Date: **20 November 2025**

To: **Shire President**
All Councillors

Copy: Directors
Managers
Staff

ORDINARY COUNCIL MEETING
NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 25 November 2025 to consider and resolve the matters set out in the attached Agenda.

MARK GOODLET
CHIEF EXECUTIVE OFFICER

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AGENDA

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2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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4. PUBLIC QUESTION TIME

5. PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 28 October 2025

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 28 October 2025 be confirmed as being a true and correct record of proceedings.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8. ANNOUNCEMENTS BY MEMBERS

9. DISCLOSURES OF INTEREST

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

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

10.1 Local Emergency Management Committee Unconfirmed Minutes – meeting held 12 November 2025

OFFICER RECOMMENDATION:

That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 12 November 2025 (as per Appendix 10.1).

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

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.1 1 IP021 – Development and Maintenance Bonds – Roads and Footpaths Policy	
File Ref:	RO.8 – Roads; Maintenance – Rural; RO.7 – Roads; Maintenance – Town; CM.7 – Corporate Management – Policy – Policy Register
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Senior Waste and Environment Officer; Director Infrastructure Services
Declaration of Interest:	N/A
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.1.1 – Proposed – IP021 – Development and Maintenance Bonds – Roads and Footpaths

RECOMMENDATION

That Council:

1. **adopts Infrastructure Policy number 21 (IP021) – Development and Maintenance Bonds – Roads and Footpaths, as presented in Appendix 11.1.1;**

2. **approves the following amendments to the 2025/2026 adopted fees and charges as follows:**

Fee Type	**Details**	**Cost**
Development Road and Maintenance Bond - As per Shire Policy IP021	**Sealed Roads within Residential Area - Total Roadworks per lineal meter rate**	**$605**
	Sealed Roads in Rural, Rural Residential and Rural Living Areas per lineal meter rate.	**$420**
	Unsealed (Gravel/ Limestone) Roads per lineal meter rate.	**$120**
	Asphalt Pathway per metre² rate	**$110**
	Brick Paved Pathway per metre² rate	**$160**
	Concrete Pathway per metre² rate	**$160**
	Gravel Pathway per metre² rate	**$50**

and

3. **requests the Chief Executive Officer to give local public notice of the proposed new fees and charges, with the fees and charges to take effect following the completion of the public advertising period.**

IN BRIEF

The requirement of a policy is to stipulate guidelines for the receival of road and maintenance bonds for significant developments which may have a negative impact of the Shire's road and pathway network.

BACKGROUND

The Shire has recently received a development application which will have significant impact on the Shire's road network, as part of the development application the applicant was required to formally pay a road and maintenance bond for the construction phase of the development.

REPORT DETAIL

The policy will apply to approved developments within the Shire that have a potential to negatively impact the Shire's road and footpath network during the construction phase. It is intended to provide clarity regarding the cost and application of road and footpath maintenance bonds. The bonds will help ensure the protection and longevity of the Shire's infrastructure for both current and future generations throughout the construction period. The purpose of the bond is to ensure that any damage caused during the construction phase is repaired to the Shire's satisfaction and at no cost to the community.

The policy will not supersede or affect any other developer contribution requirements associated with subdivision process, including but not limited to the contributions towards public open space, community facilities, and other infrastructure.

Within the policy officers will locate the method for formulation of the required bonds these formulas remove the risk of inadequate figures being paid which do not reflect the true cost of repairing/ replacing the Shire's asset. The inclusion of the linear metre rate within the Shire's adopted fees and charges will ensure that the rate is kept updated and current, as proposed in the table below.

Table 1. Proposed additional Fees and Charges

PROGRAM	DETAILS	Account type	2025/26 Fee/Charge	GST	Statutory fee / Council fee
TRANSPORT					
Development Road and Maintenance Bond - As per Shire Policy IP021	Sealed Roads within Residential Area - Total Roadworks per lineal meter rate	Municipal Bond Account	$605	Exempt	C
	Sealed Roads in Rural, Rural Residential and Rural Living Areas per lineal meter rate.	Municipal Bond Account	$420	Exempt	C
	Unsealed (Gravel/ Limestone) Roads per lineal meter rate.	Municipal Bond Account	$120	Exempt	C
	Asphalt Pathway per metre² rate	Municipal Bond Account	$110	Exempt	C
	Brick Paved Pathway per metre² rate	Municipal Bond Account	$160	Exempt	C
	Concrete Pathway per metre² rate	Municipal Bond Account	$160	Exempt	C

	Gravel Pathway per metre² rate	Municipal Bond Account	$50	Exempt	C

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	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

- Corporate Business Plan 2025 – 2029
- Asset Management Strategy 2022 – 2032

STATUTORY ENVIRONMENT

- *Road Traffic (Administration) Act 2008*, s132(4)
- *Local Government Act 1995*, s6.6, 6.7(1) and 6.9(1)

The Office of the Auditor General (OAG) has confirmed through its Position Paper on Bonds (2019) that moneys held as work bonds, building bonds, hire bonds and similar developer or maintenance bonds should not, for accounting purposes, be regarded as Trust Fund moneys. These amounts are not held in trust under any written law and therefore must be credited to the Municipal Fund in accordance with section 6.7(1) of the Act.

Accordingly, development road bonds, verge or footpath reinstatement bonds, and other maintenance-type bonds lodged as a condition of development approval or building permit are required to be held within the Municipal Fund, with corresponding liability accounts maintained to recognise that the moneys are refundable. Interest earned on these funds is retained by the local government.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Social *- (Quality of life to community and/or affected landowners)*
The development and acceptance of the bond will help ensure the Shire's assets are at a satisfactory standard therefore ensuring the Shire's ratepayers and residents are not affected poorly by inadequate planning causing damage to infrastructure used to commute on a daily basis.

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

Policy Implications
The proposed new policy, once adopted, will be an Infrastructure Policy known as: IP021 - Development and Maintenance Bonds – Roads and Footpaths.

Risk Management Implications

Context / Risk Category	Project - Delays to start or completion, variations to scope or budget, insufficient funds
Risk	Inadequate resources to repair damages to Shire assets which are heavily impacted by development.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	The collection of a bond will act as insurance that the Shire's asset network impacted by the development is reinstated to the satisfaction of the Shire. It also ensures funds are set aside if the developer is unable to reinstate the road to the Shire's satisfaction therefore removing the risk of insufficient Shire funds.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Chief Executive Officer
- Director Infrastructure Services
- Director Customer and Development Services
- Manager Development Services
- Planning Officer
- Senior Waste and Environment Officer

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
The requirement for road and footpath maintenance bonds will have minimal direct financial impact on the Shire's budget, as the bonds are held until such time that post-construction inspections confirm no damage to Shire infrastructure. All bonds received will be placed in the municipal bond account and managed in accordance with legislative and accounting requirements. Where damage to roads or footpaths is identified, repair costs will be recovered from the bond, ensuring that restoration works are completed at no cost to the Shire or the community.

Workforce
Nil.

CONCLUSION

Council's adoption of *IP021 – Development and Maintenance Bond – Roads and Footpaths* will ensure that Council's position on collection of bonds to help ensure the protection of the Shire's road and footpath assets which may become negatively impacted by the development.

11.2 CUSTOMER & DEVELOPMENT SERVICES

11.2.1 Scheme Amendment for Short-Term Rental Accommodation	
File Ref:	TPS7A44
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Manager Development Services; Planning Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.1 – Proposed – Amendment No. 44 – Local Planning Scheme No. 7

OFFICER RECOMMENDATION

That Council:

1. **in accordance with regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to adopt Amendment No. 44 to *Shire of Waroona Local Planning Scheme No. 7*;**

2. **in accordance with regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, determines that the Amendment is a basic amendment for the following reasons:**

   a. **it modifies the Scheme to be consistent with the model provisions in Schedule 1; and**

   b. **it deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

3. **authorises the Chief Executive Officer to submit Amendment No. 44 to the Western Australian Planning Commission for consideration and endorsement in accordance with regulation 58 of the *Planning and Development (Local Planning Schemes) Regulations 2015.***

IN BRIEF

- The purpose of Amendment No. 44 is to update the Shire of Waroona Local Planning Scheme No. 7 to implement the State Government's planning reforms for short-term rental accommodation.
- The amendment ensures the Scheme aligns with the new model and deemed provisions introduced through the *Planning and Development (Local Planning Schemes) Regulations 2015.*
- It introduces new land-use definitions for "hosted short-term rental accommodation" and "unhosted short-term rental accommodation" consistent with the State Planning Framework.
- It removes and updates superseded land-use classes and general definitions to maintain consistency and clarity within the Scheme.
- The changes will improve alignment between the Shire's local planning framework and State policy direction, ensuring clear and contemporary regulation of short-term rental accommodation across the district.

BACKGROUND

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips, or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its "Position Statement: Planning for Tourism and Short-Term Rental Accommodation" (Position Statement) and associated guidelines. The release of the position statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry "Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia". This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

REPORT DETAIL

Council is requested to consider Amendment 44 to the Shire's Local Planning Scheme No. 7 (LPS7). Amendment 44 proposes to update the LPS7 text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation in the Zoning Table (Table 1) of LPS7, insert corresponding land use permissibility applicable to each Zone and include new definitions within Schedule 1 – Interpretations.

The following outlines the proposed amendments -

1. In Schedule 1 - Interpretations and Table 1 – Zoning Table:

    a) Delete the definitions and references to:
        - bed and breakfast;
        - chalet;
        - farm stay accommodation;
        - holiday house;
        - motel; and
        - tourist development.

    b) Insert the following definition into Schedule 1 - Interpretations: *tourist and visitor accommodation –*

        (a) means a building, or a group of buildings forming a complex, that —

            i. is wholly managed by a single person or body; and

ii. *is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and*
iii. *may include on-site services and facilities for use by guests; and*
iv. *in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;*

and

(b) *includes a building, or complex of buildings, meeting the criteria in paragraph that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but*

(c) *does not include any of the following —*

i. *an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);*
ii. *a caravan park;*
iii. *hosted short-term rental accommodation;*
iv. *a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);*
v. *a park home park;*
vi. *a retirement village as defined in the Retirement Villages Act 1992 section 3(1);*
vii. *a road house;*
viii. *workforce accommodation;*

2. In Table 1 - Zoning Table' insert in alphabetical order, the following land uses and permissibility:

   a) hosted short-term rental accommodation - designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.

   b) unhosted short-term rental accommodation - designate as 'D' uses in zones where a dwelling is permissible and 'X' in all other zones

   c) tourist and visitor accommodation - designate as:

   - 'A' in Town Centre, Community & Civic, Preston Beach, Coastal Highway and Hills Landscape Protection zones;
   - 'D' in General Farming, Hills Face, Darling Ranges and Rural Small Holdings zones; and
   - 'X' in all other zones.

Amendment 44 is considered basic under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

2. The amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

A full copy of the Scheme Amendment Report can be found at Appendix 11.2.1.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.3 A planning framework that is visionary, supports connectivity and enables participation that ensures quality, diverse and innovative planning outcomes that meets community aspirations
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

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

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
The Shire's Local Planning Policy 7 – Short-Term Accommodation will need to be reviewed should the amendment be formally adopted by Western Australian Planning Commission.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Not carrying out the amendment would mean the Shire's LPS7 would not be consistent with the state planning framework.
Consequence	2 - Minor
Likelihood	5 - Almost certain
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Endorse the amendment to ensure consistency.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Basic scheme amendments do not require public consultation.

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
Nil.

Workforce
Preparation of the scheme amendment has been undertaken entirely by staff.

CONCLUSION

The proposed scheme amendment will ensure consistency with the state planning framework, ultimately making short-term rental accommodation provisions consistent with other local governments.

11.2.2 Shire of Waroona Public Health Plan	
File Ref:	PH.5 – Public Health Monitoring
Previous Items:	Nil
Applicant:	Nil
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.2 – Proposed – Shire of Waroona Health Plan 2026-2030

OFFICER RECOMMENDATION

That Council adopts the Shire of Waroona Public Health Plan 2026-2030 as presented in Appendix 11.2.2, in accordance with section 45 of the *Public Health Act 2016*.

IN BRIEF

- Council endorsement is sought for the adoption of the Shire of Waroona Public Health Plan 2026-2030.
- The Plan has been developed in accordance with the requirements of the *Public Health Act 2016* and aligns with the State Public Health Plan for Western Australia 2025-2030.
- The plan sets out a five-year framework to nurture a thriving, connected and healthy Waroona, where people, places and partnerships work together to support health and wellbeing for all.
- Development of the Plan has been informed by community consultation and best-practice guidance from the Department of Health's Public Health Planning Guide for Local Government.

BACKGROUND

Under Part 5, Division 2 of the *Public Health Act 2016*, local governments are required to prepare and implement a local public health plan that is consistent with the State Public Health Plan for Western Australia.

The Department of Health's Public Health Planning Guide for Local Government and Guide to Support the Preparation and Ongoing Review of Local Public Health Plans outline a structured, evidence-based approach to developing, implementing, and reviewing public health plans. These guides recommend that local plans:

- align with the vision, objectives, and guiding principles of the State Plan;
- address the social determinants of health at the local level;
- integrate with existing local government planning frameworks, particularly the Shire's Strategic Community Plan;
- be developed through robust stakeholder and community engagement; and
- include clear, measurable actions supported by ongoing monitoring and evaluation.

The Shire of Waroona's Public Health Plan 2026-2030 meets these criteria and has been developed in partnership with South Metropolitan Health Service and through community consultation.

REPORT DETAIL

The Shire of Waroona Public Health Plan 2026-2030 provides a coordinated and strategic framework to guide local action that improves health and wellbeing outcomes for the community.

The Plan has been developed as part of the Shire's commitment to creating a community where everyone can live well, feel safe and be supported to reach their full potential. While it fulfills a legislative requirement, it also reflects the community's values and aspirations for a healthy, inclusive, and resilient Shire.

The Plan compliments the Strategic Community Plan 2024-2034, aligning with the community's long-term vision and integrates existing strategies, rather than duplicating them. It is underpinned by the social determinants of health, the broad range of non-medical factors that influence how people live, learn, work, and play. These include access to housing, education, employment, open spaces, social connection, and a sense of belonging.

By recognising and addressing these determinants, the Plan focuses Shire resources and partnerships on areas where local action can have the greatest impact. This approach supports long-term improvements to community wellbeing and contributes to the four key objectives of the State Public Health Plan for Western Australia 2025-2030, being:

1. **Promote** – create environments that support health and wellbeing;

2. **Prevent** – reduce the burden of disease, injury, and disadvantage;

3. **Protect** – safeguard against public and environmental health risks; and

4. **Enable** – strengthen public health systems and partnerships.

The Plan identifies clear action areas, time frames, and performance measures to ensure accountability and continuous improvement. It will be monitored annually, reviewed mid-term, and fully reviewed at the end of the five-year period, consistent with Department of Health guidance.

The adoption of the plan demonstrates Council's commitment to proactive, collaborative and evidence-based public health planning, ensuring that the Shire's policies, programs, and services contribute meaningfully to a healthier, more connected Waroona.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

- Shire of Waroona Strategic Community Plan 2024-2034
- Shire of Waroona Corporate Business Plan 2025-2029

STATUTORY ENVIRONMENT

Public Health Act 2016

s. 45 Local public health plans

(1) A local government must prepare a public health plan (a local public health plan) that applies to its local government district.

(2) A local public health plan must be consistent with the State public health plan.

(3) A local public health plan may be prepared in conjunction with a plan for the future of the local government district prepared under the Local Government Act 1995.

(4) A local public health plan must –

(a) Identify the public health needs of the local government district; and
(b) Include an examination of data relating to health status and health determinants in the local government district; and
(c) Establish objectives and policy priorities for –
(i) the promotion, improvement and protection of public health in the local government district; and
(ii) the development and delivery of public health services in the local government district;
and
(d) identify how, based on available evidence, the objectives and policy priorities referred to in paragraph (c) are proposed to be achieved; and
(e) describe how the local government proposes to work with the Chief Health Officer and other bodies undertaking public health initiatives, projects and programs to achieve the objectives and policy priorities referred to in paragraph (c); and
(f) include a strategic framework for the identification, evaluation and management of public health risks in the local government district and any other matters relating to public health risks in the local government district-
(i) that the local government considers appropriate to include in the plan; or
(ii) that are required to be included in the plan by the Chief Health Officer or the regulations;
and
(g) include a report, in accordance with the regulations, on the performance of by the local government of its functions under this Act.

(5) A local government must review its local public health plan each year and may amend or replace it at any time.

(6) Unless it is sooner replaced, a local public health plan must be replaced at the end of the period of 5 years after it was prepared.

(7) A local government must prepare its first local public health plan not later than 2 years after this section comes into operation.

s.46 Publication of current local public health plans

(1) A local government must make its current local public health publicly available without charge.
(2) A local government may comply with subsection (1) in any way the local government considers appropriate, including (without limitation) by making current local public health plan available on a website maintained or on behalf of the local government.

s.47 Provision of local public health plans to Chief Health Officer

(1) The Chief Health Officer may, by notice in writing, direct a local government to provide the Chief Health Officer with all or any of the following –

(a) A copy of the local government's current local public health plan;
(b) A copy of any amendments to the local government's current local public health plan.

(2) A notice under subsection (1) may –

(a) direct a local government to supply a copy of a particular local public health plan or particular amendments to a plan; or
(b) direct a local government to supply, on an ongoing basis, a copy of all local public health plans or amendments to plans prepared after a specific date; or
(c) do both of those things.

(3) A direction under subsection (1) to a local government much specify a time frame for compliance with the direction, and the local government must comply with the direction within that time frame.

(4) The Chief Health Officer may at any time, by notice in writing, amend or revoke a direction given under subsection (1).

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The Plan supports long-term economic resilience by promoting a healthy population that can participate fully in local employment, education, and community life.

Social *- (Quality of life to community and/or affected landowners)*
The Plan strengthens community wellbeing by improving health equity, social connection, and access to supportive environments across the Shire.

Environment *– (Impact on environment's sustainability and climate change)*
The Plan encourages healthy natural and built environments by supporting initiatives that protect environmental quality and promote active, sustainable living.

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Health - Exposure to health risks, injuries to public or staff with Council buildings or on Council property, personal wellbeing
Risk	Exposure to public health hazards or unsafe environments may lead reduced wellbeing for community members, visitors, or staff.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Implementation of evidence-based public health actions, monitoring and education programs that reduce exposure to health risks and strengthen community wellbeing.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

Community consultation included workshops, surveys, and stakeholder discussions, undertaken in conjunction with consultation for the Strategic Community Plan, providing residents, local organisations, and service providers with opportunities to share their ideas and shape the development of the Public Health Plan.

Aboriginal Consultation
The consultation process was open to all community members, providing an inclusive opportunity for Aboriginal people to contribute their perspectives and inform the development of the Public Health Plan.

RESOURCE IMPLICATIONS

Financial
Implementation of the Public Health Plan will require staff time and operational resources, with any new initiatives or projects subject to future budget considerations and external funding opportunities where available.

Workforce
Implementation of the Public Health Plan will be supported within existing staffing levels, noting that some actions may require cross-departmental collaboration and reprioritisation of workloads, with any additional resourcing needs to be considered through future workforce and budget planning processes.

CONCLUSION

The Public Health Plan 2026–2030 provides a coordinated, evidence-based framework that supports the Shire's commitment to improving community wellbeing and meeting its statutory obligations under the *Public Health Act 2016*. Developed through strong community engagement and aligned with the State Public Health Plan for Western Australia, the Plan focuses on practical actions that address the key determinants of health at the local level. Adoption of this Plan will guide the Shire's public health initiatives over the next five years, strengthen partnerships, and ensure a consistent, organisational approach to creating a healthier, more connected, and resilient Waroona.

11.2.3 Land Stimulus Package – Large-scale subdivisions	
File Ref:	ED.4 – Economic Development – Planning
Previous Items:	Item 11.5.2 – Land Development Stimulus Package - OCM21/06/073
Applicant:	N/A
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council:

1. **approves a waiver of the Shire of Waroona subdivision clearance fee for eligible residential subdivisions of 30 lots or more within land zoned 'Urban 4 – Residential' under the Shire of Waroona Town Planning Scheme;**

2. **applies this incentive to the first two (2) approved subdivisions within a fixed three-year period from the date of adoption, after which Council may review the outcome to determine whether to extend or amend the incentive; and**

3. **notes that all other statutory and agency fees remain the responsibility of the applicant, and that subdivision proposals will continue to be assessed in accordance with normal planning approval processes.**

IN BRIEF

- Council's previous land development stimulus package (resolution OCM21/06/073) has now expired.
- To ensure consistency and openness, a new policy approach is proposed that makes incentives available to all landowners lodging eligible subdivision clearance applications.
- Residential subdivision in Waroona has been limited in recent years due to Water Corporation infrastructure constraints. These restrictions have now been lifted, creating new opportunities for land release.
- The Shire is facing a shortage of housing, with limited availability for new residents, workers, and families. This lack of supply is holding back population growth and making housing less affordable.
- The focus of this new approach is on reducing Council costs by waiving Shire subdivision fees as a way of incentivising development.
- It is recommended that this incentive apply to subdivision of 30 lots or more, which is considered a significant subdivision for a regional community.
- This measure supports the Shire's Strategic Community Plan by encouraging population growth, expanding housing choice, attracting new businesses, and strengthening the local economy.

BACKGROUND

The Shire has previously supported land development through targeted economic stimulus measures. These packages were tied to specific deadlines that have now expired. While the earlier measures are no longer active, the principle of incentivising residential subdivision remains highly relevant given the Shire's aspirations to grow its population and strengthen the local economy. In recent years, subdivision activity in Waroona has been limited, largely due to restrictions linked to the Water Corporation treatment plant. The Corporation has since advised that these constraints will no longer prevent subdivision, with a major upgrade planned. This change removes a key obstacle and creates an opportunity to encourage private landowners to proceed with development.

REPORT DETAIL

The Shire of Waroona has experienced little residential subdivision and development activity in recent years. A key barrier being the requirement for upgrades to the Water Corporation treatment plant, which has constrained the ability of landowners to progress subdivision proposals. The Water Corporation has now advised that these constraints will no longer prevent subdivision occurring, with a major upgrade planned for the treatment plant. This removes a major obstacle to land release within the Shire.

Subdivision costs are substantial, and while most fees are levied by external agencies, Council has the ability to reduce local costs by waiving its own fees and charges. Although these costs form a relatively small share of overall development expenses, they can act as a barrier to progressing projects. Removing them provides a clear and equitable signal of Council's support for housing growth.

It is recommended that this incentive apply to subdivision clearance applications entailing 30 lots or more, as this scale is both achievable for landowners and transformative for the community. A development of this size could accommodate 75–90 new residents and generate approximately $40,000–$50,000 in additional annual rate revenue once developed. To ensure the incentive is focused on land most suited for urban growth, it is further recommended that eligibility be restricted to land zoned 'Urban 4 – Residential' under the Shire's Town Planning Scheme. This zoning is specifically intended to support housing development, and limiting the incentive in this way ensures alignment with strategic planning objectives.

By supporting large-scale subdivision in suitable residential areas, the Shire can help unlock much-needed housing supply in the short to medium term. This will ease affordability pressures, provide greater housing choice, and help attract new residents and services to the district. Over time, the increase in housing and population will expand the rate base, with long-term returns far outweighing the modest cost of waiving Council fees. Waiving subdivision fees is therefore a practical, low-cost measure that aligns with the Shire's Strategic Community Plan by encouraging population growth, expanding housing choice, and strengthening the local economy.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.1 Develop and promote diverse and affordable housing and accommodation

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.6.12 Power to defer, grant discounts, waive or write-off debts

(1) Subject to subsection (2) and any other written law, a local government may –

(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any money;
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money

which is owed to the local government.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
Waiving subdivision fees will have a small short-term impact on Council revenue (around $73 per lot) but offers significant long-term benefits by expanding the rate base and supporting population growth. The main risk is that landowners may still choose not to proceed with development after subdivision approval, in which case Council forgoes modest fee revenue without gaining new lots. This risk is considered low, as the measure is cost-effective and any resulting subdivisions would deliver substantial economic returns for the Shire and community.

Social *- (Quality of life to community and/or affected landowners)*
Increased subdivision and housing supply will provide greater choice and affordability for residents, helping attract new families, workers, and businesses to the district. This supports community growth and vibrancy, while strengthening demand for local services.

Environment *– (Impact on environment's sustainability and climate change)*
All subdivisions proposed remain subject to the statutory planning and environmental approval processes, ensuring that issues such as drainage, vegetation protection, and service provision are properly addresses. There is little risk of adverse environmental outcomes from the incentive itself, as it only relates to waiving Council fees and does not alter regulatory requirements.

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	If only a small number of landowners are in a position to benefit, there may be a perception that Council is supporting certain developers.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Reputational risk is low and managed through clear eligibility criteria, transparent decision-making, and consistent communication of the long-term community benefits.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

Nil.

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
Subdivision clearance application fees payable to the Shire are calculated at approximately $73 per lot. By waiving fees, Council will forgo this one-off revenue.

The long-term financial benefits of encouraging subdivision, however, far outweigh the short-term loss of fees. Once developed, new housing lots will generate ongoing rates income. Based on current rate levels, a 30-lot subdivision could add an estimated $40,000 to $50,000 in additional annual rates revenue, providing a significant and recurring return to Council.

The proposal therefore represents a short-term reduction in revenue in exchange for a much larger long-term financial gain through an expanded rates base, alongside the broader economic and social benefits or increased housing supply and population growth.

Workforce
There are no significant workforce implications arising from this decision. The administration of subdivision fee waivers can be managed within existing staff resources through the normal planning and administration processes. No additional staff will be required to implement the incentive, and the workload associated with processing eligible applications is expected to remain within current capacity.

CONCLUSION

Supporting residential subdivision through this incentive is a strategic investment in the Shire's future. By reducing barriers for landowners, Council demonstrates its commitment to encouraging local development and addressing the critical shortage of housing that is limiting population growth. The measure reinforces Council's role in creating the conditions for sustainable growth, helping to attract new residents, strengthen the local economy, and broaden the rates base. More importantly, it sends a clear message that the Shire values and supports private landowners who are willing to invest in Waroona's long-term prosperity.

11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Month of October 2025	
File Ref:	FM.3 – Financial Management – Creditors
Previous Items:	N/A
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 – October 2025

OFFICER RECOMMENDATION

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

Municipal	**Cheque**	**10429 – 10441**	**$**	**25,847.22**
	EFT	**43776 – 43985**	**$**	**877,810.55**
Direct wages	**01/10/2025 – 31/10/2025 inclusive**		**$**	**266,986.82**
Direct Debit	**01/10/2025 – 31/10/2025 inclusive**		**$**	**280,086.13**
Trust	**Cheque**		**$**	**-**
	EFT		**$**	**-**
	GRAND TOTAL		**$**	**1,450,730.72**

as per Appendix 11.3.1.

IN BRIEF

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

BACKGROUND

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

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

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

REPORT DETAIL

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

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 *Local Government Act 1995*
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 October 2025. All expenditure is accordance with the 2025/26 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.

11.3.2 Statement of Financial Activity for the period ending 31 October 2025	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.2 – Statement of Financial Activity for the period ending 31 October 2025

OFFICER RECOMMENDATION

That Council:

1. **receives the Statement of Financial Activity for the period ending 31 October 2025 as per Appendix 11.3.2; and**

2. **amends the 2025/26 adopted budget as per below**

GL Account	Amount ($)	Details
100910	112,867	Adjustment of General-purpose Financial Assistance grant
132650	25,768	Adjustment of Local Roads Financial Assistance grant
132950	514,000	Inclusion of special project Lake Clifton Bridge - federal funding
BR03 (135140)	(514,000)	Increase in expenditure to account for Lake Clifton Bridge works
123530	67,000	Increase in planning fines and infringement income
BR03 (135140)	(20,000)	Lake Clifton Bridge Shire expense for propping and safety
104520	5,000	Move fund from audit expense to other expenses to conduct FMSR
104320	(5,000)	Move fund from audit expense to other expenses to conduct FMSR
132030	(3,114)	Reduction of reimbursement income from 23/24 LGGS Overspend
105440	(15,000)	Admin Building - replacement of ducted system $15,000
129830	2,500	Income received from Library grant
130140	(5,000)	Increase expenditure for Library inventory to satisfy grant co-funding
130020	(2,500)	Increase ICT Exp for Library to cover imaging and install of PC's
Various	(5,600)	New chairs for staff as per ergonomic assessment
105440	(15,000)	Funding for Donga power, air con, data & electrical at the Depot
121620	(8,000)	Complete Planning Strategy & Scheme
C005 (120520)	(8,000)	Dune Brushing Preston Beach

PK04 (136340)	**(80,000)**	**Lake Clifton Master Plan & Works**
171040	**(19,000)**	**Roof fans for Stadium Courts (grant funding other portion)**
139120	**(10,000)**	**Host industry and community motivational workshops (C1.2.3)**
139120	**(3,068)**	**Digital content creation (photos, videos) (D1.1.2)**
147940	**(25,000)**	**Transfer to IT Reserve**
171440	**(10,000)**	**New chairs for the Recreation Centre**
132250	**93,070**	**Increase income for regional road safety program - Nanga Brook Road**
132250	**145,424**	**Increase income for regional road safety program - Lake Clifton Road**
132040 (JOB)	**(93,070)**	**Increase expenditure for Nanga Brook Road - Install AEL & ACL**
132040 (JOB)	**(145,424)**	**Increase expenditure for Lake Clifton Road - Seal shoulder**
171620 - (AQ02)	**18,875**	**Transfer funding from Rec Centre maintenance to capital account for plant repairs**
171540	**(18,875)**	**Increase expenditure for Rec Centre plant upgrade**

IN BRIEF

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

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type

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

BUDGET AMENDMENTS

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

GL Account	Amount ($)	Details
100910	112,867	Adjustment (increase) of general-purpose Financial Assistance grant
132650	25,768	Adjustment (increase) of Local Roads Financial Assistance grant
132950	514,000	Inclusion of special project Lake Clifton Bridge - federal funding
BR03 (135140)	(514,000)	Increase in expenditure to account for Lake Clifton Bridge works
123530	67,000	Increase in planning fines and infringement income
BR03 (135140)	(20,000)	Lake Clifton Bridge Shire expense for propping and safety
104520	5,000	Move fund from audit expense to other expenses to conduct FMSR
104320	(5,000)	Move fund from audit expense to other expenses to conduct FMSR
132030	(3,114)	Reduction of reimbursement income from 23/24 LGGS Overspend
105440	(15,000)	Admin Building - replacement of ducted system $15,000 (WHS)
129830	2,500	Income received from Library grant
130140	(5,000)	Increase expenditure for Library inventory to satisfy grant co-funding
130020	(2,500)	Increase ICT Expense for Library to cover imaging and install of PC’s
Various	(5,600)	New chairs for staff as per ergonomic assessment (WHS)
105440	(15,000)	Funding for Donga power, air con, data & electrical at the Depot
121620	(8,000)	Complete Planning Strategy & Scheme
C005 (120520)	(8,000)	Dune Brushing Preston Beach

PK04 (136340)	(80,000)	Lake Clifton Master Plan & Works
171040	(19,000)	Roof fans for Stadium Courts (grant funding other portion)
139120	(10,000)	Host industry and community motivational workshops (C1.2.3)
139120	(3,068)	Digital content creation (photos, videos) (D1.1.2)
147940	(25,000)	Transfer to IT Reserve
171440	(10,000)	New chairs for the Recreation Centre
132250	93,070	Increase income for regional road safety program - Nanga Brook Road
132250	145,424	Increase income for regional road safety program - Lake Clifton Road
132040 (JOB)	(93,070)	Increase expenditure for Nanga Brook Road - Install AEL & ACL
132040 (JOB)	(145,424)	Increase expenditure for Lake Clifton Road - Seal shoulder
171620 - (AQ02)	18,875	Transfer funding from Rec Centre maintenance to capital account for plant repairs
171540	(18,875)	Increase expenditure for Rec Centre plant upgrade

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 polices 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 Appointment of Community Representatives on the Alcoa Waroona Sustainability Fund Advisory Committee	
File Ref:	GS.5 – Grants and Subsidies – Programs – Community Funding – Alcoa Waroona Sustainability Fund
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Manager Community Development; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

RECOMMENDATION

That Council:

1. **appoints Ms Linda Butterly as a community representative on the Alcoa Waroona Sustainability Fund Advisory Committee for a two-year term, effective from the date of this resolution; and**

2. **reappoints Mr Vic Muller as a community representative on the Alcoa Waroona Sustainability Fund Advisory Committee for a further two-year term, effective 1 November 2025, in accordance with the Committee's Terms of Reference.**

IN BRIEF

- Council is requested to appoint Ms Linda Butterly and reappoint Mr Vic Muller as community representatives on the Alcoa Waroona Sustainability Fund Advisory Committee.

- The Committee's Terms of Reference provide for two community representatives, each serving a two-year term with the possibility of a further two-year extension as the conclusion of their first term.

- These appointments will restore full representation and maintain continuity of experience on the Committee.

BACKGROUND

The Alcoa Waroona Sustainability Fund Advisory Committee (AWSF Committee) provides guidance and recommendations on the allocation of funds under the Alcoa Waroona Sustainability Fund.

The Committee membership structure includes representatives from Alcoa, the Shire of Waroona, and the local community, with two community representatives appointed by Council.

In March 2025, Ms Kylie Wrigley resigned from her role as a community representative, leaving one remaining representative, Mr Vic Muller.

To fill the vacancy, the position was advertised, and two applications were received. One applicant subsequently withdrew, and the remaining application from Ms Linda Butterly was discussed at the most recent AWSF Committee meeting in September. The Committee resolved that the Manager Community Development and Chief Executive Officer would meet with Ms Butterly to discuss her application and report back to the Committee.

Following that meeting, officers sought support from Committee members for Linda's appointment.

REPORT DETAIL

The CEO and Manager Community Development met with Ms Linda Butterly, who demonstrated strong community knowledge, a collaborative approach, and a broad range of skills relevant to the AWSF Committee's objectives. Officers are confident that Ms Butterly will make a valuable contribution to the Committee's work.

Feedback was sought from Committee members Tom Busher (Alcoa), Scott Hansen (Alcoa), Cr Karlie Bartle, Cr Brad Vitale, and Mr Vic Muller (Community Representative). All responded in support of Ms Butterly's appointment.

As per the Committee's Terms of Reference, community representatives are appointed by Council for two-year terms and may be reappointed. Mr Vic Muller's current term is due to expire in November 2025, and he has confirmed his willingness to continue for a further two-year term.

Both appointments ensure continuity of experience and community representation on the Committee, maintaining its ability to deliver transparent, accountable funding recommendations.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
Strategy	1.4.2 Support local community, sporting and recreational groups and initiatives

OTHER STRATEGIC LINKS

- Alcoa Waroona Sustainability Fund Agreement
- Alcoa Waroona Sustainability Fund Advisory Committee Terms of Reference

STATUTORY ENVIRONMENT

Local Government Act 1995

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The proposed appointments have no direct economic impact.

Social *- (Quality of life to community and/or affected landowners)*
Ensuring the Alcoa Waroona Sustainability Fund Advisory Committee includes experienced community representatives supports transparent decision-making and strengthens community confidence in the management of the Fund.

Environment – *(Impact on environment's sustainability and climate change)*
There is no anticipated direct impact. The appointments relate to committee representation only.

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failure to maintain full and experienced committee membership could reduce the Committee's effectiveness.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Appointment and reappointment of suitable community representatives ensures the Committee remains functional, informed, and representative of community interests.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Alcoa Waroona Sustainability Fund Advisory Committee

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
No financial implications are anticipated as a result of this decision.

Workforce
No workforce implications are anticipated as a result of this decision.

CONCLUSION

The appointment of Ms Linda Butterly and reappointment of Mr Vic Muller as community representatives align with the Committee's Terms of Reference and ensure effective community representation and continuity.

11.3.4 2024/25 Annual Report and Financial Statements	
File Ref:	FM.9 – Financial Management – Audit – Reports; CM.4 – Corporate Management – Planning – Business Plans
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 – 2024/25 Annual Report (including the annual financial statements and auditors' report).

OFFICER RECOMMENDATION

That Council:

1. **receives the Shire of Waroona 2024/25 Annual Report, including the annual financial statements as per Appendix 11.3.4;**

2. **receives the audit report relating to the annual financial statements for the financial year ending 30 June 2025 as per Appendix 11.3.4;**

3. **gives local public notice of the availability of the 2024/25 Annual Report; and**

4. **holds the annual general meeting of electors on Tuesday, 16 December 2025 at 5.00pm at the Shire of Waroona Council Chamber, 52 Hesse St, Waroona.**

IN BRIEF

Council is requested to consider and adopt the Shire of Waroona Annual Report, including the audited annual financial statements, for the 2024/25 financial year. Additionally, Council is asked to confirm that the Annual General Meeting of Electors will be held on Tuesday, 16 December 2025 at 5.00pm, following the Ordinary Meeting of Council.

BACKGROUND

In accordance with the *Local Government Act 1995*, local governments are required to accept the Annual Report by absolute majority no later than 31 December of that financial year. The Annual Report must be accepted no earlier than 56 days prior to the annual general meeting of electors, which is proposed to be held on Tuesday, 16 December 2025 at 5.00pm, following the ordinary meeting of Council.

Council is also required to prepare and submit to its auditor, the Shire's annual financial statements by 30 September each year. This is followed by formal acceptance of the audit report by Council, and subsequent incorporation of the audit report into the Annual Report, which is to be presented to electors.

Once endorsed, the annual general meeting of electors will be advertised as prescribed.

REPORT DETAIL

The Annual report and audited Annual Financial Statements are presented to Council in one document in Appendix 11.3.4.

The Annual Report is a comprehensive account of the Shire's activities throughout the 2024/2025 financial year, which highlights the progression and achievements towards the strategic objectives detailed in Council's Strategic Community Plan. The annual report is prepared in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulation 1996.*

The Annual Financial Statements are prepared in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

AMD were contracted by the Officer of the Auditor General to perform the Shire of Waroona financial report audit on the Auditor General's behalf for the year ending 30 June 2025. Audit procedures are conducted under the direction of the Auditor General, who retains responsibility for forming the audit opinion and issuing the audit report to the Shire of Waroona. The audit approach and methodology are designed to specifically focus audit attention on the key areas of risk faced by the Shire of Waroona in reporting on finances and performance.

As per the approved audit schedule and as per legislation, AMD required the Shire of Waroona to submit the draft Annual Financial Statements and other relevant supporting documentation by 30 September 2025.

The final audit was undertaken on-site by AMD from 6–8 October 2025. This stage of the audit concentrated on validating the annual financial report and accompanying notes. Key activities included verifying significant account balances through substantive analytical procedures, detailed testing, reconciliation to subsidiary records, and obtaining confirmations from external parties.

AMD also reviewed the annual financial report and notes for compliance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and, where not inconsistent with the Act, the applicable Australian Accounting Standards.

The OAG has advised that the accounts have been presented to a very high standard and confirmed that the Shire of Waroona received an unqualified audit with no findings to report. Details of management procedural suggestions are contained within a separate management report and are addressed on an ongoing basis.

The audit exit meeting was conducted on Wednesday, 19 October 2025, with attendees including Steven Hoar (Director, OAG), Chelsea Gardiner (Director, AMD), President Mike Walmsley, Mark Goodlet (Chief Executive Officer), Ashleigh Nuttall (Director Corporate & Community Services), and Kathy Simpson (Manager Corporate Services).

Following the adoption of the Annual Report (including the annual financial statements and official audit report), the document will be presented to electors at the Annual General Meeting of Electors, which will be held following the December OCM on Tuesday 16 December 2025 at 5.00pm. It is also a requirement that a copy of the audit report and annual financial statements be forwarded to the Department of Local Government, Industry Regulation & Safety.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money

Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.53 Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —
- *(a) a report from the mayor or president; and*
- *(b) a report from the CEO; and*
  - *[(c), (d)deleted]*
- *(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
- *(f) the financial report for the financial year; and*
- *(g) such information as may be prescribed in relation to the payments made to employees; and*
- *(h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
- *(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
- *(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
  - *(i) the number of complaints recorded in the register of complaints; and*
  - *(ii) how the recorded complaints were dealt with; and*
  - *(iii) any other details that the regulations may require; and*
- *(i) such other information as may be prescribed.*

s.5.54 Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.*
**Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

s.5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

s.5.55A Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

s.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.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and
(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
(b) the annual financial report of the local government for the preceding financial year.

s.7.12A Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —
(aa) examine an audit report received by the local government; and
(a) determine if any matters raised by the audit report, require action to be taken by the local government; and
(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —
(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Local Government (Administration) Regulation 1996

Division 2 Section 19B to 19BE inclusively prescribes the information to be included in the annual report.

Local Government (Financial Management) Regulations 1996

Regulations 36 to 50 inclusively detail the content of the Annual Financial Report.

r.51 Annual financial report declaration to be signed by CEO

(1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.

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
CGP016 - Legislative Compliance – The officers' recommendation is supported by this policy, which aims to ensure that the Shire of Waroona complies with legislative requirements and has appropriate processes and procedures to ensure such compliances occur. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant time frames.

Risk Management Implications

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

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to complete the legislated requirements of annual reports and financial statements could result in scrutiny and loss of reputation due to the inability to demonstrate transparency and accountability.
Consequence	4 - Major
Likelihood	2 - Unlikely

Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Community consultation is not required when preparing the annual report and annual financial statements. Shire officers throughout the organisation were invited to provide submissions for inclusion in the annual report where appropriate or required.

The Shire is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The Chief Executive Officer is required to publish the annual report on the local government's official website within 14 days after the report has been accepted.

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
There are no direct financial implications arising from Council accepting the Annual Report, Annual Financial Statements or Auditor's Report. All audit, publication and advertising costs are accommodated within the existing 2025/26 operating budget, and costs associated with the Annual General Meeting of Electors are minor and met from current allocations.

Workforce
While the preparation of the Annual Report and coordination of the annual audit are managed within existing staff resources, each year the requirements placed on finance staff become more onerous, with an increasing volume of sample documentation, testing evidence and audit queries needing to be completed. This results in a heavier annual workload for the finance team, though it remains manageable within current staffing levels.

CONCLUSION

The Annual Report (including the annual financial statements) is the final component of the Shire's Integrated Planning & Reporting Framework and is a mechanism for communicating with the community and key stakeholders in a transparent and accountable way.

If accepted, the 2024/25 Annual Report will be presented to electors at the Annual General Meeting of Electors proposed to be held on Tuesday, 16 December 2025 at 5.00pm.

11.3.5 2026 Ordinary Council Meeting Dates	
File Ref:	CR.1 – Community Relations – Marketing – Advertising; and GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Not applicable
Author and Responsible Officer	Senior Governance Officer; Director Corporate & Governance Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

RECOMMENDATION

That Council adopts and advertises the dates and locations for the 2026 Ordinary Council Meetings as follows, all to commence at 4pm:

February	**Tuesday 24 February**	**Council Chamber**
March	**Tuesday 24 March**	**Council Chamber**
April	**Tuesday 28 April**	**Council Chamber**
May	**Tuesday 26 May**	**Council Chamber**
June	**Tuesday 23 June**	**Council Chamber**
July	**Tuesday 28 July**	**Council Chamber**
August	**Tuesday 25 August**	**Council Chamber**
September	**Tuesday 22 September**	**Council Chamber**
October	**Tuesday 27 October**	**Council Chamber**
November	**Tuesday 24 November**	**Council Chamber**
December	**Tuesday 15 December**	**Council Chamber**

IN BRIEF

Council is requested to consider the proposed time, dates, and locations for the 2026 Ordinary Council Meetings.

BACKGROUND

In accordance with the *Local Government (Administration) Regulations 1996*, local governments, at least once each year, are required to give local public notice of the date, time, and place at which the Ordinary Council Meetings are to be held in the next 12 months.

REPORT DETAIL

Shire of Waroona Ordinary Council Meeting dates are historically scheduled for the fourth Tuesday of each month, except for January where no meeting is held, and December where the meeting date is brought forward by one week due to Christmas and New Year holidays.

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	Not applicable

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.3. Ordinary and special council meetings

(1) A council is to hold ordinary meetings and may hold special meetings.

(2) Ordinary meetings are to be held not more than 3 months apart.

(3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

Local Government (Administration) Regulations 1996

r.12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) In this regulation —

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

a. ordinary council meetings;
b. committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

Nil.

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

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failing to adopt and give notice of the date, time, and location of the 2026 Ordinary Council Meetings would result in non-compliance with the *Local Government (Administration) Regulations 1996*.
Consequence	2 - Minor
Likelihood	1 - Rare
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

The Shire has considered local events and national public holidays when proposing these meeting dates, times, and locations.

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
Nil.

Workforce
Nil.

CONCLUSION

In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, the CEO is required to publish on the Shire's website the meeting details for the Ordinary Council Meetings to be held in the next 12 months, prior to the beginning of the year in which the meetings are to be held.

11.4 CHIEF EXECUTIVE OFFICER

11.5 ITEMS FOR INFORMATION

11.5.1 Western Australian Rangers Association 2025 Professional Development Conference	
File Ref:	GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Planning Officer; Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	N/A

OFFICER RECOMMENDATION

That Council notes the information provided in this report regarding staff participation and key learnings from the Western Australian Rangers Association 2025 Professional Development Conference.

IN BRIEF

On 2 – 3 October 2025, the Manager Development Services, Senior Ranger, Ranger, and Planning Officer (Casual Ranger) attended the Western Australian Rangers Association (WARA) 2025 Professional Development Conference.

BACKGROUND

Each year, the Western Australian Rangers Association (WARA) hosts a professional development conference for local government rangers. This year the conference was held over two days in October at the Esplanade Hotel in Fremantle.

REPORT DETAIL

The two-day program included presentations, workshops, and networking opportunities covering a wide range of topics, as listed below.

Day 1 (2 October 2025)

- Emergency Management Update – WALGA
- Animal Welfare Update – RSPCA WA
- Shared Spaces & Public Space Management – Leanne Mitchell
- Protective Solutions – EON Protection
- Ranger Law – Cornerstone Legal
- Biosecurity and Emerging Environmental Issues – WALGA
- Animals in Emergencies – DFES
- Smart Technology in Local Government – Orikan & SenSen Networks

Day 2 (3 October 2025)

- Ranger Panel Discussion – WARA
- Safe Cities & Smart Parking – AeroRanger

- Crimestoppers WA Presentation
- Cultural Burning Programs – Shires of Beverley and York
- New Firearms Legislation – WA Police
- Mental Health in Regional Communities
- Court Case Study (Dangerous Dog) – McLeods Lawyers
- Animal Handling and Assessments – Cat Haven
- Search and Rescue Dogs – WA SES

Key Learnings and Outcomes

- Legislative Updates: Insight into new and pending legislation, including firearm regulations, animal management laws, and enforcement procedures.
- Animal Welfare & Handling: Practical demonstrations and discussions from Cat Haven and South Perth Animal Care Facility enhanced knowledge of best-practice handling and assessment techniques.
- Emergency Management: Strengthened understanding of DFES protocols and the role of Rangers in animal rescue and governance during emergencies.
- Technology and Innovation: Exposure to smart parking, surveillance, and compliance systems designed to improve efficiency and data-driven decision-making in local government.
- Cultural and Community Awareness: Presentations on cultural burns and homelessness management highlighted the importance of culturally sensitive and community-focused approaches.
- Professional Networking: The conference provided valuable opportunities to build relationships with rangers from other local governments, state agencies, and industry professionals.

Benefits to the Shire of Waroona

Attendance at the conference supports the continued professional development of staff and aligns with the Shire's commitment to service improvement and compliance excellence. Key benefits include:

- Improved knowledge and capacity in animal management, enforcement, and emergency response.
- Greater awareness of technological tools and systems that could enhance Ranger operations.
- Strengthened inter-agency and local government connections for collaborative support.
- The ability to establish advocacy positions for statutory changes.

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

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
Attendance at the conference contributes to organisational sustainability by building internal capacity and reducing future training costs through staff exposure to legislative updates, technology, and innovative compliance systems.

Social *- (Quality of life to community and/or affected landowners)*
Participation enhanced staff knowledge in community, safety, animal welfare, and service delivery, directly supporting the Shire's commitment to responsive, community-focused ranger services.

Environment *– (Impact on environment's sustainability and climate change)*
Conference sessions reinforce best practice approaches in environmental protections, emergency response, and informed land management, aligning with the Shire's sustainability and conservation objectives.

Policy Implications
Nil.

CONSULTATION

Nil.

Aboriginal Consultation
Nil.

RESOURCE IMPLICATIONS

Financial
The cost of staff attendance at the WARA conference is covered within existing budget provisions.

Workforce
Staff attendance at the WARA conference is covered within existing workforce resourcing provisions.

CONCLUSION

The 2025 Western Australian Rangers Association Conference provided significant value to the Shire's attendees and contributed to the ongoing development of its Ranger Services team. The sessions were found to be relevant to current and future local government operations, and participation in such events continues to foster learning, collaboration, and community service excellence.

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

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

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

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

16. MEETING CLOSED TO THE PUBLIC

OFFICER RECOMMENDATION

That Council proceeds behind closed doors as per Section 5.2.3(2) of the Local Government Act for the purpose of considering Items 16.1 and 16.1.1.

16.1 Confidential Minutes – Awards Advisory Group – Meeting held 21 November 2025 – Provided under separate Confidential Cover

AWARDS ADVISORY GROUP RECOMMENDATION:

That the Confidential Minutes of the Awards Advisory Group meeting held 21 November 2025 as per appendix 16.1, be received and noted.

16.1.1 Confidential Item – Shire of Waroona 2026 Australia Day Citizen of the Year and Meritorious Community Service Awards	
File Ref:	RC.1 – Recreation and Cultural Services – Event Management – Australia Day; CR.7 – Community Relations – Awards (Honours)
Previous Items:	Nil
Author and Responsible Officer:	Executive Assistant; Chief Executive Officer
Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Appendix Numbers:	16.1.1 A – Nominations Received by the Community 16.1.1 B – Past nominees and Award Recipients

AWARDS ADVISORY GROUP RECOMMENDATION:

That Council approves the recommendations of the Awards Advisory Group's award nominations as per Confidential Appendix 16.1 for the following categories:

1. **Australia Day WA Citizen of the Year Awards Community Citizen of the Year;**
2. **Australia Day WA Citizen of the Year Awards Senior Community Citizen of the Year (over 65 years);**

3. **Australia Day WA Citizen of the Year Awards Young Community Citizen of the Year (16-30 years);**

4. **Australia Day WA Citizen of the Year Awards Active Citizenship (community group / event);**

A report was provided under confidential cover.

17. MEETING OPENED TO THE PUBLIC

<u>OFFICER RECOMMENDATION</u>

That the meeting resume in public.

18. CLOSURE OF MEETING