Date: **19 November 2026**

To: **Shire President**
All Councillors

Copy: Directors
Managers
Staff
Members of the Public

ORDINARY COUNCIL MEETING
NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 24 November 2026 to consider and resolve the matters set out in the attached Agenda.



MARK GOODLET
CHIEF EXECUTIVE OFFICER

Please note: all Council meetings are audio recorded and made public in accordance with *r.14J* of the *Local Government (Administration) Regulations 1996.*

If you wish to ask a public question, or provide a deputation or submission, please visit
https://www.waroona.wa.gov.au/council-meetings/
or contact the Shire on (08) 9733 7800 / warshire@waroona.wa.gov.au

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 27 October 2026

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 27 October 2026 be confirmed as being a true and correct record of proceedings.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8. ANNOUNCEMENTS BY MEMBERS

9. DISCLOSURES OF INTEREST

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

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

10.1 Local Emergency Management Committee Unconfirmed Minutes – 12 November 2026

That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 12 November 2026 as per Appendix 10.1 A.

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

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.2 CUSTOMER SERVICES

11.2.1 Waroona Public Library Activation Plan	
File Ref	CS.6 – Community Services – Library and Information Access
Previous Items	Nil
Applicant	N/A
Author and Responsible Officer	Director Customer & Development Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	11.2.1 - CLP003 - Library Activation Plan - Draft

OFFICER RECOMMENDATION

That Council:

1. **endorses the Library Activation Plan (CLP003) as provided at Appendix 11.2.1 for the purpose of community consultation; and**

2. **requests a further report be presented to Council following the consultation period, summarising submissions received and presenting a final Library Activation Plan for Council consideration and adoption.**

IN BRIEF

- The Shire has prepared a draft Waroona Public Library Activation Plan to guide the delivery of Library programs and services from 2027/28 to 2031/32.
- The draft Plan draws on Library usage information, staff observations and the 2026 Library Activation Survey which received 85 responses.
- The Plan sets out how the Shire can make better use of the library, increase participation and support social connection and lifelong learning.
- Council endorsement is sought to release the draft Plan for community consultation before it returns to Council for consideration of adoption.

BACKGROUND

The Waroona Public Library has served the community for more than 60 years. In 1963, after the Shire moved its administration offices to Hesse Street, the former Drakesbrook Road Board building at the corner of Millar Street and South Western Highway became the library. The library operated from that building until it moved to its current premises in 1992.

The library has grown from a lending service into a place where residents can read, learn, access information and meet others. It provides physical and digital collections, public computers and Wi-Fi, staff assistance, and regular activities including Saturday Lego, a monthly book club and knitting group sessions. Through One Library South West, members can use their Waroona library card to borrow and return items at participating libraries and request eligible items through a shared catalogue.

The draft Library Activation Plan responds to Corporate Business Plan Action 1.4.3.2, which calls for a Library Activation Strategy to provide programs that reduce social isolation and promote lifelong learning. The Plan builds on the services already in place and draws on Library usage information, staff observations and feedback from the 2026 Library Activation Survey.

REPORT DETAIL

The draft Waroona Public Library Activation Plan sets out how the Shire proposes to develop Library programs and services over a five-year period from 2027/28 to 2031/32. It brings together a review of the current service, Library usage information, the community profile and survey feedback. The Plan builds on the library's collections, personal service and welcoming environment, with two early priorities, making activities more predictable and helping residents discover services they can already use.

Community Survey Findings

The 2026 survey received 85 responses. Borrowing was the most commonly reported use, and 91.5% of those who rated staff service described it as good or very good. Respondents valued the library as a welcoming place to visit and showed interest in after-school activities, holiday story time and Lego. Some suggested services already available, while others were unaware of the online catalogue or programmed events. These findings support a regular activity calendar and clearer promotion of existing services.

The survey provides limited insight into the needs of some groups. Only four respondents were aged 18 to 30, and Lake Clifton and Preston Beach each contributed one response. Further engagement with these residents and people who rarely or never use the library will help the Shire understand what would make the service easier to access or more relevant to them.

Proposed Actions and Delivery

The five objectives cover regular programming, awareness and use of services, community partnerships, the physical and digital Library experience, and outreach. In the first year, the Plan proposes introducing fortnightly story time during school terms, retaining established activities, setting up a shared programming calendar and promoting services more regularly. A review of the existing layout will identify practical changes to signage, seating and activity spaces. Later actions include trialling school holiday, adult and youth activities, working with schools and community groups, and helping members use the shared catalogue and other digital resources.

The action plan identifies priorities, lead officers, indicative timing and where actions depend on funding or additional resources. Progress will be reported annually through the Corporate Business Plan, using measures such as activities delivered, attendance, service use, feedback and staff workload. A mid-term review in 2029/30 will inform adjustments, and a final review in 2031/32 will guide the next Plan.

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
	1.5 Value, protect and celebrate our rich history and culture
Strategy	1.1.2 Pursue a social environment that is accessibble and inclusive for all ages and abilities

OTHER STRATEGIC LINKS

- Shire of Waroona Strategic Community Plan
- Shire of Waroona Corporate Business Plan
- Shire of Waroona Community Development Strategy

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The proposal makes use of existing Shire facilities and resources. Local organisations and presenters may have opportunities to contribute to future Library activities.

Social *- (Quality of life to community and/or affected landowners)*
Regular, accessible Library activities can reduce social isolation and support literacy, lifelong learning, digital inclusion and participation across age groups.

Environment *– (Impact on environment's sustainability and climate change)*
The draft Plan focuses on making better use of the existing premises and resources. The proposed public consultation has no identified material environmental implications.

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Limited participation may result in a Plan that overlooks the needs of non-users and residents who face barriers to accessing the library.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Community consultation to occur for one month through multiple channels, provide online and written options, invite input from groups who may be missed through general advertising, and report submissions and proposed changes to Council.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Subject to Council endorsement, the draft Plan will be released for one month of public consultation. Officers will report back to Council with a summary of submissions, any recommended amendments and the final Plan for consideration and adoption.

Aboriginal Consultation
Officers propose inviting local Aboriginal representatives and organisations to comment through established Shire relationships, including on opportunities for cultural learning, storytelling and local history.

RESOURCE IMPLICATIONS

Financial – Current Financial Year
(Detail the immediate financial impact, budget provision, funding source and any required budget amendment).

The Shire's Library operating expenditure averaged $183,274 a year over 2023/24 to 2025/26, including depreciation and before operating income. A separate $19,390 State allocation for 2026/27 supports physical library materials through centralised procurement. No increase to the current year budget is proposed.

Financial – Future Years
(Detail any ongoing or future operating, maintenance, staffing, capital renewal or replacement or other financial commitments. Identify whether these impacts have been incorporated into the Shire's Long Term Financial Plan or other forward financial planning).

The draft Plan proposes staged delivery from 2027/28 within available resources. Actions requiring additional operating or capital funding will be costed and considered through annual budgets.

Workforce
(Detail any immediate or ongoing workforce implications, including staff capacity, additional FTE or contractor requirements).

Existing staff are expected to coordinate consultation. The draft Plan uses overlapping Library Officer hours for program preparation and delivery alongside day-to-day services. Implementation will be staged to reflect available staff hours, duties and skills. No additional staffing is proposed as part of this endorsement.

CONCLUSION

Waroona Public Library is a much-loved part of community life. Residents value the friendly, personal service they receive, the collections they return to and the welcome they find when they come in to read, learn or spend time with others. These are the strengths the draft Library Activation Plan seeks to build on.

The Plan proposes to build on the existing service by offering more regular activities, helping residents discover what is already available and creating more opportunities for people of all ages to take part. Endorsing the draft for one month of public consultation will give the community a chance to share what they value most about their Library and what would encourage them to use it more often, before Council considers the final Plan for adoption.

11.3 DEVELOPMENT SERVICES

11.3.1 Application for Development Approval for Warehouse – Lot 21 (No. 14) South Western Highway, Waroona	
File Ref	TP2901
Previous Items	Nil
Applicant	Newscape Design Group
Author and Responsible Officer	Rhys Bloxsidge - Manager Development Services
Declaration of Interest	Nil
Voting Requirements	Simple majority
Appendix Numbers	11.3.1 A – Location Plan 11.3.1 B – Submitted Plans

OFFICER RECOMMENDATION

That Council grants development approval for a warehouse at Lot 21 (No. 14) South Western Highway, Waroona, subject to the following conditions and advice:

1. **Undertake development in accordance with the approved plans (dated 17 August 2026) detailed below and the approved application details, except where a condition of this approval states otherwise;**

   a. **Site Plan, D-101;**
   b. **Landscaping Plan, D-105;**
   c. **Floor Plan, D-106; and**
   d. **Elevation Plan, D-107;**

2. **Prior to lodging a building permit application, reduce the area of exposed sheet metal on the warehouse's front elevation by at least 50% by replacing or cladding the sheet metal with an alternative material to the satisfaction of the local government;**

3. **Prior to commencement of the land use, the crossover to/from South Western Highway shall be constructed to the satisfaction of the local government on the advice of Main Roads Western Australia;**

4. **No fencing or gates, other than side boundary fencing, is permitted forward of the building line of the warehouse. Any side boundary fencing forward of the building line shall be no higher than 1.2 metres from ground level;**

5. **Prior to commencement of use, the car parking bays and all trafficable areas shall be constructed, kerbed, drained and line-marked to the satisfaction of the local government. The car parking bays and trafficable areas shall be maintained in a high state of repair to the satisfaction of the local government;**

6. **Prior to commencement of use, a stormwater management plan shall be submitted to and approved by the local government. The stormwater management plan shall demonstrate that stormwater generated by the development can be appropriately contained, treated and disposed of within the site and shall be designed in accordance with the requirements of Council Policy IP008 'Stormwater Drainage' including the provision of on-site stormwater storage at a minimum ratio of 1 cubic metre of storage for every 65 sqm of impervious area, unless otherwise approved by the local government. The approved stormwater management plan shall be**

implemented prior to commencement of the land use and thereafter maintained to the specification and satisfaction of the local government;

7. **Prior to commencement of use, amend landscaping plan (D-105) to show the species and planting sizes of trees and ground cover to the satisfaction of the local government. Landscaping areas shall be reticulated. The approved landscaping plan shall be implemented within 90 days of practical completion of the warehouse. Trees and shrubs shall be maintained in a healthy condition at all times and any trees or shrubs that die shall be replaced as soon as practical;**

8. **Artificial lighting of the warehouse and development site shall be in compliance with Australian Standard AS/NZS 4282;**

9. **Any bins shall be located at the rear of the building at all times;**

10. **The storage of equipment and materials is not permitted forward of the building line of the warehouse;**

11. **Prior to commencement of use, any damage to the footpath and verge during construction of the warehouse shall be made good to the satisfaction of the local government;**

12. **Prior to installation, details of signage shall be approved in writing by the local government; and**

13. **This decision constitutes development approval only and is valid for a period of two (2) years from the date of the approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.**

Advice

1. **The landowner/applicant is advised that the rear portion of the land abutting Kings Place may require further filling/excavation and retaining as part of any future subdivision of the land. The landowner must demonstrate that future development of the rear lot is not applying additional loads on the proposed retaining wall.**

2. **This is a development approval issued under the Shire of Waroona Local Planning Scheme No. 7 only. It does not constitute a building permit or approval required under any other legislation. It is the responsibility of the applicant/landowner to obtain all other necessary approvals prior to undertaking the relevant works.**

3. **This approval relates to the details described in the application and shown on the approved plans. Any material change to approved development may require a further application for development approval.**

IN BRIEF

- The Shire has received a development application for a warehouse and associated office at Lot 21 (No. 14) South Western Highway, Waroona (subject property).

- The building itself consists of a single storey office of approximately 66m² and an open area of approximately 264m².

- The warehouse site will occupy approximately one half of the property. The applicant has indicated that the applicant will apply for a two-lot subdivision in the future to separate the warehouse from a potential residential property abutting Kings Place.

- The application has predominantly been assessed against the *Shire of Waroona Local Planning Scheme No. 7* (the Scheme) and Local Planning Policy No. 13 *Waroona Town Centre Development Requirements* (the Policy), which takes in the proposed built form, site layout, access and parking arrangements, landscaping and anticipated operational impacts. The development is considered capable of being supported subject to appropriate conditions.

- A location plan detailing the context of the site is provided at Appendix 11.3.1 A.

- The submitted plans are provided at Appendix 11.3.1 B.

BACKGROUND

The subject property is zoned "Service Commercial" under the Scheme. The subject property is currently vacant and is situated between South Western Highway and Kings Place. It is 2,079m² in area and slopes from east to west.

The proposed development is intended to accommodate a future service commercial business, however as there is currently no tenant in line, the applicant has nominated the use of the building as a warehouse for now and it has been assessed as such. In the service commercial zone, there are a number of other uses that can be considered so there is flexibility to change the use should a potential future tenant operate a different kind of business.

Council may recall that a similar proposal was approved on the subject property in 2022, however the property has now changed ownership, and this is a fresh proposal.

REPORT DETAIL

The proposed warehouse has been assessed against the applicable requirements of the Scheme, Policy and *Shire of Waroona Health Local Law 2021*.

Shire of Waroona Local Planning Scheme No. 7

As noted above, the subject property is zoned "Service Commercial" under the Scheme. The Zoning Table of the Scheme lists a "warehouse" as a permitted use under this zone.

A permitted use can be carried out if it complies with any development requirements of the Scheme. In this case, the proposal entails components that do not meet some of the requirements of both the Scheme and Policy.

Clause 3.6 of the Scheme sets out development requirements for land zoned "Service Commercial". The proposed warehouse meets the development standards of the Scheme with exception to clause 3.6.2 relating to building materials. The proposed warehouse meets the remaining requirements of the clause 3.6, which include car parking, setbacks and landscaping.

In respect to clause 3.6.2 of the Scheme requires the front elevation and subsequent first six metres of the side walls of buildings are constructed of brick, brick veneer, masonry or other material as approved by Council.

In this case, the front elevation and first six metres of the proposed warehouse predominantly consist of sheet metal. Whilst a portico has been included in the front elevation to soften the visual impact of the sheet metal, it is considered that further softening is required and a condition has been recommended to introduce a different type of material to architecturally enhance the building when viewed from the front.

Shire of Waroona Local Planning Policy 13 Waroona Town Centre Development Requirements

The Policy sets out a number of specific built form, fencing, access/car parking and landscaping requirements. The proposed warehouse meets the requirements with exception to built form (front elevation) and fencing.

In regard to built form, the Policy, like the Scheme, requires a high level of visual presentation for front elevations of service commercial buildings. As noted above, a condition has been recommended to improve the visual nature of the front elevation.

In regard to fencing, the Policy does not permit any fencing forward of the building line. In this case, a garrison-style fence has been proposed directly along the front boundary, and a sheet metal fence has been proposed along each side boundary up to the highway frontage. Further, the Policy does not permit the use solid panel fencing such as sheet metal fencing. A condition has been recommended to set the front fencing back to the line of the building. This will still provide security to the rear of the warehouse whilst at the same time improving the visual amenity of the development.

Shire of Waroona Health Local Law 2021

Clause 4.10 of the Local Law states that a suitable enclosure, if required by Council, is to be provided for waste bins in regard to commercial premises.

In this case, the applicant has indicated that it is the preference of the landowner to not have a designated bin storage enclosure. The type of bin to be used will be a commercial waste bin on wheels with a capacity of around 1,100 litres. These bins can be wheeled around freely to assist with rubbish disposal. The type of waste produced by a warehouse is not normally offensive, therefore a special enclosure constructed to the requirements of the Local Law may be considered overreach. In the future, should a different type of business commence operations on site, Council still has the ability to require a bin storage enclosure to be constructed to ensure offensive waste is contained and managed.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To create a diverse economy base that supports opportunity and employment
Objective	2.3 Create a vibrant, inviting and thriving town centre and maximise Waroona's natural assets, cultural and heritage as drivers for tourism development
Strategy	2.2.1 Support local businesses, Waroona Business Support Group and initiatives

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- Shire of Waroona Local Planning Scheme No. 7
- Shire of Waroona Local Planning Policy No. 13 Waroona Town Centre Development Requirements
- Shire of Waroona Health Local Law 2021

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The proposal will provide an economic boost to the Waroona townsite through the addition of a new warehouse to support a new business. An attractive and professional warehouse located on the entrance to the heart of Waroona will add much needed vitality.

Social *- (Quality of life to community and/or affected landowners)*
The proposal is suitable for the zone, and it is not expected to cause any amenity impacts in the locality by way of noise or otherwise.

Environment *– (Impact on environment's sustainability and climate change)*
The proposal is not expected to cause any adverse impact to the environment.

Policy Implications
Nil.

Risk Management Implications
There is no genuine risk in granting development approval the proposal. The proposal is suitable for the zone and is not expected to cause any amenity or environmental issues. Whilst there are some departures from several planning requirements as noted above, the departures can be dealt with by the recommended conditions of approval.

CONSULTATION

The proposal was referred to Main Roads Western Australia (MRWA) for comment. MRWA advised that it has no objection to the proposed warehouse, however the front gates should be recessed to prevent vehicles from stacking onto the highway. A condition has been added requiring fencing to be set back in line with the building in any case, so any concerns MRWAW has about vehicle stacking have been alleviated through this.

Aboriginal Consultation

No specific consultation with Gnaala Karla Boodja was considered necessary. The subject property does not fall within a mapped Aboriginal Heritage Area.

RESOURCE IMPLICATIONS

Financial
The applicant has paid the applicable development application fee.

There are no identified direct financial implications for the Shire arising from approval of the application.

Workforce
Administration and assessment of the development application was undertaken wholly by Customer and Development Services within existing resources.

CONCLUSION

The proposal is generally sound and will provide some much-needed reinvigoration of the locality. The recommended conditions of approval will ensure the proposal meets the relevant requirements of the local planning framework, operates with an acceptable degree of functionality and is visually appealing.

11.3.2 Application for Development Approval for Transport Depot – Lot 40 South Western Highway, Waroona	
File Ref	TP2867
Previous Items	Nil
Applicant	Charles Hull Contracting
Author and Responsible Officer	Planning Officer; Director Customer & Development Services
Declaration of Interest	N/A
Voting Requirements	Simple majority
Appendix Numbers	11.3.2 A – Location Plan 11.3.2 B – Site Plan 11.3.2 C – Formal Objection – Redacted

OFFICER RECOMMENDATION

That Council grants development approval for a Transport Depot at Lot 40 South Western Highway, Waroona, subject to the following conditions and advice:

1. **Undertake development in accordance with the approved plans and application details, except where a condition of this approval requires otherwise;**

2. **Buildings are excluded from this approval. A separate development application is required to be submitted to the local government for buildings;**

3. **Prior to commencement of use, the crossover to/from South Western Highway shall be constructed to the satisfaction of the local government on the advice of Main Roads Western Australia;**

4. **A Traffic Impact Statement shall be prepared to determine turning treatments required at the crossover for the largest vehicle type expected to access the site. Prior to commencement of use, the Traffic Impact Statement shall be approved by the local government on behalf of Main Roads Western Australia;**

5. **No development is permitted within the Primary Regional Road reserve at the rear of the property, and no stormwater drainage is permitted to flow into the reserve;**

6. **Prior to commencement of use, a stormwater management plan shall be submitted to and approved by the local government. The stormwater management plan shall demonstrate that stormwater generated by the development can be appropriately contained, treated and disposed of within the site and shall be designed in accordance with the requirements of Council Policy IP008 'Stormwater Drainage' including the provision of on-site stormwater storage at a minimum ratio of 1 cubic metre of storage for every 65 sqm of impervious area, unless otherwise approved by the local government. The approved stormwater management plan shall be implemented prior to commencement of the land use and therefore maintained to the specification and satisfaction of the local government;**

7. **All trafficable areas associated with the Transport Depot shall be sealed and the sealed areas shall be maintained to a high state of repair at all times;**

8. **The vehicular accessway between Lots 40 and 41 South Western Highway shall be constructed to the specification and satisfaction of the local government and shall ensure that a bridge/drainage culvert is provided which meets Water Corporation requirements;**

9. **The front boundary fence shall be no greater than 2.0 metres in height and shall be constructed of tubular steel with a black powder coat finish;**

10. **Prior to commencement of use, a Landscaping Plan shall be submitted to and approved by the local government. The Landscaping Plan shall provide for the screening of hardstand and vehicle parking areas from South Western Highway, the railway reserve and the adjoining property to the south and shall include:**

    - **a mixture of trees and shrubs;**
    - **a minimum of 50% plantings comprising native species endemic to the region; and**
    - **trees shall be planted from bags or pots having a minimum volume of 50 litres;**

    The approved landscaping plan shall be installed by the end of the first winter following practical completion of the hardstand area and thereafter maintained to the satisfaction of the local government;

11. **No major servicing, repair or maintenance of vehicles or machinery shall occur within the external hardstand or vehicle parking areas;**

12. **Truck movements within the site shall be restricted to the hours of 7:00AM and 6:00PM, Monday to Sunday, unless otherwise approved in writing by the local government. No idling of trucks, other than for the purposes of warming the engine, is permitted; and**

13. **Artificial lighting of the Transport Depot shall be in compliance with Australian Standard AS/NZS 4282.**

Advice

1. **In regard to Condition 10, all required landscaping is to be contained entirely within the boundaries of Lot 40, unless otherwise approved by the local government;**

2. **This is a development approval issued under the Shire of Waroona Local Planning Scheme No. 7 only. It does not constitute a building permit or approval required under any other legislation. It is the responsibility of the applicant/landowner to obtain all other necessary approvals prior to undertaking the relevant works;**

3. **This approval relates to the details described in the application and shown on the approved plans. Any material change to approved development may require a further application for development approval;**

4. **The applicant is advised that any future buildings or structures proposed as part of Stage 2, including the proposed office and associated facilities, are not included in this approval and will be subject to separate assessment and any applicable planning and building approval requirements; and**

5. **The applicant should discuss any proposed works (bridge/culvert) that will affect the Water Corporation drainage easement with Water Corporation before those works commence to determine Water Corporation requirements.**

IN BRIEF

- The Shire has received an application for development approval for a transport depot at Lot 40 South Western Highway, Waroona.

- The proposed transport depot will form part of the Charles Hull Contracting operation on the adjoining land.
- The application relates to Stage 1 of the proposed development, comprising the establishment of a hardstand area, internal vehicle circulation and manoeuvring areas, heavy vehicle parking, security fencing, servicing infrastructure, stormwater management and landscaping.
- Access to the Transport Depot will be provided through the existing driveway and access arrangement servicing the Charles Hull Contracting facility.
- Future building associated with Stage 2, including the proposed office and associated facilities, do not form part of the current application and will be subject to any separate development and building approvals required at the time.
- A location plan is provided at Appendix 11.3.2 A.
- The site plan is provided at Appendix 11.3.2 B.

BACKGROUND

The Shire has received an application for development approval for a Transport Depot at Lot 40 South Western Highway, Waroona.

Charles Hull Contracting is a longstanding Waroona based business which has grown from its origins in local earthmoving to undertake mining, civil construction and transport activities throughout Western Australia. The company provides a range of services including road and civil construction, heavy haulage, plant hire, load and haul operations, rehabilitation and associated mining services. With its headquarters and operational base located on South Western Highway in Waroona, the company is a significant local business and employer and contributes to the local economy through employment, investment in its Waroona operations and the procurement of goods and services.

The applicant has advised that the proposed development is intended to provide a secure and managed facility for the parking and storage of transport vehicles and equipment associated with Charles Hull Contracting's transport, mining and construction operations.

The proposal represents and expansion of the existing Charles Hull Contracting operation and is intended to be developed in stages. The application currently before Council relates only to Stage 1.

Stage 1 comprises:

- construction of a hardstand area;
- internal access and vehicle manoeuvring areas;
- heavy vehicle parking bays;
- security fencing and controlled access;
- installation of power and water services;
- stormwater drainage infrastructure;
- landscaping and screening;
- construction of an internal vehicular connection across the existing drain between Lots 40 and Lot 41; and
- construction of a new crossover from South Western Highway.

Vehicular access to the proposed Transport Depot will be provided from Charles Hull Contracting facility directly to the north and via a new crossover from South Westen Highway.

The applicant has identified a future Stage 2 development involving the construction of a purpose-built office and associated facilities. These works do not form part of the application currently before Council. Any future office, workshop, amenities or other buildings or

structures will require separate consideration and will be subject to development and building requirements applicable at the time.

REPORT DETAIL

Shire of Waroona Local Planning Scheme No. 7

The subject property is zoned 'Urban 7 – Industrial' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme).

A Transport Depot is listed as an 'D' use within the zoning table of the Scheme. A 'D' use is not permitted unless the local government has exercised its discretion by granting development approval.

Accordingly, the application requires determination by the local government having regard to the relevant provisions of the Scheme and the matters to be considered under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The proposal was advertised and referred to relevant government agencies. The outcomes of consultation are addressed later in this report.

Planning and Development (Local Planning Schemes) Regulations 2015.

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the matters to which the local government is to have due regard to when considering an application for development approval.

The matters considered particularly relevant to this application include environmental impacts, the character and amenity of the locality, traffic and access, drainage and the suitability of the land for the proposed development.

Environment

Clause 67(n) requires the consideration of the likely environmental impacts of a proposed development.

The primary environmental considerations associated with the proposal relate to the clearing of native vegetation and management of stormwater, and the potential for hydrocarbons and other contaminants associated with health vehicles to enter the surrounding environment.

An internal vehicular connection is proposed between Lots 40 and 41, which will require the crossing of existing drainage infrastructure and the removal of two small marri trees and three grasstrees. The extent of vegetation removal is relatively limited and is considered to represent a minor environmental impact in the context of the overall development. The applicant has proposed landscaping along the perimeter of the site, which will assist in offsetting this vegetation loss and once established, is expected to result in an overall increase in vegetation across the site. Appropriate conditions have also been recommended to ensure the internal access crossing is suitably constructed and that the function and capacity of the existing drainage infrastructure is maintained.

The hardstand and heavy vehicle parking area will occupy a substantial portion of the development site. Given the potential for oil and other contaminants associated with heavy vehicles to enter stormwater runoff, appropriate stormwater management is important to ensure that runoff is captured and managed without adversely affecting groundwater or adjoining land.

The applicant proposes to implement a stormwater management system. A condition is therefore recommended requiring a Stormwater Management Plan to be submitted and approved prior to commencement of the land use and subsequently implemented and maintained.

Visual Amenity

Clause 67(n) also requires consideration of the compatibility of a development with its setting and the likely effect on the character and amenity of the locality.

The proposal includes perimeter security fencing consisting predominantly of chain link mesh with three rows of barbed wire. Due to its utilitarian nature, this type fencing is not considered appropriate for the front boundary abutting the South Western Highway. To ensure a high level of visual amenity is maintained for the site, a condition has been recommended requiring the front fence to be of tubular steel construction with a black powder coat finish.

Landscaping is also proposed along the boundaries of the development. The recommended landscaping condition will assist in screening the hardstand and heavy vehicle parking areas from South Western Highway and adjoining land and will soften the visual appearance of the development when viewed from outside the site.

Access and Egress

Clause 67(s) requires consideration of the adequacy of arrangements for access to and egress from the site.

Vehicular access to the Transport Depot will be provided by two means:

1. via a new link from the existing Charles Hull Contracting yard directly to the north;
2. via a new crossover from South Western Highway.

As South Western Highway is under the control of Main Roads Western Australia, the application was referred to Main Roads for comment. Any works required to the existing highway access to safely accommodate the proposed development will be required to be undertaken in accordance with the requirements of the local government on advice from Main Roads Western Australia.

Conditions regarding access have been recommended to ensure they are appropriately constructed and ensure the safety of road users.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To create a diverse economy base that supports opportunity and employment
Objective	2.1 Develop an economy that is focused on growth, knowledge and innovation, and infrastructure, and protects prime agricultural land
Strategy	2.1.1 Maximise the inherent economic opportunities in the Murray Waroona functional economic region

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

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

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The proposal represents an expansion of an established local business and will provide additional infrastructure to support its operations. The development has the potential to support continued local employment and economic activity within the Shire and broader region.

Social *- (Quality of life to community and/or affected landowners)*
Subject to implementation of the recommended conditions relating to access, landscaping, fencing, drainage and operational activities, the development is not expected to have a significant adverse impact on the amenity of surrounding landowners.

Environment *– (Impact on environment's sustainability and climate change)*
The principal environmental consideration associated with the proposal is the management of stormwater from areas used by heavy vehicles and the associated potential for hydrocarbons and other contaminants to enter the surrounding environment.

Conditions requiring appropriate drainage infrastructure and landscaping are considered sufficient to appropriately manage these risks.

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	The main risk factors associated with the proposal entail environmental impacts such as native vegetation clearing and ground water contamination.
Consequence	3 - Moderate
Likelihood	1 - Rare
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	The recommended conditions are considered adequate to ensure the risk is controlled.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

The proposal was referred to nearby landowners and was also referred to a number of state government agencies. During the consultation period, no submissions were received from nearby landowners. A summary of submissions received from state government agencies is below:

Government Agency	Comment	Officer comment

Public Transport Authority	• Drainage must not drain or overflow into the railway corridor. • The proposal must not encroach into the railway corridor.	• Noted. A condition has been recommended to this effect. • Noted. A condition has been recommended to this effect.
Main Roads WA	• The plans being amended to removal of all permanent infrastructure from the Primary Regional Road Reserve for the future Waroona Bypass; • Submission of a Traffic Impact Assessment (TIA) or Traffic Impact Statement (TIS) to assess the traffic impacts of the proposal and determine any turn treatment requirements, prior to determination of the application. • Upgrading of the existing crossover to Main Roads standards for the largest vehicle type anticipated to access the site.	• Noted. A condition has been recommended to this effect. • Noted. A condition has been recommended to this effect. A Traffic Impact Statement has been submitted to Main Roads WA for assessment. • Noted. A condition has been recommended to this effect.

A nearby landowner also objected to the proposal. A full copy (redacted) of the objection is at Appendix 11.3.2 C. The main concerns with the objection are associated with noise emissions, a change in character and visual amenity of the site and impact of a future office and associated buildings. Specifically regarding noise, the objector is of the view that an independent acoustic report should be prepared to determine the level of noise impact on the objector.

As the site is zoned specifically for industrial purposes, and the use involves truck movements only, noise is not expected to be any greater than what the objector is experiencing now. Notwithstanding, a condition has been recommended regarding the operating hours of the Transport Depot and idling of trucks. Further, a condition recommending landscaping to screen the Transport Deport from the road reserve, railway reserve and adjoining property to the south has been recommended. Regarding the future office, a condition has been recommended requiring a separate development application to be submitted prior to any works commencing.

Aboriginal Consultation
The subject site is not identified within a mapped Aboriginal Cultural Heritage area based on the information available to the Shire. No specific Aboriginal cultural heritage issues were identified through assessment of the application.

RESOURCE IMPLICATIONS

Financial
The applicant has paid the applicable development application fee.

There are no identified direct financial implications for the Shire arising from approval of the application.

Workforce
Administration and assessment of the development application has been undertaken wholly by Customer and Development Services within existing resources.

CONCLUSION

The proposed transport depot is considered to meet the relevant requirements of the Shire of Waroona's local planning framework and is therefore recommended for conditional approval.

11.3.3 Application for Development Approval for Extension of Community Purpose (Residential Aged Care Facility) – Lot 10 (No. 40) and Lot 11 (No. 42) Millar Street, Waroona	
File Ref	TP2906
Previous Items	Nil
Applicant	SLR Consulting
Author and Responsible Officer	Manager Development Services
Declaration of Interest	Nil
Voting Requirements	Simple majority
Appendix Numbers	11.3.3 A – Architectural Plans 11.3.3 B – Landscaping Plans 11.3.3 C – Waste Management Plan 11.3.3 D – Location Plan

OFFICER RECOMMENDATION

That Council grants development approval for an extension to a community purpose (residential aged care facility) at Lots 10 and 11 (Nos. 40 and 42) Millar Street, Waroona subject to the following conditions and advice:

1. **Development shall be undertaken in accordance with the plans as detailed below, unless otherwise required to be modified by any conditions of this approval:**

   a. **Site Plan, DA01.01 Revision B;**
   b. **General Arrangement Plan, DA03.00 Revision B;**
   c. **East and West Elevation, DA09.01 Revision B;**
   d. **North and South Elevation Plan, DA09.00 Revision B;**
   e. **Landscaping Plans, DRW WRN01-1 to WRN01-6 Revision E; and**
   f. **Waste Management Plan, WMP26107.**

2. **The services compound and waste collection area shall be relocated to Lot 11 (No. 42) Eastcott Street, Waroona. Prior to lodgement of a building permit application, the Site Plan and Elevation Plans as noted in condition 1 above shall be modified to reflect this.**

3. **The Jacaranda trees in the verge adjacent to the development site shall not be removed as part of construction works and shall be protected from interference during construction.**

4. **The Landscaping Plans as noted in condition 1 above shall be implemented within 90 days of practical completion of the development. All landscaping areas shall be reticulated. Vegetation shall be maintained in a healthy condition at all times and any trees, shrubs or lawns that die shall be replaced as soon as practical or at the direction of the local government. The Landscaping Plans shall be modified to reflect the requirements of condition 2 above.**

5. **The Waste Management Plan as noted in condition 1 above shall be implemented at all times throughout the duration of the development. Prior to lodging of a building permit application, the Waste Management Plan shall be modified to reflect to requirements of condition 2 above to the satisfaction of the local government.**

6. **Prior to commencement of the land use, the crossover to/from Millar Street shall be constructed to the satisfaction of the local government. The crossover shall be**

located so as to ensure the Jacaranda trees in the verge adjacent to the development site do not need to be removed or trimmed. Prior to lodgement of a building permit application, the Site Plan as noted in condition 1 above shall be modified to reflect this.

7. **Prior to commencement of use, the car parking bays and all trafficable areas shall be constructed, kerbed, drained and line-marked to the satisfaction of the local government. The car parking bays and trafficable areas shall be maintained in a high state of repair at all times to the satisfaction of the local government.**

8. **Prior to lodgement of a building permit application, a stormwater management plan shall be submitted to and approved by the local government. The stormwater management plan shall demonstrate that stormwater generated by the development can be appropriately contained, treated and disposed of within the site and shall be designed in accordance with the requirements of Council Policy IP008 'Stormwater Drainage' including the provision of on-site stormwater storage at a minimum ratio of 1 cubic metre of storage for every 65 sqm of impervious area, unless otherwise approved by the local government. The approved stormwater management plan shall be implemented prior to commencement of the land use and thereafter maintained to the specification and satisfaction of the local government.**

9. **The development shall be connected to the reticulated sewer system.**

10. **The waste collection area shall be designed in accordance with Division 3 of the *Shire of Waroona Health Local Law 2021*.**

11. **Prior commencement of use, any damage to the verge, kerbing or road pavement during construction of the development shall be made good to the satisfaction of the local government.**

12. **Prior to commencement of works on site, a dust, asbestos and site works management plan shall be prepared to the satisfaction of the local government. The approved dust, asbestos and site works management plan shall be implemented throughout construction of the development.**

13. **Lots 10 and 11 (Nos. 40 and 42) Millar Street, Waroona shall be amalgamated into Lot 29 Eastcott St, Waroona prior to commencement of site works.**

14. **This decision constitutes development approval only and is valid for a period of two (2) years from the date of the approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.**

Advice:

1. **The development site is located within a mapped Aboriginal Heritage Area and separate approval under the *Aboriginal Heritage Act 1972* may be required before any digging commences.**

2. **This is a development approval issued under the Shire of Waroona Local Planning Scheme No. 7 only. It does not constitute a building permit or approval required under any other legislation. It is the responsibility of the applicant/landowner to obtain all other necessary approvals prior to undertaking the relevant works.**

3. **This approval relates to the details described in the application and shown on the approved plans. Any material change to approved development may require a further application for development approval.**

4. **A demolition permit is required prior to commencement of any demolition works on the development site.**

5. **Asbestos may be contained within the existing house at 40 Millar Street, Waroona. Any removal of material containing asbestos shall be carried out by an appropriately qualified and licenced contractor.**

IN BRIEF

- On behalf of Quambie Park Waroona Incorporated, SLR Consulting has lodged a development application to expand Quambie Park's residential aged care facility in Waroona.
- The expansion will increase the number of beds available for the aged and elderly at Quambie Park from 45 beds to 64 beds.
- The proposed expansion entails the following components:

    - 19 aged care units with ensuites;
    - Staff amenities and a breakout room;
    - Visitor amenities;
    - Central courtyard, terrace and communal living area;
    - Palliative care unit;
    - Car parking area;
    - Landscaping;
    - Services compound (fire tanks, pump room, waste collection area); and
    - Filling and retaining to ensure the extension can connect seamlessly with the established Quambie Park facility (the subject land slopes downwards from east to west)

The submitted architectural plans are at Appendix 11.3.3 A. The submitted landscaping plans are at Appendix 11.3.3 B. The submitted waste management plan is at Appendix 11.3.3 C. A location plan is at Appendix 11.3.3 D.

BACKGROUND

Quambie Park is a not-for-profit care provider and consists of residential aged care and independent living units for the elderly. The organisation also provides a home care service. The organisation is governed by a voluntary board of eight members.

Quambie Park's consultant, SLR Consulting, and Shire staff have had several pre-lodgement meetings about the proposal since April 2026. Shire staff have advised the consultants on a range of planning matters. The submitted plans generally reflect the outcomes of the meetings.

Lots 10 and 11 Millar Street, Waroona (the subject land) are in the ownership of Quambie Park. Each lot currently contains a dwelling and ancillary buildings, which will need to be demolished to make way for the extension. The subject land is 3,238m² in area. Whilst the proposed extension straddles the common boundary of the two lots comprising the subject land, an application has been made with the State government to amalgamate these lots into back into Lot 29 Eastcott St.

REPORT DETAIL

The below is an assessment of the proposed extension against the relevant components of the planning framework. The entire planning framework is extensive and any components considered irrelevant by the author of this report are not mentioned.

Shire of Waroona Local Planning Scheme No. 7 (the Scheme)

The subject land is zoned 'Urban 2 – Community and Civic' and has a density code of R30. The Quambie Park facility in general is considered to be a 'community purpose' in accordance with the land uses provided in the Zoning Table of the Scheme. Whilst the Scheme does not specifically define a community purpose, the model provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* define a 'community purpose' as a premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit. The Quambie Park facility is considered to fall within this definition. A 'community purpose' is listed as a permitted use in the 'Urban 2 – Community and Civic' zone.

Importantly, it ought to be noted that there are no other land use classifications in the Scheme that the Quambie Park facility would fall under and nor is there any specific land use mentioned in the Zoning Table for a residential aged care facility.

In regard to setbacks, the Scheme requires development to be set back 6 metres from the street boundary, 3 metres from side boundaries and 10 metres from the rear boundary. The proposed extensions achieves these setbacks with exception to the rear setback where 3.5m is proposed. A reduced setback to the rear boundary is this case is acceptable given that the Quambie Park facility abuts the rear boundary of the subject land.

In regard to the street setback area, the Scheme permits car parking within this area but allows Council to request landscaping as a condition of development approval. A landscaping plan has already been submitted by the applicant. The landscaping plan is acceptable and its implementation has been recommended as a condition.

In regard to car parking, the Scheme does not include a specific parking ratio for a 'community purpose', therefore the parking ratio ought to be determined by the parking need generated by the proposed land use. In this case, other local planning schemes for a residential aged care facility require one car bay per five beds and one bay per staff member. Fifteen new car bays have been shown on the submitted site plan. The proposed extension entails 19 new beds, which requires four bays, leaving 11 bays for staff and visitors. This is considered more than adequate for the extension and should assist with the current high demand for car parking at Quambie Park, where verge parking is now required.

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)
Regulations 67 out the Regulations sets out a raft of provisions in which need to be given due regard by a local government in assessing a development application.

Regulation 67(g) requires any adopted local planning policy to be given due regard. In this case, the only applicable local planning policy is Local Planning Policy No. 1 *Retaining Walls* (the Policy). The Policy states that where retaining of land is to exceed 2.5m in height, retaining shall be terraced and landscaped. In this case significant retaining is required, particularly along the western boundary of the subject land. Notwithstanding, the proposed retraining is complaint as it is terraced into two sections and will be landscaped to soften the impact of the walls on the adjoining landowner.

Regulation 67(p) of the Regulations requires due regard to be given to whether any trees should be preserved. In this case, there are two mature Jacaranda trees in the verge directly

in front of the subject land. These trees are part of a long line of Jacaranda trees along Millar Street and contribute significantly to the established streetscape. The submitted site plan shows a the crossover to the carpark to be roughly in vicinity of the Jacaranda trees, in which construction of the crossover may necessitate their removal. In order to preserve the trees, a condition has been recommended that the location of the crossover avoids the Jacaranda trees. Further, a condition has been recommended that the Jacaranda trees are protected during construction works.

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	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	1.1.2 Pursue a social environment that is accessibble and inclusive for all ages and abilities

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- Shire of Waroona Local Planning Scheme No. 7
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Waroona Environmental Health Local Law

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
The expansion will provide additional employment in the aged care sector in Waroona.

Social *- (Quality of life to community and/or affected landowners)*
The expansion will provide 19 more beds for Quambie Park. Quambie Park is currently operating at capacity, however the expansion will enable local aged and elderly requiring care to remain in Waroona close to family and friends.

Environment *– (Impact on environment's sustainability and climate change)*
Impact on the natural environment is negligible.

Policy Implications
Nil.

Risk Management Implications

It is considered that there is no genuine risk in approving the proposed expansion subject to the recommended conditions. The proposal is suitable for the zone and is not expected to cause any amenity or environmental issues. Whilst there are some departures from the planning framework as noted above, the departures can be dealt with by the recommended conditions of approval.

CONSULTATION

The proposal was advertised to a number of nearby landowners for comment. During the referral period, two submissions were received.

The below table outlines the concerns raised by the submitters and includes an author comment against each concern.

Submitter No. 1 Concerns and Comments	Author Comment
Construction of the carpark on the western side of the subject land may cause the Jacaranda trees on the verge to removed. If the carpark was repositioned on the eastern side of the subject land, the Jacaranda trees would not need to be cleared.	Supported. A condition has been recommended requiring the crossover to be relocated. Further, a condition has been recommended that does not permit the Jacaranda trees in the verge to be removed.
Artificial turf shall not be used on the verge as it attracts heat and does not allow water to reach the roots of the established Jacaranda trees.	Noted. The Shire of Waroona has a verge maintenance policy which stipulates what materials and vegetation can be used in the verge. Artificial turf is not a material that is listed in the policy for use in the Shire's verge.
Submitter No. 2 Concerns and Comments	**Author Comment**
Object to the proposal.	Noted.
The fire tanks, fire pump room and waste collection area are directly adjacent to my house and bedroom. The development will generate significant amount of waste (odour issue) and the fire pumps will generate noise. These issues will affect the amenity of my property.	Supported. A condition has been recommended requiring the services compound to be shifted to the opposite side of the development site.
Servicing vehicles coming and going could create noise issues.	Noted. A condition has been recommended requiring the services compound to be shifted to the opposite side of the development site. In regard to the timing of waste collection, it is likely that a similar-sized truck to the model that empties the typical green waste bins in Waroona will be used to empty the waste bin at the development site. This is not considered to increase the noise above what is already experienced now.
Removal of the Jacaranda trees in the verge will affect the beauty of the streetscape.	Supported. A condition has been recommended that does not permit the Jacaranda trees in the verge to be removed.
The existing house at 40 Millar Street is made of asbestos. Asbestos residue should not leave the development site when demolition works are taking place.	Supported. A condition has been recommended requiring a dust and asbestos management plan to be prepared and implemented.

Aboriginal Consultation

The proposal was referred to Gnaala Karla Boodja Aboriginal Corporation for comment. No response was received during the referral period. Notwithstanding, the subject land is within a mapped Aboriginal Heritage Area and separate approved may be required under the *Aboriginal Heritage Act 1972* before any digging works commence. An advice note to this effect has been recommended.

RESOURCE IMPLICATIONS

Financial – Current Financial Year
The applicant has paid the applicable development application fee.

There are no identified direct financial implications for the Shire arising from approval of the application.

Financial – Future Years
Nil.

Workforce
Administration and assessment of the development application has been undertaken wholly by Customer and Development Services within existing resources.

CONCLUSION

The proposed extension to Qumabie Park is considered to meet the planning framework and once constructed will not detract from the existing residential amenity enjoyed along Millar Street. These types of land uses generally do not cause land use conflicts. The extension will provide much-needed accommodation for the elderly in an already high demand market for such. The proposal is recommended for conditional approval.

11.4 CORPORATE & COMMUNITY SERVICES

11.4.1 Listing of Payments for the Month of October 2026	
File Ref	FM.3 – Financial Management – Creditors
Previous Items	Nil
Applicant	N/A
Author and Responsible Officer	Senior Finance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Number	11.4.1 – Monthly Creditors Report – August 2026

OFFICER RECOMMENDATION

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

Municipal	**Cheque**	**10528 – 10532**	**$**	**17,213.83**
	EFT	**46034 – 46259**	**$**	**867,544.51**
Direct wages	**01/10/2026 – 31/10/2026 inclusive**		**$**	**283,559.11**
Direct Debit	**01/10/2026 – 31/10/2026 inclusive**		**$**	**279,266.79**
Trust	**Cheque**		**$**	**-**
	EFT	**46160**	**$**	**2,612.78**
	GRAND TOTAL		**$**	**1,450,197.02**

as per Appendix 11.4.1.

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 2026.

BACKGROUND

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

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

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

REPORT DETAIL

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -

(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing –

(a) for each account which requires council authorisation in that month

(i) the payee's name; and
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
(b) recorded in the minutes of that meeting.

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

Nil.

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

Policy Implications
Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the requirements stipulated by the *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 2026. All expenditure is accordance with the 2026/27 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.

11.4.2 Statement of Financial Activity for the period ending 31 October 2026	
File Ref	FM.1 – Financial Management – Creditors
Previous Items	N/A
Applicant	N/A
Author and Responsible Officer	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	11.4.2 – Statement of Financial Activity for the period ending 31 October 2026

OFFICER RECOMMENDATION

That Council receives the Statement of Financial Activity for the period ending 31 October 2026 as per Appendix 11.4.2.

IN BRIEF

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

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity

- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

BUDGET AMENDMENTS

There are no budget amendments proposed for this month.

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona 2026/27 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 2026/27 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 2026/27 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.

11.4.3 Shire of Waroona Community Development Annual Action Plan 2026 – 2027	
File Ref	CS.12 – Community Services – Planning – Shire of Waroona Community Development Action Plan
Previous Items	OCM25/03/026 - Community Development Strategy 2025-2028
Applicant	Shire of Waroona
Author and Responsible Officer	Manager Community and Economic Development
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	11.4.3 – CLP002 – Community Development Annual Action Plan 2026–2027 (DRAFT)

RECOMMENDATION

That Council adopts the Shire of Waroona Community Development Annual Action Plan 2026–2027, attached as Appendix 11.4.3.

IN BRIEF

- The Shire of Waroona adopted its Community Development Strategy 2025–2028 in March 2025.
- The Annual Action Plan 2026–2027 identifies the activities and deliverables to be progressed during the financial year.
- The Action Plan aligns with the Strategy's six pillars: Connected, Healthy, Empowered, Engaged, Safe and Celebrated.

BACKGROUND

The Shire of Waroona Community Development Strategy 2025–2028 was adopted by Council in March 2025, establishing a three-year framework for community development activities across the Shire.

The Strategy identifies six key pillars and associated outcomes intended to strengthen community connections, wellbeing, capacity, engagement, safety and community pride.
Annual Action Plans are developed to translate these strategic objectives into achievable activities and deliverables for each financial year.

REPORT DETAIL

The Community Development Annual Action Plan 2026–2027 identifies the priorities and deliverables to be progressed during the current financial year.

The Action Plan includes the delivery of community events, grant programs, capacity-building initiatives, community engagement activities, health and wellbeing promotion, and support for community-led projects.

In developing the Action Plan, consideration has been given to community priorities, existing commitments, available resources and opportunities to collaborate with community organisations and stakeholders.

The Action Plan also identifies strategic actions not prioritised for delivery during 2026–2027, which may be considered in subsequent years.

Adoption of the Action Plan will provide officers with clear direction and a framework for monitoring progress against the adopted Community Development Strategy.

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	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

OTHER STRATEGIC LINKS

- Community Development Strategy 2025 - 2028
- Destination Management Plan

STATUTORY ENVIRONMENT

There are no specific statutory requirements associated with the adoption of the Annual Action Plan.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Action Plan supports local economic activity through community events, partnerships and grant funding opportunities.

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

The Action Plan aims to strengthen community connections, improve wellbeing, encourage participation and build the capacity of local community groups.

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

The Action Plan supports community-led environmental initiatives and encourages local participation in sustainability activities.

Policy Implications
Nil

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Without an adopted Annual Action Plan, community development activities may lack clear priorities and measurable deliverables.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)

Key Controls / Treatment	Adoption of the Annual Action Plan establishes clear priorities and deliverables aligned with the adopted Strategy.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

The Action Plan has been developed having regard to community feedback informing the Community Development Strategy 2025–2028, ongoing stakeholder engagement and existing community priorities.

Aboriginal Consultation
N/A

RESOURCE IMPLICATIONS

Financial
There are no additional financial implications associated with adoption of the Action Plan. Activities will be delivered within approved budgets and available resources.

Workforce
Delivery of the Action Plan will be undertaken within existing workforce resources and operational commitments.

CONCLUSION

The Community Development Annual Action Plan 2026–2027 provides a practical framework for implementing the Community Development Strategy 2025–2028.

Adoption of the Action Plan will establish clear priorities for the financial year and support the coordinated delivery of community development initiatives across the Shire.

11.4.4 2027 Ordinary Council Meeting and Committee Meeting Dates	
File Ref	CR.1 - Community Relations – Marketing – Advertising GO.3 Governance - Reporting
Previous Items	Nil
Applicant	Not applicable
Author and Responsible Officer	Senior Governance Officer; Acting Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	Nil

RECOMMENDATION

That Council:

1. **adopts and advertises the dates and locations for the 2027 Ordinary Council Meetings as follows, all to commence at 4pm:**

February	**Tuesday 23 February**	**Council Chamber**
March	**Tuesday 23 March**	**Council Chamber**
April	**Tuesday 27 April**	**Council Chamber**
May	**Tuesday 25 May**	**Council Chamber**
June	**Tuesday 22 June**	**Council Chamber**
July	**Tuesday 27 July**	**Council Chamber**
August	**Tuesday 24 August**	**Council Chamber**
September	**Tuesday 28 September**	**Council Chamber**
October	**Tuesday 26 October**	**Council Chamber**
November	**Tuesday 23 November**	**Council Chamber**
December	**Tuesday 14 December**	**Council Chamber;**

and

2. **adopts and advertises the dates and locations for the 2027 Audit, Risk and Improvement Committee (ARIC) meetings, all to commence at 3pm:**

February	**Tuesday 23 February**	**Council Chamber**
September	**Tuesday 28 September**	**Council Chamber**

IN BRIEF

Council is requested to consider the proposed time, dates and locations for the 2027 Ordinary Council Meetings, and Audit, Risk and Improvement Committee Meetings.

BACKGROUND

In accordance with the *Local Government (Administration) Regulations 1996*, local governments, before the beginning of the year, must publish on their official website the date and time when, and the place where ordinary council meetings and committee meetings are to be held in the next 12 months.

At its Ordinary Council Meeting on 25 August 2026, Council adopted amended Terms of Reference for the Audit, Risk and Improvement Committee (ARIC). Under the amended Terms of Reference, the Committee ordinarily meets twice a year, in September and

February, to align with the Shire's key audit, financial management, compliance and risk reporting cycles.

Council may convene additional meetings where needed to enable the Committee to carry out its functions or consider matters that require attention before the next scheduled meeting.

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.

Audit, Risk and Improvement Committee (ARIC) meetings are scheduled for 3pm in September February, one hour before the ordinary council meetings on each of those days.

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

(1A) A council deliberates, and makes its decisions, at meetings held in accordance with this Act.

(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.

s. 7.1A(1) – Establishment of audit, risk and improvement committee

(1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.

Local Government (Administration) Regulations 1996

r.12. Publication of meeting details (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.

(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 special meeting of the council is to be held, 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.

Application to ARIC Meeting Dates

The Audit, Risk and Improvement Committee (ARIC) is a committee of Council established under section 5.8 of the Local Government Act 1995, as required by section 7.1A(1). Accordingly, regulation 12(2)(b) of the Local Government (Administration) Regulations 1996 requires the CEO to publish the dates, times and venues of scheduled ARIC meetings on the Shire's official website before the start of the calendar year in which they are to be held.

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 and committee 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, and Audit, Risk and Improvement Committee meetings to be held in the next 12 months, prior to the beginning of the year in which the meetings are to be held.

11.4.5 Amendment to Fees and Charges – After Hours Call Out Fee at Environmental Centre	
File Ref	FM.23 – Financial Management – Fees and Charges CP.39 – Council Properties – Environmental Centre
Previous Items	SCM26/08/097 – Adoption of the Shire of Waroona's Annual Budget for the 2026/27 Financial Year
Applicant	Waroona Community Resource Centre
Author and Responsible Officer	Manager Corporate Services; Acting Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	N/A

RECOMMENDATION

That Council:

1. **approves an amendment to the 2026/27 adopted fees and charges to include an after-hours call out fee of $355.00 for the Environmental Centre;**

2. **requests the Chief Executive Officer to give local public notice of the imposition of the new fees and charges applicable from 23 December 2026.**

IN BRIEF

Council is requested to consider adopting a new fee and charge to introduce an after-hours call out fee for the Environmental Centre.

BACKGROUND

The Environmental Centre is currently leased to four organisations. It is proposed to introduce an after-hours call out fee to cover costs associated with Shire staff attending the facility outside of normal operating hours when a call out is required.

REPORT DETAIL

The Environmental Centre is currently leased to four organisations. As part of their use of the facility, organisations are responsible for ensuring the premise is properly secured when leaving, including making sure all doors are locked and the security alarm is correctly activated.

There may be occasions where Shire staff are required to attend the premises after hours to respond to an issue or provide assistance. This may include situations where doors have been left unlocked, resulting in the security alarm being triggered, or other circumstances requiring staff attendance.

To recover the costs associated with these after-hours attendances, it is proposed to introduce a call-out fee of $355.00 to the Shire's Fees and Charges schedule.

The introduction of this fee will encourage organisations to take responsibility for the proper use and security of the facility and assist the Shire in recovering the costs incurred when staff are required to attend the premises outside of normal operating hours.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7. Role of council

(1) The council —

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

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

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

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

(b)determine the local government's policies.

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

(a)providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b)supplying a service or carrying out work at the request of a person;

(c)subject to section 5.94, providing information from local government records;

(d)receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e)supplying goods;

(f)such other service as may be prescribed.

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

(a)imposed during a financial year; and*

(b)amended from time to time during a financial year.*

** Absolute majority required*

6.17. Setting level of fees and charges

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

(a)the cost to the local government of providing the service or goods; and

(b)the importance of the service or goods to the community; and

(c)the price at which the service or goods could be provided by an alternative provider.

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

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

(a)under section 5.96; or

(b)under section 6.16(2)(d); or

(c)prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
(4) Regulations may —
(a)prohibit the imposition of a fee or charge in prescribed circumstances; or
(b)limit the amount of a fee or charge in prescribed circumstances.

6.19. Local government to give notice of fees and charges
If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —
(a)its intention to do so; and
(b)the date from which it is proposed the fees or charges will be imposed.

Local Government (administration) Regulations 1996
r.3A – Requirements for local public notice (Act s. 1.7)

SUSTAINABILITY & RISK CONSIDERATIONS

Economic *- (Impact on the Economy of the Shire and Region)*
This offer improves the viability of Waroona Town as an employment destination through support of an integral service organisation.

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	Risk of ongoing costs to Shire if staff are required to attend after hours and safety concerns if staff are attending alone.
Consequence	1 - Insignificant
Likelihood	4 - Likely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Annual review of fees and charges to ensure best level of services is provided.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Manager Corporate Services
- Senior Governance Officer
- Environmental Centre Lessees

Aboriginal Consultation
Nil

RESOURCE IMPLICATIONS

Financial
Potential change to income with the introduction of a new fee.

Workforce
Nil

CONCLUSION

The proposed introduction of a $355.00 after-hours call-out fee will assist the Shire in recovering costs associated with staff attending the Environmental Centre outside of normal operating hours.

The fee will also reinforce the responsibility of organisations leasing the facility to ensure the premises are properly secured and to minimise unnecessary after-hours callouts.

11.4.6 2025/26 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	Senior Governance Officer; Acting Director Corporate and Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	11.4.6 – 2025/6 Annual Report (including the annual financial statements and auditors' report).

OFFICER RECOMMENDATION

That Council:

1. **receives the Shire of Waroona 2025/26 Annual Report, including the annual financial statements as per Appendix 11.4.6;**

2. **receives the Audit Report relating to the annual financial statements for the financial year ending 30 June 2026 as per Appendix 11.4.6;**

3. **authorises the Chief Executive Office to give local public notice of the availability of the 2025/26 Annual Report; and**

4. **holds the annual general meeting of electors on Tuesday, 15 December 2026 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 2025/26 Annual Report, including the audited annual financial statements, for the 2025/26 financial year. Additionally, Council is asked to confirm that the Annual General Meeting of Electors will be held on Tuesday, 15 December 2026 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. In addition, 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, 15 December 2026 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 11.4.6.

The Annual Report provides a comprehensive account of the Shire's activities throughout the 2025/2026 financial year, which highlights the progression towards the strategic objectives detailed in Council's Strategic Community Plan, and achievements and progress made against projects and actions set in the 2025-2029 Corporate Business 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 2026. 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.

The draft 2025/26 Annual Financial Report was provided to the auditors on 11 September 2026, ahead of the statutory deadline of 30 September 2026 under section 6.4(3) of the *Local Government Act 1995*. On-site audit work was scheduled for 22–24 September 2026.

At its meeting on 22 September 2026, the Audit, Risk and Improvement Committee received the draft Annual Financial Report as part of its pre-audit review, noting that it remained subject to external audit and any resulting amendments. The review was undertaken in line with the Office of the Auditor General's better-practice expectations. At its Ordinary Council Meeting on 27 October 2026, Council received and noted the minutes of that Committee meeting.

The final audit was undertaken on-site by AMD from 22-24 September 2026. 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 Tuesday 10th November, with attendees including Steven Hoar (Director, OAG), Chelsea Gardiner (Director, AMD), President Mike Walmsley, Mark Goodlet (Chief Executive Officer), Vickie Williams (Acting Director Corporate & Community Services), and Kathy Simpson (Manager Corporate Services).

Following Council's acceptance of the Annual Report (including the annual financial statements and official audit report), the CEO will give local public notice of the Annual

Report's availability as soon as practicable and publish it on the Shire website within 14 days. The annual report will then be presented to electors at the Annual General Meeting of Electors, which will be held following the December OCM on Tuesday 15 December 2026 at 5.00pm.

The auditor will further provide a copy of the signed financial audit report and annual financial statements 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

- Strategic Community Plan 2024 - 2034
- Corporate Business Plan 2025 - 2029

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 7.12AD(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 5.96C in the record of information about conduct; 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 48 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
Corporate and Governance Policy No. 16 (CGP016) - Legislative Compliance aims to ensure that the Shire of Waroona complies with legislative requirements and has appropriate processes and procedures to ensure such compliances occur. CGP016 supports the officers' recommendation. The desired objective is to formally support the achievement of greater than 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 – Current Financial Year
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 2026/27 operating budget, and costs associated with the Annual General Meeting of Electors are minor and met from current allocations.

Financial – Future Years
Nil.

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 2025/26 Annual Report will be presented to electors at the Annual General Meeting of Electors proposed to be held on Tuesday, 15 December 2026 at 5.00pm.

11.5 CHIEF EXECUTIVE OFFICER

11.6 ITEMS FOR INFORMATION

11.5.1 2026 Local Government Professionals Western Australia (LG Professionals WA) South-West Forum	
File Ref	HR.15 – Human Resources – Training and Development GR.29 – Government Relations - Local & Regional liaison – Local Government Professionals GO.3 – Governance – Reporting
Previous Items	Nil
Applicant	Nil
Authors	Executive Assistant, Depot Administration Officer, Senior Governance Officer & Manager Recreation Services.
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	11.5.1 – LG Pro South West Forum Program 2026

OFFICER RECOMMENDATION

That Council notes the attendance of Executive Assistant, Senior Governance Officer, Manager Recreation Services & Depot Adminstration Officer at the 2026 Local Government Professionals Western Australia (LG Professionals WA) South-West Forum held at the City of Busselton 15-16 October 2026 and receives the report on key learnings and professional development outcomes arising from their attendance.

IN BRIEF

Four (4) officers were nominated to attend the 2026 LG Professionals WA South-West Forum held in the Undalup Room of the City of Busselton 15-16 October 2026.

This year's forum themed *Real Conversations, Real Impact* featured highly regarded keynote speakers and specialised sessions providing upskilling and professional development opportunities. It was also an opportunity to network with other Local Government representatives and trade partners.

BACKGROUND

LG Professionals WA is the peak representative body and professional network for people working in Western Australia's local government sector.

LG Professionals WA last held the South-West Forum in 2024.

REPORT DETAIL

The officers were welcomed at the Forum at lunchtime on Thursday 15 October. It was followed by sundowner drinks and a tour of Saltwater Busselton. Friday 16 October started at 8.30am and concluded at 2.30pm.

The full program is provided in Appendix 11.5.1.

The following provides an overview of the key takeaways considered most relevant to the attending officers:

Executive Assistant:

Local Government Inspector Update – Tony Brown OAM
Tony was engaging and well spoken, explaining the role of the Local Government Inspector. This was particularly appealing to me as it relates directly to my role in relation to the conduct and governance of elected members.

Glenn Capelli CSP, Sir Winston Churchill Fellow
The Power of Conversation: Engaging, Connecting, Understanding
Glenn was vibrant, entertaining and energetic. He passionately used speech, anecdotes, music, audience participation and slides to pull us into the powerful conversation around communication – "person to person, people to people – is the key for teamwork and performance. It also is a key ingredient for mental health, happiness and relationships". As a believer of the importance of communication in our work and personal lives and in a world of increasing AI, I particularly loved this session, and it resonated with my own values around relationships.

Depot Administration Officer:

- The talk from Tony brown I found very interesting as I never realised that local government had their own 'policing' of councillors and officers as needed and it was great to know that it's there to offer support as well in getting shires and cities back on track.
- Dan Hookam's presentation was very informative and provided a lot of conversation around the use of co-pilot vs other AI systems in the work place, also introduced me to new ways of using AI with forms, which I have already implemented at the depot.
- The Esplanade in Busselton has lovely evening meals, I highly recommend the octopus.
- The keynote speaker Glenn Capelli was very passionate about communicating and connections with people and got us all up and about thinking about how we communicate and how important listening and interpretation is.
- Paul Gravett kind of put in practice all the aspects of the conference and showed us how they worked at the town of Victoria park in the practical sense.
- The workshop by Mel Loy was very engaging and really reinforced Glenn Capelli teachings with effective listening and communication styles.
- The panel speakers were good, but the standout was Nick Bryne who explained exactly how engaging in a real sense not just hiding, but by responding to the public has led to positive outcomes for the Shire of Augusta-Margaret River.

All over an educational conference on communication and using AI safely in the workplace and home.

Senior Governance Officer:

The Power of Conversation: Engaging, Connecting, Understanding
Glenn Capelli, CSP, Sir Winston Churchill Fellow

The keynote's main message was that **better conversations build stronger relationships, workplaces and communities**. The speaker was encouraging and used stories, humour and audience activities to demonstrate how communication involves more than speaking clearly.

Key takeaways
1. Be interested - invite others to share. in others.
2. Value all kinds and levels of intelligence - creative, analytical, practical and emotional
3. Connect the details to the bigger purpose – Remember to ask Why? and How?
4. Communicate *and explain* your decision.

5. People hear the same message differently – confirm your understanding.
6. Utilise the *Kaizan* process - make small improvements and recognise progress.
7. Aim for Continuous Improvement - Ask “How else?”, “How can we do this better?”
8. Maintain and protect trust - Protect people’s dignity and discretely help them recover.
9. Notice, encourage and support others to make a difference.

Practical applications at the Shire

- Explain the purpose and community benefit behind policies and changes.
- Seek ideas from staff across the organisation, including those doing the practical work.
- Link everyday decisions and behaviour back to the Shire’s values.
- Build brief, regular conversations into work so contact with leaders feels normal and approachable.
- Recognise specific contributions: what someone did, why it helped and the difference it made.

Better conversations, Better Outcomes: Creating Social Value Together
Paul Gravett MLGP, Manager Community, Town of Victoria Park

Paul Gravett’s main message was that **local governments should look beyond what they spend or deliver and ask: “Is anyone better off because of it?”** A community group paying $1 in rent may generate significant community value—but councils need a practical way to understand and demonstrate that value. Paul Also described the Town of Victoria Park’s approach to measuring the social value of community funding, operating subsidies and peppercorn leases.

Key takeaways for Community Engagement

1. Conversations work better than letters and instructions.
2. Measure the difference and connection made, as well as the activity delivered.
3. Treat community support as an investment in community wellbeing, participation, skills and connection.
4. Help groups meet their expectations when requirements change.
5. Keep reporting proportionate - make it more useful and manageable.
6. Combine numbers with stories.
7. Plan the evaluation at the beginning – Decide first what change you want to achieve and the evidence you need.
8. Encourage problem-solving - Adopt a “yes, if” approach, rather than a “no, but”

Workshop - Change their minds: Understanding how people think so you can inspire action
Mel Loy, Cuttlefish Communications

Mel’s presentation focused on how to communicate change so people understand it, trust it and act on it. Sending information (an email, letter) does not automatically mean you have communicated successfully. Message and Communication fatigue is real! Mel’s key communication principles and messages can be implemented through brief, personalised and thought-out messages delivered to the whole community.

Key takeaways

1. Focus on the audience – Who is affected, what will change, how they can reach out, what do they need to understand, what they need to do.
2. Make Communication Personal (use ‘you’ and ‘your’), Interesting and Easy.
3. Use a “What? So what? Now what?” structure
4. Build Trust – be Thoughtful, Transparent and Timely.

5. Expect everyone to react differently to Change. Different responses need different approaches.
6. Silence is not always acceptance.
7. “Parade your elephants”— Address the concerns everyone is already thinking about.
8. Admit the unknown and commit to finding out and report back.
9. Help people feel heard - Involve affected people early, test the messages and request their advice to shape the communication.

Panel Session: Leading Real Conversations. Facilitated by *Georgia-May O’Brien* MLGP, Manager Community Connection, City of Bunbury
Panel Speakers:
Nick Bryne, Director Communities and Economic Development, Shire of Augusta-Margaret River
Suzie Haslehurst MLGP, Director Community and Lifestyle, Shire of Harvey
Paul Gravett MLGP, Acting Manager Place Planning, Town of Victoria Park

The panel’s collective message was that good community engagement gives people a meaningful role in decisions, sets clear expectations and builds trust through follow-through. Asking for feedback is only one part of that process.

Key takeaways for real and meaningful community engagement

1. Set boundaries *before* asking community for ideas - Explain the budget, scope, constraints and who will decide.
2. Separate community needs from community nice-to-haves – Aids in any required prioritisation.
3. Close the feedback loop: Tell people what you heard, what changed and why some requests could not proceed.
4. Check representation: The loudest or most available participants may not reflect the wider community.
5. Use existing feedback: Ask people to *confirm or update* it rather than starting again.
6. Clarify and communicate working group roles: Advisory discussions and individual councillor support are different from formal Council decisions.
7. Build trust through delivery: Resolve small problems resolved and follow through on commitments made.
8. Use AI to free up time for relationships: Preserve accessible ways for people to deal directly with staff.

<u>Manager Recreation Services:</u>

Day 1

Local Government Inspector – Tony Brown OAM
Session Overview
Tony Brown’s presentation focused on legislative reforms, the introduction of Local Government Monitors, and the key elements of effective council governance and leadership.

Summary
- **Legislative Reforms & Monitors:** New monitors observe councils and provide feedback to support better governance and transparency.
- **Collective Responsibility:** Council meetings are for robust debate, but public unity after a decision is essential for community trust.
- **Leadership & Culture:** True leadership is reflected in the room’s tone and trust, not just procedures. Everyday interactions shape council culture.

- **Respectful Communication:** Professional language and constructive engagement are essential. Conflicts should be managed early through various resolution methods.
- **Clear Communication Channels:** Transparent, consistent sharing of information ensures all members can participate fully in decisions.
- **Meeting Practices:** Efficient meetings depend on following agreed procedures and timelines for questions and motions.
- **Confidentiality:** Safeguarding confidential information maintains trust; staff need training on what is confidential and how to handle it.
- **Responsible Social Media Use:** Professionalism, respect, and confidentiality are as important online as in-person. Councils need clear, aligned policies.
- **Healthy & Safe Relationships:** Council workplace behaviour impacts wellbeing; risk management includes clear protocols, early intervention, and training.
- **Training & Capability:** Ongoing governance training, induction, dispute resolution, and policy reviews are vital for leadership and resilience.
- **Inspector's Focus:** Inspectors monitor meetings, documentation, decision-making, council relations, and compliance.

Key Takeaways

- Public unity after decisions is vital for trust.
- Leadership is built through culture, tone, and trust—not policy alone.
- Respectful communication, confidentiality, and professionalism underpin good governance.
- Social media standards should match formal conduct.
- Proactive management of workplace behaviour and psychosocial risks is essential.
- Ongoing training and clear processes support strong leadership.
- Inspector oversight promotes transparency and continuous improvement.

AI Fundamentals Workshop – Dan Hookham, Component 6
Session Overview
This workshop examined the expanding role of AI in local government, stressing the need for robust AI policy and responsible adoption. It explored the spectrum of AI applications, key risks, and the vision for an AI-enabled council.
Summary

- **Need for AI Policy:** Most staff already use AI at work; inaction is the biggest risk. Councils must set clear policies on data security, ethics, and governance.
- **AI Spectrum:**
  - *Personal Productivity:* Drafting, summarising, and research tasks become faster and more accurate.
  - *Team Productivity:* Automates team updates and workflows to boost coordination.
  - *Process Improvement:* Custom agents and automation streamline operations and service delivery.
  - *Strategic Change:* Autonomous agents can drive continuous improvement and policy alignment.
- **Data Security & Ethics:** Data sovereignty is a concern; only one major provider stores data locally. All AI outputs must be verified, and ethical risks managed.
- **AI-Enabled Staff:** AI enables faster communication, reduced errors, and improved output and analysis.
- **Applications in Local Government:** Customer service, debt recovery, planning, finance, engagement, risk management, onboarding, and reporting all benefit from AI.
- **AI-Enabled LGA Vision:**
  - *For Citizens: Faster, personalised, transparent services with proactive engagement.*
  - *For Staff: Data-driven operations, seamless compliance, and more time for meaningful work.*

Key Takeaways

- Robust AI policy is essential for managing risk and maximising value.
- AI can transform productivity and service delivery if deployed with oversight.
- Ethical use and result verification are critical.
- AI empowers staff for faster learning, better analysis, and greater impact.
- Thoughtful adoption leads to more responsive, efficient, and citizen-centric local government.

Day 2

The Power of Conversation: Engaging, Connecting, and Understanding – Glenn Capelli

Session Overview

Glenn Capelli's interactive workshop provided a framework for building meaningful human connections and sustainable improvement through conversation.

Summary

- **Reviving Genuine Connection:** Prioritise face-to-face conversations, find the unique "quiddity" in others, show curiosity, and practice empathy.
- **Kaizen & Growth:** Focus on small, continuous improvements; break big tasks into manageable steps and build momentum by starting with the easiest wins.
- **Daily Evaluation:** Use the five-part review (More Of, Less Of, Rid Of, Toss In, Instead Of) to improve projects and habits.
- **Smarter Communication:** Always explain the "why" using "because"; clear up misinterpretations.
- **Expanding Horizons:** Balance big-picture thinking with practical action; intentionally build diverse teams.
- **Better Outcomes:** Cultivate connection, empathy, and diverse strengths to create social value.

Key Takeaways

- Prioritise authentic conversation and empathy to counter digital isolation.
- Continuous, small improvements drive sustainable change.
- Use daily reviews and clear communication to boost effectiveness.
- Diverse teams and balanced thinking enhance outcomes.

Creating Social Value Together – Paul Gravett, MLGP

Session Overview

Paul Gravett outlined how the Town of Victoria Park drives long-term social impact by aligning community needs, collaborative principles, and clear logic models for measuring results.

Summary

- **Redefining Social Impact:** Focus on systemic, long-term change rather than short-term outputs. Shift from tracking expenditure to measuring collective outcomes.
- **Core Delivery Principles:** Inquiry-oriented, strengths-based, evidence-informed, collaborative, and innovative approaches underpin success.
- **Golden Thread of Alignment:** Strategic plans must connect to daily tasks via clear reporting and logic models.
- **Evaluation Frameworks:** Use five-tier logic models and Results-Based Accountability (RBA) questions to measure progress and impact.
- **Organisational Change:** Simultaneously build culture, capability, and capacity. Prevent fatigue by co-designing simple templates and assessing partner capability.

Key Takeaways

- Social impact is about long-term change, not just activity counts.
- Principles of inquiry, collaboration, and innovation underpin successful community projects.
- Clear frameworks and logic models ensure alignment and measurable results.

- Sustainable change requires investment in culture, capability, and capacity.

Change Their Minds – Mel Loy
Session Overview
Mel Loy's presentation focused on inspiring action through understanding how people think and communicate during times of change.
Summary
- Setting the Scene: Rapid change (AI, reforms, financial pressures) is causing fatigue, but employees remain resilient.
- Why Communication Fails: Uncertainty triggers anxiety; people fill information gaps with assumptions.
- Change Communication Principles: Tailor communication to diverse needs; empathy and accessibility matter.
- Six Truths: Resistance is natural; involve people; address risks; honour the past; provide answers; ensure people feel heard.
- Making Messages Stick: Personalise, simplify, use credible messengers, and explain relevance from the audience's perspective.

Key Takeaways
- Empathy, clarity, and relevance are at the heart of change communication.
- Tailor both message and messenger and focus on what matters to your audience.
- Stories, visuals, and plain language help messages land.
- Involving people and honouring their experiences builds trust and engagement.

Panel Session: Effective Community Engagement
Session Overview
This panel explored how authentic engagement gives people a real stake in decision-making, sets expectations, and builds trust by following through on commitments.
Summary
- **Real Engagement:** Community input shaped projects and priorities; clear scope and representation were essential.
- **Managing Expectations:** Honest communication about limits and trade-offs is crucial.
- **Safe Space:** Structure and informality help people feel comfortable contributing.
- **Social Media:** Visible, personal engagement from leaders improves online dialogue.
- **Reducing Red Tape:** Leadership trust enables direct staff-community engagement.
- **Realistic Consultation:** Clarity on roles and expectations avoids disappointment.
- **Engagement Fatigue:** Timely updates and showing how feedback is used maintain engagement.
- **Internal Feedback:** Breaking down silos ensures community input influences decisions.
- **Measuring Success:** Context matters; focus on outcomes, not just numbers.
- **Trust & Technology:** Admit mistakes, act on feedback, and use AI to enhance—not replace—human connection.
- **Consensus:** Inclusion and fairness matter, even if full agreement isn't possible.

Key Takeaways
- Define boundaries and decisionmakers early.
- Focus on needs versus wants and report back on decisions.
- Ensure broad representation and use existing feedback.
- Trust is built through follow-through, clarity, and responsiveness.
- Technology should enable—not replace—meaningful engagement.

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	5.2.1 Employ, maintain and retain a skilled workforce

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

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

Policy Implications
HRM012 Staff Professional Development and Reporting' Management Practice.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Without professional development opportunities, officers within the Shire of Waroona may not be aware of the opportunities that exist, and ways to reap the skills to progress their career.
Consequence	2 - Minor
Likelihood	3 - Possible
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Training & development opportunities to upskill staff to ensure staff are motivated and inspired.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Executive Staff nominated officers from varied departments within the Shire of Waroona.

Aboriginal Consultation
N/A

RESOURCE IMPLICATIONS

Financial

Conference attendance was accommodated within the Shire's existing professional development budget.

Workforce
Four employees were absent from their usual duties for two days, with contingencies in place.

CONCLUSION

The 2026 LG Professionals WA South-West Forum was a great opportunity for learning, team-building and networking.

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

That Council proceeds behind closed doors as per Section 5.23(4) of the *Local Government Act 1995* for the purpose of considering Items 16.1 and 16.1.1.

16.1 Confidential Minutes – Awards Advisory Group – 27 October 2026

AWARDS ADVISORY GROUP RECOMMENDATION

That Council receives and notes the Confidential Minutes of the Awards Advisory Group meeting held 27 October 2026 as per Appendix 16.1.

16.1.1 Confidential Item – Shire of Waroona 2026 Australia Day Citizen of the Year and Meritorious Community Service Awards	
File Ref	CR.7 – Community Relations – Awards (Honours)
Previous Items	Nil
Applicant	Shire of Waroona
Author and Responsible Officer	Executive Assistant; Chief Executive Officer
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	16.1.1 A – Confidential Item – Nominations Received by the Community 16.1.1 B – Confidential Item – Past Nominees and Award Recipients

ADVISORY GROUP RECOMMENDATION

That Council approves the recommendations of the Awards Advisory Group with respect to the following awards:

- **Australia Day WA Citizen of the Year Awards Community Citizen of the Year;**
- **Australia Day WA Citizen of the Year Awards Young Community Citizen of the Year (16-30 years);**
- **Australia Day WA Citizen of the Year Awards Senior Community Citizen of the Year (over 65 years); and**
- **Australia Day WA Citizen of the Year Awards Active Citizenship (community group / event).**

A report was provided under confidentiality.

17. MEETING OPENED TO THE PUBLIC

OFFICER RECOMMENDATION

That the meeting resume in public.

18. CLOSURE OF MEETING