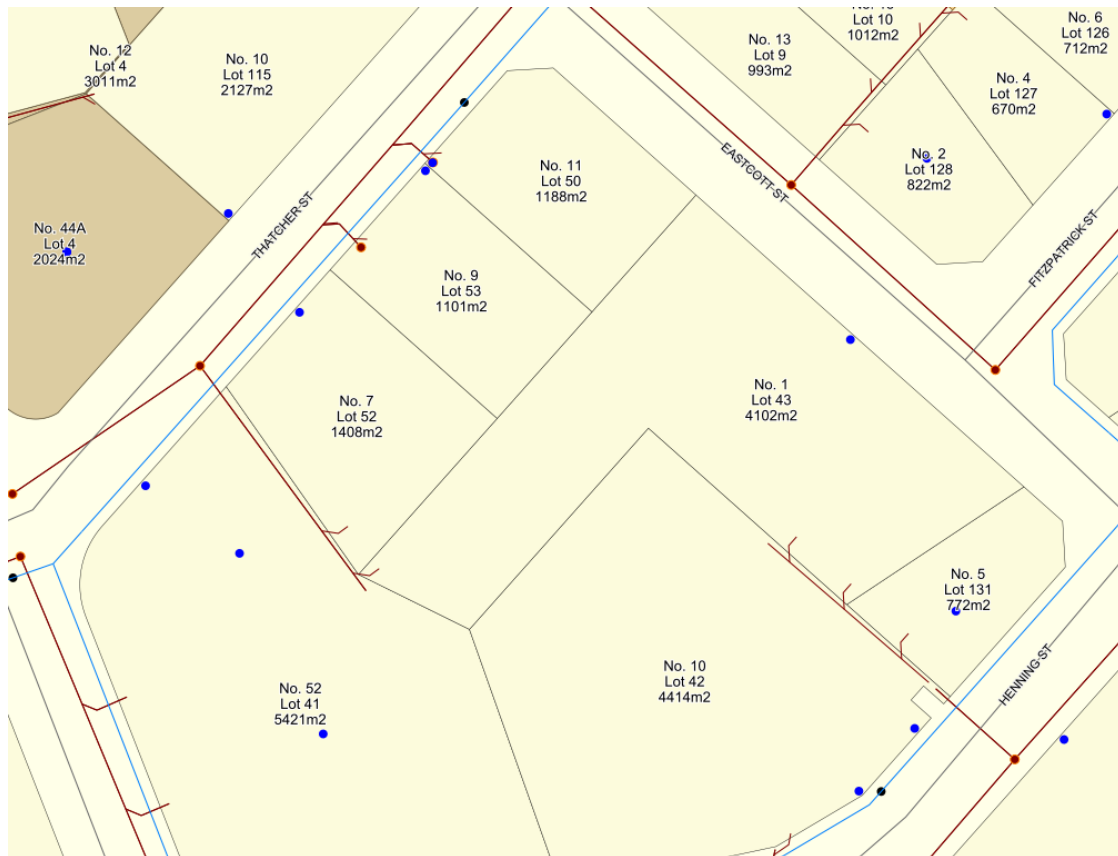


Figure 3. Scheme Water and Sewer

Plan Legend

Water = blue
Sewer = red

5.3. Sewer

Scheme sewer mains are currently available to the lot in three locations. Further work is required to assess the internal distribution of piped sewer to the full subdivision.

5.4. Telecommunications

NBN service is available to the house on site. Further work is required to assess the availability of NBN to the full subdivision.

5.5. Gas

Underground gas is not available and will not be considered for the subdivision in alignment with the State and Federal Governments' preference for full electrification of houses.

6. Real Estate Demand

6.1. Monetisation / Yield Options

This report has taken the following advice from the Professionals Waroona real estate.

- Housing is in strong demand in Waroona and is expected to continue this way. Only sellers setting unrealistic prices are not finding buyers presently. Prices are likely to continue to rise.
- Rental demand is in strong demand in Waroona and is expected to continue this way. Rent yields may continue to rise.

- The proposed lot sizes are suitable for Waroona, particularly in Eastcott St, which is walking distance to the main street.
- While small, there is a older demographic which is looking for smaller houses with less maintenance needs. A similar example exists at 14 Thatcher St. The 3 x 2 housing option is very likely to be in demand.
- Properties 1 to 5, which are proposed as strata lots, will be in demand, though the ultimate sale prices will be less than for freehold.
- Properties 6 and 7, which are freehold, could be subdivided into a battleaxe formation, however, this should be guided by the location of the existing trees on site and how this would impact the houses to be built on the properties.

In summary the housing and rental market is strong in Waroona and is likely to remain so for the foreseeable future.

6.1.1. Scenarios - Value Realisation Options

A number of options have been considered to realise the property's value:

1. **Do nothing and continue to rent existing house.** This provides a baseline comparison between the current situation and all other options.

It is important to include this option as it shows what the financial outcome will be if no action is taken.

Advantages

- Option 1 is the easiest option administratively.
- It provides a steady rental income and continuing capital growth for the land and house.

Disadvantages

- This option doesn't capitalise on the R30 residential code of the land and its location in Town, which make it suitable for subdivision.
- It may also be seen as a wasted opportunity to meet housing demand.
- No rates are collected on this property given it is Shire owned.

2. **Sell full property 'as is'.** This is the easiest alternative action to option 1, giving the value of the property were it to go to the market in its current condition as one lot.

Advantages

- Option 2 is the easiest option in terms of realising an immediate cash windfall.
- Private ownership of the land will mean rates can be collected on the property.

Disadvantages

- This option leaves the opportunity for others to realise further value adding to the land through subdivision and building houses.
- On sale of the property, the new owner may elect not to subdivide and build, leaving an unmet housing supply opportunity.
- Sale of the existing house means no further rental income will be paid to the Shire.

3. **Subdivide and sell vacant lots but retain existing house.** The Shire pays for the subdivision costs and benefits from the sale of the vacant lots, while continuing to rent out the existing house.

Advantages

- The Shire realises the value add of subdivision.
- Serviced lots are created that allow for housing to be built.

- It provides a steady rental income and continuing capital growth for the existing house.
- Private ownership of the lots will mean rates can be collected on the property.

Disadvantages

- Potential full value adding of the lots is not realised by building the houses and selling them. This opportunity goes to the new owners.
- Keeping the existing house does not yield a capital profit or the subsequent ability to rate the property once it is in private ownership.
- There is potential for the private owners to land bank, leaving an unfulfilled housing supply opportunity.

- 4. Subdivide and sell all lots.** This is an extension of option 3, except that the lot containing the existing house is also sold.

Advantages

- The Shire realises the value add of subdivision.
- Serviced lots are created that allow for housing to be built.
- Private ownership of the lots will mean rates can be collected on the property.
- Selling the existing house yields a capital profit as well as the subsequent ability to rate the property once it is in private ownership.

Disadvantages

- Potential full value adding of the lots is not realised by building the houses and selling them. This opportunity goes to the new owners.
- There is potential for the private owners to land bank, leaving an unfulfilled housing supply opportunity.

- 5. Subdivide, build all houses and sell all lots.** This option represents full development of the site and full sale of all developed lots. Along with option 7 it is the most expensive option, but may produce the highest financial return.

Advantages

- The Shire realises the value add of subdivision and new house builds.
- Private ownership of the lots will mean rates can be collected on the property.
- Selling the existing house yields a capital profit as well as the subsequent ability to rate the property once it is in private ownership.
- Selling the new house and land properties meets housing demand.

Disadvantages

- Selling the properties deprives the Shire of a steady rental yield.
- Selling the properties deprives the Shire of capital growth.

- 6. Subdivide, build all houses and sell all but the existing house.** This option is the same as option 5 except for retention of the existing house which continues to be rented out.

Advantages

- The Shire realises the value add of subdivision and new house builds.
- Private ownership of the lots will mean rates can be collected on the property.
- Retaining the existing house yields a steady rent and capital growth of this property.
- Selling the new house and land properties meets housing demand.

Disadvantages

- Selling the properties deprives the Shire of a steady rental yield.
- Selling the properties deprives the Shire of capital growth.

- Keeping the existing house does not yield a capital profit or the subsequent ability to rate the property once it is in private ownership.

7. Subdivide, build all houses and rent all houses. This option considers the rent option by the Shire, which is currently being done for several properties that the Shire owns in Waroona. It reflects the “build to rent” model that the State and Federal Governments are presently socialising as housing options.

Advantages

- The build to rent model works well in the key worker sector, particularly where an employee may be on a defined term deployment to a location, such as may be the case with police officers.
- Retaining ownership provides a steady, significant rental income to the Shire and capital growth of the properties.
- This model meets housing demand.
- This option allows the Shire to sell one or more properties at any time in the future should the need arise to raise funds.

Disadvantages

- Retaining the properties deprives the Shire of immediate financial yield and leaves the Shire subject to long term debt.
- Retaining the properties deprives the Shire of rates income.

7A. Option 7, without the most southern lot (7). This option is the same as Scenario 7 except that it has six new lots and houses but removes lot 7, which is impacted by a large significant tree. Costs and yields are estimated to impact on the project proportionate to 6/7th of Option 7.

6.1.2. Sale and Rent Expectations

An appraisal of market price of the lots as land value only and with houses has been carried out through Professionals Waroona real estate company and comparison to the market estimates provided by the Real Estate Institute of Western Australia (REIWA).

The following are the assessed sales and rental prices currently for Waroona. They do not capture likely price rises for the Town during the subdivision and construction phases, which will be taken into account in the financial modelling.

Professionals Waroona (Appendix C) have provided the following price estimates, current in November 2025. In undertaking this work the estimates have been based on the following information:

- Reviewing the property’s features and its benefits to potential buyers;
- The current market climate;
- Comparable recent sales in the area; and
- Extensive local knowledge of the area.

DESCRIPTION	PRICE (\$)
Sell House and total block ‘As Is’	\$850,000 to \$900,000
Sell Existing house only: 700m ² 4 x 2	\$680,000 to \$700,000
Subdivide & Sell Strata Lots 1 to 5	\$150,000 each
Subdivide & Sell Lots 6 & 7	\$200,000 each
Subdivide and Sell with House: Lots 1 to 5 – 3 x 2 brick & tile	\$545,000 each

Subdivide and Sell with House: Lots 6 & 7 – 3 x 2 brick & tile	\$545,000 each
Subdivide and Sell with House: Lots 6 & 7 – 4 x 2 brick & tile	\$800,000 each
Rent per week/house for new builds	\$550 to \$600

Table 2. Anticipated Sale Prices (source Waroona real estate agent)

An initial a check of current Waroona suburb data to gauge likely sale and rental values was carried out through REIWA/realstate.com.au, which shows Waroona median sales and rentals useful for benchmarking. [REIWA Public Website+1](#)

The following Waroona real estate insights were provided on 14 November 2025:

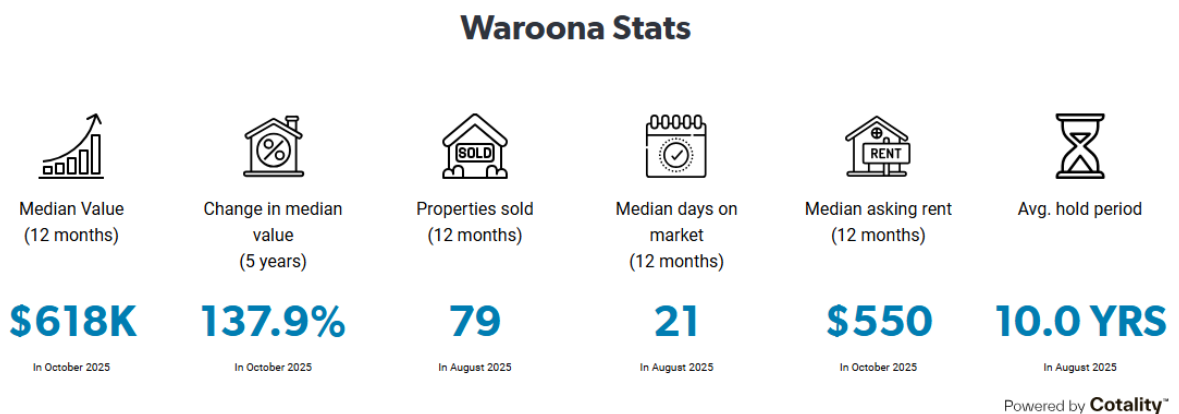


Figure 4. Waroona Statistics at a Glance

Further validation the estimates was provided through REIWA's property report system. For the existing house and land the sales and rental estimate was the following:

- **Property Value:** Low: \$623k Average \$770k High \$915k
- **Suburb Performance Potential:**
 - Change in Rental Rate (5 years) 77.4%
 - Change in Median Value (3 months) 5.1%

The sale and rent expectations provided by Professionals Waroona have been used as inputs for the financial model.

6.1.3. Subdivision Costs

A breakdown of subdivision costs is proved in Appendix D. This includes fees and charges for approvals and clearances, subdivision works such as retaining walls, fencing, the strata driveway and provision of utilities to the subdivision.

6.1.4. House Costs

The Rawlinsons 33rd Edition "The Cost Guide" provides 2025 cost guidance for Waroona indicates \$2,300–\$4,000/m² depending on the house specifications for a single build house. There are typically cost savings for multiple project home builds which is reflected in the table below.

For estimation purposes it is assumed that house construction will commence in 2 years, in January 2028.

Item – 3x2 House	Area (m ²)	Rate (excl. GST)	Price (excl. GST)
Perth Build Price, Single Unit Project House, Medium Finish, Full brick (pg 20)	140	1,940 (\$/m ²)	\$ 271,600
Regional index		1.1	\$ 298,760
Escalation from Dec 2024 to Nov 25		1.08	\$ 322,661
Escalation from Nov 25 to Jan 28		1.10 (assumed)	\$ 354,927

Item – 4x2 House	Area (m ²)	Rate (excl. GST)	Price (excl. GST)
Perth Build Price, Single Unit Project House, Medium Finish, brick veneer (pg 20)	175	1,860 (\$/m ²)	\$ 325,500
Regional index		1.1	\$ 358,050
Escalation from Dec 2024 to Nov 25		1.08	\$ 386,694
Escalation from Nov 25 to Jan 28		1.10 (assumed)	\$ 425,363

Table 3. Rawlinson's House Cost to Build Figures

Based on **local** knowledge the Professionals Waroona have recommended allowing \$400,000 (excl. GST) per **3x2 house** for building costs at today's figures. Using the same 2-year escalation of 10% this comes to **\$440,000** (excl. GST). This is a little higher than the Rawlinson's figures, though the difference is likely to be due to the single build versus a multiple build scenario, which is more likely. For a **4x2 house** the cost is estimated at **\$550,000** (excl. GST).

The local advice has been used as the base line pricing in the financial model.

6.1.5. Other Inputs and Costs

Project Scheduling

Project scheduling inputs for the Financial Model are provided below. A full project schedule is provided at Appendix E.

In short, the significant project milestones are:

- Subdivision construction commencing in March 2027
- Subdivision construction complete at end December 2027
- Housing construction commencing in March 2028
- Housing construction complete by October 2029

Inputs

Property Redevelopment Options Analysis

Timing

Model

Start	Date	1-Jul-25
Duration	Year(s)	10.0
End	Date	30-Jun-35

Subdivision

Start	Date	1-Jan-26	<i>Note: If there are any change</i>
Duration	Month(s)	25.0	
End	Date	31-Jan-28	

Build

Start	Date	1-Mar-28
Duration	Month(s)	15.0
End	Date	31-May-29

Rent

	Existing House	New Houses
Start	Date	1-Jul-25
Duration	Year(s)	10.0
End	Date	30-Jun-35
		30-Jun-35

Sale

Estimated time on market	Month(s)	2.50
--------------------------	----------	------

	Listing Start	Sale Date
Current Whole Lot	Date	1-Mar-26
Existing House Lot	Date	1-Feb-28
New Houses	Date	1-Jul-29
Vacant Land	Date	1-Feb-28
		30-Apr-26
		31-Mar-28
		31-Aug-29
		31-Mar-28

Table 4. Inputs for Project Scheduling

Price Escalation and Discount Rates

The financial model acknowledges price rise over time through the escalation parameters of Consumer Price Index from the Department of Treasury December 2025 forecasts. The medium-term projection of housing prices has been based on CPI rather than State Government house price projections which only extends to 2029.

Escalation

Financial year		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030+
CPI	% p.a.	2.75%	2.75%	2.50%	2.50%	2.50%
Perth Median House Price	% p.a.	4.30%	(1.60%)	(2.50%)	(0.60%)	

Discount rate

Real Discount Rate	%	7.00%
Long Term Forecast Inflation	%	2.50%
Nominal Discount Rate	%	9.67%

Table 5. Inputs for Escalation and Discount Rate

With respect to GST and capital gains tax, Western Australian Local Government Association has provided guidance on the implications for this project. This advice is included in also Appendix C and has been incorporated into the finance model where applicable.

Revenue Inputs

Revenue inputs are as follows.



Revenue

Council Rates

Sensitivity factor % Sensitivity factor can be updated

Annual rates

		FY 2026	Adjusted Rates
House	\$/unit	1,667	1,667
Vacant Land	\$/unit	1,390	1,390
Transition to Full Rate	Year(s)	2.50	

Rent

Sensitivity factor % Sensitivity factor can be updated

Weekly rent

		FY 2026	Adjusted Rent
Existing House	\$/week	500	500
4x2	\$/week	600	600
3x2	\$/week	550	550

Table 6. Revenue inputs other than land / house sale

Cost Inputs

Cost Inputs are as follows.

Costs

Subdivision cost

		FY 2026	
Other subdivision costs	\$	351,944	Source: 260109 Eastcott Subdivision
Engineering design	\$	60,000	

Project management costs

Subdivision	\$	50,000
-------------	----	--------

Housing project management

		4x2	3x2
Cost per unit	\$/unit	8,750	7,500
Total costs	\$	17,500	37,500

Sensitivity

Sensitivity factor	%	-	Sensitivity factor can be updated from
Other subdivision costs	\$	351,944	
Engineering design	\$	60,000	
Project management costs	\$	105,000	
Total subdivision costs	\$	516,944	
Contingency	%	15.00%	

Construction cost

Escalation

Regional index	#	1.10	Source: Rawlinsons WA 2025
Escalation 1	#	1.08	to Nov 25
Escalation 2	#	1.10	to Jan 28

Fixed

Construction Costs

		4x2	3x2	
Area	m ²	175	140	FY 2028
Quote (Perth, Dec 2024)	\$/m ²	2,405	2,405	
Quote (Local, Jan 2028)	\$/m ²	3,143	3,143	
Construction Costs	\$/unit	549,999	440,000	

Variable		% of Fixed Costs		
Project management	%	3.00%		
[Spare 1]	%			
[Spare 2]	%			
Total	%	3.00%		

Rental cost		FY 2026		
Fixed		Existing House	4x2	3x2
Utilities	\$ p.a./unit	2,300	2,300	1,970
Maintenance	\$ p.a./unit	800	800	690
Insurance	\$ p.a./unit	820	820	705
[Spare 1]	\$ p.a./unit			
[Spare 2]	\$ p.a./unit			
Total Fixed Costs	\$ p.a./unit	3,920	3,920	3,365
Sensitivity factor	%	-		
Adjusted total fixed costs	\$ p.a./unit	3,920	3,920	3,365

Variable (% of Rental Revenue)		Existing House	4x2	3x2
Property management	%	15.00%	15.00%	15.00%
[Spare 1]	%			
[Spare 2]	%			
[Spare 3]	%			
Total	%	15.00%	15.00%	15.00%

Selling cost		% of Sale Revenue	
Selling cost %	%	2.75%	
Sensitivity factor	%	-	
Adjusted Selling cost %	%	2.75%	

Sensitivity factor can be updated from the "Sensitivities" s

Table 7. Cost Inputs

7. Development Scenarios for Financial Modelling

In order to determine the most financially beneficial option the seven scenarios below will be modelled.

- 1. Do nothing and continue to rent existing house.** This provides a baseline comparison between the current situation and all other options.
- 2. Sell full property 'as is'.** This is the easiest alternative action to option 1, giving the value of the property were it to go to the market in its current condition as one lot.
- 3. Subdivide and sell vacant lots but retain existing house.** The Shire pays for the subdivision costs and benefits from the sale of the vacant lots, while continuing to rent out the existing house.
- 4. Subdivide and sell all lots.** This is an extension of option 3, except that the lot containing the existing house is also sold.
- 5. Subdivide, build all houses and sell all lots.** This option represents full development of the site and full sale of all developed lots. Along with option 7 it is the most expensive option, but may produce the highest financial return.
- 6. Subdivide, build all houses and sell all but the existing house.** This option is the same as option 5 except for retention of the existing house which continues to be rented out.
- 7. Subdivide, build all houses and rent out all houses.** This option does not provide a capital return, but is an investment with rental dividend and capital gains on the properties. A subset of this Scenario is also considered, 7A, being the development of one less lot, six (6) rather than seven (7).

8. Financial Modelling

Financial modelling of the seven scenarios has been undertaken by the Department of Treasury WA, to identify the best value outcome for the Shire. Costs and revenues have been identified and a timeline which then provides yearly inputs to each scenario. The following yearly outputs are shown as tables and graphs:

- revenue and cost totals;
- net cash flows;
- net present value; and
- cumulative net cash flow.

Also provided are scenario comparisons for

- unrealised property value at forecast end (FY 2035);
- revenue and cost breakdown and.
- Shire net wealth in 2035.

9. Financial Model Outputs

The financial outputs for each Scenario are presented below in table and chart format.

The financial outputs in sections 9.1 to 9.7 below provide outputs on the basis of cash flows and property values without the impact of principle and interest repayments from borrowing. This allows for a comparison of the value of the scenarios on a like for like basis.

The impact of borrowing is dealt with in section 9.8 by estimating the likely loan amount, term and interest rates based on current WA Treasury borrowing terms. Further assessment of the scenarios will be undertaken based on borrowing costs.

9.1. Net Cash Flow and Net Present Value

\$	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Total Revenue	292,895	892,329	1,457,243	1,905,065	5,606,637	5,158,814	1,691,876
Total Costs	96,744	24,063	799,541	722,781	4,631,391	4,708,150	4,991,578
Net Cash Flow	196,151	868,267	657,702	1,182,284	975,246	450,663	(3,299,701)
Net Present Value	119,929	786,050	400,711	823,847	260,549	(162,586)	(2,645,047)

Table 8. Net Cash Flow and Net Present Value

The best NPV and Net Cash Flow returns are Scenario 4.

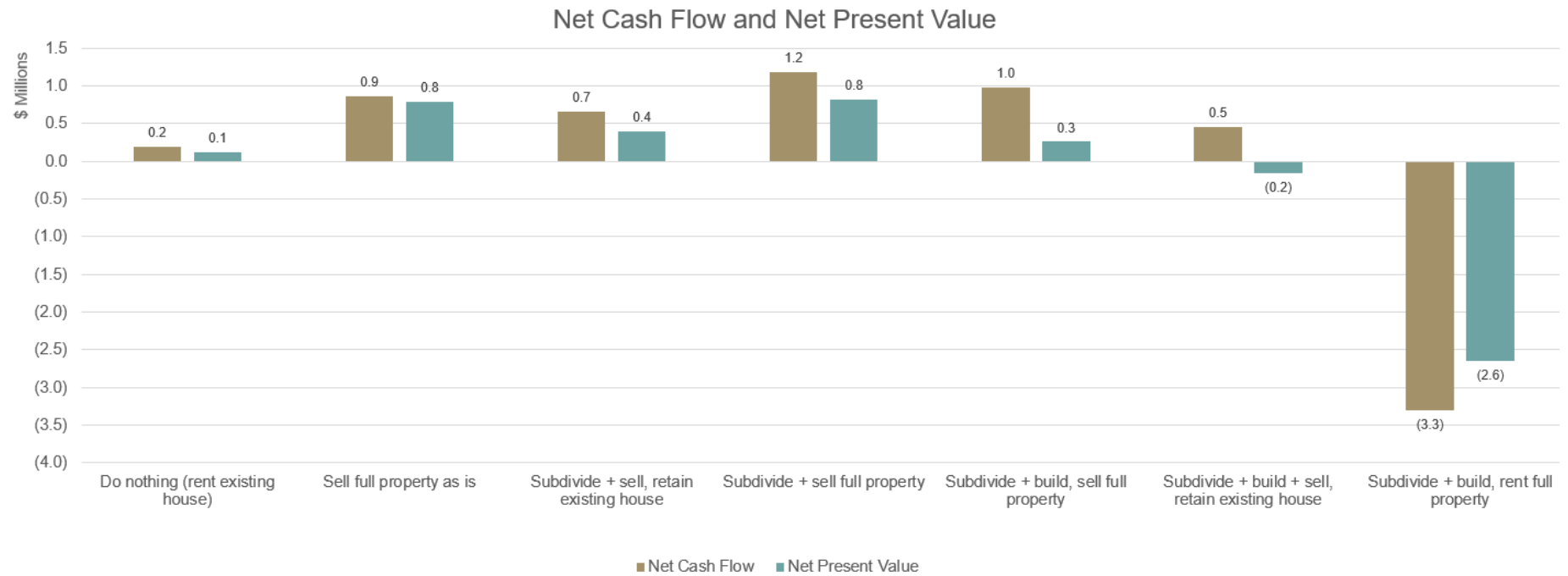


Figure 5. Net Cash Flow and Net Present Value

9.2. Annual Net Cash Flow

\$	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
FY 2026	17,458	851,216	(138,077)	(155,535)	(155,535)	(138,077)	(138,077)
FY 2027	17,938	1,713	(304,335)	(322,273)	(322,273)	(304,335)	(304,335)
FY 2028	18,449	1,756	867,526	1,556,229	(485,556)	(1,174,259)	(1,174,259)
FY 2029	18,846	1,800	29,350	12,303	(2,807,486)	(2,790,440)	(2,790,440)
FY 2030	19,317	1,845	30,083	12,611	4,666,593	4,684,065	139,194
FY 2031	19,800	1,891	32,480	14,571	15,125	33,034	184,083
FY 2032	20,364	1,938	33,930	15,503	15,503	33,930	189,302
FY 2033	20,802	1,986	34,707	15,891	15,891	34,707	193,402
FY 2034	21,322	2,036	35,575	16,288	16,288	35,575	198,237
FY 2035	21,855	2,087	36,464	16,695	16,695	36,464	203,193

Table 9. Annual Net Cash Flow

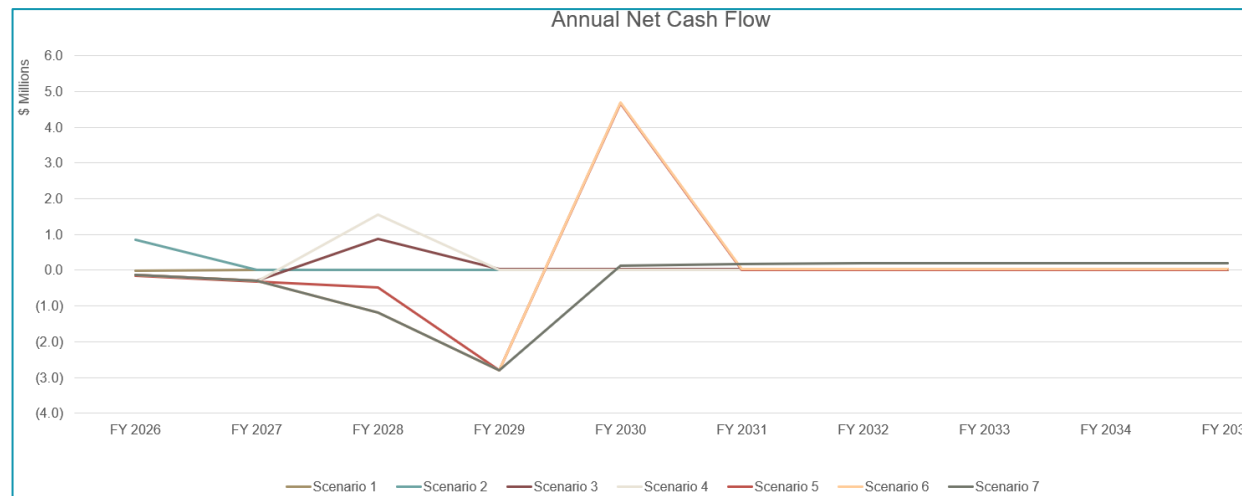


Figure 6. Annual Net Cash Flow

9.3. Cumulative Annual Net Cash Flow

\$	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
FY 2026	17,458	851,216	(138,077)	(155,535)	(155,535)	(138,077)	(138,077)
FY 2027	35,395	852,929	(442,413)	(477,808)	(477,808)	(442,413)	(442,413)
FY 2028	53,844	854,685	425,114	1,078,421	(963,364)	(1,616,672)	(1,616,672)
FY 2029	72,690	856,484	454,463	1,090,724	(3,770,850)	(4,407,111)	(4,407,111)
FY 2030	92,007	858,329	484,546	1,103,335	895,743	276,954	(4,267,917)
FY 2031	111,807	860,219	517,027	1,117,906	910,868	309,988	(4,083,834)
FY 2032	132,171	862,157	550,956	1,133,409	926,371	343,918	(3,894,532)
FY 2033	152,974	864,144	585,663	1,149,300	942,262	378,625	(3,701,131)
FY 2034	174,296	866,180	621,238	1,165,589	958,550	414,200	(3,502,894)
FY 2035	196,151	868,267	657,702	1,182,284	975,246	450,663	(3,299,701)

Table 10. Cumulative Annual Net Cash Flow

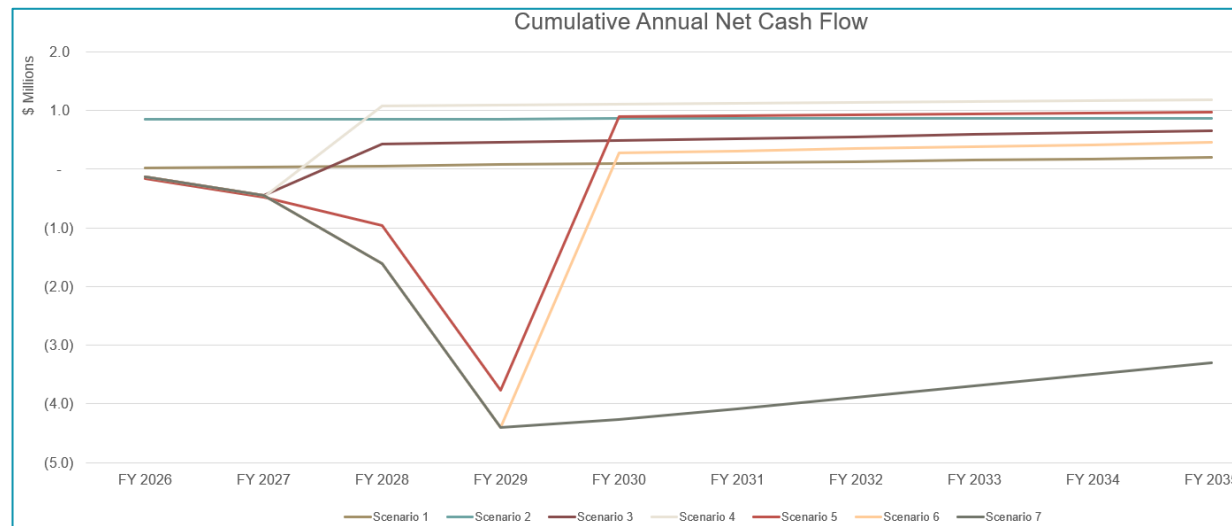


Figure 7. Cumulative Annual Net Cash Flow

9.4. Unrealised Property Value at Forecast End (FY 2035)

Consumer Price Index is assumed as the annual price increase in property values. This is a conservative estimate of long-term housing values increases.

\$	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Unrealised Property Value	1,095,420	-	863,817	-	-	863,817	6,278,324
Net Present Value	434,795	(0)	342,867	(0)	(0)	342,867	2,491,997

Table 11. Unrealised Property Value at Forecast End (FY 2035)

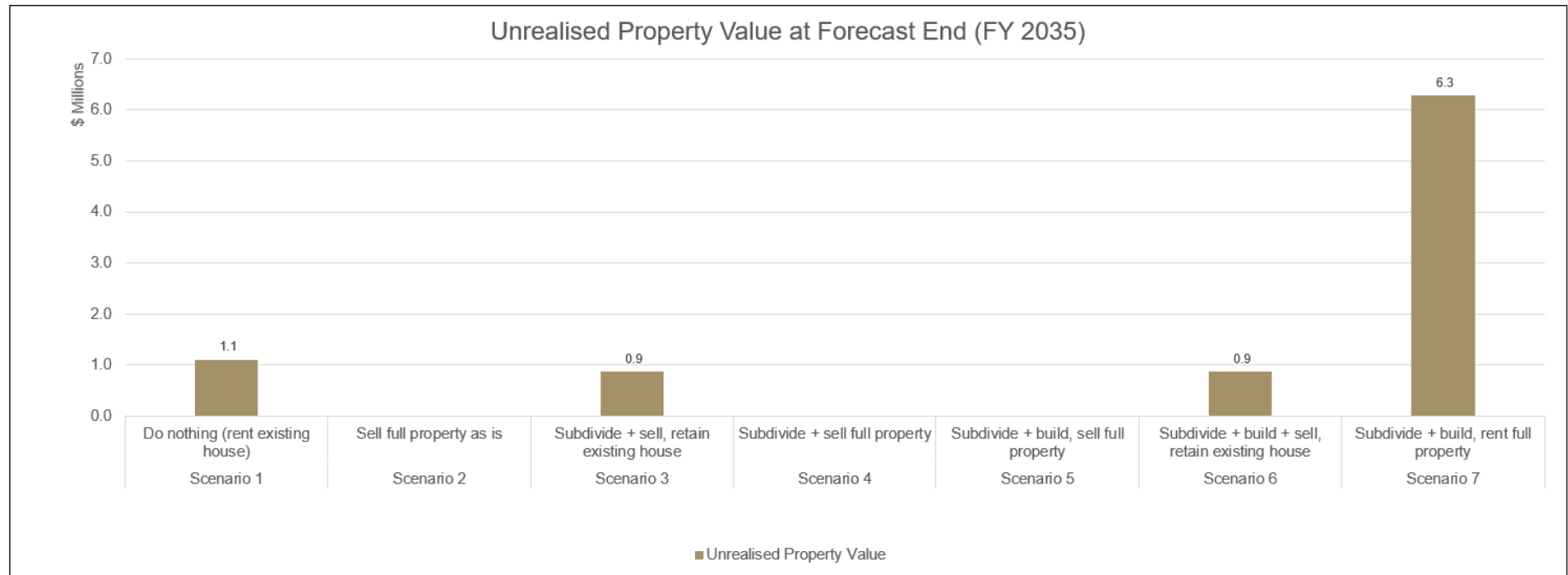


Figure 8. Unrealised Property Value at Forecast End (FY 2035)

9.5. Revenue and Cost Breakdown

\$	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
<i>Council Rates</i>	-	17,329	92,829	106,848	94,303	80,284	-
<i>Rent</i>	292,895	-	292,895	-	-	292,895	1,691,876
<i>Sale</i>	-	875,000	1,105,847	1,832,546	5,512,334	4,785,635	-
Total Revenue	292,895	892,329	1,457,243	1,905,065	5,606,637	5,158,814	1,691,876
<i>Subdivision cost</i>	-	-	672,386	672,386	672,386	672,386	672,386
<i>Construction cost</i>	-	-	-	-	3,807,415	3,807,415	3,807,415
<i>Rental cost</i>	96,744	-	96,744	-	-	96,744	511,776
<i>Selling cost</i>	-	24,063	30,411	50,395	151,589	131,605	-
Total Costs	96,744	24,063	799,541	722,781	4,631,391	4,708,150	4,991,578

Table 12. Revenue and Cost Breakdown. Note that figures are GST inclusive.

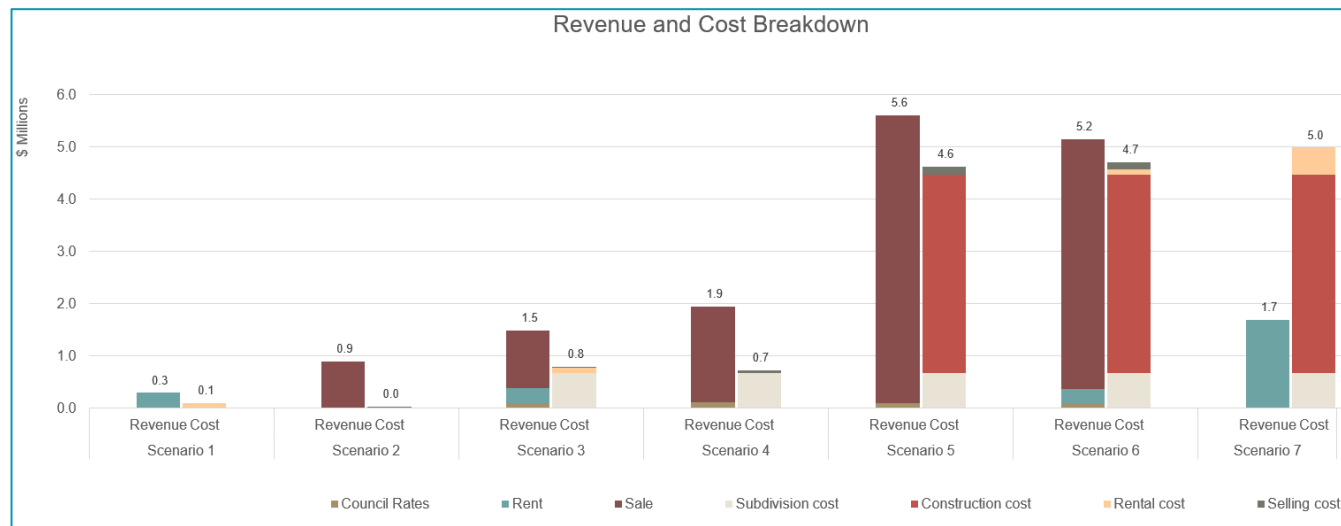


Figure 9. Revenue and Cost Breakdown

9.6. Shire Net Wealth in 2035

Scenario 7 provides the clear best outcome for Shire net wealth in 2035. This is a sum of net cash position and property owned.

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Net Cash (incl. costs & revenue)	196,151	868,267	657,702	1,182,284	975,246	450,663	(3,299,701)
Held Property Value at 2035	1,095,420	-	863,817	-	-	863,817	6,278,324
Net Worth in 2035 incl. net cash and property	1,291,572	868,267	1,521,519	1,182,284	975,246	1,314,481	2,978,622

Table 13. Shire Net Wealth in 2035

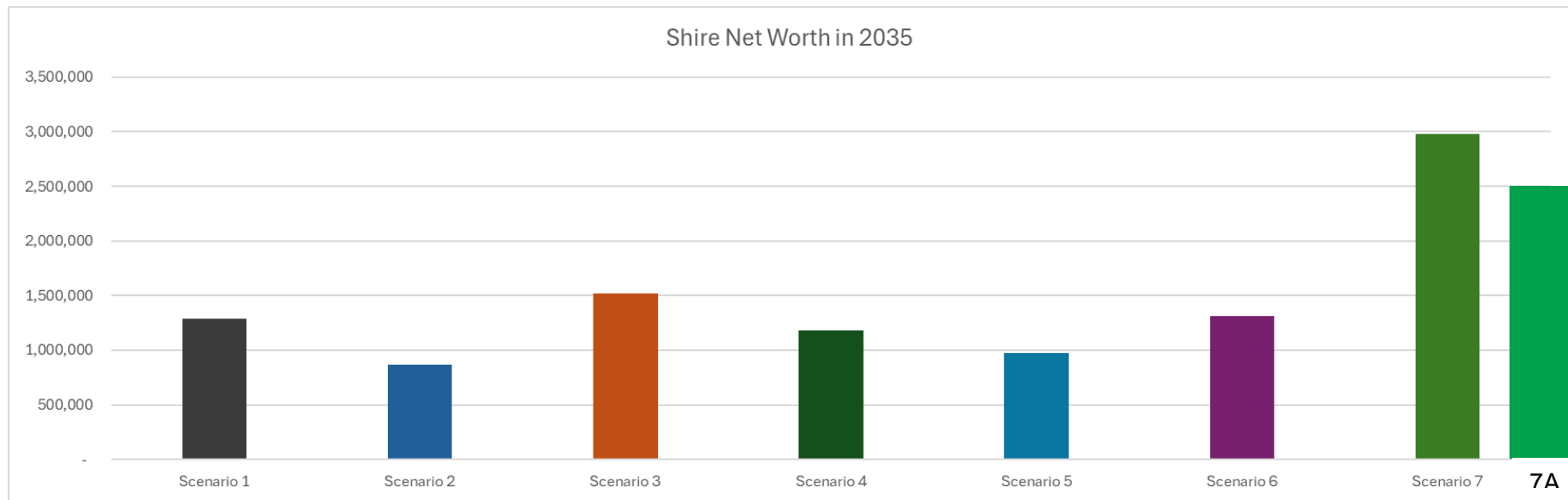


Figure 10. Shire Net Wealth in 2035

Scenario 7A, with 6 lots rather than 7, will provide an overall Shire Net Worth position of approximately \$2,500,000 in 2035 on the basis of 6/7 costs and yield in comparison to Scenario 7.



9.7. Preferred Scenario

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
\$	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Net Present Value							
NPV – Unrealised Property Value	434,795	-	342,867	-	-	342,867	2,491,997
NPV – Net Cash Flow	119,929	786,267	400,711	823,847	260,549	(162,586)	(2,645,047)
Total Net Present Value	554,724	786,267	743,578	823,847	260,549	180,281	(153,050)
Net Wealth							
Total Revenue	292,895	892,329	1,457,243	1,905,065	5,606,637	5,158,814	1,691,876
Total Cost	(96,744)	(24,063)	(799,541)	(722,781)	(4,631,391)	(4,708,150)	(4,991,578)
Net Cash Flow	196,151	868,266	657,702	1,182,284	975,246	450,664	(3,299,702)
Unrealised Property Value	1,095,420	-	863,817	-	-	863,817	6,278,324
Total Net Wealth (Cash Flow & Unrealised Property Value)	1,291,571	868,266	1,521,519	1,182,284	975,246	1,314,481	2,978,622

Figure 11. Best Scenario Outcomes

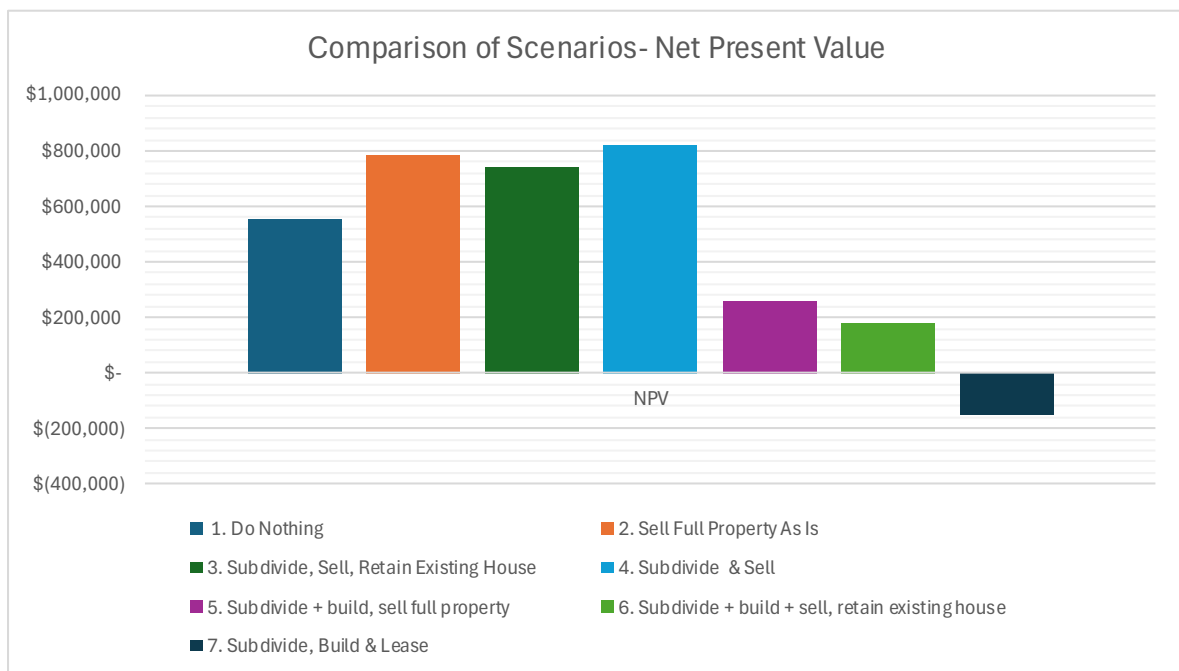


Figure 12. Comparison of Scenarios - Net Present Value

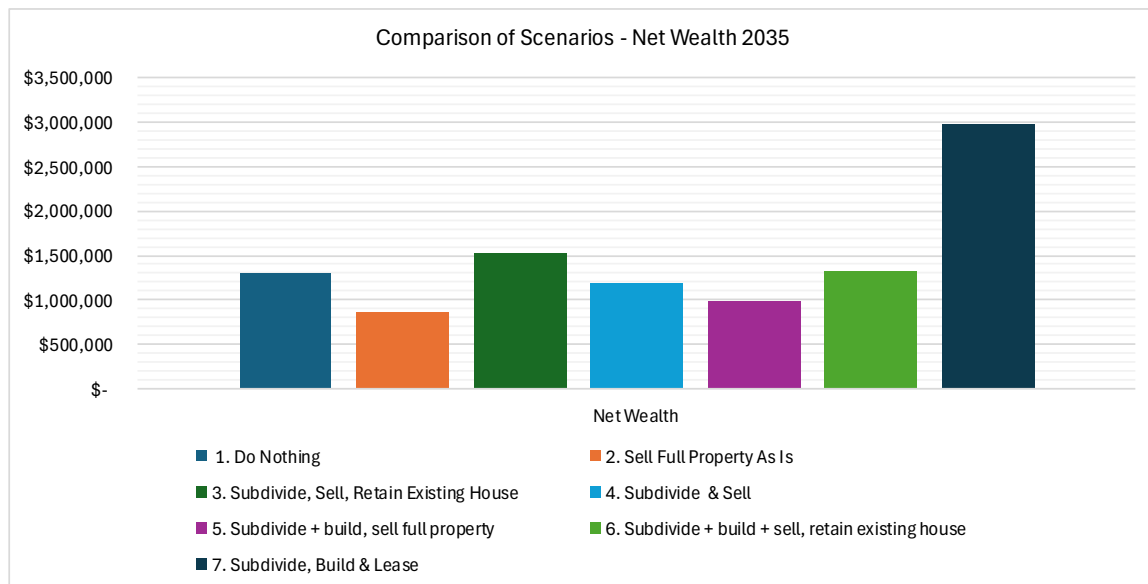


Figure 13. Comparison of Scenarios - Total Net Wealth (2035)

Should debt servicing capacity be the primary constraint, then Scenario 4 - Subdivide + Sell Full Property returns the best net present value with a more modest subdivision cost of \$672k. With a low debt option, Scenario 3 – Subdivide + Sell, Retain Existing House, provides the best total net worth position.

To maximise the overall wealth position of the Shire, Scenario 7 - Subdivide + Build, Rent Full Property is clearly the best outcome at \$2,978,622 in terms of net wealth in 2035 in comparison to Scenarios 1 to 6. After 2035 Scenario 7 continues to generate in the order of \$196,000 annually in net rental. It is recommended that this outcome be the adopted outcome should the Shire's debt servicing capacity be sufficient to deliver the subdivision and houses. From a Net Present Value position Scenario 7 is the worst option.

Scenario 7A with one less lot will yield approximately \$2,500,000 net worth in 2035, making this option the best should environmental constraints eliminate proposed lot 7.

9.8. Borrowings, Debt Servicing Capacity and Rates Impact

The following section assesses the Shire's borrowings against rates impact and debt servicing capacity.

9.8.1. Borrowings

On the basis that the Shire carries the full cost of the project, the borrowings needed to support each Scenario are as follows.

Subdivision and House Build Costs (excl. GST)							
Excludes rental and selling costs as these are paid after rent / sale of property.							
Includes subdivision and house build costs only.							
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Subdivision	\$ -	\$ -	\$ 611,260	\$ 611,260	\$ 611,260	\$ 611,260	\$ 611,260
House Build	\$ -	\$ -	\$ -	\$ -	\$ 3,461,287	\$ 3,461,287	\$ 3,461,287
Total	\$ -	\$ -	\$ 611,260	\$ 611,260	\$ 4,072,547	\$ 4,072,547	\$ 4,072,547

Table 14. Subdivision and House Build Costs for All Scenarios

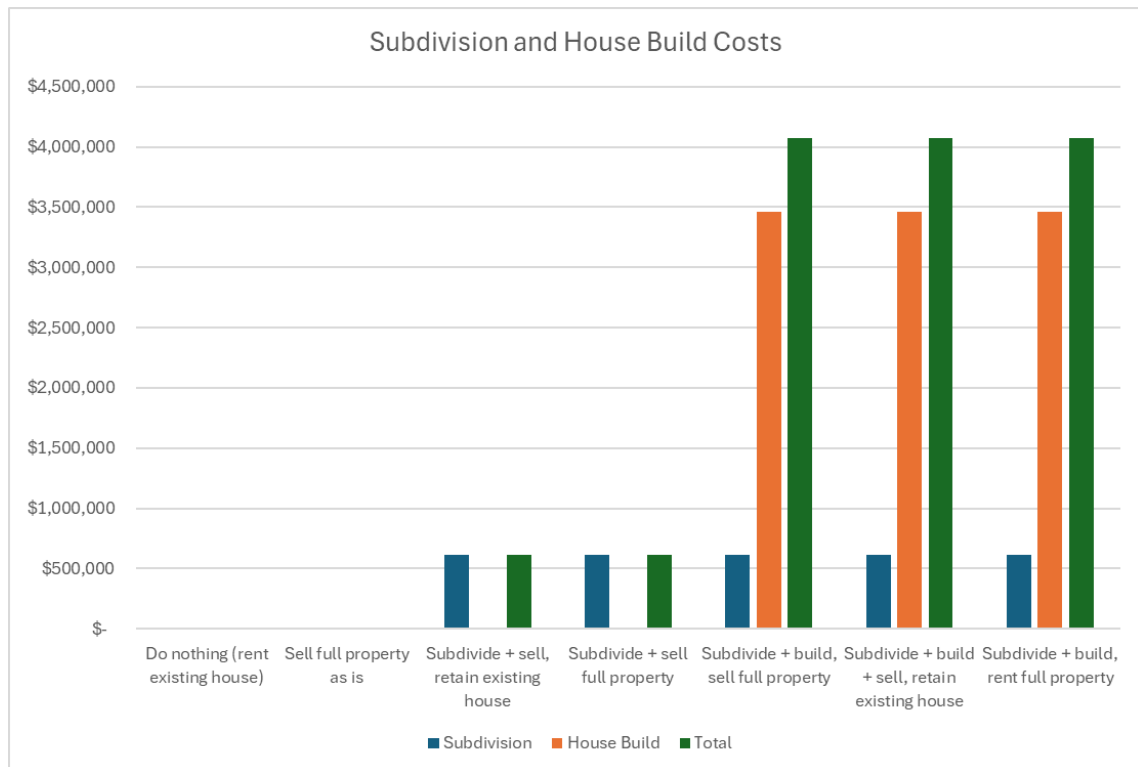


Figure 14. Subdivision and House Build Costs for All Scenarios

For the two preferred Scenarios the rounded borrowings are as follows. Scenario 7A is also shown, with a reduced borrowing compared to Scenario 7.

Scenario	Borrowing Purpose	Amount (incl. GST)	Amount (excl. GST)
4.	Subdivision	\$ 673,200	\$ 612,000
7.	Subdivision & Build Housing	\$4,480,300	\$4,073,000
7A.	Subdivision and Build Housing on 6 lots	\$3,840,100	\$3,491,000

Table 15. Preferred Scenarios Borrowings

9.8.2. Grant Funds

Grant funds have the potential to lower borrowing costs and will be sought where available. There is alignment with Federal and State Governments' objectives in bringing houses to the market and grants are made available from time to time which may assist the Shire is achieving its objectives for this property.

Financial project viability is provided showing the positive impact of grant funds for the project in order to minimising the financial impost on rates and maintaining a sustainable debt service coverage ratio.

The section below, in addition to providing analysis on 100% Shire funded loans, adds the beneficial impact of grant funding on the Shire.

Grant funding of 31% of the project (Scenario 7), at \$1,262,630, will leave the Shire in close to a net cash neutral position in the event that it subdivides, builds and leases the properties to earn rental income. Details are shown in Table 16 below. The Shire has applied for grant funding for this development.

9.8.3. Debt Service Coverage Ratio (DSCR) and Rates Impact

An assessment of the Shire's Debt Service Coverage Ratio as of 2024/25 has been undertaken. The Shire's Debt Service Coverage stands at 13.07, well above the benchmark basic score of 2.0 and the advanced score of 5.0. The Shire's Financial Health Index (FHI) score is 100/100, indicating the Shire is presently in a sound financial position.

Details of the DSCR, FHI and other Ratios are provided in Appendix F.

The Shire's loan Size, capacity and impact on rates is modelled below for where no grant funding is provided and where grant funding is provided.

LOAN CAPACITY - SCENARIOS 3 & 4 - NO GRANT FUNDING		
	Loan \$	\$ 672,386
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 33,619
	Interest Repayment	\$ 39,671
	P + I	\$ 73,290
New Income Needed, or Reduced Services Amount		\$ 73,290
Rate Increase Needed to Service Loan		1.13%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	10.45	6.17
LOAN CAPACITY - SCENARIO 7 - NO GRANT FUNDING		
	Loan \$	\$ 4,073,000
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 203,650
	Interest Repayment	\$ 240,307
	P + I	\$ 443,957
New Income Needed, or Reduced Services Amount		\$ 443,957
Rate Increase Needed to Service Loan		6.83%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	5.19	2.93
From 2030 Following Start of Full Rental Income		
Scenario 7 Rental Income from 2030 onwards (13% rental escalation & 75% yield)		\$ 196,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 247,957
Rate Increase Needed to Service Loan Post 2030		3.81%

LOAN CAPACITY - SCENARIO 7 - WITH 31% GRANT FUNDING		
	Project Cost	\$ 4,073,000
	Grant % of Total Cost	31%
	Grant Amount	\$ 1,262,630
	Shire Loan	\$ 2,810,370
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 140,519
	Interest Repayment	\$ 165,812
	P + I	\$ 306,330
New Income Needed, or Reduced Services Amount		\$ 306,330
Rate Increase Needed to Service Loan		4.71%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	6.39	3.64
From 2030 Following Start of Full Rental Income		
	Scenario 7 Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 196,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 110,330
Rate Increase Needed to Service Loan Post 2030		1.70%
LOAN CAPACITY - SCENARIO 7A - NO GRANT FUNDING		
	Loan \$	\$ 3,491,000
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 174,550
	Interest Repayment	\$ 205,969
	P + I	\$ 380,519
New Income Needed, or Reduced Services Amount		\$ 380,519
Rate Increase Needed to Service Loan		5.85%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	5.68	3.22
From 2030 Following Start of Full Rental Income		
	Scenario 7A Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 170,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 210,519
Rate Increase Needed to Service Loan Post 2030		3.24%
LOAN CAPACITY - SCENARIO 7A - WITH 31% GRANT FUNDING		
	Project Cost	\$ 3,491,000
	Grant % of Total Cost	31%
	Grant Amount	\$ 1,082,210
	Shire Loan	\$ 2,408,790
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 120,440
	Interest Repayment	\$ 142,119
	P + I	\$ 262,558
New Income Needed, or Reduced Services Amount		\$ 262,558
Rate Increase Needed to Service Loan		4.04%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	6.89	3.94
From 2030 Following Start of Full Rental Income		
	Scenario 7 Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 170,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 92,558
Rate Increase Needed to Service Loan Post 2030		1.42%

Table 16. Shire Loan Size, Capacity and Rates Impact

Scenarios 3 & 4 present affordable loan borrowings at an amount of \$73,290 per annum principle and interest repayment, which is equivalent to 1.13% rates income.

Under Scenario 7, without grant funding the Shire's annual expenses for principle and interest repayments are \$203,650 and \$240,307 respectively, or \$443,957 combined. During this period the Shire would need to curtail other expenditure in order to afford this loan. These expenses are equivalent to about a 6.83% rate increase. At this level of borrowing, the Shire's debt service ratio remains above the benchmark requirement. Once the houses are built and leased the Shire will net approximately \$196,000 annually in rent, which will go a significant way to offsetting the loan costs, leaving an annual balance of approximately \$247,957, or 3.81% of rates needed to fund the loan.

Under Scenario 7, with grant funding the Shire's annual expenses for principle and interest repayments are \$140,519 and \$165,812 respectively each year, or \$306,330 combined. During this period the Shire would need to curtail other expenditure in order to afford this loan, though to a lesser extent than if no grant funding were available. These expenses are in equivalent to about a 4.71% rate increase. At this level of borrowing, the Shire's debt service ratio remains comfortably above the benchmark requirement. Once the houses are built and leased the Shire will net approximately \$196,000 annually in rent, which will go most of the way to offsetting the loan costs, leaving an annual balance of approximately \$110,330, or 1.70% of rates needed to fund the loan.

Under Scenario 7A the principle and interest repayments are reduced by approximately \$63,438 per annum where no grant is available, and by approximately \$43,773 per annum where a grant is available.

9.9. Project Budget

The project budget is as follows for approvals, design and construction.


LOT 43 EASTCOTT ST		BUDGET	15/01/2026	
STAGE	ITEM	AMOUNT (excl. GST)		
Initiation				
Information	Survey/Utilities			
	Layout			
Project Development	Project Management			
	Sub-total			\$ 58,000
Planning				
Subdivision	Plan and Application			
Engineering	Design and Approvals - includes Utilities			
Housing	Procurement D&C			
Project Management	Project Management			
	Sub-total			\$ 239,000
Execution				
Subdivision	Site Works Construction			
	Utilities Construction			
	Project Management			
Housing (Design & Construct)	Housing Construction			
	Project Management			
	Sub-total			\$ 3,763,000
Handover				
Houses	Occupancy			
	Project Management			
	Sub-total			\$ 13,000
	TOTAL			\$ 4,073,000

Figure 15. Project Budget

9.10. Sensitivity and Risk

The project has added a 15% contingency margin for the subdivision costs.

To arrive at a figure for the housing build a more conservative estimate of housing costs has been used based on local real estate expertise, in comparison to the Rawlinson's standard price estimates for housing in regional areas of WA.

An inherent risk mitigation for the project is that the properties can be sold at any stage post subdivision or post build, to recoup funds should there be a cash flow need or other priorities for Shire funds. For Scenario 7 the construction of the houses would be ordered so that the freehold lot houses are built first, so that should the need to sell arise there are houses ready for sale. It is noted that Scenario 7A is a subset of Scenario 7 in that it will carry less overall borrowings while still retaining the ability to sell lots should the need arise.

To quantify financial risk associated with the project, sensitivity assessment has been undertaken, which looks at a worst- and best-case outcomes. Sensitivity inputs are shown below, and outcomes are shown on the following pages. Scenarios 3, 4, 7, & 7A remain the preferred scenarios under sensitivity and risk assessment.

Sensitivities

Selected Case

Select

Case 2

		Case 2	Case 1	Case 2	Case 3
		Base Case	Worst Case	Base Case	Best Case
Rates revenue	%	-	(3.00%)	-	2.00%
Weekly rent	%	-	(10.00%)	-	5.00%
Sale price	%	-	(10.00%)	-	5.00%
Subdivision cost	%	-	15.00%	-	(10.00%)
Construction cost	%	-	15.00%	-	(10.00%)
Rental cost	%	-	10.00%	-	(5.00%)
Selling cost (additional to 2.75%)	x%+y%	-	1.00%	-	(1.00%)

Table 17. Sensitivity Inputs

9.10.1. Sensitivity Analysis - Net Present Value

Net Present Value (\$)	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
Worst Case	102,016	700,977	222,890	605,201	(607,948)	(990,259)	(3,218,482)
Base Case	119,929	786,050	400,711	823,847	260,549	(162,586)	(2,645,047)
Best Case	128,886	833,424	507,667	954,556	768,621	321,732	(2,276,962)

Table 18. Sensitivity Analysis - Net Present Value

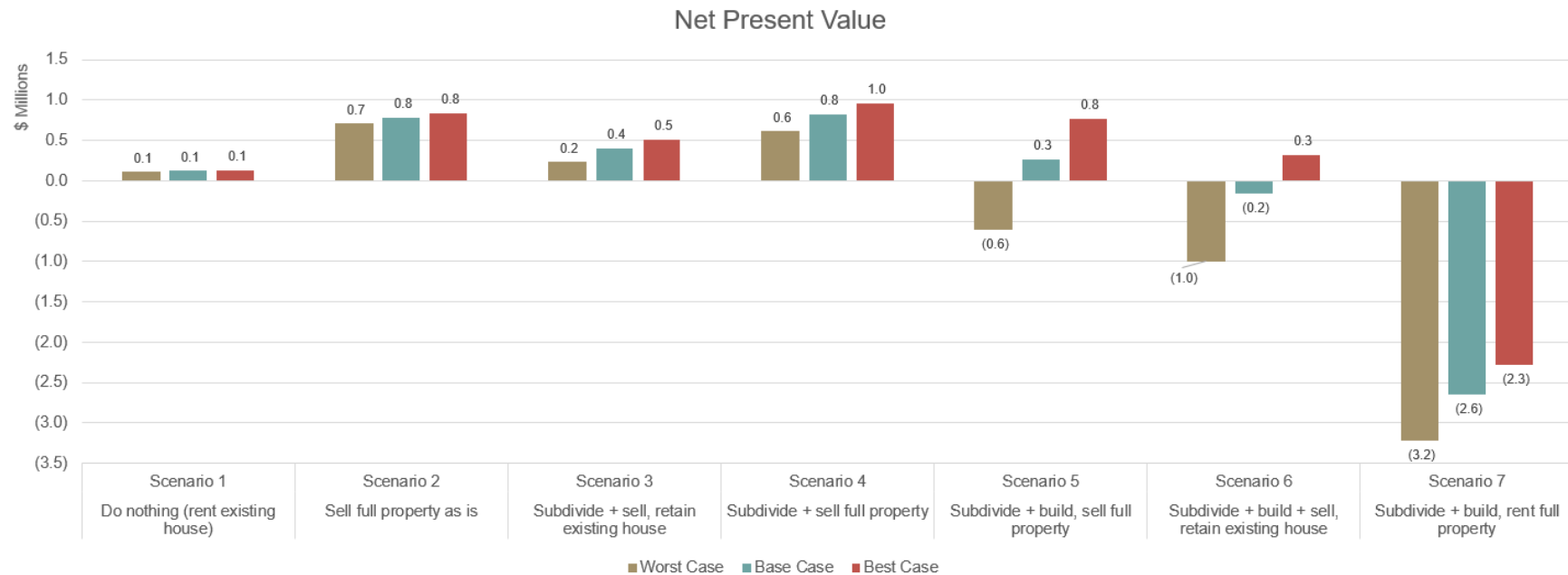


Figure 16. Sensitivity Analysis - Net Present Value

9.10.2. Sensitivity Analysis - Net Cash Flow

Net Cash Flow (\$)	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
Worst Case	166,853	774,778	425,979	902,227	(285,239)	(761,487)	(4,136,205)
Base Case	196,151	868,267	657,702	1,182,284	975,246	450,663	(3,299,701)
Best Case	210,800	920,348	795,944	1,349,124	1,704,717	1,151,537	(2,769,454)

Table 19. Sensitivity Analysis - Net Cash Flow

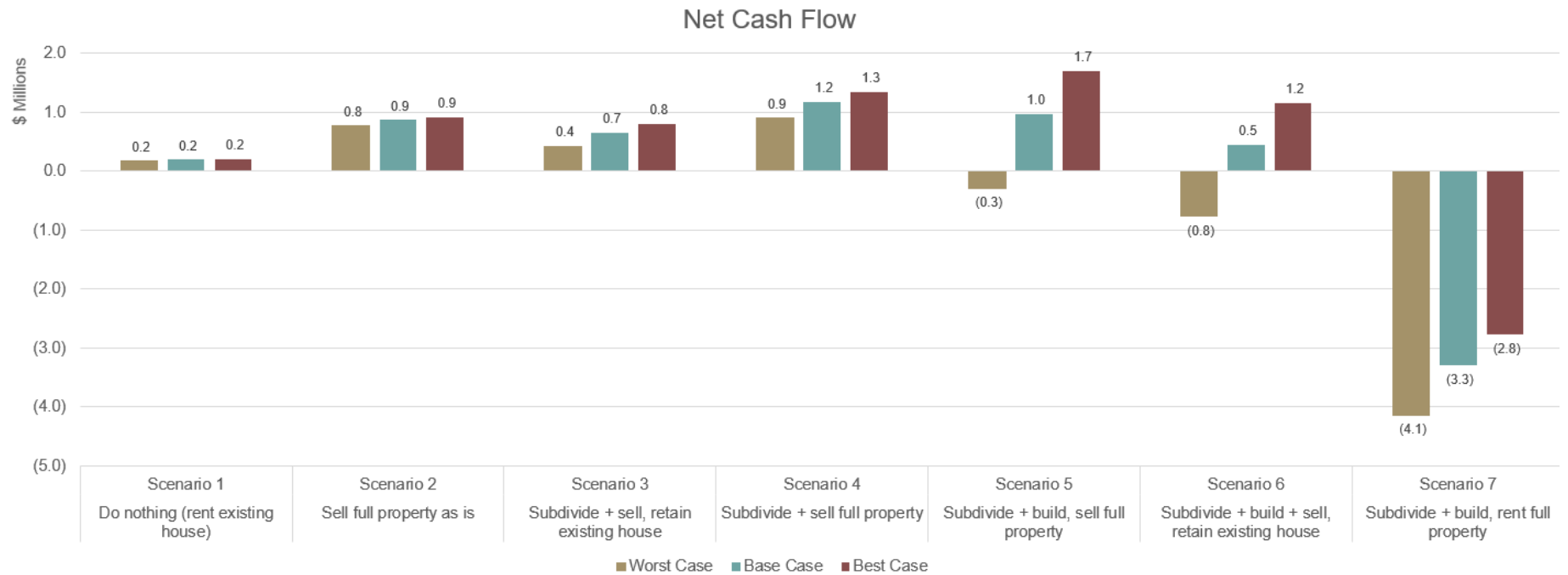


Figure 17. Sensitivity Analysis - Net Cash Flow

9.10.3. Sensitivity Analysis - Summary

Case 1	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
Worst Case	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Total Revenue	263,606	804,309	1,333,298	1,737,320	5,052,574	4,648,552	1,522,689
Total Cost	96,753	29,531	907,319	835,092	5,337,813	5,410,040	5,658,894
NCF	166,853	774,778	425,979	902,227	(285,239)	(761,487)	(4,136,205)
NPV	102,016	700,977	222,890	605,201	(607,948)	(990,259)	(3,218,482)

Case 2	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
Base Case	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Total Revenue	292,895	892,329	1,457,243	1,905,065	5,606,637	5,158,814	1,691,876
Total Cost	96,744	24,063	799,541	722,781	4,631,391	4,708,150	4,991,578
NCF	196,151	868,267	657,702	1,182,284	975,246	450,663	(3,299,701)
NPV	119,929	786,050	400,711	823,847	260,549	(162,586)	(2,645,047)

Case 3	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
Best Case	Do nothing (rent existing house)	Sell full property as is	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, sell full property	Subdivide + build + sell, retain existing house	Subdivide + build, rent full property
Total Revenue	307,540	936,426	1,518,151	1,987,944	5,837,828	5,368,034	1,776,470
Total Cost	96,740	16,078	722,207	638,821	4,133,110	4,216,497	4,545,925
NCF	210,800	920,348	795,944	1,349,124	1,704,717	1,151,537	(2,769,454)
NPV	128,886	833,424	507,667	954,556	768,621	321,732	(2,276,962)

Table 20. Sensitivity Analysis - Summary

10. Project Delivery

Project delivery will be directed by the Shire with full internal accounting. Professional project management, design and construction capabilities will be outsourced through Shire procurement processes.

Project Director / Design Lead:

Name: **Mark Goodlet**
 Company: Shire of Waroona
 Qualifications: Civil Engineering Degree
 Master of Project Management
 Post-graduate Certificate of Business
 Membership: Chartered Professional Engineers 2029851 Engineers Australia
 Recent Projects:

The Shire of Waroona has strong project delivery capabilities, having delivered the \$7m award winning (Planning Institute of WA https://www.linkedin.com/posts/mark-goodlet-48b2935a-waroonaisprettychuffedwiththisoneactivity-7399672503859703808-jalD?utm_source=share&utm_medium=member_desktop&rcm=ACoAAAx_5-sB3zHL8HayXOJk6VY5zElfOmpBVXq) Waroona Community Precinct in 2025.

Project Manager:

Company Name: Successful Projects
 Company Overview: at Website link <https://successfulprojects.com.au/project-management/>

Project Management Perth

Successful Projects provide project management services in Perth metropolitan and regional areas in WA. We have provided services in Albany, Broome, Pt Hedland. We cover areas of Kimberley, Pilbara, Gascoyne, Mid West, Wheatbelt, Peel, South West, Great Southern, Goldfields–Esperance and Perth across commercial, health, residential, local and state government and land development sectors



Client Side Project Managers

As experienced client side project managers, we act as the client's representative to oversee the successful delivery of their projects from initiation to practical completion. Our comprehensive service includes stakeholder communications, consultant coordination, procurement, tender management, contract administration, and project delivery.



Project Superintendent

Our **Superintendent services** provide expert administration of the Contract in accordance with AS4000 AS2124 AS 4902 AS4300 contracts and others. We provide independent assessments in quality of workmanship, assess progress claims, variations, extensions of time and issue progress certificates.



Program Management And Controls

We bring the tools and expertise to develop and maintain an integrated master program for the portfolio of projects providing program advice at each stage of the project including schedule management, program change, impacts of risks and constraints, and staging and buildability considerations.



Project Management Systems

We setup the Project Management Framework, establish Project Management Office and implement Project Management Systems tools and processes to guide the project from concept development through to project handover and final completion.



Procurement Advice

We advise on the right contract for the project following Australian Standards – AS4000, AS2124, AS4902, amended contracts, GMP, Managing Contractor, ECI, Alliance Contracting.

Construction Project Management

At Successful Projects, our client side project managers are experienced in construction project management. Our project managers are registered builders, and/or have extensive Construction industry experience. We specialise in providing project management consultancy services for companies small, medium to complex, large-scale construction projects within the construction industry and we have the skills and experience necessary to bring the construction process to success.

Our Experience



Commercial Construction

We are experienced across a range of projects for commercial office buildings, sporting centres and clubrooms, aquatic centres, parks, ovals, carparking, foreshore redevelopments, mall upgrades, and administration buildings, providing project management and clerk of works services.



Health

We project manage hospital refurbishments, ward upgrades and extensions, laboratory processing centres, and project manage aged care centres.



Residential

We have teams with extensive experience in delivering apartment blocks ranging from state housing projects, community housing, high rise residential apartments and luxury private residence.



Local Government

We work with our clients in local government to develop a program of works to support forward estimating, planning and stakeholder communications. This includes business cases, feasibility studies, funding applications and alignment with budgets, masterplans and community needs and expectations.



State Government

We deliver project management and Inspector of Works services for various government agencies including health, education, sport and recreation, environmental approvals (native title, flora and fauna), biodiversity, subdivisions, single and multi-storey residential housing.



Subdivision

We manage consultant teams to complete environmental studies and native title requirements to gain clearances and approvals, including and installation of utilities and infrastructure (power, communications, water, sewer, roads) and coordinate the issuance of titles.



ASIC
Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

SUCCESSFUL PROJECTS

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 8 August 2011
Next renewal date: 8 August 2026

Record of registration issued by the Australian Securities and Investments Commission on 10 July 2023

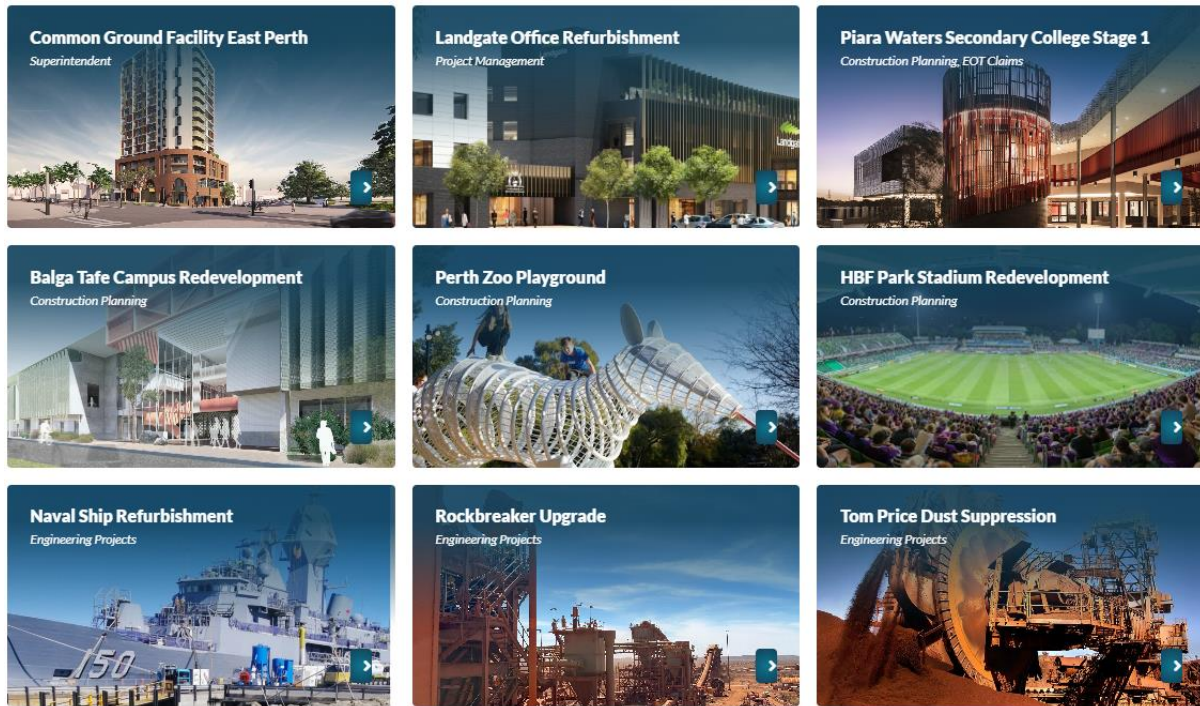
Registry
Officer
Registry Services
On behalf of Australian Securities and Investments Commission

RECORD OF REGISTRATION

Examples of Projects

Project Management Highlights





Construction procurement will be tendered and carried out through Successful Projects, to acquire reputable and suitably qualified contractors, as well as to ensure accountable and transparent tender processes. The Shire has made initial contact with potential companies including the Rural Building Company (<https://www.ruralbuilding.com.au/?region=perth-metro>) to understand regional building availability and capabilities.

11. Summary and Recommendations

The analysis undertaken for the development of lot 43 Eastcott St, Waroona has assessed not only the costs and benefits of development in various scenarios, but also the impact of continuing on the same path (Scenario 1). There is a clear financial benefit to the Shire to develop and lease the property. Risk can be mitigated should there be the need to liquidate through sale of individual lots.

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

It is recommended that the Shire undertake consultation on a business plan based on Scenarios 3, 4 & 7 or 7A where the seventh lot is not able to be developed. While a like-for-like financial assessment of the project has been modelled it is recommended that the impact of borrowing costs be assessed and included in the business plan when available.

Appendices

Appendix A – Certificate of Title



TITLE NUMBER


Volume Folio

2841 1000

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 43 ON DEPOSITED PLAN 72375

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

SHIRE OF WAROONA OF 52 HESSE STREET, WAROONA

(AF M792927) REGISTERED 10/10/2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

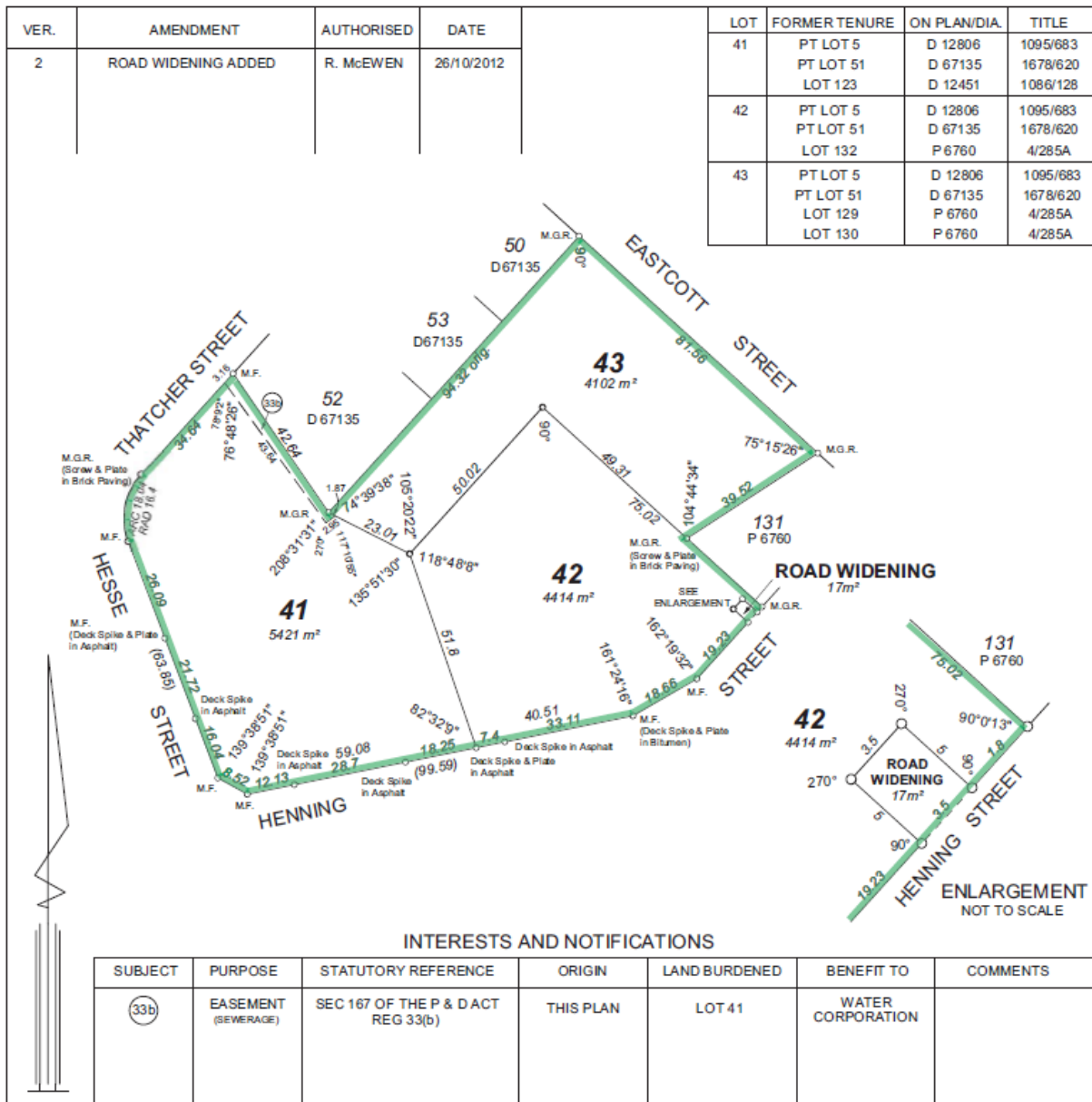
STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP72375
PREVIOUS TITLE:	1086-128, 1095-683, 1678-620, 2850-396
PROPERTY STREET ADDRESS:	1 EASTCOTT ST, WAROONA.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF WAROONA



Appendix B – Deposited Plan



Appendix C – WALGA GST and Capital Gains Tax Advice

From: The WALGA Tax Team <walgatax@moore-australia.com.au>

Sent: Tuesday, 28 October 2025 8:27 AM

To: xxx <xxx>

Subject: I32184 - FM.20 - RE: Shire of Waroona - Advice on GST and Capital Gains Tax

Hi xxx,

Thank you for submitting your support request to the WALGA Tax Service.

Local governments are income tax exempt and therefore also not subject to capital gains tax. The GST treatment of property transactions can hinge on subtle differences in the nature and history of the property, but we've outlined below the general principles to help guide your understanding.

- **Vacant Land:** The sale of vacant land is generally subject to GST.
- **New Residential Premises:** If new houses are constructed on the land, their sale will also be subject to GST.
- **Existing Residential Premises:** The sale of existing residential premises (typically held for more than five years) is generally input taxed. This means GST is not charged on the sale, and GST credits cannot be claimed on associated costs.

Assuming Lot 43 Eastcott Street, Waroona, has been held by the Shire since before 1 July 2000, the **margin scheme** may be available to calculate any GST liability. Broadly, this allows GST to be calculated as 1/11th of the difference between the land's value as at 1 July 2000 and the sale price. Where the land is subdivided, the value can be apportioned across the lots. The margin scheme has specific eligibility requirements, so please let us know if you'd like more details.

Based on this framework, here is how GST would generally apply to the scenarios you outlined:

1. **Subdivide and sell the lots unbuilt, retaining the existing house**
 - GST applies to the sale of the vacant lots.
 - If eligible, the margin scheme may be used.
2. **Subdivide and sell the lots unbuilt, and sell the existing house**
 - GST applies to the sale of the vacant lots.
 - If eligible, the margin scheme may be used.
 - The sale of the existing house is input taxed.
3. **Subdivide, build houses on the lots, and sell all including the existing house**
 - GST applies to the sale of the new houses as they are "new residential premises".
 - If eligible, the margin scheme may be used.
 - GST credits should be available on construction costs.
 - The sale of the existing house is input taxed.
4. **Subdivide, build houses on the lots, and sell only the new houses**
 - GST applies to the sale of the new houses.
 - If eligible, the margin scheme may be used.

- GST credits should be available on construction costs.

Please let us know if you'd like to explore any of these scenarios further or require assistance with applying the margin scheme.

We hope that this general information meets your needs. If your issue requires comprehensive tax advice, a private ruling, or a tax compliance review; subscribers can access these services by contacting the WALGA Tax Team at Moore Australia direct.

Kind regards

The WALGA Tax Team

Moore Australia (WA) Pty Ltd



+61 8 9225 5355

Level 15 Exchange Tower
2 The Esplanade, Perth WA 6000

www.moore-australia.com.au

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From: xxx

Sent: Friday, 24 October 2025 4:01 PM

To: walgatax@moore-australia.com.au

Subject: Shire of Waroona - Advice on GST and Capital Gains Tax

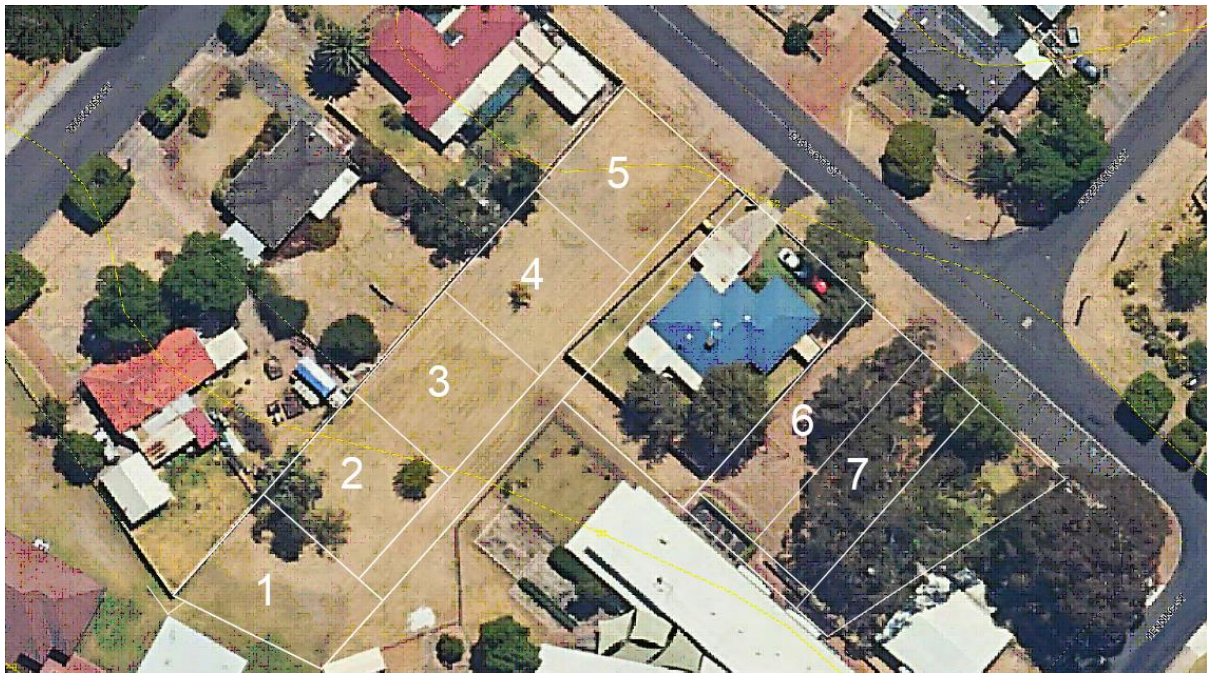
Good afternoon

I am seeking some advice on GST and capital gains tax when subdividing a property.

The Shire of Waroona is considering subdividing, building housing and selling Lot 43 Eastcott Street, Waroona, which it owns freehold. This site is 4,102m², R30, and contains an existing house, which is currently tenanted.



The lot layout option under consideration is for 5 strata lots (1 to 5) and two green title lots (6 & 7) as depicted below.



The lot sizes are in approximately as follows:

Strata lot 1	= 350 m ²
Strate lots 2 to 5	= 334 m ² each
Green title lots 7 & 8	= 365 m ² each

The Shire wishes to understand the GST and any capital gains tax implications for the following scenarios –

- Subdivide and sell the lots unbuilt and retain the existing house
- Subdivide and sell the lots unbuilt and sell the existing house
- Subdivide and build houses on the lots and sell, including the existing house
- Subdivide and build houses on the lots and sell, excluding the existing house

Can you please advise if you are able to assist with this?

Your help would be greatly appreciated.

Kind regards

xxx

xxxx

Manager Corporate Services
52 Hesse Street | PO Box 20 Waroona WA 6215



T: +61 8 9733 7800

E: xxx

W: www.waroona.wa.gov.au

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Appendix D - Subdivision Costs

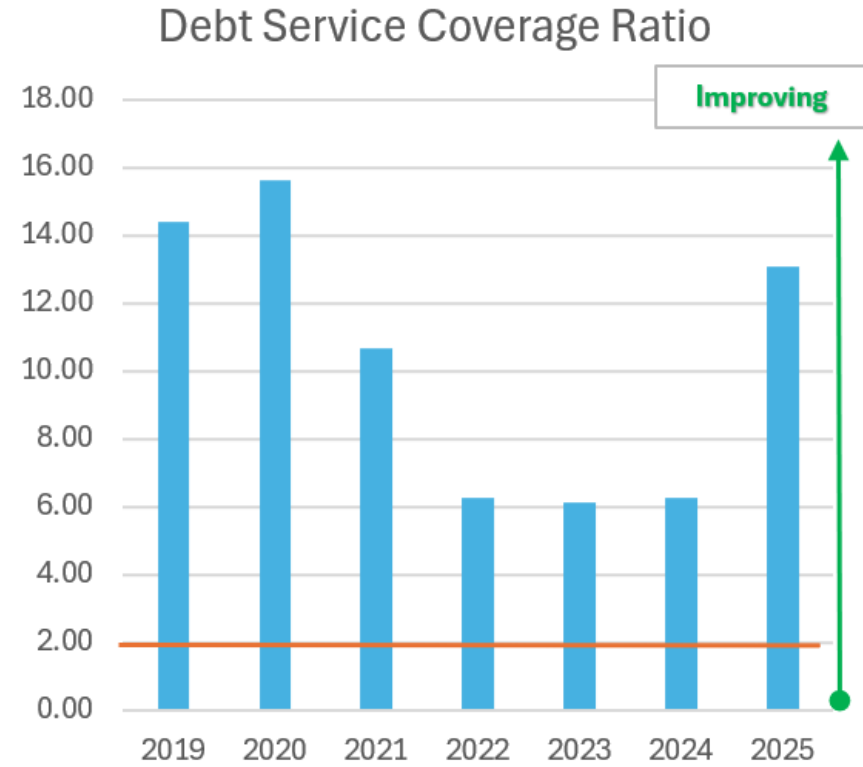
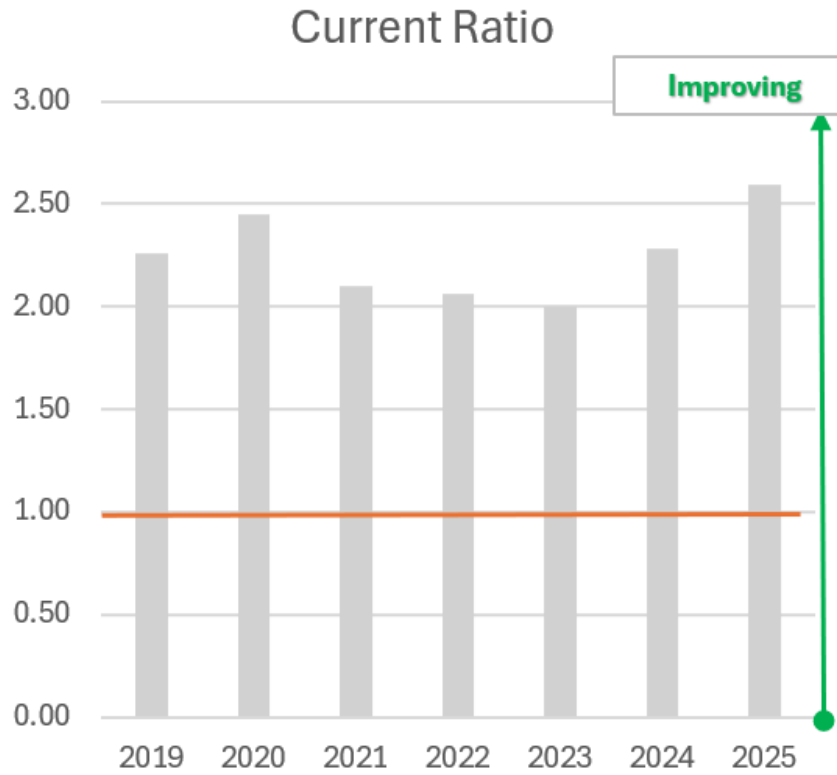
LOT 43 EASTCOTT STREET SUBDIVISION ONLY COSTS					
https://www.landdivision.com.au/resources/subdivision-costs/					
Item	Req'd for this Property	Quantity	Units	Rate (excl. GST)	Price (excl. GST)
Lands					
Certificate of Title	Yes	1		\$ 29.64	\$ 29.64
Deposited Plan	Yes	1		\$ 29.64	\$ 29.64
Stamp Duty on Property	No	0		\$ 17,765.00	\$ -
Mortgage Registration	No	0		\$ 216.60	\$ -
Transfer Fee	No	0		\$ 306.60	\$ -
Project Management					
	Yes	1	%	3%	\$ 105,000.00
Civils				\$ 264.00	
Site Inspection	Yes	1	hr	\$ 264.00	\$ 264.00
Dial-Before-U-Dig	Yes	1	ea.	\$ 100.00	\$ 100.00
Locate Existing Services	Yes	1	ea.	\$ 1,500.00	\$ 1,500.00
Design	Yes	1	ea.	\$ 60,000.00	\$ 60,000.00
Footpath	No	0	m ²	\$ 100.00	\$ -
Crossover	Yes	28	m ²	\$ 110.00	\$ 3,080.00
Driveway	Yes	304	m ²	\$ 110.00	\$ 33,440.00
Relocate Fence	Yes	58	m	\$ 70.00	\$ 4,060.00
New Fence	Yes	70	m	\$ 85.00	\$ 5,950.00
Retaining Walls	Yes	104.9	m ²	\$ 450.00	\$ 47,205.00
Site Works	Yes	8	ea.	\$ 3,500.00	\$ 28,000.00
Drainage pits & Pipes	Yes	4	ea.	\$ 3,500.00	\$ 14,000.00
ASS - Desktop assessment and site inspection					
ASS - Desktop assessment and site inspection	Yes	1	ea.	\$ -	\$ -
Geotech Assessment	Yes	1	ea.	\$ 5,000.00	\$ 5,000.00
Power					
Design information package	Yes	1	ea.	\$ 264.00	\$ 264.00
Design conformance review per stage	Yes	1	ea.	\$ 264.00	\$ 264.00
plus per lot/streetlight	No	0	ea.	\$ 264.00	\$ -
Design re-conformance review per stage	No	0	ea.	\$ 264.00	\$ -
plus per lot/streetlight	No	0	ea.	\$ 264.00	\$ -
Site Plan with Green Dome Location	Yes	3	ea.	\$ 350.00	\$ 1,050.00
Site Photos	Yes	10	ea.	\$ -	\$ -
Single Line Diagram	Yes	1	ea.	\$ 1,320.00	\$ 1,320.00
Neighbours Authority (if it affects them)	No	0	ea.	\$ 264.00	\$ -
Strata Company Permission (if applicable)	No	0	ea.	\$ 264.00	\$ -
Application fee - \$497.42	Yes	1	ea.	\$ 497.42	\$ 497.42
Design fee*:	Yes	1	ea.	\$ 5,000.00	\$ 5,000.00
Standard - \$1,320	Yes	1	ea.	\$ 264.00	\$ 264.00
Detailed - \$3,300	No	0	ea.	\$ 264.00	\$ -
Complex - \$6,600	No	0	ea.	\$ 264.00	\$ -
Construction - we will provide you with a quote	Yes	1	ea.	\$ 25,000.00	\$ 25,000.00
Cancellation fee - \$550	No	0	ea.	\$ 264.00	\$ -
Stata Lots Switchboard	No	0	ea.	\$ 1,500.00	\$ -
Electrical Consultant	Yes	1	ea.	\$ 15,000.00	\$ 15,000.00

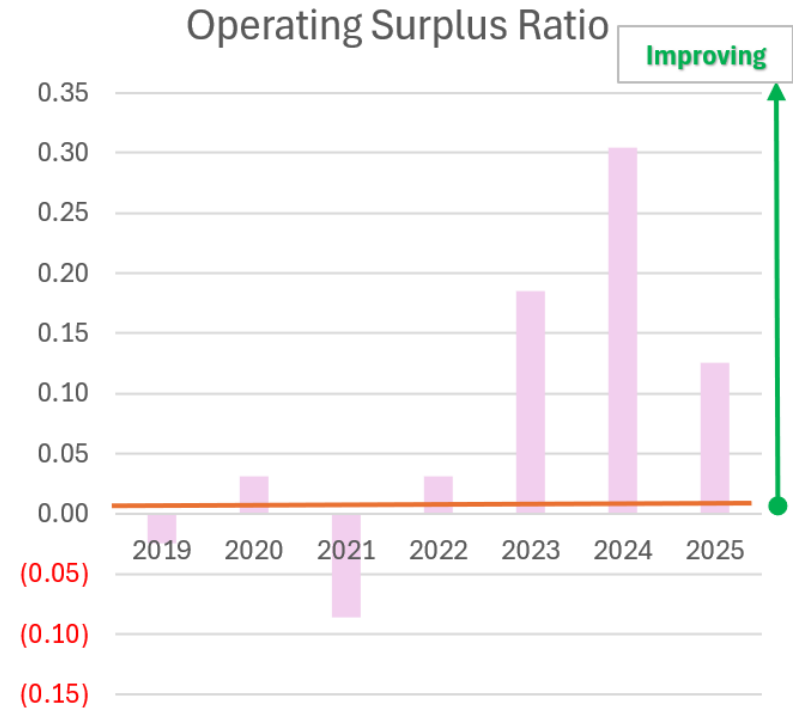
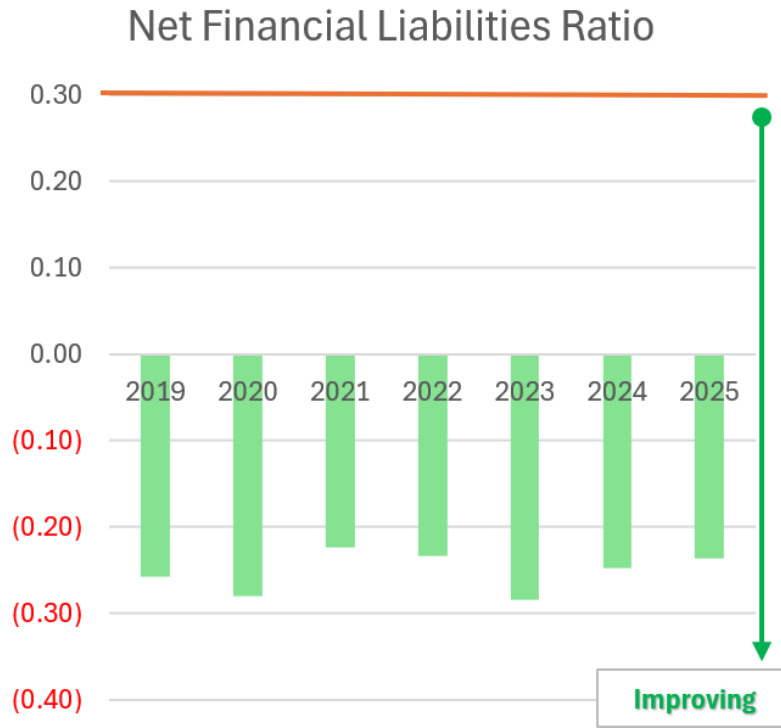
Local Government Fees and Charges					
Demolition	No	0	ea.	\$ -	\$ -
Application Fees					
Development Planning Application Fee	No	0	ea.	\$ -	\$ -
Building Permit Application Fee	No	0	ea.	\$ 115.50	\$ -
Building Services Levy and the Building Construction Training Fund Levy	Yes	5500000	ea.	0.182%	\$ 10,000.00
Subdivision Clearance	Yes	1	ea.	\$ 470.00	\$ 470.00
Determining an Application for Home Occupation Application	No	0	ea.	\$ 222.00	\$ -
Demolition Cost	No	0	ea.	\$25,000.00	\$ -
Rates (GST exempt)	No	0	ea.	\$ 2,000.00	\$ -
Water	Yes	8	ea.	\$ 727.27	\$ 5,818.18
Survey					
Site Survey and Peg	Yes	1		\$ 3,500.00	\$ 3,500.00
Subdivision Plan	Yes	1		\$ 10,000.00	\$ 10,000.00
Application to Lands	Yes	1		\$ 500.00	\$ 500.00
Western Australian Planning Commission (GST exempt)					
WAPC Form 1A - Application for Approval of freehold, survey-strata or leasehold (survey-strata) subdivision					
Amalgamation only	No	0	ea.	\$ 2,700.00	\$ -
2 lots up to and including 100 lots \$3,743 plus \$83 per lot	Yes	1		\$ 3,743.00	\$ 3,743.00
No. of Lots	Yes	8		\$ 83.00	\$ 664.00
101 lots and greater \$12,043 plus \$28 per lot for every lot in excess of 100 lots	No	0		\$ 12,043.00	\$ -
No. of Lots	No	0		\$ 28.00	\$ -
WAPC Form 2A - Amended plan/s for application for approval of freehold, survey-strata or leasehold (survey-strata) subdivision					
Amalgamation \$919	No	0		\$ 919.00	\$ -
2 lots up to and including 100 lots \$1,364 plus \$27 per lot	No	0		\$ 1,364.00	\$ -
No. of Lots	No	0		\$ 27.00	\$ -
101 lots and greater \$4,064 plus \$4 per lot for every lot in excess of 100 lots	No	0		\$ 4,064.00	\$ -
No. of Lots	No	0		\$ 4.00	\$ -
Form 3A – Request for reconsideration of WAPC decision to approve/refuse e freehold, survey-strata or leasehold (survey-strata) subdivision					
Amalgamation \$1,257	No	0		\$ 1,257.00	\$ -
2 lots up to and including 100 lots \$1,540 plus \$33 per lot	No	0		\$ 1,540.00	\$ -
No. of Lots	No	0		\$ 33.00	\$ -
101 lots and greater \$4,840 plus \$6 per lot for every lot in excess of 100 lots	No	0		\$ 4,840.00	\$ -
No. of Lots	No	0		\$ 6.00	\$ -
Form 1C – Application for endorsement of deposited plan, survey-strata plan, or leasehold (survey- strata) plan					
Amalgamation \$627	No	0		\$ 627.00	\$ -
2 lots up to and including 100 lots \$701 plus \$8 per lot	Yes	1		\$ 701.00	\$ 701.00
No. of Lots	Yes	8		\$ 8.00	\$ 64.00
101 lots and greater \$1,501 plus \$5 per lot for every lot in excess of 100 lots	No	0		\$ 1,501.00	\$ -
No. of Lots	No	0		\$ 5.00	\$ -

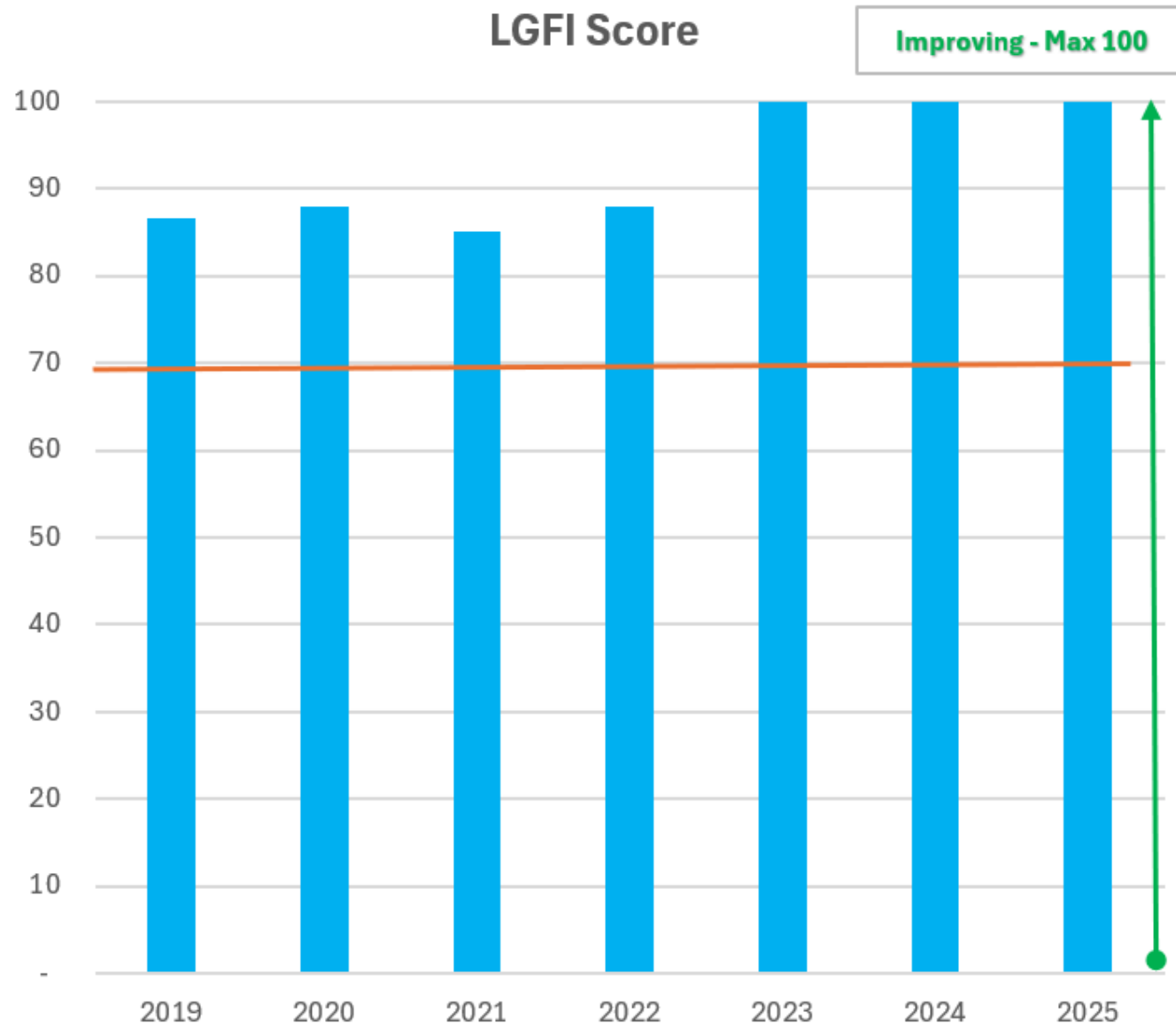
Telecommunications					
NBN Extension / headworks	Yes	8		\$ 300.00	\$ 2,400.00
Developer contributions charge					
New dwellings or lots being constructed, typically new buildings requiring a new mailing address (excludes Building a single dwelling on a vacant block of land, where there is no existing nbn connection)					
Additional services (also known as non-premises services) such as fire alarm, security systems, and elevator phone lines.					
Broadacre subdivisions					
Newly constructed apartments, townhouses or villa units					
Commercial premises – only for new lots or tenancies created, either within an existing building or as part of an expansion.					
Subdivisions – only for the new lots that are created					
Granny flats/outbuildings – only if they are newly constructed and have a separate address from the primary residence (these instances will require a unique lead in conduit).					
Conversion of a warehouse into new apartments					
Knock down rebuild – only if a new address is created					
This is a charge applied only to developers and builders for:					
Single Dwelling Units (SDUs): An SDU is typically a building with single premises including free standing and terrace housing or a building with two premises on one lot such as a duplex.	Yes	8		\$ 545.45	\$ 4,363.64
Multi Dwelling Units (MDUs): An MDU is typically a building with three or more separate premises, or any form of strata, group, company or community title development.	No	0		\$ 363.64	\$ -
Backhaul contributions for medium to large developments (incl. GST)					
Backhaul contributions may apply if the nbn™ access network infrastructure required to connect the new development is not available.	No	0		\$ -	\$ -
No Charge for nbn™ access network backhaul already available	No	0		\$ -	\$ -
Backhaul contribution of up to \$1,000 per premises. Up to 50% of costs.	No	0		\$ -	\$ -
Backhaul contribution of more to \$1,000 per premises. Up to 100% of costs over \$1,000.	No	0		\$ -	\$ -
End User Contributions Charge					
No. of New Users	Yes	8		\$ 272.73	\$ 2,181.82
Pre-install Connection (No fee)					
	No	0		\$ -	\$ -
Telstra					
Standard connection to existing premise	No	0		\$ 90.00	\$ -
New Service connection fee to existing premise	No	0		\$ 219.09	\$ -

Water & Sewer						
Infrastructure Contributions for creation of new lots (GST does not apply) Standard infrastructure contribution						
Water	Yes	8	No. of New Lots	\$ 2,756.00	\$ 22,048.00	
Wastewater	Yes	8	No. of New Lots	\$ 4,542.00	\$ 36,336.00	
Drainage	No	0	No. of New Lots	\$ 37.00	\$ -	
Mains Extension - Water	Yes	1	ea.	\$ 25,000.00	\$ 25,000.00	
Mains Extension - Sewer	No	0	ea.	\$ 25,000.00	\$ -	
Land Servicing Connections						
Single Residential application fees						
Application fee	Yes	7	No. of New Lots	\$ 116.59	\$ 816.13	
Sewer connection fee	No	0	No. of New Lots	\$ 116.59	\$ -	
Water service activation fee	No	0	No. of New Lots	\$ 116.59	\$ -	
Multi residential application fees						
Application fee	Yes	3	ea.	\$ 213.24	\$ 639.72	
Non-residential and mixed use application fees						
Application fee	No	0	ea.	\$ 273.67	\$ -	
Additions/ alterations						
Single Residential	No	0	ea.	\$ 116.59	\$ -	
Multi residential	No	0	ea.	\$ 213.24	\$ -	
Non-residential / Mixed Use	No	0	ea.	\$ 273.67	\$ -	
Future water service connection (20mm)	Yes	3		\$ 1,826.69	\$ 5,480.07	
Meter relocation fee – more than 0.5m (20mm service)	No	0		\$ 2,016.71	\$ -	
Cut in sewer junction (100mm)	Yes	2		\$ 950.43	\$ 1,900.86	
Cut in sewer junction (150mm)	No	0		\$ 1,164.81	\$ -	
Deferring Infrastructure Costs (see conditions)						
Deferral secured by a memorial preparation charge (Fee per lot) under Regulation 29 Water Services Regulations 2013	No	0		\$ 293.15	\$ -	
Deferral secured by a memorial removal charge (Fee per lot) under Regulation 29 Water Services Regulations 2014	No	0		\$ 252.67	\$ -	
Financial Guarantee - Agreement fee for deferral by Financial Guarantee	No	0		\$ 1,117.93	\$ -	
Interest rate	No	0		11.330%	\$ -	
Preparing and handling documents						
Memorials - (Fee per document) under Section 128 Water Services Act 2012	No	0		\$ 266.50	\$ -	
Notifications – (Fee per document) under S70A of Transfer of Land Act	No	0		\$ 266.50	\$ -	
Performance Agreements / early clearances						
Fee per design accepted for early clearances	No	0		\$ 267.20	\$ -	
Staged or revised land development agreements						
Additional staged or revised agreement fee (per agreement)	No	0		\$ 247.60	\$ -	
Water Service to Freehold lots	Yes	2	ea.	\$ 1,000.00	\$ 2,000.00	
Water Service to Strata lots	Yes	5	ea.	\$ 2,000.00	\$ 10,000.00	
Sewer Service to Freehold lots	Yes	2	ea.	\$ 1,000.00	\$ 2,000.00	
Sewer Service to Strata lots	Yes	5	ea.	\$ 2,000.00	\$ 10,000.00	
Gas						
Mains Extension	No	0		\$ -	\$ -	
New connection administration fee (Kleanheat)	No	0		\$ -	\$ -	
Trenching Fee (over 20m) per metre (incl. GST)	No	0		\$ 42.58	\$ -	
SUB-TOTAL					\$ 516,944.11	
CONTINGENCY						
	Yes	1		15%	\$ 77,541.62	
TOTAL					\$ 594,485.73	

Appendix F - Shire of Waroona Financial Ratios







127 Waroona Shire

2025

Current Assets	\$	6,917,183
Current Liabilities	\$	2,663,863
<i>Benchmark Score is 1.0</i>		2.60

2025

Operating Revenue	\$	10,868,877
Less: Federal Assistance Grants (FA Grants) Current Year	\$	(900,347)
Plus: Federal Assistance Grants (FA Grants) Prior Year		1,428,390
Adjusted Operating Revenue - 1	\$	11,396,920
Operating Expenses	\$	(12,215,295)
Add Back: Depreciation	\$	2,825,357
Add back: Finance Costs*	\$	64,032
Adjusted Operating Expenses	\$	(9,325,906)
Adjusted Operating Surplus w/exclusions	\$	2,071,014
Finance Costs*	\$	64,032

Plus: Repayment of Borrowings**	\$	94,441
Less: Debt refinancing	\$	0
Debt Service Costs	\$	158,473
Benchmark Score is 2.0		13.07

*Note: Finance Costs data sources include lease interest costs

**Note: Current data sources exclude lease principal repayments

2025

Total Liabilities	\$	4,287,115
Less: Current - Cash & Cash Equivalents	\$	(6,086,560)
Less: Current - Trade & Other Receivables**	\$	(560,897)
Less: Current - Other Financial Assets**	\$	(250,588)
Less: Non-Current - Trade & Other Receivables**	\$	(30,023)
Less: Non-Current - Financial Assets	\$	(59,715)
Net Financial Liabilities	\$	(2,700,668)
Operating Revenue	\$	10,868,877
Plus: FA Grants Adjustment (Prior year less current year)	\$	528,043
Adjusted Operating Revenue - 1	\$	11,396,920
Benchmark Score is 0.30. 0.6 is low (bad). 0.0 is high (good)		(0.24)

**Note: Other Financial Assets and Current/Non-Current - Trade & Other Receivables data to be validated by LGA

		2025
Operating Revenue	\$	10,868,877
Plus: FA Grants Adjustment (Prior year less current year)	\$	528,043
Plus: Grants, contributions for asset renewal*	\$	2,568,826
Adjusted Operating Revenue - 2	\$	13,965,746
Less: Operating Expenses	\$	(12,215,295)
Adjusted Operating Surplus	\$	1,750,451
Operating Revenue	\$	10,868,877
Plus: FA Grants Adjustment (Prior year less current year)	\$	528,043
Plus: Grants, contributions for asset renewal*	\$	2,568,826
Adjusted Operating Revenue - 2	\$	13,965,746
<i>Benchmark Ratio is 0.0</i>		0.13



Metric	FY 2025
Current Ratio	2.60
LGFI Score	10.00
LGFI Weight	10%
Weighted LGFI Score	1.00
Debt Service Coverage Ratio	13.1
LGFI Score	10.00
LGFI Weight	20%
Weighted LGFI Score	2.00
Operating Surplus Ratio	0.13
LGFI Score	10.00
LGFI Weight	40%
Weighted LGFI Score	4.00
Net Financial Liability Ratio	(0.24)
LGFI Score	10.00
LGFI Weight	30%
Weighted LGFI Score	3.00
Total Weighted LGFI Score	10.00
	100

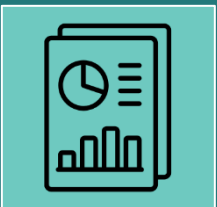




Lot 43
Eastcott St,
Waroona
BUSINESS PLAN

TOWARDS
2034

Document No: IR002



About this document

This Lot 43 Eastcott St, Waroona Feasibility & Report investigates the viability and financial return to the Shire of Waroona on subdivision and / or development of housing on this freehold lot.

Disclaimer

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1. Executive Summary

The Shire of Waroona has freehold ownership of land in the Waroona Townsite that is suitable for subdivision and housing development. This property is at Lot 43 Eastcott St, Waroona.

Under section 3.59 of the Local Government Act 1995, before the Shire of Waroona Council makes a determination to develop this land, it is required to produce a business plan and undertake public consultation for the proposal.

The proposal is to undertake one of the following:

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

Once subdivided or with houses built the Shire may elect to sell any of the properties under their own title.

This proposal has strong alignment with the Shire's aims for economic development of Waroona, and of the State and Federal Governments' drive to provide more housing and will be suitable for grant application if the houses are leased to key workers. Demand for key workers is high in Waroona and with a tight rental market the project has good prospects for success.

2. Introduction

The Shire of Waroona has freehold ownership of land in the Waroona Townsite that is suitable for subdivision and housing development. This property is at Lot 43 Eastcott St, Waroona.

Before the Shire of Waroona Council makes a determination to develop this land it is required to produce a business plan and undertake public consultation for the proposal.

The Shire of Waroona is considering subdividing the lot, building housing on the subdivided lots and leasing or selling the properties under three (3) options:

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

3. Statutory Requirements

This report meets the Shire's obligations under the Local Government Act 1995 section 3.59, when considering a major land transaction. These obligations require the local government to prepare a business plan before entering into a major land transaction. The legislation is as follows.

Major Land Transaction Threshold

The major land transaction threshold is dealt with in the Local Government (Functions and General) Regulations 1996, Regulation 8A - Amount prescribed for major land transactions; exempt land transactions prescribed.

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

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

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

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

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

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

- (a) the consideration under the transaction; and
 - (b) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition...
- (2) Before it ... enters into a major land transaction; or ... enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a business plan.
- (3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —
- (a) its expected effect on the provision of facilities and services by the local government; and
 - (b) its expected effect on other persons providing facilities and services in the district; and
 - (c) its expected financial effect on the local government; and
 - (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
 - (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
 - (f) any other matter prescribed for the purposes of this subsection.

The prescribed matter of the above subsection (3)(f) is Regulation 10 of the Local Government (Functions and General) Regulations 1996 which requires that the Shire identifies joint venturer in the major land transaction where there is any joint venture ownership, interests, benefits or liabilities from the property will arise or become an entitlement to a joint venturer as a result of this major land transaction.

4. Lot 43 Eastcott St, Waroona Property Information

4.1. Land Tenure and Planning

4.1.1. Land Tenure

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

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



Figure 1 - Aerial view of lot 43 Eastcott St, Waroona

4.1.2. Residential Code

The land is code R30. Council has discretion to approve single houses on lots in this Zone. An R30 code provides for a minimum lot size for a single or grouped dwellings of 260m², with an average site area of 300m² per dwelling.

5. The Proposal

This proposal examines three options for the site:

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

The following lot arrangement, subject to survey, is proposed.

• Public open space provision (min. 410m ²)	418m ²
• Existing house lot	858m ²
• Strata access driveway	340m ²
• 1 x strata lot (rear – lot 1)	350m ²
• 4 x strata lots (334m ² each – lots 2 to 5)	1,336m ²
• 2 x freehold lots (400m ² each – lots 6 & 7)	<u>800m²</u>
	4,102m²



Figure 2. Proposed Lot Layout – Lot 43 Eastcott St, Waroona

In determining the lot areas and viability of developing all lots, detailed survey and design will inform the final layout, lot yield and potential economic return. Consideration of planning policies of the Shire including those relating to significant trees will be undertaken. Lots 6 & 7 configuration have the potential to be impacted by this issue and may lead to the removal of lot 7.

6. Expected effect on the provision of facilities and services by the local government

The subject land is largely unused civic land, apart from the single house presently on this lot. Development of the site with housing will add residential lots and housing stock to the Shire and increase the Shire's housing rental on this lots from one (1) existing houses to up to eight (8). This proposal does not add new services, but rather it expands on the existing accommodation portfolio of the Shire from an existing 3 properties being leased by the Shire.

This development is a positive use of an under-utilised Shire land asset with potential for a financial return. This aligns with the Shire's strategic aspiration of building and effectively managing Shire assets to continually improve our standard of living. The Shire will have the option of providing the housing as its own key worker accommodation should this be a limiting factor in attracting staff. Alternatively, it may lease the properties for key accommodation or general rental accommodation.

In the short term while the planning and capital works are underway for this development the loan needed for the works will impact on the Shire's overall expenditure. Once complete the property rentals will offset against the loan repayment largely restoring the Shire's expenditure capacity. The amount by which this is restored is subject to grant funding which may help reduce the overall level of borrowings. The financial considerations are detailed in the section 8 of this report dealing with the financial effects of this major land transaction.

In the medium to long term this development has the potential to provide a rental income stream to the Shire and eventually a capital return should the lots be sold. This will improve the Shire's ability to provide services to the district.

7. Expected effect on other persons providing facilities and services in the district

The Professionals Waroona real estate firm has provided the following information about the Waroona real estate market.

- Housing is in strong demand in Waroona and is expected to continue this way. Only sellers setting unrealistic prices are not finding buyers presently. Prices are likely to continue to rise.
- Rental demand is in strong demand in Waroona and is expected to continue this way. Rent yields may continue to rise.
- The proposed lot sizes are suitable for Waroona, particularly in Eastcott St, which is walking distance to the main street.
- While small, there is a older demographic which is looking for smaller houses with less maintenance needs. A similar example exists at 14 Thatcher St. The 3 x 2 housing option is very likely to be in demand.
- Properties 1 to 5, which are proposed as strata lots, will be in demand, though the ultimate sale prices will be less than for freehold.
- Properties 6 and 7, which are freehold, could be subdivided into a battleaxe formation, however, this should be guided by the location of the existing trees on site and how this would impact the houses to be built on the properties.

The housing and rental market is strong in Waroona and is likely to continue this way for the foreseeable future. This development will be able to provide key worker accommodation for the aged care and public service sectors. The Shire has received formal support from the local aged care service, Quambie Park, and from the Waroona High School for this initiative, as it assists them with accommodation for staff who may not wish to purchase property here but wish to live in Town during their tenure. The build-to-rent model works well in the key worker sector, particularly where an employee may be on a defined term deployment to a location, such as may be the case with police officers and other public sector roles.

Given the housing and rent demand in Waroona Town, the Shire's provision of an extra seven (7) properties into the Waroona Town is very unlikely to significantly lessen housing demand and the competition effect on other persons providing similar facilities cannot be described as monopolistic or anti-competitive.

8. Expected financial effect on the local government

8.1. 2035 Net Shire Worth

An assessment of the Shire's financial position has been carried out for 2035, post development of the site and leasing of the properties in contrast to the present position which leases the existing house on this large lot.



	Do nothing (rent existing house)	Subdivide + sell, retain existing house	Subdivide + sell full property	Subdivide + build, rent full property (8 houses)	Subdivide + build, rent full property (7 houses) Approx.
Net Present Value					
NPV – Unrealised Property Value	434,795	342,867	-	2,491,997	2,135,997
NPV – Net Cash Flow	119,929	400,711	823,847	(2,645,047)	(2,267,183)
Total Net Present Value	554,724	743,578	823,847	(153,050)	(131,186)
Net Wealth					
Total Revenue	292,895	1,457,243	1,905,065	1,691,876	1,450,179
Total Cost	(96,744)	(799,541)	(722,781)	(4,991,578)	(4,278,495)
Net Cash Flow	196,151	657,702	1,182,284	(3,299,702)	(2,828,316)
Unrealised Property Value	1,095,420	863,817	-	6,278,324	5,381,421
Total Net Wealth (Cash Flow & Unrealised Property Value)	1,291,571	1,521,519	1,182,284	2,978,622	2,553,105

Table 1. Comparison of Net Present Value and Total Net Wealth

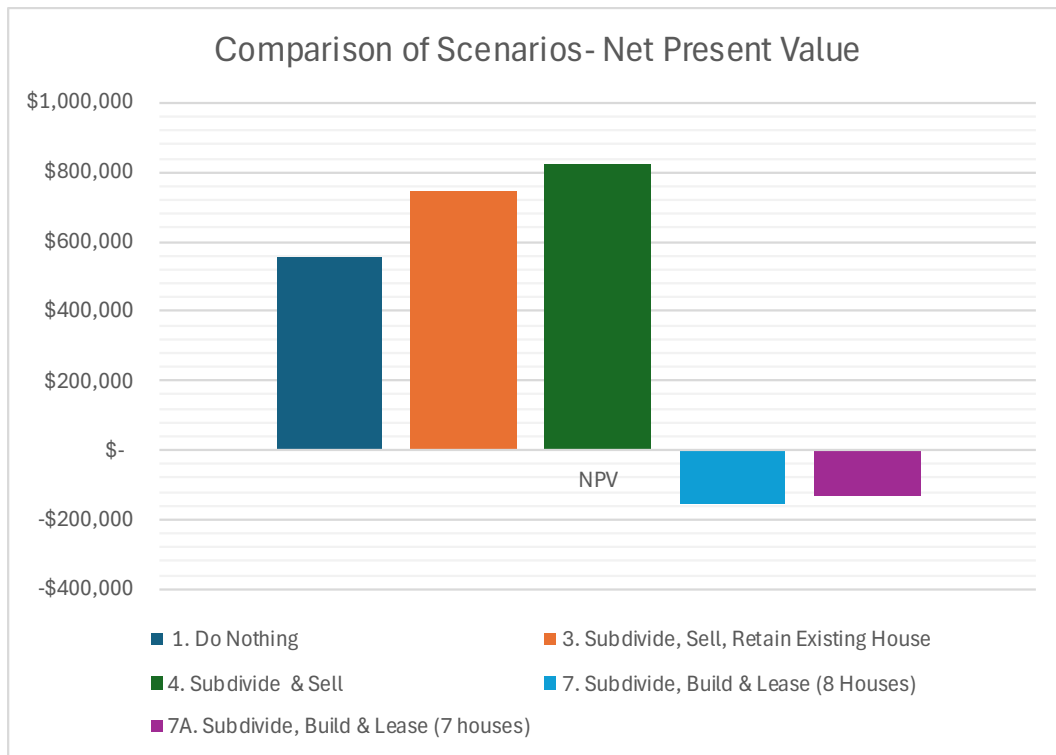


Figure 3. Comparison of Net Present Value

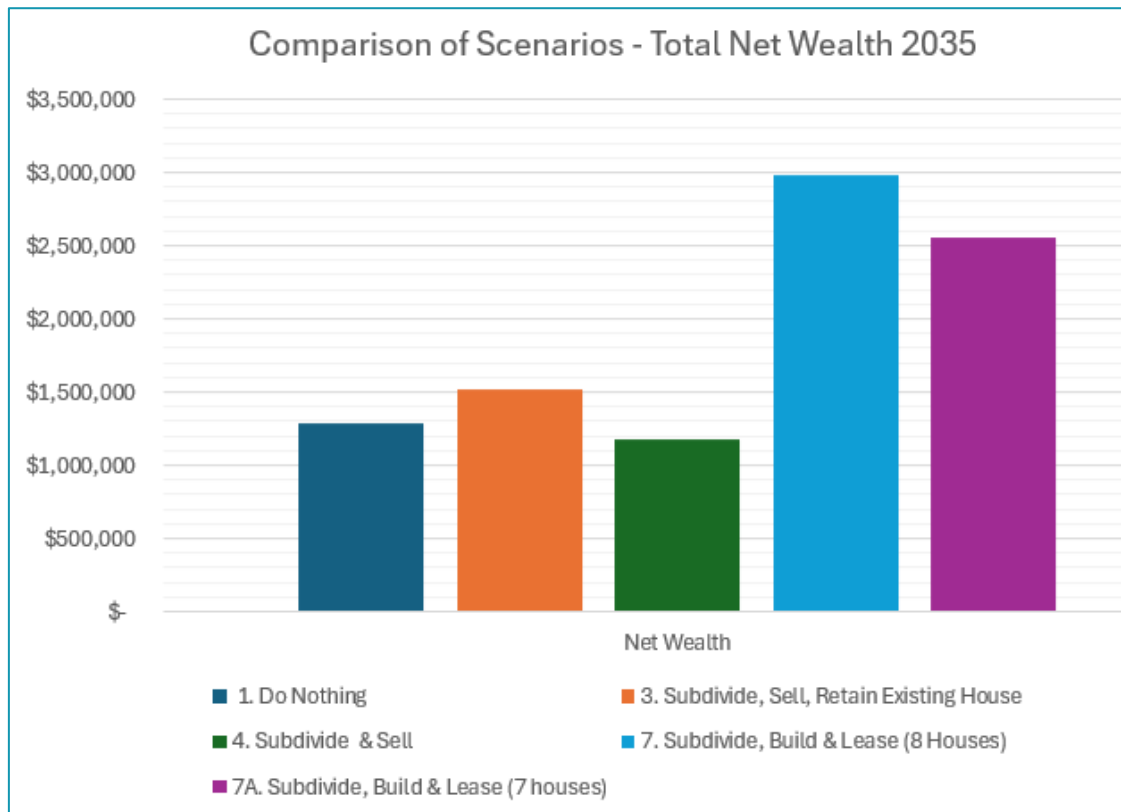


Figure 4. Comparison of Total Net Wealth 2035

The financial model and inputs are included in the Lot 43 Eastcott St, Feasibility Report which is to be read in conjunction with this Plan.

8.2. Borrowings, Debt Servicing Capacity and Rates Impact

The following section assesses the Shire's borrowings against rates impact and debt servicing capacity.

8.2.1. Debt Service Coverage Ratio (DSCR) and Rates Impact

An assessment of the Shire's current Debt Service Coverage Ratio for the most recent financial year 2024/25 has been undertaken. The Shire's Debt Service Coverage stands at 13.07, well above the benchmark basic score of 2.0 and the advanced score of 5.0. The Shire's Financial Health Index (FHI) score is 100/100, indicating the Shire is presently in a sound financial position.

Details of the Shire's financial health are provided in Appendix F.

8.2.2. Borrowings and Grant Funding

In order to proceed with this major land transaction, the Shire will need to borrow funds. On the basis that the Shire carries the full cost of the project, the loan needed to support subdivision and housing build is \$4,073,000 (excl. GST).

The Shire has also applied for a State Government Regional Housing Fund grant of \$1,262,630, approximately 31% of the total project cost. This grant is conditional on the Shire making the houses available for key workers, however as demand is solid in Waroona Town this is achievable.

Grant funds have the potential to lower borrowing costs and will be sought where available during the life of the project.

A scenario is also provided in which six (6) rather than seven (7) lots are developed.

The Shire's loan size, capacity and impact on rates is modelled below for the subdivision option and the full subdivision and house build options. For the subdivide and full build option, modelling is provided for where no grant funding is provided and where grant funding is provided, for both the development of seven (7) lots and the development of six (6) lots.

LOAN CAPACITY - SUBDIVISION ONLY - NO GRANT FUNDING		
	Loan \$	\$ 672,386
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment \$	33,619
	Interest Repayment \$	39,671
	P + I \$	73,290
New Income Needed, or Reduced Services Amount		\$ 73,290
Rate Increase Needed to Service Loan		1.13%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	10.45	6.17
LOAN CAPACITY - 7 LOT DEVELOPMENT - WITH 31% GRANT FUNDING		
	Project Cost \$	4,073,000
	Grant % of Total Cost	31%
	Grant Amount \$	1,262,630
	Shire Loan \$	2,810,370
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment \$	140,519
	Interest Repayment \$	165,812
	P + I \$	306,330
New Income Needed, or Reduced Services Amount		\$ 306,330
Rate Increase Needed to Service Loan		4.71%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	6.39	3.64
From 2030 Following Start of Full Rental Income		
	Scenario 7 Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 196,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 110,330
Rate Increase Needed to Service Loan Post 2030		1.70%
LOAN CAPACITY - 6 LOT DEVELOPMENT - NO GRANT FUNDING		
	Loan \$	\$ 3,491,000
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment \$	174,550
	Interest Repayment \$	205,969
	P + I \$	380,519
New Income Needed, or Reduced Services Amount		\$ 380,519
Rate Increase Needed to Service Loan		5.85%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	5.68	3.22
From 2030 Following Start of Full Rental Income		
	Scenario 7A Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 170,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 210,519
Rate Increase Needed to Service Loan Post 2030		3.24%

LOAN CAPACITY - 6 LOT DEVELOPMENT - WITH 31% GRANT FUNDING		
	Project Cost	\$ 3,491,000
	Grant % of Total Cost	31%
	Grant Amount	\$ 1,082,210
	Shire Loan	\$ 2,408,790
	Loan Interest Rate %	5.9%
	Term of Loan (yrs)	20
	Principal Repayment	\$ 120,440
	Interest Repayment	\$ 142,119
	P + I	\$ 262,558
New Income Needed, or Reduced Services Amount		\$ 262,558
Rate Increase Needed to Service Loan		4.04%
Debt Service Coverage Ratio		
<i>Benchmark Score is 2.0. First Score excludes principle repayment. Second Score includes principle repayment.</i>		
	6.89	3.94
From 2030 Following Start of Full Rental Income		
	Scenario 7 Rental Income from 2030 onwards (13% rental escalation & 75% yield)	\$ 170,000
New Income Needed, or Reduced Services Amount Post 2030		\$ 92,558
Rate Increase Needed to Service Loan Post 2030		1.42%

Table 2. Loan Borrowings

Grant funds have the potential to lower borrowing costs and will be sought where available. There is alignment with Federal and State Governments' objectives in bringing houses to the market and grants are made available from time to time which may assist the Shire is achieving its objectives for this property.

Financial project viability is improved due to the positive impact of grant funds for the project as they lessen the financial impost on rates and maintaining a sustainable debt service coverage ratio.

Grant funding of 31% of the project will leave the Shire in close to a net cash neutral position in the event that it subdivides, builds and leases the properties to earn rental income. The Shire has applied for grant funding for this development.

Under the seven (7) lot development proposal, without Grant Funding the Shire's annual expenses for interest and principle repayments are \$203,650 and \$240,307 respectively each year, or \$443,957 combined. During this period the Shire would need to curtail other expenditure in order to afford this loan. These expenses are in equivalent to about a 6.83% rate increase. At this level of borrowing, the Shire's debt service ratio remains above the benchmark requirement. Once the houses are built and leased the Shire will net approximately \$250,000 annually in rent, which will go a significant way to offsetting the loan costs, leaving an annual balance of approximately \$193,957, or 2.98% of rates to fund the loan.

Under the seven (7) lot development proposal, with Grant Funding the Shire's annual expenses for interest and principle repayments are \$140,519 and \$165,812 respectively each year, or \$306,330 combined. During this period the Shire would need to curtail other expenditure in order to afford this loan, though to a lesser extent than if no grant funding were available. These expenses are in equivalent to about a 4.71% rate increase. At this level of borrowing, the Shire's debt service ratio remains comfortably above the benchmark requirement. Once the houses are built and leased the Shire will net approximately \$250,000 annually in rent, which will go most of the way to offsetting the loan costs, leaving an annual balance of approximately \$56,330, or 0.87% of rates to fund the loan.

The above outcomes are repeated for the six (6) lot development proposal, however, in this case the loan is smaller, the repayments less and the financial impact on the Shire is less, in particular, when a grant is available.

8.3. Risk and Sensitivity

8.3.1. Risk Contingencies

The project has added a 15% contingency margin for the subdivision costs. To arrive at a figure for the housing development costs a more conservative estimate of housing costs has been used based on local real estate expertise, in comparison to the Rawlinson's standard price estimates for housing in regional areas of WA.

The risk profile increases with the amount of debt incurred. An inherent risk mitigation for the project will be that the properties can be sold at any stage to recoup funds should there be a cash flow need or other priorities for Shire funds. The construction of the houses would be ordered so that the freehold lot houses are built first, so that should the need to sell arise there are houses ready for sale.

To quantify financial risk associated with the project sensitivity assessment has been undertaken, which looks at a worst- and best-case outcomes. Sensitivity inputs are shown below, and outcomes are shown on the following pages.

8.3.2. Sensitivity Analysis Outcomes

Sensitivity inputs are provided below.

Sensitivities

Selected Case	Select	Case 2			
		Case 2 Base Case	Case 1 Worst Case	Case 2 Base Case	Case 3 Best Case
Rates revenue	%	-	(3.00%)	-	2.00%
Weekly rent	%	-	(10.00%)	-	5.00%
Sale price	%	-	(10.00%)	-	5.00%
Subdivision cost	%	-	15.00%	-	(10.00%)
Construction cost	%	-	15.00%	-	(10.00%)
Rental cost	%	-	10.00%	-	(5.00%)
Selling cost (additional to 2.75%)	x% + y%	-	1.00%	-	(1.00%)

Table 3. Sensitivity Inputs

The following table provides the worst, base and best case outcomes for the proposed scenarios.

2035 Sensitivity Outcomes	"Do Nothing" Scenario		
	Worst Case (\$)	Base Case (\$)	Best Case (\$)
Net Present Value			
NPV – Unrealised Property Value	391,316	434,795	456,535
NPV – Net Cash Flow	102,016	119,929	128,886
Total NPV	493,332	554,724	585,421
Net Wealth			
Total Revenue	263,606	292,895	307,540
Total Cost	(96,753)	(96,744)	(96,740)
Net Cash Flow	166,853	196,151	210,800
Unrealised Property Value	985,878	1,095,420	1,150,191
Total Net Wealth	1,152,731	1,293,571	1,360,991

2035 Sensitivity Outcomes	Subdivide & Sell Full Property		
	Worst Case (\$)	Base Case (\$)	Best Case (\$)
Net Present Value			
NPV – Unrealised Property Value	308,580	342,867	360,010
NPV – Net Cash Flow	605,201	823,847	954,556
Total NPV	935,781	1,166,714	1,314,566
Net Wealth			
Total Revenue	1,737,320	1,905,065	1,987,944
Total Cost	(835,092)	(722,781)	(638,821)
Net Cash Flow	902,228	1,182,284	1,349,123
Unrealised Property Value	773,435	863,817	907,008
Net Wealth	1,675,663	2,046,101	2,256,131

2035 Sensitivity Outcomes	Subdivide & Sell, Retain Existing House		
	Worst Case (\$)	Base Case (\$)	Best Case (\$)
Net Present Value			
NPV – Unrealised Property Value	308,580	342,867	360,010
NPV – Net Cash Flow	222,890	400,711	507,667
Total NPV	531,470	743,578	867,677
Net Wealth			
Total Revenue	1,333,298	1,457,243	1,518,151
Total Cost	907,319	799,541	722,207
Net Cash Flow	425,979	657,702	795,944
Unrealised Property Value	773,435	863,817	907,008
Net Wealth	1,199,414	1,521,519	1,702,952

2035 Sensitivity Outcomes	Subdivide, Build and Lease Full Property Seven Lot Development		
	Worst Case (\$)	Base Case (\$)	Best Case (\$)
Net Present Value			
NPV – Unrealised Property Value	2,242,797	2,491,997	2,616,597
NPV – Net Cash Flow	(3,218,482)	(2,645,047)	(2,276,962)
Total NPV	(975,685)	(153,050)	339,635
Net Wealth			
Total Revenue	1,522,689	1,691,876	1,776,470
Total Cost	(5,658,894)	(4,991,578)	(4,545,925)
Net Cash Flow	(4,136,205)	(3,299,701)	(2,769,454)
Unrealised Property Value	5,650,491	6,278,324	6,592,240
Net Wealth	1,514,286	2,978,623	3,822,786

Table 4. Sensitivity Outcomes

8.3.3. Financial Inputs and Modelling

The Financial Inputs and Modelling are provided in the Lot 43 Eastcott St Feasibility Report as a reference to this business plan.

9. Expected effect on matters referred to in the local government's current plan prepared under section 5.56

Section 5.56 of the Local Government Act 1995 states:

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

This proposal meets the aims of the Shire's Strategic Community Plan, which has a focus and aspiration area to "build and effectively manage our assets to continually improve our standard of living". in the following areas.

Strategic Community Plan 2034		
Strategy No.	Strategy	Comment
2.1.1	Maximise the inherent economic opportunities in the Shire	The provision of additional housing supports economic activity with the Shire.
4.3.1	Develop and promote diverse and affordable housing and accommodation	The subdivision and smaller houses provide a more affordable option for Waroona Townsite.
5.1.2	Maintain long term financial sustainability	The proposal has the potential to boost income to the Shire in the long term and to invest into land and housing to yield a capital return to the Shire as the properties appreciate.

Figure 5. Proposal Alignment with the Strategic Community Plan 2034

10. The ability of the local government to manage the undertaking or the performance of the transaction

The Shire of Waroona routinely delivers an annual civil and facilities capital works program of \$4 million, and a \$7 million Community precinct project in 2024/25. The Shire has strong project management and financial capabilities to execute a subdivide and built project such as lot 43 Eastcott St, Waroona.

Nominated project competencies include:

Project Director / Design Lead:

Name: **Mark Goodlet**

Company: Shire of Waroona

Qualifications: Civil Engineering Degree
Master of Project Management
Post-graduate Certificate of Business

Membership: Chartered Professional Engineers 2029851 Engineers Australia

Project Manager:

The Shire has procured the services of a professional project management firm to undertake various projects on the Shire's behalf. Successful Projects, or another suitably qualified and experienced firm will provide project management for this project.

Company Name: Successful Projects

Company Overview: see Website link <https://successfulprojects.com.au/project-management/>

Competencies: Successful projects are experienced in project management of subdivisions and in residential buildings.

Design:

Denada Surveys are a licenced surveyor and have been engaged to undertake field survey for this project. They will also provide Western Australian Planning Commission subdivision application support for this project.

Subdivision design will entail a number of separate engineering disciplines, headlined by civil engineering. Procurement of suitably qualified and experienced firms to undertake engineering design will be undertaken.

Construction:

Construction procurement will be tendered and carried out through Successful Projects, to acquire reputable and suitably qualified builders, as well as to ensure accountable and transparent tender processes. The Shire has made initial contact with potential regionally active residential building companies to understand regional building availability and capabilities.

11. Joint Venture Considerations

Regulation 10 of the Local Government (Functions and General) Regulations 1996 requires that the Shire identifies joint venture interests in the major land transaction.

No joint venture ownership, interests, benefits or liabilities from the property will arise or become an entitlement to a joint venturer as a result of this major land transaction.

12. Summary and Recommendations

The proposal is to undertake one of the following:

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

Once subdivided or with houses built the Shire may elect to sell any of the properties under their own title.

This proposal has strong alignment with the Shire's aims for economic development of Waroona, and of the State and Federal Governments' drive to provide more housing and will be suitable for grant application if the houses are leased to key workers. Demand for key workers is high in Waroona and with a tight rental market the project has good prospects for success.

This development is a positive use of an under-utilised Shire land asset with potential for a financial return. This aligns with the Shire's strategic aspiration of building and effectively managing Shire assets to continually improve our standard of living. The Shire will have the option of providing the housing as

its own key worker accommodation should this be a limiting factor in attracting staff. Alternatively, it may lease the properties for key accommodation or general rental accommodation.

Given the housing and rent demand in Waroona Town, the Shire's provision of an extra seven (7) properties into the Waroona Town is very unlikely to significantly lessen housing demand and the competition effect on other persons providing similar facilities cannot be described as monopolistic or anti-competitive.

The proposal is within the Shire's financial capacity to debt fund, although the house build option places a burden on the Shire initially until the income stream through leasing comes on line. Grant funding if successful would assist in the project financial viability.

The Shire has delivered significant capital works in the past and this proposal is well within its capabilities to manage.

This project will not be carried out as a joint venture.

To determine the best overall value, borrowing costs will be modelled in further work to show the impact of principle and interest, in order to inform a final decision. Once available this work will be included in the assessment.

