



APPENDICES

28 October 2025

ORDINARY COUNCIL MEETING

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WAROONA RECREATION ADVISORY WORKING GROUP

MINUTES

TUESDAY 17th JUNE 2025 - WAROONA RECREATION AND AQUATIC CENTRE 6:30pm

1. DECLARATION OF OPENING MEETING

Meeting Open at 6:41pm

2. ATTENDANCE / APOLOGIES

Cr Naomi Purcell*
Cr Larry Scott*
Bronwyn Chompff-Gliddon*
Joe Dineley*
Angelina Dimasi*
Andrew Johnson*
Mark Butler*
Veronica Fuller
Daniel Cools
Mick Ward

Councillor
Councillor
Drakesbrook Community Gardens
Waroona Bowling Club
Waroona Amateur Basketball Association
Drakesbrook Croquet Club
Waroona Cricket Club
Waroona Golf Club
Manager Recreation Services
Waroona Golf Club

APOLOGIES

Mark Goodlet
Ashleigh Nuttall
Cr Karen O'Dorisio*
Jess Hodge*
Shane Della Franca*
Jenna Bloom*
Patrick Cole

Chief Executive Officer
Director Corporate and Community
Councillor
Waroona Junior Football Club
Waroona Football and Netball Club
Waroona Netball Club
Manager Community Development

*Voting Members

3. DECLARATIONS OF INTEREST

Cr Naomi Purcell – Waroona Amateur Swim Club, Just Cruzin Street Machines, Waroona Agricultural Society, Community Gardens, Waroona Amateur Basketball Association
Cr Larry Scott – Waroona Golf Club, Waroona Cricket Club, Waroona Lions Club, Waroona Agricultural Society, Waroona Bowling Club, Waroona Football Club

4. CONFIRMATION OF PREVIOUS MINUTES

Meeting minutes held on January 30th, 2025, confirmed by Bronwyn Chomppf and seconded by Cr Larry Scott.

5. MEETING BUSINESS

5.1 WAROONA CRICKET CLUB ABLUTION PROJECT	
Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

REPORT:

The Waroona Cricket Club consists of Men's, Women's and Junior cricket sides that train and play on the top ovals to the east of the Recreation Centre. Currently the club has a very outdated, semi-closed ablution block with two showers that does not have access to hot water.

With the recent growth in the club with the addition of junior and women's cricket, it is apparent that the current facilities are not adequate for the members. The club would like to investigate a project to improve and/or replace the ablution facilities with changerooms and showers that can provide for both home and away teams.

RECOMMENDATION:

That the Recreation Advisory Working Group:

- a) Supports the Cricket Club in investigating the upgrades to their ablutions and changeroom facilities.

**Moved: Cr Larry Scott Seconded: Joe Dineley
CARRIED 7/7**

RECOMMENDATION TO COUNCIL:

That Council supports the Waroona Cricket Club in investigation potential improvements to the ablution facilities at the club.

5.2 WAROONA GOLF CLUB RETICULATION PROJECT	
Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

REPORT:

The Waroona Golf Club currently has minimal reticulation to the golf course that requires volunteer maintenance to run. The club wishes to investigate alternative and improved systems to better irrigate the course.

An automated system would decrease the volunteer workload and allow for the course to be irrigated easier. The intention is to water the course more regularly to improve the fairways and attract new members to the club.

RECOMMENDATION:

That the Recreation Advisory Working Group:

- a) Supports the Waroona Golf Club in investigating improvements to the reticulation of the golf course.

**Moved: Mark Butler, Seconded: Andrew Johnson
CARRIED 7/7**

RECOMMENDATION TO COUNCIL:

That council supports the Waroona Golf Club in investigating a reticulation project at the Waroona Golf Course.

5.3 WAROONA COMMUNITY GARDEN REQUEST TO INVESTIGATE THE POSSIBILITY, PROCESS, AND REQUIREMENTS TO HARVEST RAINWATER FROM THE ROOF OF THE REC CENTRE INTO 2 X 23,000 WATER TANKS

Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

REPORT:

The Drakesbrook Community Garden is looking to build a community garden on the northern land at the Recreational grounds. The group would like to investigate the potential of installing two 23,000L water tanks that will collect water from the roof of the Recreation Centre.

The collected water will assist the club with their operations and potentially alleviate the amount of water pooling on the Centre roof causing leaks.

RECOMMENDATION:

That the Recreation Advisory Working Group:

- a) Supports the Drakesbrook Community Garden Group in investigating the potential to install water tanks at the Recreation Centre grounds using water collected from the Waroona Recreation and Aquatic Centre roof.

**Moved: Bronwyn Chompff-Gliddon Seconded: Mark Butler
CARRIED /7**

RECOMMENDATION TO COUNCIL:

That council supports the Drakesbrook Community Gardens Group in investigating a water tank project at the Waroona Recreation and Aquatic Centre Grounds

5.4 WAROONA RECREATION ADVISORY WORKING GROUP APPOINTMENT OF NEW DEPUTY CHAIR	
Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

REPORT:

Linda Williams has stood down as deputy chair for the Waroona Recreation Advisory Working Group.

The Group is required to nominate a new Deputy Chair as an endorsed task to the working groups terms of reference.

Call for nomination of Deputy Chair:

Cr Naomi Purcell nominated Bronwyn Chompff-Gliddon which was accepted.

RECOMMENDATION:

That the Recreation Advisory Working Group appoints Bronwyn Chompff-Gliddon as the Deputy Chairperson.

**Moved: Andrew Johnson Seconded: Mark Butler
CARRIED 7/7**

5.5 WAROONA RECREATION AND AQUATIC CENTRE QUARTERLY REPORT

Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

REPORT:

See attachment WRAC Report Quarter 3 24.25

5.6 CLUB UPDATES

Author	Manager Recreation Services
Declaration of Interest	Nil
Appendix	Nil

Basketball:

- The season concluded in April. The club has had an AGM and first executive meeting. 70th anniversary season for 2025/26. Forming a sub-committee for the 70th anniversary focusing on historical aspects of the club. The 2025/26 Season will be event focused. Contacting Perth Wildcats and Lynx to have an exhibition game. Grand Finals planned for a weekend in 2026. Honor boards have been made to recognize previous club award winners.

Just Cruizin Street Machines:

- AGM is due in early July.

Swimming:

- The club is still training twice a week with one coach and one volunteer run session. Currently the club has 20 kids swimming. The club has received a small grant to assist with future projects.

Community Garden:

- Making progress with FRRR grant. An event on Tuesday (next week) with an educational session on soil quality planned. Numbers for this event will be used on the grant application.

Workshop on how to make your own stag horns is coming soon. Club focused on running events and seminars currently. Aiming for November opening for business to align with Rec Hours. The club has now got a lease as of 1st of June.

Bowling:

- Season has finished. B Green is nearing a replacement. The State Government awarded \$100,000 with the bowling club to put in the outstanding amount. Funds to be released on 1st July. The new season begins 15th October with an additional women's team expected.

Croquet:

- Still fundraising after an unsuccessful sustainability fund application as deemed unsustainable, not enough members, need community support, etc. Recreation Centre grounds are becoming too hard. The club has begun investigating the eastern side of the town oval due to the minimal impact on existing clubs. Talks with Ag Society have not come up with an ideal arrangement. Investigation of old tennis courts has also come up short. CEO to address the council to potentially find a more suitable area. Fundraising efforts have nearly reached \$20,000. Membership has increased from 14/15 last year to 23 currently.

Cricket:

- AGM in July with a new president and new committee. Potential for 2 ladies' teams, still three men's and potential 3 junior teams' next season. Keep investigating ablution upgrades project.

Golf:

- 1/3 way through season and progressing well. Rain has been good for course conditions. 9 new members nominated to join which is highest in a very long time. The club is progressing with the project to upgrade the retic.

**6 NEXT MEETING
August 2026****7 CLOSURE OF MEETING
7:33pm**

ELECTED MEMBER PROSPECTUS



Guide to becoming a Zone Delegate or WALGA State Councillor – 2025



THE VOICE OF WA LOCAL GOVERNMENT

The Western Australian Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. Our membership includes all 139 Local Governments in the State.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia.

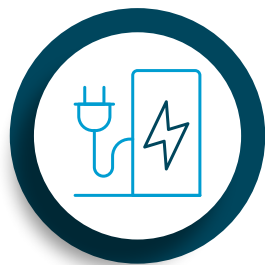
OUR FOCUS AREAS



Climate resilience



Disaster readiness



Low carbon



High quality
Infrastructure



Diversity, equity
and inclusion



Appropriately resourced and
flexible Local Government

WHAT DOES WALGA DO?

Influence

- **Advocacy:** Lead advocacy and engagement on issues important to Local Government.
- WALGA acts as a single point of contact for the Local Government sector.
- WALGA facilitates connections with Local Government leaders and stakeholders from all regions across WA.
- WALGA represents every Local Government across WA to ensure local communities are heard and considered in policy-making processes.
- **Events:** WALGA events provide a platform to engage with Local Government representatives, industry stakeholders, and experts to discuss key issues, share knowledge, and foster collaboration.

Support

- **Specialist Support Services:** Providing vital support to Local Government in areas such as governance, employee relations and procurement.
- **Training:** WALGA is a Registered Training Organisation (RTO) offering a range of professional development courses that provide the essential knowledge and skills the Local Government sector requires.
- **Collaboration:** Facilitating partnerships and knowledge-sharing among Local Governments to promote best practice and innovative solutions.
- **Preferred Supplier Program:** Offering access to prequalified suppliers, simplifying procurement for Local Government.

Expertise

- **Policy development:** WALGA has one of the largest policy teams outside of Government, with expertise across planning, environment and waste, economics, community and social policy, emergency management, and governance.
- Our collaborative, evidence-based policy positions aim to deliver positive outcomes that meet community needs.
- **Data and insights:** WALGA collects data covering various aspects of Local Government operations, which can provide valuable insights and analysis to inform policy development and program planning.
- **Program support:** WALGA has a long history in the delivery and administration of grant programs on behalf of Government to ensure the smooth delivery of priority programs and initiatives at a community level.

HOW IS WALGA FUNDED?

A number of components contribute to the WALGA operational budget.

As with most member-based organisations, WALGA has an annual membership fee paid by all Member Local Governments.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants, fee-for-services selected for use by Members, and returns from supplier contracts as part of group buying arrangement that guarantees lowest market rates for Members.

ZONES

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Not only are Zones responsible for bringing relevant local and regional issues to the State Council table, but they are also a key player in developing policy and legislative initiatives for Local Government in WA.

ROLE OF ZONES

The key functions of Zones are to:

- elect one or more State Councillor;
- consider the State Council Agenda; and
- provide direction and feedback to their State Councillor.

Additional activities undertaken by Zones may include:

- developing and advocating positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- initiating regional projects relating to the Zone;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's policy and advocacy efforts in two critical ways:

1. passing resolutions on items contained in the State Council Agenda; and
2. passing resolutions requesting that WALGA act on a particular state-wide issue.

ROLE OF A ZONE DELEGATE

Zone Delegates are appointed to represent their Local Government on the Zone and make decisions at the regional level. Each Zone is an autonomous body with the functions set out in WALGA's Constitution. Zones are responsible for deciding how many Delegates will represent each member Local Government, and for electing a Zone Chair and Deputy Chair.

As their Local Government's representative, a Zone Delegate should give regard to their Council's positions on policy issues. There is also an expectation that Zone Delegates will report decisions made by the Zone back to their Local Government.

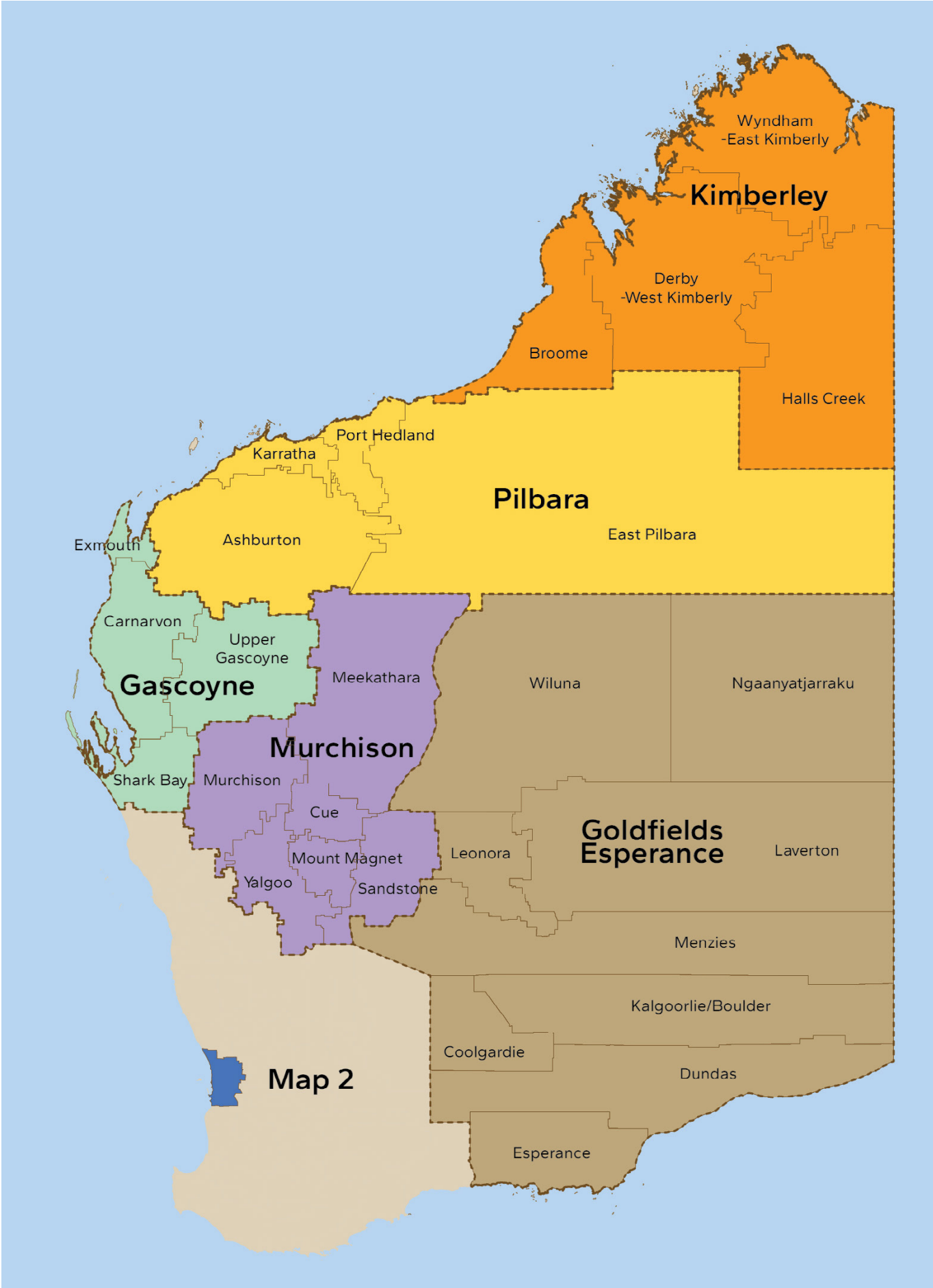
Zones generally meet five times per year in February, April, June, August and November. The day and time of meetings are determined by the Zone. The length of meetings differs between Zones but generally take two to four hours.

Approximate time commitment per year (excluding travel time):

MEETINGS	10 - 20 hours
PREPARATION	Five hours

ZONE MAP 1

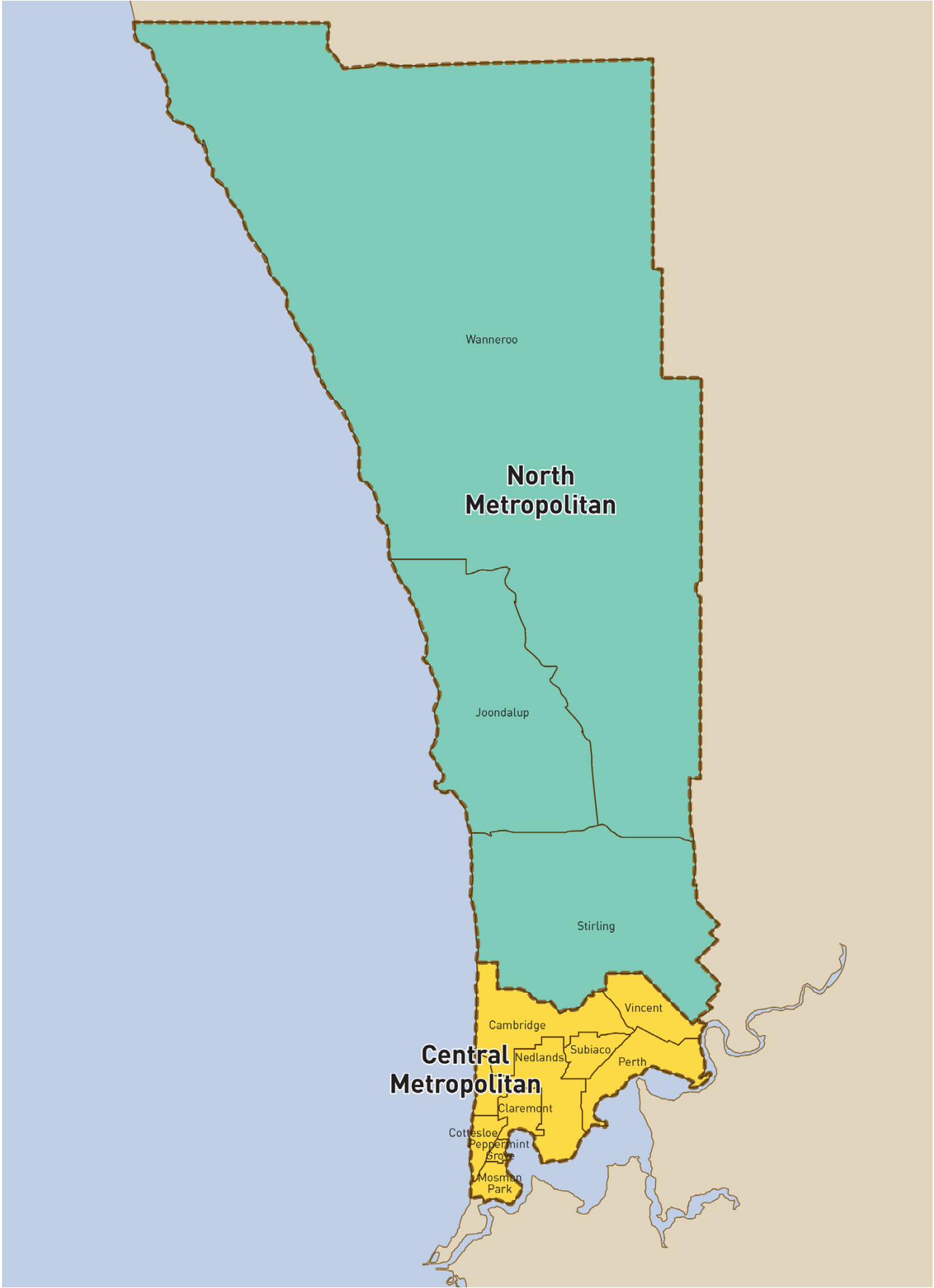
Zone maps are available on walga.asn.au/who-we-are/corporate-governance/zones



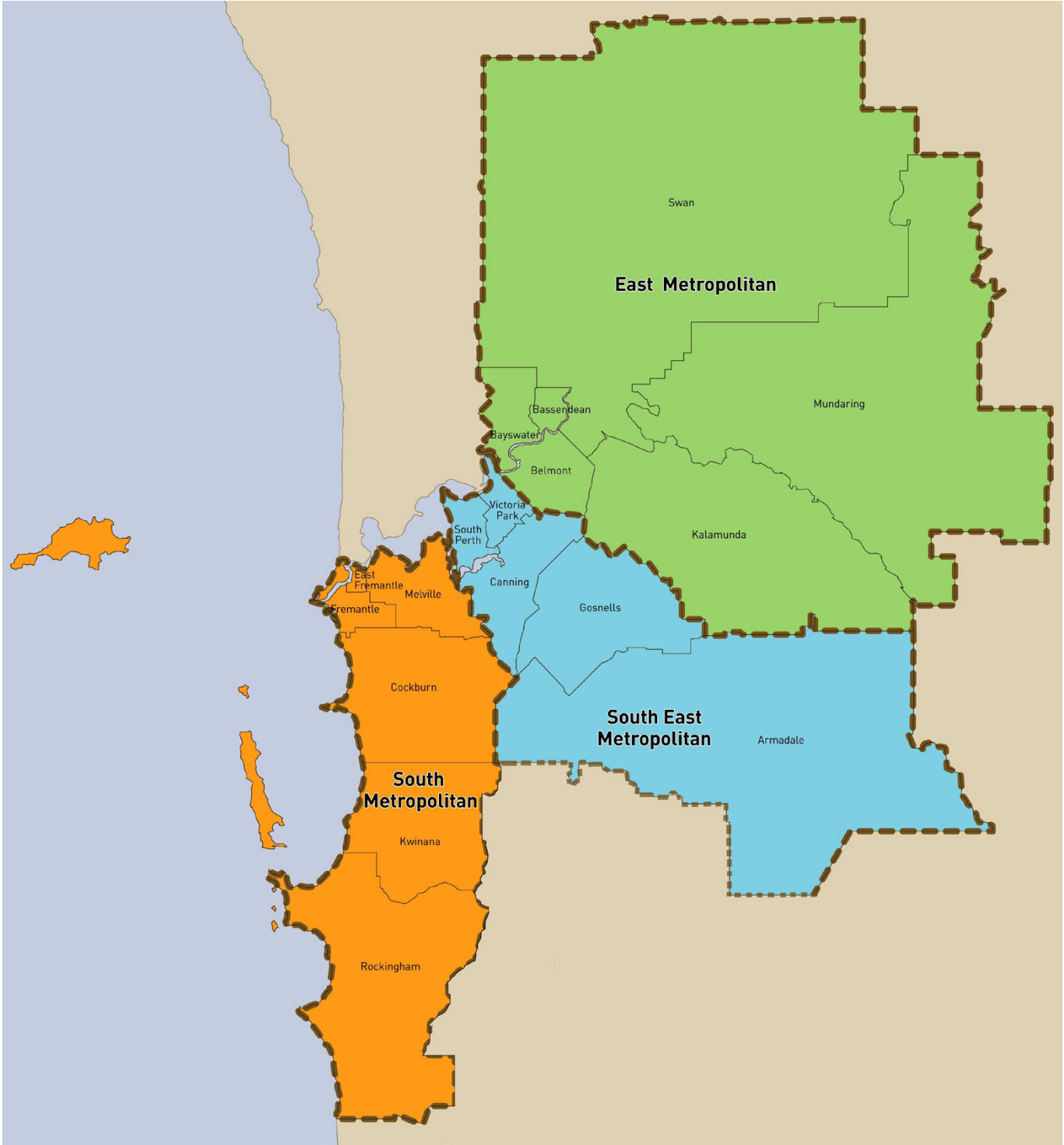
ZONE MAP 2



ZONE MAP 3



ZONE MAP 4



STATE COUNCIL

WALGA's State Council is the decision-making representative body of all 139 Member Local Governments and is responsible for sector-wide policy making and strategic planning.

WALGA is governed by a President and State Council, consisting of 24 State Councillors – 12 from Country constituencies and 12 from Metropolitan constituencies.

Each State Councillor is elected by and from a Zone.



ROLE OF STATE COUNCIL

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- strategy formulation and policy-making;
- development, evaluation and succession of the CEO;
- monitoring financial management and performance, including the annual budget;
- monitoring and controlling compliance and organisational performance;
- ensuring effective identification, assessment and management of risk;
- promoting ethical and responsible decision-making;
- ensuring effective communication and liaison with Members and stakeholders; and
- ensuring an effective governance framework.

ROLE OF A STATE COUNCILLOR

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA; and
- financial operations and solvency.

State Councillors, as Directors of a Board, are required to act consistently in the best interests of the organisation as a whole.

State Councillors are expected to be champions for WALGA and for the Local Government sector.

There are five ordinary meetings of State Council per year, generally held in March, May, July, September and December.

State Councillors are required to serve on a Policy Team or Committee which meets every one or two months, and are encouraged to attend

WALGA events and functions, to play an active and engaging role in representing WALGA and the Local Government sector.

As State Councillors are elected by their Zone, they are also expected to attend and play a prominent role in Zone meetings, including reporting back to Zone Delegates about State Council decisions and WALGA's recent activities, events and advocacy efforts.

State Councillors are paid an annual sitting fee and all expenses incurred to attend State Council meetings are reimbursable.

Approximate time commitment per year (excluding optional events and travel time):

MEETINGS	30 - 40 hours plus one full day and one overnight regional visit
PREPARATION	15 hours

GET INVOLVED

Involvement with WALGA through representing your Local Government on the Zone or representing your Zone on State Council is an enriching and rewarding experience.

To learn more about nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in WA, visit the WALGA website.

Contacts

- Chantelle O'Brien**, Zones Governance Officer
cobrien@walga.asn.au | (08) 9213 2013
- Habiba Farrag**, State Council Governance Officer
hfarrag@walga.asn.au | (08) 9213 2050
- Kathy Robertson**, Manager Association and Corporate Governance
krobertson@walga.asn.au | (08) 9213 2036
- Tony Brown**, Executive Director Member Services
tbrown@walga.asn.au | (08) 9213 2051

RESOURCES



The Western Australian Local Government Directory 2025

Each year, WALGA produces a directory containing contact information and statistics on every WA Local Government. This is a useful resource for our Members, fostering collaboration and efficiency across the sector.



WALGA Annual Report 2023-24

For more details on how WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities, read our 2023-24 Annual Report.



WALGA's 2025 State Election Priorities

This resource showcases initiatives and solutions WALGA presented to the incoming State Government, and continues to advocate for, to keep the state running at its best.



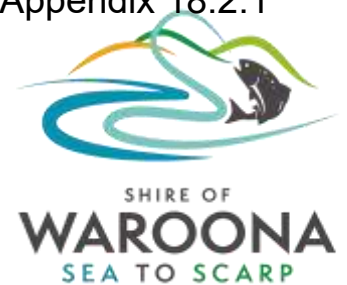
WALGA

Influence. Support. Expertise.

ONE70
Level 1, 170 Railway Parade
West Leederville WA 6007

08 9213 2000
info@walga.asn.au

walga.asn.au



User Agreement for Shire of Waroona Land

This AGREEMENT is made on <date>.

Between

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

and

Waroona Aboriginal And Torres Strait Islander Corporation (WAATSIC), an incorporated Association under the *Associations Incorporation Act 2015*, of 10 Henning Street, Waroona, Western Australia;

Recitals

1. The Shire has the care, control, and management of 'Bandicoot Brook Bushland Reserve', Reserve No. 31437, (Lots 1599-1602 on Deposited Plan 211695) South Western Highway (as outlined at Annexure 1), Waroona; and
2. The Agreed Area contains significant native bushland values, including Threatened Ecological Communities (TECs), and provides important habitat for native flora and fauna, which the Shire is obliged to protect and manage in accordance with relevant legislation and policy; and
3. WAATSIC acknowledges that all works and conservation and management activities carried out on the Agreed Area, are undertaken in consideration of, and so far as practicable consistent with, and aligned to the objectives, recommendations and actions, set out in the "Management Plan for Bandicoot Brook Bushland" prepared by Ironbark Environmental, included as an appendix to this Agreement;
4. The Agreed Area shall only be used for the purposes of environmental conservation and education, management of native flora and fauna, cultural and ecological training, and associated activities that support the sustainable care of the Reserve; and
5. WAATSIC acknowledges and agrees that its use and management of the Agreed Area must be undertaken in compliance with all applicable environmental, land management and health laws, and in a manner that protects and enhances the ecological values of the Reserve; and
6. WAATSIC acknowledges that any commercial use of the Agreed Area, including but not limited to, activities such as seed collection and commercial tours, requires the prior written approval of the Shire (and, where applicable), the Minister for Lands; and
7. The Shire has agreed to permit WAATSIC to use the Agreed Area, and WAATSIC has agreed to accept the permission on the terms and conditions provided by this Agreement.

Agreed Terms

1. Definitions

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

Agreed Area means the area described in **Item 1** of the Schedule;

Agreement means this deed as supplemented, amended or varied from time to time;

Authorised Employee means:

- (a) an employee of the Shire; and
- (b) any person visiting the Agreed Area with the express or implied consent of any person mentioned in paragraph (a);

Commencement Date means the commencement of the Term specified in **Item 2** of the Schedule;

Management Plan means the “Management Plan for Bandicoot Brook Bushland” prepared by Ironbark Environmental;

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

Outgoings means the costs, expenses or charges associated with the use, occupation or maintenance of the Agreed Area (such as rates, taxes, utilities, insurance, cleaning or other operational costs), if any, specified in **clause 5**;

Parties means the Shire and WAATSIC;

Party means the Shire or WAATSIC according to the context;

Permitted Purpose is described in **Item 4** of the Schedule;

Schedule means the Schedule to this Agreement;

Shire’s Covenants means the covenants, agreements and obligations set out or implied in this Agreement, or imposed by law to be observed and performed by the Shire;

Term means the term of months specified in **Item 2** of the Schedule;

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

WAATSIC’s Agents includes WAATSIC’s officers, employees, agents, contractors, sub-contractors, invitees and licensees, together with their vehicles, machinery and equipment; and

WAATSIC’s Covenants means the covenants, agreements and obligations set out or implied in this Agreement or imposed by law to be performed and observed by any person other than the Shire.

2. Interpretation

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

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

3. Demise

The Shire hereby permits WAATSIC to use the Agreed Area, and WAATSIC has agreed to accept the permission on the Agreed Area for the Term.

4. Fees

There are no fees applicable to this User Agreement.

5. Outgoings

- 5.1 The Lessee must, at its own cost, collect, remove, and lawfully dispose of any environmental waste generated as a result of its activities on the Premises, including but not limited to green waste, contaminated soil, or other materials requiring special handling under environmental or land management legislation.
- 5.2 All waste management activities must be undertaken in accordance with good environmental practice and any applicable statutory requirements.
- 5.3 The Shire agrees to allow the Lessee to dispose of environmental waste arising from its approved conservation and land management activities on Bandicoot Brook Bushland Reserve at the Buller Road Refuse Site without payment of the standard refuse gate fee, subject to the following conditions:
 - (a) the waste must be of a type accepted by the facility and suitable for disposal under the site's operational requirements;
 - (b) the Lessee must comply with any directions issued by the Shire in relation to waste disposal or transport; and
 - (c) this arrangement applies only to waste arising directly from the Lessee's environmental management and restoration activities under this Lease, and not from any unrelated works or external projects.

6. Maintenance

- 6.1 WAATSIC shall at all times maintain the Agreed Area in the same or better condition as it existed on the date on which this agreement commenced except in respect of fair wear and tear.

- 6.2 It is acknowledged that, as at the commencement date, there is minimal active management of the Agreed Area, and that WAATSIC is not expected to restore the Agreed Area to a condition completely free of weeds, declared pests or invasive species. Instead, WAATSIC is permitted to undertake weed and vegetation management, consistent with good conservation practices and in accordance with any Shire approved management plan for the reserve. This includes, without limitation, the management of:
- (a) priority control of weeds, declared plants and invasive species;
 - (b) litter and rubbish removal;
 - (c) maintenance of access tracks, gates and fencing (where applicable); and
 - (d) any other non-structure elements, including vegetation and flora, soil and landforms, natural habitats, and other environmental and landscape features.
- 6.3 WAATSIC must take reasonable action to prevent, mitigate, or where necessary rectify any erosion, drift, or movement of sand, soil, dust, or water on or from the Agreed Area arising from its use of the Agreed Area.
- 6.4 WAATSIC will make good any damage done by WAATSIC, other than fair wear and tear.

7. Shire's Covenants

- 7.1 The Shire covenants with WAATSIC to:
- (a) provide WAATSIC with non-exclusive access to the Agreed Area and to allow WAATSIC to remain peacefully in possession during the Term free from interruption;
 - (b) allow unfettered access to the Agreed Area by WAATSIC and WAATSIC's Agents to the extent necessary to enable WAATSIC to perform their covenants and enjoy and exercise their rights under this Agreement;
 - (c) allow WAATSIC to do all things on the Agreed Area necessary or convenient to enable WAATSIC to perform their covenants and enjoy and exercise their rights under this agreement;
 - (d) follow the recommendations for the use of the Agreed Area after the expiry or termination of this Agreement, as set out in Item 7 of the Schedule;
 - (e) promptly notify WAATSIC if any property has been removed, damaged or destroyed;
- 7.2 Despite sub-clauses (a) to (c), unfettered access and the ability for WAATSIC to perform the covenants and enjoy and exercise their rights;
- (a) does not fetter in any manner the Shire's right to access, or authorise access for others, to repair, maintain and clean the Agreed Area or to enter and use for emergency purposes; and
 - (b) does not fetter public access to the Agreed Area, except within the specific location of any works being undertaken by WAATSIC during the period of those works.

8. WAATSIC's Covenants

WAATSIC covenants with the Shire to:

- (a) use the Agreed Area only for activities that are consistent with the Permitted Purpose;
- (b) undertake all activities associated with the control, management and treatment of declared pests, feral animals, emerging grasses, weeds, and other invasive species in accordance with:
 - (i) the *Biosecurity and Agriculture Management Act 2007* (WA) and any other applicable legislation or regulations; and
 - (ii) recognised best practice environmental management methods,
 provided that such activities do not adversely affect native flora, fauna, or the conservation values of the Agreed Area.
- (c) undertake drainage and waste management activities in accordance with all applicable environmental laws and best practice environmental management methods to avoid contamination of the bushland or waterways on or adjacent to the Agreed Area.
- (d) while using the Agreed Area, keep the Agreed Area clean, tidy and free from rubbish, fair wear and tear, residual seed and stubble – damage by fire, lightning, flood, storm, tempest, earthquake, Act of God, war or damage caused by the negligent or unlawful act or omission of the Shire excepted.
- (e) refrain from installing any structures and improvements on the Agreed Area without the written consent of the Shire;
- (f) permit, at all times, the Shire or any Authorised Person, or any other government agency, statutory authority, or environmental management body duly authorised by the Shire, to enter the Agreed Area to carry out appropriate work and maintenance, provided that no undue inconvenience is caused to WAATSIC and no damage is caused to any property;
- (g) maintain sufficient public liability insurance, workers' compensation insurance, and personal accident insurance to cover WAATSIC's agents during the period of this agreement in relation to the Agreed Area;
- (h) report to the Shire in writing, and in an emergency verbally, as promptly as practicable:
 - (i) any act of vandalism or any incident which occurs on or near the Agreed Area of which WAATSIC is aware or should be aware;
 - (ii) any occurrence or circumstances in or near the Agreed Area of which it becomes aware, which might reasonably be expected to cause in the Agreed Area, pollution of the environment; and
 - (iii) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Agreed Area or to any person in or on the Agreed Area.

9. Prohibited Activities

WAATSIC **must not**, without the prior written consent of the Shire (and, where applicable, the Minister for Lands);

- (a) create and use, a new access configuration from the South Western Highway to the Agreed Area;

- (b) clear, cut down, remove, burn, prune, lop, or otherwise interfere with or damage any native vegetation, trees or habitat on the Agreed Area, except in accordance with an approved management plan or as reasonably required and lawfully permitted for weed control, fire hazard reduction or safety purposes;
- (c) where pruning of trees has been approved by the Shire, engage a suitably qualified and insured tree surgeon to undertake out the tree pruning;
- (d) carry out any excavation, earthworks, drainage works or significant alteration to the landform of the Agreed Area;
- (e) graze livestock or permit domestic animals on the Agreed Area;
- (f) dump, bury, store, or permit the accumulation of rubbish, chemicals, containments or other waste on the Agreed Area, except in facilities approved for that purpose;
- (g) construct, install or place any building, structure, fencing, utility service or other works on the Agreed area, except as permitted under this User Agreement or with the prior written consent of the Shire;
- (h) use the Agreed Area for any commercial purpose (including but not limited to, seed collection, eco-tourism, or sale of produce);
- (i) permit camping, overnight stays, or the lighting of fires on the Agreed area; or
- (j) engage in any other activity which, in the reasonable opinion of the Shire, may cause environmental harm, degrade the ecological values of the Agreed area, or be inconsistent with the protection of native flora, fauna, and threatened ecological communities.

10. Assignment

WAATSIC will not assign, sublet or part with possession of the Agreed Area without the prior written consent of the Shire.

11. Default by WAATSIC

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

12. Default by the Shire

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

13. Right to Terminate upon Notice

- 13.1 Notwithstanding any other provision of this Agreement, the Parties AGREE that either Party may terminate this Agreement for any reason upon one month's written Notice to the other Party. Either party will not owe the other party (recompense) where this clause is exercised. Any forward future planned events committed to within a three-month timeframe will be honoured (past the date of termination).
- 13.2 If this Agreement is terminated in accordance with this clause, **clause 14** will apply.

14. Rights on Expiry and Termination

- 14.1 On expiry or termination of this Agreement, the Shire covenants to allow access to the Agreed Area by WAATSIC and WAATSIC's Agents, to the extent necessary to enable the removal of WAATSIC's property for a period of twenty-eight (28) days.
- 14.2 WAATSIC retains all their rights, including but not limited to rights of ownership or possession, in respect of any property including but not limited to equipment brought onto, installed or constructed on the Agreed Area by WAATSIC during the Term, provided that if WAATSIC does not remove the property from the Agreed Area by the end of the period referred to in **clause 14.1**, the Shire may remove the property and deliver it to WAATSIC and WAATSIC will be liable to pay the Shire's reasonable cost of doing so.
- 14.3 This **clause 14** survives the expiry or termination of this Agreement.

15. Dispute Resolution

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

16. Notices

- 16.1 Notices under this agreement must be delivered by hand, mail or email to the addresses specified in **Item 9** of the Schedule for each Party.
- 16.2 Notice will be deemed to have been given:
- (a) in the case of hand delivery, upon written acknowledgement of receipt by an officer or other duly authorised employee, agent or representative of the receiving Party;
 - (b) in the case of posting, three (3) business days after dispatch; or
 - (c) in the case of email, upon the successful completion of transmission.

17. Indemnity

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

18. Waiver

- 18.1 No right under this agreement shall be deemed to be waived except by an instrument in writing signed by each Party.
- 18.2 A waiver by a Party pursuant to **clause 18.1** will not prejudice that Party's rights in respect of any subsequent breach of covenant or the terms of this Agreement by the other Party
- 18.3 Subject to **clause 18.1**, any failure by a Party to enforce any clause of this agreement, or any forbearance, delay or indulgence granted by a Party to the other Party, will not be construed as a waiver of the first-mentioned Party's rights under this Agreement.

19. Severability

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

20. Governing Law

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

21. Variations

There are no variations to the standard clauses in this Agreement.

Schedule

Item 1: Agreed Area

The whole of 'Bandicoot Brook Bushland Reserve', Reserve No. 31437, (situated on Lots 1599-1602 on Deposited Plan 211695) South Western Highway, Waroona, Certificate of Title Volume LR3014/276 south of the Shire of Waroona district boundary, as identified and outlined in red below.

The Agreement Area does not include the South Western Highway road reserve, noting that the separation between the Reserve and the road reserve may not be clearly defined by a fence.



Agreed Area – Bandicoot Brook Bushland Reserve



Figure 1. Agreed Area, shown in Red

Item 2: Term and Commencement Date**Term**

X years commencing on 1 October 2025 and expiring on **<expiry date>**.

Commencement Date

1 October 2025

Item 3: Fees and Charges

Nil

Item 4: Permitted Purpose

The Agreed Area may be used by WAATSIC solely for the following purposes -

- (1) The conservation, protection, and management of native bushland, flora and fauna, and habitat values within the Agreed Area;
- (2) Undertaking ecological restoration activities, including but not limited to weed and pest management, revegetation, land rehabilitation and litter removal;
- (3) Conducting environmental, cultural and ecological training, education and awareness programs consistent with the sustainable care of the Agreed Area;
- (4) Carrying out ecological monitoring, research, and reporting where such activities support the objectives of bushland conservation and comply with all applicable laws; and
- (5) Activities that are incidental or ancillary to the above purposes, provided that all such activities comply with all applicable environmental, land management and health laws, and are conducted in a manner that protects and enhances the native species and ecological values of the Agreed Area.

Item 5: Agreement Variation

Nil.

Item 6: Recommendations

Nil.

Item 7: Additional Terms and Covenants

Nil

Item 9: Address and Contact Details**Shire's Details****Shire of Waroona**

Contact Name	Kirsty Ferraro - Director Customer & Development Services
Postal Address	PO Box 20, Waroona WA 6215
Telephone Number	(08) 9733 7800
Email Address	dcds@waroona.wa.gov.au

WAATSIC's Details**Waroona Aboriginal And Torres Strait Islander Corporation**

Contact Name	Adrianna Jetta - Secretary
Postal Address	PO Box 314, Waroona WA 6215
Telephone Number	0444 534 268
Email Address	waatsic@gmail.com

Execution**EXECUTED by the Parties as a Deed****Shire of Waroona**

Full Name of Chief Executive Officer

Signature of Chief Executive Officer

Full Name of Witness

Signature of Witness

Waroona Aboriginal And Torres Strait Islander Corporation

Full Name of Chairperson

Signature of Chairperson

Full Name of Secretary

Signature of Secretary

Appendix

Management Plan for Bandicoot Brook Bushland

Prepared by Ironbark Environmental

Table 1: Summary of recommendations

Rec. Number	Recommendation
1	The Coolup Land Conservation District Committee/Shire of Waroona to convene an Interim Reserve Management Group of relevant organisations to coordinate implementation of this Plan. (High priority) Shared management issues include coordination of: • weed management; • access track closure and management, and • consideration of changes to the vesting (and purpose) of relevant reserve areas.
2	That access be: a) Blocked or gated from the Highway Resting Area to the three tracks that lead into natural areas within the site (See Figure 12); (2010 Update: Post and wire fencing has been erected and access limited to narrow pedestrian openings) b) Blocked to the maintenance access corridors adjacent to drains where this currently exists. (The low cost option would be to install bollards with a chain gate and dual-access padlock system. The higher cost option would be to install a 'boom' gate with a dual access padlock system. Dual access is for the Water Corporation and Fire and Emergency Services); c) Blocked from the Railway Reserve Service track to the Highway Resting Area. (High priority)
3	That fencing be erected a) around the Highway Resting Area to reduce direct rubbish dumping and reduce unauthorised access in the adjacent natural areas, and provides an indication of 'ownership' of the reserve (refer to Figure 12 for location of recommended actions); (2010 Update: Post and wire fencing has been erected and access limited to narrow pedestrian openings) and b) between the site's native vegetation and the around the Truck-stop Bay. (2010 Update: Bollards have been erected between Truckstop Bay and vegetation)
4	Bushland condition mapping and detailed weed mapping are to be carried out to assess species, locations and densities of weed infestations (High priority). (2010 Update: Condition mapping and weed mapping undertaken by Russell Smith in 2007)
5	An integrated Weed Control and Bushland Restoration Program be developed to cover activities over a three to five year period (High priority)
6	Implement the Weed Control and Bushland Restoration Program, including a monitoring and evaluation component to assess effectiveness and adapt activities (Medium priority). (2010 Update: Control of Watsonia, lovegrass and Victorian Tea Tree has occurred around Highway Resting Area – See update in Recommendation 13)
7	Develop a Fire Management Plan in association with DEC's Threatened Species & Communities Branch (TSCB) and the Local Fire Brigade, including a review of the fire breaks in the reserve and adjacent easements with a view to implementing a strategic realignment of fire breaks and access points (Medium priority).
8	Conduct formal biological surveys to develop baseline data on native and feral

Rec. Number	Recommendation
	fauna species found on site, or utilising the site (Medium priority)
9	Subject to results of fauna surveys, carry out feral animal control, preferably in cooperation with surrounding landowners. (Medium priority)
10	Conduct fungi surveys to fill information gaps on the Site's flora and collect baseline data on fungi.(Low priority)
11	Conduct mapping of site to assess for the presence of the Pc dieback pathogen (Medium priority) (2010 update: Site assessed and mapped for dieback in 2008 by Glevan Consulting).
12	Identify opportunities to increase the ecological viability of the site through revegetation of surrounding areas for use as wildlife corridors or stepping stones (Low priority)
13	Include the Highway Resting Bay area in the weed mapping process described in Recommendation 4 and the subsequent weed control program described in Recommendations 5 & 6.(High priority) (2010 Update: Two years of chemical control of lovegrass and watsonia has occurred around Highway Resting Area (2008 & 2009) and removal of a large portion of the Victorian Tea Tree has been undertaken)
14	There are potentially conflicting heritage and safety considerations in respect to the pines on the site. Consultation needs to take place between the Peel Heritage Advisor, Waroona Historical Society and an accredited aboriginalist as to the safety of the pines trees near high public use areas (e.g. Highway Resting Bay). The aboriginalist's report needs to be considered in partnership with heritage values to determine a suitable long-term outcome. This is likely to include removal of dangerous pines and consideration of maintaining pines in defined areas. (High priority) (2010 Update: Safety concerns in regard to the mature pine trees were assessed in 2008 by Arboreal Tree Care Trees around the Resting Area have been numbered to enable future works).
15	In consultation with Main Roads WA (and their contractors), Shire of Waroona and the local community, carry out the removal of unsafe pine specimens if required, as a priority, following implementation of Recommendation 14. (High priority) (2010 Update: Pruning and removal of pines of highest risk has been undertaken by Arboreal Tree Care).
16	Plan for bush regeneration or revegetation of weeded areas with local native species (Medium priority).
17	Conduct regular removal of rubbish dumped in site. This will assist to discourage others from dumping by enhancing the 'cared for appearance' of site, and will also aid in reducing fuel loading and hazards from site (High priority).

Rec. Number	Recommendation
	(2010 update: One bulk rubbish removal was carried out in 2007. Annual removal is important)
18	That the Water Corporation be involved in the mapping of weeds (Recommendation 4) and the development of the subsequent Weed Control and Bush Restoration Program (Recommendations 5 & 6)(High priority).
19	That the Water Corporation is asked to review their weed control and other drainage maintenance practices, in light of this management plan and the Weed control and Bush Restoration Program. This includes ceasing the placement of any spoil in the Site and contribution toward bush restoration activities within the zone of influence of the drains. (Medium priority)
20	That Main Roads WA be involved in the mapping of weeds (Recommendation 4) and the development of the subsequent Weed Control and Bush Restoration Program (Recommendations 5 & 6) (High priority).
21	That Main Roads WA is asked to review their weed control and other maintenance practices, in light of this management plan and the Weed control and Bush Restoration Program. (High priority). This includes: - Any necessary contributions toward bush restoration activities within the zone of influence of the South West Highway. - That MRWA and its contractors, ensure the replacement of the Sensitive Environmental Areas (SEA) markers on the South West Highway along the length of the bushland reserve immediately after any road or infrastructure upgrades.
22	a) That in relation to access to the drain adjacent to the Highway road counter and solar panel, the MRWA, Water Corporation and the IRMG representatives meet on site to discuss implications and future access to the drain and the security of the MRWA infrastructure. b) That all road maintenance activities are to be conducted according to DEC's Roadside Conservation Committee's (RCC) "<i>Handbook of Environmental Practice</i>" (Government of Western Australia 2006). This includes ensuring that Recommendation 21 in regards to SEA markers is undertaken. (High priority)
23	That WestNet Rail is involved in the mapping of weeds (Recommendation 4) and the development of the subsequent Weed Control and Bush Restoration Program (Recommendations 5 & 6) (High priority).
24	That WestNet Rail is asked to review their weed control and other drainage maintenance practices, in light of this management plan and the Weed control and Bush Restoration Program. This includes ceasing the placement of any spoil in the Site and contribution toward bush restoration activities within the zone of influence of the rail reserve. (Medium priority)
25	It is recommended that signage be erected at the Highway Resting Area and the Truck-stop Bay to advise people of the:

Rec. Number	Recommendation
	a) historical and ecological significance of the Site; and b) ways in which their use can assist or degrade the Site's bushland. (Medium priority). (2010 update: Informational signage has been prepared for the Highway Resting Area and will be erected later in 2010.
26	The IRMG, in association with the Coolup LCDC and the Shire of Waroona, seek funding for, and develop, an education and awareness-raising program focusing on the Site's ecological and social values, and promote responsible use of the Site (Medium priority).
27	Efforts be made (at least annually), to remove dumped bulk rubbish from the site. (High priority). This could involve: - Identifying this site each year as one of the 'Clean-up Australia Day' sites, and involve the local school children and parents/teachers, the corporate sector and the broader community; and - Incorporate this area as part of any nominations for Waroona townsite in the Keep Australia Beautiful Tidy Towns program. (2010 update: One bulk rubbish removal was carried out in 2007. Annual removal is important)
28	Investigate the development of an awareness-raising/social (change) marketing program to encourage the reporting of illegal rubbish dumpers. Possibly implement this with Recommendation 26 (Medium priority)
29	The Interim Reserve Management Group review the tenure and vesting of the land parcels contained within the Site to enable better management of its environmental values. (High priority) 2010 update: DEC are prepared to discuss the possible vesting and management of Reserve 31437; A key issue will be vesting of the Highway Resting Area/North Drakesbrook School site which occurs within Reserve 31437; Main Roads WA (MRWA) are not averse to the inclusion of 12 ha of vegetated Road Reserve in the new proposed conservation reserve, provided that this 12 ha can be used by MRWA as a recognised 'offset' for future road projects (See MRWA submission, Section 12 of the Appendices).
30	That the Shires of Waroona and Murray determine, in consultation with the relevant stakeholders – including indigenous representatives and the Historical Society – an appropriate name for the bushland (and school site if the community wishes to have two separate names) and make a recommendation to the Geographic Names Section of Landgate. This could be done in conjunction with Recommendation 29.

Rec. Number	Recommendation
	(2010 Update: All submissions supported the naming of the reserve as the Bandicoot Bushland Reserve. The Waroona Historical Society requested that the name of the North Drakesbrook School Site (now the Highway Resting Area) be recognised within the Bandicoot Bushland Reserve. (See Waroona Historical Society submission, Section 12 of the Appendices).
31	Stakeholders to adopt and instigate agreed policy or guidelines to control physical disturbances as part of core business. (Medium priority) (2010 update: Main Roads WA have agree to review their weed control process to complement the weed control program for the Reserve (See Section 12 of the Appendices)
32	Iluka be encouraged to continue their involvement in the protection and management of the Reserve and be invited to form part of the Interim Reserve Management Group. (High priority) (2010 update: Iluka employees have had a number of work days on the site, removing the mature Victorian Tea Tree.
33	The IRMG, in association with the Coolup LCDC, be encouraged to investigate the formation of a local 'Friends of' group to enhance greater community involvement in the protection and management of the Reserve and a representative of the Group be invited to form part of the Interim Reserve Management Group (IRMG). (Medium priority)
34	That the Coolup LCDC, with support from officers at the Waroona Landcare Centre, or the Interim Reserve Management Group source grant and/or sponsorship funding to implement High Priority on-ground actions identified in this Plan (Recommendations 2 to 26). (High priority) (2010 Update: Since the draft management plan, funds have been received from Iluka, Lotterywest and the South West Catchments Council).

LPP 017 – Local Planning Policy – Vegetation

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy No. 17 *Vegetation*.

2. Purpose

The purpose of this Policy is to carefully consider the need for the clearing of native vegetation and to ensure avoidance and mitigation measures are implemented through the planning process. The Policy also seeks to enhance canopy cover through replacement planting where vegetation removal is granted approval through a Net Gain approach.

3. Objectives

The objectives of this Policy are to encourage and facilitate the protection and enhancement of native and vegetation by:

- a. Balancing the protection of vegetation worthy of retention, the desired built form and land use outcomes at the earliest possible stage in the planning and development process.
- b. Protecting and enhancing vegetation extent and coverage to assist with:
 - a. Reducing the urban heat island effect;
 - b. Reducing air pollution and facilitating carbon sequestration;
 - c. Improving surface and groundwater quality;
 - d. Contributing a food source, habitat, roosting and breeding areas for wildlife;
 - e. Providing ecological corridors and native biodiversity; and
 - f. Maintaining soil integrity and preventing soil erosion.
- c. Maintaining and enhancing the amenity, character and sense of place through the protection and enhancement of vegetation.
- d. Applying a “mitigation hierarchy” to decision making to:
 - a. Avoid clearing of established vegetation;
 - b. Provide compensating planting of vegetation on site; and
 - c. Offset - where avoidance and rehabilitation cannot be achieved, fund Cash-In-Lieu contributions for planting within the Shire of Waroona.

4. Policy application

This Policy applies to all matters where native vegetation is proposed to be cleared. Shire projects in roads and reserves will be exempt. Vegetation matters related to local government works in roads and reserves, are regulated by State Agencies. This Policy does not override approvals required by any other authority or legislation.

Conflict of opinion

Where there is a conflict of opinion in the condition, value or importance of the vegetation between the Shire and the applicant, the Shire may engage an independent specialist to provide environmental advice.. This shall be paid for by the applicant as per Part 7, Division 2, r.49 of the *Planning and Development Regulations 2009*.

5. Policy provisions

Development approval is required to clear native vegetation. Additionally, a clearing permit may also be required under legislation by other authorities.

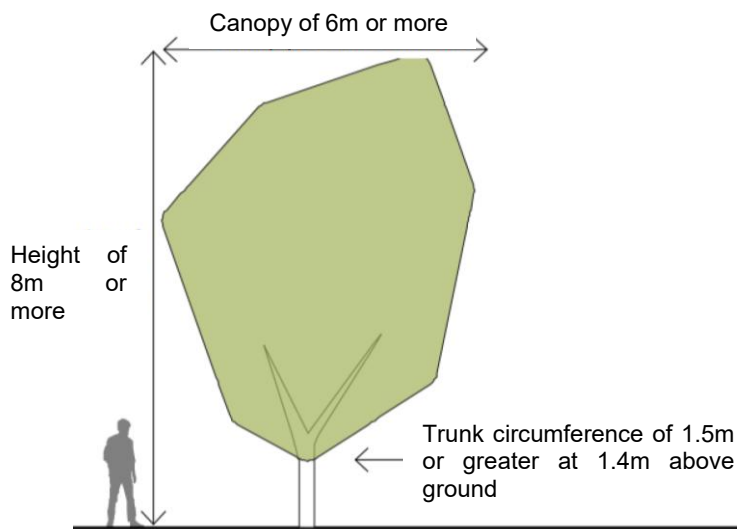
Townsite areas

Preston Beach requirements:

- a. Development approval is required to clear WA Peppermint (*Agonis flexuosa*) and Tuart (*Eucalyptus gomphocephala*) in the following instances:
 - i. Canopy diameter of 6m or greater; or
 - ii. Height of 8m or greater; or
 - iii. In the case of vegetation with a single trunk, a trunk circumference of 1.5m or greater, measured 1.4 metres above the ground. In the case of vegetation with multiple trunks, a total trunk circumference of 1.5 metres or greater.
- b. Development shall protect ~~WA Peppermint and Tuart.~~ Development shall prioritise the protection of larger, mature examples and design shall include the following:
 - i. Crossovers and driveways shall take the least destructive path.
 - ii. Dwellings and other development shall incorporate site responsive design.

Waroona and Hamel requirements:

- a. Development approval is required to clear Jarrah (*Eucalyptus marginata*), ~~and Marri~~ (*Corymbia calophylla*), Yarri (*Eucalyptus patens*), WA Flooded Gum (*Eucalyptus rudis*), Swamp Paperbark (*Melaleuca raphiophylla*) and any wandoo species endemic to the region in the following instances:
 - i. Canopy diameter of 6m or greater; or
 - ii. Height of 8m or greater; or
 - iii. In the case of vegetation with a single trunk, a trunk circumference of 1.5m or greater, measured 1.4 metres above the ground. In the case of vegetation with multiple trunks, a total trunk circumference of 1.5 metres or greater.
- b. Development shall protect Jarrah and Marri. Development shall prioritise the protection of larger, mature examples and design shall address the following:
 - i. Crossovers and driveways shall take the least destructive path.
 - ii. Dwellings and other development shall incorporate site responsive design.



Above (left and right): Examples of vegetation requiring approval for clearing

Other townsite requirements:

- a. Street trees shall be retained to provide shading to footpaths and the pavement to reduce the urban heat island effect and retain the streetscape amenity. Their removal may be considered in accordance with this Policy, Council Policy IP010 Street and Reserve Trees and any Street Tree Management Plan.
- b. For industrial developments, a minimum of 10 percent of the site shall be set aside for landscaping. Landscaping shall be located along all street frontages and shall be protected with barriers to prevent damage (e.g. wheel stops, kerbing). Landscaped areas shall include a mixture of waterwise native shrubs and trees within mulched garden beds and irrigated when required.
- c. Vehicle parking areas shall have one shade tree per four bays. The tree planting area shall meet the following requirements:
 - i. Minimum permeable area of 1.5 metres in diameter;
 - ii. Flush kerbing to allow stormwater ingress; and
 - iii. Provided with mulch and irrigated when required.

All other areas (e.g. rural, rural residential)

1. There is the presumption against the clearing of native vegetation.
2. Development approval is required to clear native vegetation, prior to works commencing. Exemptions apply under the Shire of Waroona annual Firebreak Notice and Clause 61(1) of the Scheme. Firebreaks are not to exceed three (3) metres in width without approval from the Shire.
3. Clearing of dead, diseased or dangerous vegetation shall not occur without the written consent of the Shire, prior to works commencing. Vegetation that may provide nesting opportunities (e.g. hollows) should not be removed.

4. Remnant native vegetation shall not be cleared if:
 - a. it comprises a high level of biodiversity; or
 - b. it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna; or
 - c. it includes, or is necessary for the continued existence of, threatened flora; or
 - d. it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community; or
 - e. it is significant as a remnant of native vegetation in an area that has been extensively cleared; or
 - f. it is growing in, or in association with, an environment associated with a watercourse or wetland; or
 - g. the clearing of the vegetation is likely to cause appreciable land degradation; or
 - h. the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area; or
 - i. the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water; or
 - j. the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding; or
 - k. Vegetation that forms part of a Regional Ecological Linkage.

5. In considering an application involving the clearing of native vegetation, the local government shall consider:
 - a. the extent of clearing to be undertaken;
 - b. the quality and type of vegetation to be cleared;
 - c. any re-vegetation carried out on the same land;
 - d. the potential for the clearing to detrimentally impact:
 - i. quality of the soil, land or water;
 - ii. biodiversity of the native vegetation in the surrounding local area;
 - iii. landscape or amenity values of the surrounding local area; and
 - iv. ecosystem function of the native vegetation in the surrounding local area.
 - e. the potential for the vegetation to provide a habitat, breeding, roosting or foraging function for protected fauna species;
 - f. the significance of the vegetation and whether it is protected under State and Federal legislation; and
 - g. any measures to conserve, protect and manage other comparable vegetation on the same land.

6. Priority protection shall be given to the following vegetation:
 - a. Tuart (*Eucalyptus gomphocephala*);
 - b. Banksias;
 - c. Marri (*Corymbia calophylla*)
 - d. Jarrah (*Eucalyptus marginata*);
 - e. WA Peppermint (*Agonis flexuosa*);
 - f. Wandoo species endemic to the region;
 - g. WA Flooded Gum (*Eucalyptus rudis*);
 - e-h. Yarri (*Eucalyptus patens*)
 - f-i. Vegetation with trunk Diameter at Breast Height (DBH) of +500mm; or
 - g-l. Riparian (wetland or river) plants.

Unavoidable clearing

1. It is acknowledged that in some instances, clearing will be unavoidable. Examples may include, but are not limited to:
 - a. Construction of a house on a rural residential bush block;
 - b. Establishment of an Asset Protection Zone for bushfire protection of a house;
 - c. Construction of a road for a subdivision;
 - d. Installation of utilities or services; and

- e. Access track for a house.

The Shire will seek to ensure that clearing is balanced between environmental attributes and the needs/desires of the applicant.

Net gain

1. Decision makers may exercise discretion and permit the clearing of native vegetation, only where it is satisfied that the environmental impact is appropriate and a proposal demonstrates and commits to:
 - a. a net gain in vegetation coverage; and
 - b. an improvement in the quality of vegetation; and
 - c. an improvement in biodiversity values.

These principles must be able to be achieved within the local government area by the end of the following winter to ensure minimal disruption to the environment.

Where vegetation will be cleared

1. Where the loss of vegetation will occur, or has occurred, development shall achieve a Net Gain in vegetation to satisfy the objectives of this Policy. This Net Gain will either be through:
 - a. Restoration/rehabilitation occurring on-site; or
 - b. A Cash-In-Lieu contribution being made to the Shire of Waroona for investment into the rehabilitation and/or restoration of vegetation within the Shire.
2. The appropriateness of restoration will be determined on a case-by-case basis by the Shire and will be determined by:
 - a. There being sufficient space and an appropriate location;
 - b. The likelihood of restoration activities being successful;
 - c. The property's location and existing/proposed landuse/development;
 - d. Bushfire threat and fuel loads; and
 - e. Whether restoration activities on-site will achieve greater environmental outcomes compared to in a reserve or Shire managed land.

Restoration activities to achieve a Net Gain shall be fully completed by the following winter.

3. A net gain must consist of the same species and/or community that is proposed to be replaced at the following ratios outlined in Table 1.

TABLE 1 – Net Gain ratios		
Species	Net Gain ratios for proposals	Net Gain ratios for unauthorised works (x3 penalty)
Swamp Paperbark DBH +500mm DBH -500mm	4:1 2:1	8:1 4:1
Wandoo DBH +300mm DBH -300mm	4:1 2:1	8:1 4:1
Yarri DBH +500mm DBH -500mm	4:1 2:1	8:1 4:1
WA Flooded Gum DBH +500mm DBH -500mm	4:1 2:1	8:1 2:1

Tuart		
DBH +500mm	4:1	8:1
DBH -500mm	2:1	4:1
Banksia		
DBH +300mm	4:1	8:1
DBH -300mm	2:1	4:1
Jarrah		
DBH +300mm	4:1	8:1
DBH -300mm	2:1	4:1
Marri		
DBH +500mm	4:1	8:1
DBH -500mm	2:1	4:1
WA Peppermint		
DBH +300mm	4:1	8:1
DBH -300mm	2:1	4:1

Planting specifications

- Plantings shall satisfy the following specifications listed in Table 2. A landscaping plan, revegetation plan or costing for a Cash-In-Lieu contribution shall demonstrate that these specifications have been incorporated.
- Planting in road reserves shall have due regard for Council Policy IP010 and any adopted Street Tree Management Plan.

TABLE 2 – Planting specifications	
Component	Specification (minimum)
Trees	Advanced trees within a grow bag of 25 litres or greater.
Shrubs and ground covers	Generally tubestock
Tree/plant protection	Urban areas: Measures to prevent vehicle intrusion/overhang (e.g. wheel stops, concrete posts) Non-urban areas: 1 biodegradable guard per plant. Sufficient stakes to secure each guard. Perimeter fencing for the planting areas (3 strand wire).
Mulch	Urban areas: Organic material to the entire landscaping area. To a depth of 1200mm. Non-urban areas: No requirement Organic material to each plant. _____ To a width of 1 metre. _____ To a depth of 150mm.
Soil conditioner	Universal soil conditioner for each plant.
Watering	Urban areas: Ongoing for landscaping.

	Non-urban areas: Once per week across summer for 2 summers or as needed.
Labour	For installation, maintenance, weeding monitoring and replacement (factor 20% loss) for 2 summers.
Bonds, Shire work & CIL	Add 25% to the total project cost.

Cash-In-Lieu (CIL) contribution

- The local government may agree to a cash payment in lieu of:
 - A developer/landowner providing all, or part, of the required Net Gain planting; or
 - Restoration/Rehabilitation.
- All CIL funds collected shall be used for projects within the local government area only.
- CIL shall not be used as a buy-out method to gain approval for the clearing of vegetation that should otherwise be retained and protected.
- CIL payments shall be made to the Shire prior to the commencement of works or use of the land. Where unauthorised clearing has occurred, it shall be paid at a time specified by the Shire.
- If the development approved has substantially commenced, but not yet been completed, the CIL payment will not be refunded.
- A CIL proposal shall be itemised in accordance with Table 1 and Table 2.
- The Shire shall hold all funds within a trust account. These funds shall only be spent for the provision of rehabilitation/restoration activities. This includes the purchase, installation, maintenance or replacement of components listed in Table 2 and:
 - Signage that informs of the restoration activities;
 - Purchasing land for planting to occur, including any associated costs; and
 - Technical advice.
- The maximum contribution shall not be capped. The CIL funds can be accrued for a more comprehensive, detailed or strategic restoration project, as determined by the Shire.
- Plantings must be located in the most suitable area which will ensure the greatest chance of success and longevity. They must be maintained and protected in perpetuity and shall not be cleared.

6. Definitions

Clearing of vegetation means:

- the killing or destruction of; or
- the removal of; or

- (c) the severing or ringbarking of trunks or stems of; or
- (d) the doing of any other substantial damage to,

some or all of the vegetation in an area, and includes the draining or flooding of land, the burning of vegetation, the grazing of stock, or any other act or activity, that causes:

- (e) the killing or destruction of; or
- (f) the severing of trunks or stems of; or
- (g) any other substantial damage to,

some or all of the vegetation in an area.

Diameter at Breast Height (DBH) means:

Diameter at Breast Height, or DBH, is a standard method of expressing the diameter of the trunk of a tree at 1.4 metres above ground level.

Riparian plants means:

The plants growing on the water's edge, the banks of rivers and creeks and along the edges of wetlands are referred to as 'riparian vegetation'. Riparian vegetation can include trees, shrubs, grasses and vines in a complex structure of groundcovers, understorey and canopy.

Threatened flora means:

Flora that belongs to a threatened species, as defined in the *Biodiversity Conservation Act 2016* section 5(1).

Division		Planning			
Policy Number		LPP 17			
Contact Officer		Coordinator Regulatory & Development Services			
Related Legislation		Planning and Development (Local Planning Schemes) Regulations 2015			
Related Shire Documents		Local Planning Scheme No. 7			
Risk Rating	Low	Review Frequency	Triennially	Next Review	
Date Adopted		26/09/2023			
Amendments					
Date	Details of Amendment				Reference
Click or tap to enter date.					

LPP019 – Local Planning Policy 19 – Micro Camping

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This Policy may be cited as Local Planning Policy 19 Micro-camping.

2. Purpose

The purpose of this policy is to guide the appropriate location, scale, design, and management of micro camping within the Shire of Waroona, ensuring such activities are low impact, compatible with surrounding land uses, and consistent with community expectations and statutory requirements.

3. Objectives

- To ensure micro camping is located and managed to prevent adverse impacts upon the amenity of surrounding areas by way of noise, traffic and visual quality.
- To provide clarity and consistency in the assessment of development applications for micro camping.
- To encourage sustainable, low-impact visitor accommodation that aligns with the Shire's environmental, social and cultural values.
- To support small-scale tourism initiatives that contribute to the local economy without compromising environmental or residential amenity.
- Ensure micro camping developments incorporate appropriate bushfire risk management and environmental protection measures.
- Promote best practice waste management and self-contained camping to protect the Shire's natural assets.

4. Definitions

Bushfire prone area means an area that has been designated by the Fire and Emergency Services Commissioner under s.18P of the *Fire and Emergency Services Act 1998* as an area that is subject or likely to be subject to bushfires. Such areas are identified on the *Map of Bush Fire Prone Areas* and can be found on the Department of Fire and Emergency Services website.

Caretaker is a person residing permanently on the property and responsible for overseeing the management of the site and compliance with the conditions of approval.

Micro camping means a campground on private land entailing no more than five (5) sites on which a recreational vehicle or caravan can be set up. Micro camping is considered a sub-category of "caravan park" under the *Shire of Waroona Local Planning Scheme No. 7* (the Scheme).

Recreational vehicle (RV) is a motorized or towed vehicle designed for temporary accommodation, equipped with self-contained facilities for water and waste.

Sensitive land use includes uses where people may be sensitive to noise, traffic, or visual impacts.

5. Application of this Policy

This policy applies throughout the district.

The zoning table of the Shire of Waroona Town Planning Scheme No. 7 designates which zones these types of land uses can be permitted. Micro camping is to be classified as a caravan park under the zoning table.

Micro camping is a discretionary use in the following zones:

- General Farming
- Coastal
- Coastal Highway
- Darling Ranges

Where micro camping is proposed on land abutting or within 200 metres of a sensitive land use, additional impact assessment and community consultation may be required.

6. Provisions

- (1) Sites shall have a legal access from the public road network and adequate internal manoeuvring space.
- (2) No sites shall be used for permanent occupation. Sites shall have a maximum stay of three (3) nights in any seven (7) day period, with no return stay within that period by the same vehicle or guest.
- (3) The use shall not adversely affect the amenity of the area and have detrimental impacts on the use and enjoyment of nearby sensitive land uses.
- (4) A caretaker shall be stationed on site in an existing dwelling on the property at all times during which sites are occupied by campers. Caretaker contact details should be displayed on-site for guests and neighbours.
- (5) The use shall only entail caravans and recreational vehicles that are able to fully capture wastewater (vehicles must be fitted with greywater and blackwater storage tanks). No sites are to be occupied by tents, swags or other forms of camping that do not allow wastewater to be captured.
- (6) All waste, including wastewater, must be disposed of at approved facilities. Litter must be collected daily and stored in sealed containers.
- (7) A bushfire attack level assessment may be required to be prepared by a qualified consultant to ascertain the level of bushfire threat to any camp sites on the property. Depending on the circumstances, a bushfire management plan and/or an emergency evacuation plan may also be required to be prepared to accompany the bushfire attack level assessment.
- (8) Proposed short-term accommodation that entails a bushfire attack level rating of BAL-40 or higher may not be considered appropriate for micro camping.
- (9) Adequate on-site parking and turning areas must be provided for each site to prevent vehicles from reversing onto public roads.
- (10) Micro camping sites should be located to avoid clearing of native vegetation, impact on waterways, or disturbance of wildlife habitats.

- (11) Quiet hours between 10.00pm and 7.00am shall be observed.
- (12) Signage shall be limited to one unobtrusive identification sign.

7. Exemptions and Limitations

Due to the small scale of micro camping, ablution facilities, camp kitchens and similar amenities are not required. Proposals exceeding five (5) sites will require additional infrastructure in accordance with the *Caravan Parks and Camping Grounds Regulations 1997*.

Division		Development and Customer Services			
Policy Number		LPP 19			
Contact Officer		Manager Development Services			
Related Legislation		Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015			
Related Shire Documents		Nil			
Risk Rating	Medium	Review Frequency	Every 5 years	Next Review	2030
Date Adopted					

Amendments		
Date	Details of Amendment	Reference
Previous Policies		
Nil		

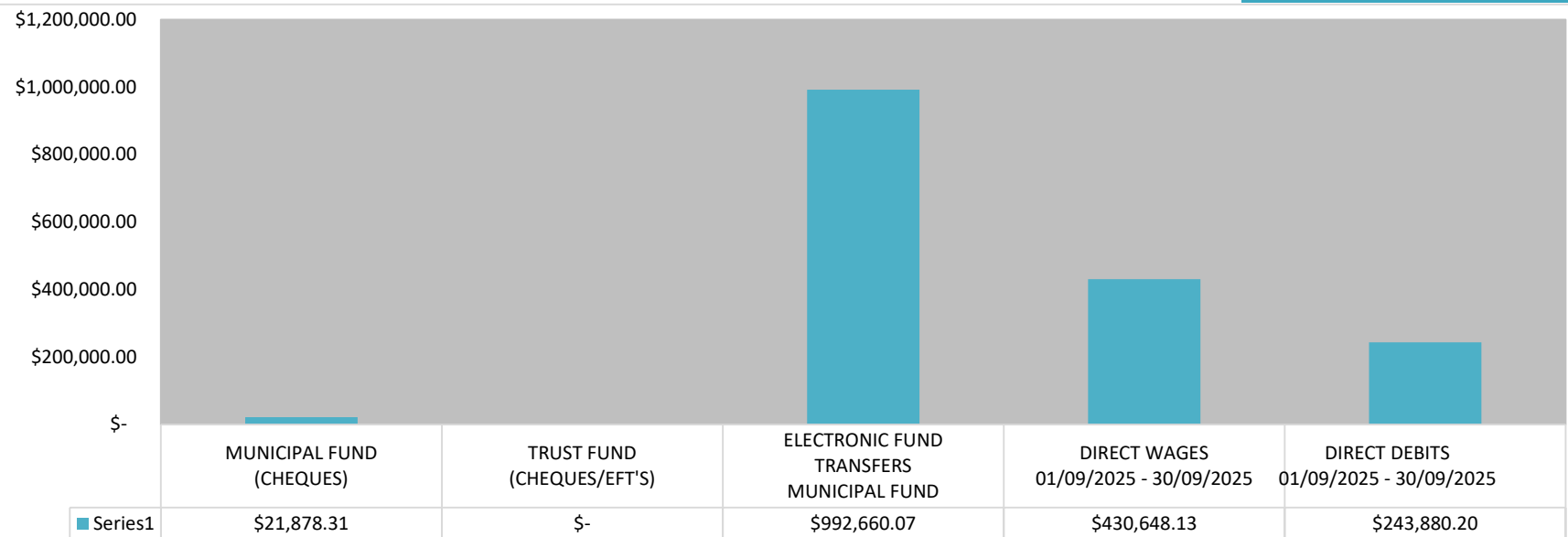


SUMMARY OF PAYMENTS FOR THE PERIOD

01/09/2025 TO 30/09/2025

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10417 - 10428	\$ 21,878.31
TRUST FUND (CHEQUES/EFT'S)	N/A	\$ -
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	43577 - 43775	\$ 992,660.07
DIRECT WAGES 01/09/2025 - 30/09/2025	N/A	\$ 430,648.13
DIRECT DEBITS 01/09/2025 - 30/09/2025	N/A	\$ 243,880.20

GRAND TOTAL: \$ 1,689,066.71



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List of Accounts Due & Submitted to Committee October 2025			
Municipal Funds Cheques September 2025			
Chq/EFT	Date	Name	Amount
10417	01/09/2025	SALVATORE PINZONE	-1973.87
10418	08/09/2025	GERARD JEREMIAH HURLEY	-244.53
10419	08/09/2025	BULK BILLING CLERK DEPARTMENT OF TRANSPORT	-367.95
10420	08/09/2025	SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
10421	08/09/2025	SYNERGY	-5173.26
10422	08/09/2025	WATER CORPORATION	-258.62
10423	08/09/2025	BULK BILLING CLERK DEPARTMENT OF TRANSPORT	-198.60
10424	12/09/2025	SYNERGY	-382.65
10425	12/09/2025	SHIRE OF WAROONA	-4699.89
10426	12/09/2025	WATER CORPORATION	-7130.94
10427	19/09/2025	SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
10428	26/09/2025	SHIRE OF WAROONA	-50.00
			-\$ 21,878.31
Trust Fund Cheques/EFTs			
Chq/EFT	Date	Name	Amount
NIL			
			\$ -
Direct Debit Payments			
Direct Debit	Date	Name	Amount
DD24716.1	02/09/2025	GOGO MEDIA	-75.90
DD24718.1	01/09/2025	DEPARTMENT OF TRANSPORT	-4446.05
DD24723.1	02/09/2025	DEPARTMENT OF TRANSPORT	-88252.75
DD24731.1	03/09/2025	DEPARTMENT OF TRANSPORT	-5174.40
DD24733.1	03/09/2025	BEAM SUPERANNUATION FUND	-27723.06
DD24736.1	04/09/2025	DEPARTMENT OF TRANSPORT	-4214.45
DD24738.1	05/09/2025	DEPARTMENT OF TRANSPORT	-2109.10
DD24740.1	06/09/2025	FLEET CARE PTY LTD	-2169.92

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DD24748.1	09/09/2025 TELAIR PTY LTD	-3010.17
DD24750.1	08/09/2025 DEPARTMENT OF TRANSPORT	-3651.55
DD24755.1	09/09/2025 DEPARTMENT OF TRANSPORT	-8303.30
DD24767.1	10/09/2025 DEPARTMENT OF TRANSPORT	-5745.25
DD24769.1	11/09/2025 DEPARTMENT OF TRANSPORT	-5089.60
DD24771.1	12/09/2025 DEPARTMENT OF TRANSPORT	-3214.70
DD24776.1	15/09/2025 DEPARTMENT OF TRANSPORT	-3164.25
DD24778.1	16/09/2025 TELAIR PTY LTD	-919.51
DD24780.1	16/09/2025 TELAIR PTY LTD	-1100.70
DD24782.1	16/09/2025 DEPARTMENT OF TRANSPORT	-5717.60
DD24787.1	17/09/2025 BEAM SUPERANNUATION FUND	-27490.72
DD24791.1	24/09/2025 FINES ENFORCEMENT AGENCY	-177.00
DD24793.1	17/09/2025 DEPARTMENT OF TRANSPORT	-5643.20
DD24801.1	18/09/2025 DEPARTMENT OF TRANSPORT	-3842.40
DD24803.1	19/09/2025 DEPARTMENT OF TRANSPORT	-1523.05
DD24805.1	23/09/2025 IINET TECHNOLOGIES	-89.99
DD24807.1	23/09/2025 WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-94.43
Preston Beach Volunteer Bushfire Brigade		
	16/08/2025 Fuel - Ref: 1EGZ071	\$ 89.43
	31/08/2025 Fuel Card Fee - Ref: 5476	\$ 2.50
	Total	\$ 91.93
Waroona West Volunteer Bushfire Brigade		
	31/08/2025 Fuel Card Fee - Ref: 1369	\$ 2.50
	Total	\$ 2.50
DD24809.1	22/09/2025 DEPARTMENT OF TRANSPORT	-4287.25
DD24813.1	23/09/2025 DEPARTMENT OF TRANSPORT	-5256.30
DD24818.1	24/09/2025 DEPARTMENT OF TRANSPORT	-4226.45
DD24820.1	25/09/2025 DEPARTMENT OF TRANSPORT	-1660.95
DD24822.1	26/09/2025 DEPARTMENT OF TRANSPORT	-6292.25
DD24828.1	30/09/2025 DEPARTMENT OF TRANSPORT	-4218.65
DD24830.1	30/09/2025 DEPARTMENT OF TRANSPORT	-4995.30
		-\$ 243,880.20

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Municipal Electronic Funds Transfers			
Chq/EFT	Date	Name	Amount
EFT43577	01/09/2025	KLEEN WEST DISTRIBUTORS	-2830.53
EFT43578	01/09/2025	ESTUARY BOBCATS	-6880.50
EFT43579	01/09/2025	WILLIAM BARRETT & SONS	-10070.00
EFT43580	01/09/2025	4SIGNS PTY LTD	-1804.00
EFT43581	01/09/2025	MCG ARCHITECTS PTY LTD	-2997.50
EFT43582	01/09/2025	MARKET CREATIONS	-2102.10
EFT43583	01/09/2025	LOCKDOWN SECURITY	-302.54
EFT43584	01/09/2025	CORSIGN	-7243.50
EFT43585	01/09/2025	PRINTING AND DESIGN ONLINE PTY LTD (TRADING AS MEDIA ENGINE)	-1800.00
EFT43586	01/09/2025	FULLY PROMOTED MANDURAH	-162.18
EFT43587	01/09/2025	THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-206.09
EFT43588	01/09/2025	FOCUS NETWORKS	-7198.40
EFT43589	01/09/2025	TOTAL TINT SOLUTIONS	-420.00
EFT43590	01/09/2025	DLP ROOFING & CONTRACTING PTY LTD	-1591.70
EFT43591	01/09/2025	AE HOSKINS BUILDING SERVICES	-136331.12
EFT43592	01/09/2025	NORTON FIRE & ELECTRICAL	-715.00
EFT43593	01/09/2025	WINC AUSTRALIA PTY LIMITED	-519.37
EFT43594	01/09/2025	CABLE LOCATES AND CONSULTING	-6175.40
EFT43595	01/09/2025	JASON SIGNMAKERS	-336.00
EFT43596	01/09/2025	LANDGATE	-175.24
EFT43597	01/09/2025	A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-1159.58
EFT43598	01/09/2025	PEEL H2O SOLUTIONS	-687.75
EFT43599	01/09/2025	ST JOHN AMBULANCE (BELMONT)	-200.00
EFT43600	01/09/2025	SOUTHERN STAR CEILINGS	-2486.00
EFT43601	01/09/2025	WESTERN POWER	-1320.00
EFT43602	01/09/2025	WAROONA SEPTICS	-3636.50
EFT43603	01/09/2025	MITRE 10	-112.65
EFT43604	08/09/2025	ROSEANNE KEARING	-14.46
EFT43605	08/09/2025	DRAKESBROOK DESPATCH	-220.00

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EFT43606	08/09/2025 RENIER & CHRISTINE THEELEN	-92.56
EFT43607	08/09/2025 JENNIFER ANNE MILLER	-3.63
EFT43608	08/09/2025 CARMEN TYRER	-50.73
EFT43609	08/09/2025 OPTUS BILLING SERVICES	-1683.46
EFT43610	08/09/2025 KATHLEEN NORMA KRAUTH	-32.93
EFT43611	08/09/2025 HARVEY MEDICAL GROUP (WAROONA BRANCH)	-185.00
EFT43612	08/09/2025 JEANETTE STAMPONE	-21.71
EFT43613	08/09/2025 BILL VANDERSTEEN	-18.13
EFT43614	08/09/2025 PETER FOEKEN	-4.35
EFT43615	08/09/2025 LOCKDOWN SECURITY	-1673.60
EFT43616	08/09/2025 DAVREY GROWERS	-131.68
EFT43617	08/09/2025 COMPLETE REFRIGERATION & AIR	-792.00
EFT43618	08/09/2025 KATHLEEN ELIZABETH COLE	-34.59
EFT43619	08/09/2025 ALANA RAINER	-255.43
EFT43620	08/09/2025 SCOPE BUSINESS IMAGING	-1826.33
EFT43621	08/09/2025 LITTLE FARM HONEY - MAREE ELLIS	-422.33
EFT43622	08/09/2025 LETITIA CLIFTON	-29.00
EFT43623	08/09/2025 BARBARA MILLAR	-235.67
EFT43624	08/09/2025 R & J VERGONE	-1750.00
EFT43625	08/09/2025 HELEN THERESE HENDERSON	-25.38
EFT43626	08/09/2025 MARCIA EWING	-7.08
EFT43627	08/09/2025 HELEN GRACE PRATT	-20.00
EFT43628	08/09/2025 AUSTRALIA POST (NEW)	-163.40
EFT43629	08/09/2025 GREG LUCAS	-15.59
EFT43630	08/09/2025 EARTHLY RAINBOW CREATIONS	-58.01
EFT43631	08/09/2025 FULLY PROMOTED MANDURAH	-81.09
EFT43632	08/09/2025 CLAUDIA FRANKS	-10.89
EFT43633	08/09/2025 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-663.85
EFT43634	08/09/2025 MICHELLE O'NEILE	-12.33
EFT43635	08/09/2025 TREVOR JAMES FLOYD	-137.77
EFT43636	08/09/2025 AE HOSKINS BUILDING SERVICES	-188350.13
EFT43637	08/09/2025 AE HOSKINS RETENTION BONDS	-2382.76

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EFT43638	08/09/2025 AUSTRALIAN SERVICES UNION	-24.50
EFT43639	08/09/2025 IT VISION SOFTWARE PTY LTD T/A READYTECH	-81230.92
EFT43640	08/09/2025 OFFICEWORKS	-193.30
EFT43641	08/09/2025 PISCONERI FAMILY TRUST	-12877.40
EFT43642	08/09/2025 ROYAL LIFESAVING SOC OF AUST	-116.40
EFT43643	08/09/2025 THE WEST AUSTRALIAN (HARVEY REPORTER)	-1514.58
EFT43644	08/09/2025 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-149.20
EFT43645	08/09/2025 MITRE 10	-78.30
EFT43646	08/09/2025 PAULINE BONNER	-13.35
EFT43647	08/09/2025 JEANETTE AUDINO (Beadsparklez)	-170.87
EFT43648	08/09/2025 CHRISTINE HYDE	-206.49
EFT43649	08/09/2025 VICKI MARIE LORRAWAY	-36.25
EFT43650	08/09/2025 JENNIFER IRENE STOKES	-21.76
EFT43651	08/09/2025 SYNERGY	-11748.83
EFT43652	12/09/2025 REECE STEVAN COLES	-1030.91
EFT43653	12/09/2025 WAROONA JUNIOR FOOTBALL CLUB	-200.00
EFT43654	12/09/2025 PINJARRA AUTO GROUP (Auto One)	-160.56
EFT43655	12/09/2025 TOURISM COUNCIL WA	-1760.00
EFT43656	12/09/2025 BULK BILLING CLERK DEPARTMENT OF TRANSPORT	-9.65
EFT43657	12/09/2025 STRATAGREEN	-703.60
EFT43658	12/09/2025 ESTUARY BOBCATS	-5082.00
EFT43659	12/09/2025 HEATLEYS SAFETY & INDUSTRIAL	-157.10
EFT43660	12/09/2025 BUILDING COMMISSION (BUILDING AND ENERGY)	-1169.77
EFT43661	12/09/2025 TEMPLEMAN TWELLS WEB DESIGN	-330.00
EFT43662	12/09/2025 MANDURAH SAFETY AND TRAINING SERVICES	-3996.01
EFT43663	12/09/2025 SHIFT ENGINEERING	-132.00
EFT43664	12/09/2025 SURVEYING SOUTH	-8800.00
EFT43665	12/09/2025 A TO Z SIGNS	-1512.50
EFT43666	12/09/2025 TECHNOLOGY ONE	-206.94
EFT43667	12/09/2025 TAMMIE MARIE GREY	-3318.69
EFT43668	12/09/2025 SEA 2 SCARP AIR CONDITIONING & REFRIGERATION SERVICES	-660.00
EFT43669	12/09/2025 SCOPE BUSINESS IMAGING	-44.84

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EFT43670	12/09/2025 TEAM GLOBAL EXPRESS PTY LTD	-589.44
EFT43671	12/09/2025 NATALIE WOODS	-100.00
EFT43672	12/09/2025 CORSIGN	-634.70
EFT43673	12/09/2025 PROMPT SAFETY SOLUTIONS	-13200.00
EFT43674	12/09/2025 SAPIO PTY LTD	-2541.95
EFT43675	12/09/2025 WAROONA ROADHOUSE	-1416.17
EFT43676	12/09/2025 W.L PRANGNELL	-3481.50
EFT43677	12/09/2025 TIMBER INSIGHT PTY LTD	-1936.00
EFT43678	12/09/2025 THE REC WAROONA	-250.00
EFT43679	12/09/2025 J&RP ELECTRICAL	-9558.10
EFT43680	12/09/2025 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-1077.05
EFT43681	12/09/2025 FOCUS NETWORKS	-4431.90
EFT43682	12/09/2025 CF BUILDING APPROVALS	-5610.00
EFT43683	12/09/2025 KATIE MCDONALD	-304.00
EFT43684	12/09/2025 ROBYN BROWN	-700.00
EFT43685	12/09/2025 ABACUS RENT IT	-388.74
EFT43686	12/09/2025 TAYLORMAREE PHOTOGRAPHY	-400.00
EFT43687	12/09/2025 SUNNY SIGNS T/AS AUS SAFESIGN & PRODUCTS PTY LTD	-616.00
EFT43688	12/09/2025 BCITF	-235.77
EFT43689	12/09/2025 BULLIVANTS	-1881.85
EFT43690	12/09/2025 CHARLES HULL CONTRACTING	-5226.38
EFT43691	12/09/2025 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	-95316.91
EFT43692	12/09/2025 GOLDEN GLASS	-473.00
EFT43693	12/09/2025 JR & A HERSEY PTY LTD	-1034.16
EFT43694	12/09/2025 HARVEY COURIER	-217.51
EFT43695	12/09/2025 HARVEY WATER	-55.69
EFT43696	12/09/2025 JASON SIGNMAKERS	-1268.14
EFT43697	12/09/2025 SOUTH WEST ISUZU	-3877.99
EFT43698	12/09/2025 LANDGATE	-65.20
EFT43699	12/09/2025 MJB INDUSTRIES	-5539.91
EFT43700	12/09/2025 MALATESTA GROUP HOLDINGS PTY LTD	-1080.00
EFT43701	12/09/2025 SYNERGY - STREETLIGHT ACCOUNT	-9374.32

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EFT43702	12/09/2025 WORK CLOBBER	-202.50
EFT43703	12/09/2025 WAROONA COMMUNITY RESOURCE CENTRE INC -TELECENTRE	-1100.00
EFT43704	12/09/2025 WAROONA RURAL SERVICES	-1590.64
EFT43705	12/09/2025 WAROONA IGA	-794.64
EFT43706	12/09/2025 MITRE 10	-395.03
EFT43707	17/09/2025 NATIONAL AUSTRALIA BANK	-5923.00
Chief Executive Officer		
	08/08/2025 Quay Perth - Ref: 74940525218	\$ 273.20
	28/08/2025 NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total CEO	\$ 282.20
Director Corporate and Community Services		
	11/08/2025 Waroona Roadhouse - Ref: 24109335221	\$ 83.90
	25/08/2025 Waroona Roadhouse - Ref: 24109335236	\$ 81.09
	28/08/2025 NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total DCCS	\$ 173.99
Director Customer and Development Services		
	04/08/2025 Google Australia - Ref: 74316015214	\$ 295.31
	12/08/2025 Inscope Training - Ref: 74201335223	\$ 110.50
	20/08/2025 Officeworks - Ref: 74039195231	\$ 52.45
	28/08/2025 NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total DCDS	\$ 467.26
Director Infrastructure Services		
	13/08/2025 Davis Instruments - Ref: 24492165225	\$ 219.48
	22/08/2025 Humanitix - Ref: 74069885232	\$ 92.75
	28/08/2025 NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total DIS	\$ 321.23
Manager Corporate Services		
	01/08/2025 Waroona Roadhouse - Ref: 24109335212	\$ 71.02
	26/08/2025 Waroona Roadhouse - Ref: 24109335237	\$ 72.45
	28/08/2025 NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total MCS	\$ 152.47

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Executive Assistant		
12/08/2025	Zazzle - Ref: 74143615224	\$ 102.25
19/08/2025	Moonbeam Dream - Ref: 74064145230	\$ 250.00
27/08/2025	Local Government Planners Association - Ref: 74201335238	\$ 35.00
27/08/2025	Pinjarra Bakery - Ref: 74201335238	\$ 219.00
28/08/2025	NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total EA	\$ 615.25
Building Maintenance Coordinator		
21/08/2025	Bunnings - Ref: 74940525231	\$ 22.65
28/08/2025	NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total BMC	\$ 31.65
Visitor Centre Manager		
30/07/2025	Shire of Waroona - Ref: 01450132772	\$ 25.00
06/08/2025	Shire of Waroona - Ref: 01241032727	\$ 29.95
18/08/2025	Magic Barn Fairy Garden - Ref: 74064145228	\$ 28.50
28/08/2025	NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total VCM	\$ 92.45
Manager Community and Communications		
13/08/2025	Local Government Professionals - Ref: 74940525223	\$ 1,120.00
13/08/2025	Local Government Professionals - Ref: 74940525223	\$ 1,120.00
13/08/2025	Local Government Professionals - Ref: 74940525223	\$ 855.00
13/08/2025	Fiverr - Ref: 74987505224	\$ 339.96
21/08/2025	Coles Online - Ref: 74039195232	\$ 286.70
27/08/2025	Adobe In Design - Ref: 74773885237	\$ 35.99
28/08/2025	NAB Card Fee - Ref: 74557045240	\$ 9.00
	Total MCC	\$ 3,766.65
Other Charges		
12/07/2025	International Fee - Ref: 74557045224	\$ 3.07
13/07/2025	International Fee - Ref: 74557045225	\$ 10.20
13/07/2025	International Fee - Ref: 74557045225	\$ 6.58
	Total Other Charges	\$ 19.85

Appendix 18.3.1

EFT43708	18/09/2025 AUSTRALIAN TAXATION OFFICE	-30730.00
EFT43709	19/09/2025 AUSTRALIAN RED CROSS SOCIETY	-180.00
EFT43710	19/09/2025 PETES TREEWORX	-7883.95
EFT43711	19/09/2025 ESTUARY BOBCATS	-58575.00
EFT43712	19/09/2025 ZIPFORM PTY LTD	-21542.70
EFT43713	19/09/2025 T-QUIP	-2859.18
EFT43714	19/09/2025 TRAINING AND INSPECTION SERVICES	-1078.00
EFT43715	19/09/2025 D & E DIESEL SERVICES	-5159.10
EFT43716	19/09/2025 CITY & REGIONAL FUELS	-6128.60
EFT43717	19/09/2025 SURVEYING SOUTH	-5775.00
EFT43718	19/09/2025 BLUESTEEL ENTERPRISES PTY LTD (FRONTLINE FIRE & RESCUE	-68.08
EFT43719	19/09/2025 NORTH COAST DESIGN PTY LTD	-1014.75
EFT43720	19/09/2025 TEAM GLOBAL EXPRESS PTY LTD	-73.66
EFT43721	19/09/2025 BATTERY FORCE PTY LTD	-984.50
EFT43722	19/09/2025 SEASCAPES PAINTING	-1375.00
EFT43723	19/09/2025 SAPIO PTY LTD	-261.73
EFT43724	19/09/2025 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-536.61
EFT43725	19/09/2025 HUNGRY BEAR TAKEAWAY	-233.50
EFT43726	19/09/2025 DAVID & SHARANE WATSON	-1367.00
EFT43727	19/09/2025 FULLY PROMOTED MANDURAH	-345.91
EFT43728	19/09/2025 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-1016.39
EFT43729	19/09/2025 FOCUS NETWORKS	-16891.60
EFT43730	19/09/2025 PERTH BOUNCY CASTLE HIRE	-949.61
EFT43731	19/09/2025 TIC AUTO ELECTRICS	-900.24
EFT43732	19/09/2025 AUSTRALIAN SERVICES UNION	-24.50
EFT43733	19/09/2025 ARROW BRONZE	-159.13
EFT43734	19/09/2025 CLEANAWAY	-35264.80
EFT43735	19/09/2025 JTAGZ	-268.68
EFT43736	19/09/2025 SOUTH WEST ISUZU	-1392.68
EFT43737	19/09/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-200.00

Appendix 18.3.1

EFT43738	19/09/2025 McLEODS LAWYERS PTY LTD	-3512.96
EFT43739	19/09/2025 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-153.20
EFT43740	19/09/2025 SYNERGY	-6763.87
EFT43741	19/09/2025 STATE LIBRARY OF WA	-286.00
EFT43742	19/09/2025 TELSTRA LIMITED	-609.09
EFT43743	19/09/2025 WORK CLOBBER	-192.90
EFT43744	19/09/2025 WAROONA NEWS	-577.49
EFT43745	19/09/2025 WAROONA SEPTICS	-49.50
EFT43746	26/09/2025 KLEEN WEST DISTRIBUTORS	-2302.30
EFT43747	26/09/2025 FULTON HOGAN INDUSTRIES	-1900.80
EFT43748	26/09/2025 PETES TREEWORX	-2666.21
EFT43749	26/09/2025 KONECRANES PTY LTD	-1182.50
EFT43750	26/09/2025 CHRISTINE LOUISE WILSON	-804.00
EFT43751	26/09/2025 THE DISTRIBUTORS PERTH	-1125.30
EFT43752	26/09/2025 WAROONA WAGERUP YARLOOP MEALS ON WHEELS	-1000.00
EFT43753	26/09/2025 AMPAC DEBT RECOVERY	-644.70
EFT43754	26/09/2025 DA CHRISTIE PTY LTD	-154.00
EFT43755	26/09/2025 CRISP WIRELESS	-1308.00
EFT43756	26/09/2025 VESTONE CAPITAL	-3833.79
EFT43757	26/09/2025 GALT GEOTECHNICS	-7480.00
EFT43758	26/09/2025 THE REC WAROONA	-180.00
EFT43759	26/09/2025 TOTAL GREEN RECYCLING	-1081.82
EFT43760	26/09/2025 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-945.10
EFT43761	26/09/2025 BENARA NURSERIES	-754.05
EFT43762	26/09/2025 WINC AUSTRALIA PTY LIMITED	-267.54
EFT43763	26/09/2025 CHARLES HULL CONTRACTING	-5154.55
EFT43764	26/09/2025 CABLE LOCATES AND CONSULTING	-15013.08
EFT43765	26/09/2025 ILUKA RESOURCES LIMITED	-1458.00
EFT43766	26/09/2025 LANDGATE	-66.25
EFT43767	26/09/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-1540.00
EFT43768	26/09/2025 LAKE CLIFTON - HERRON PROGRESS & SPORTING ASSOCIATION (INC)	-360.00
EFT43769	26/09/2025 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-1070.00

Appendix 18.3.1

EFT43770	26/09/2025	PLANT INVESTMENTS PTY LTD	-396.00
EFT43771	26/09/2025	PFD FOOD SERVICES PTY LTD	-1730.30
EFT43772	26/09/2025	PINJARRA BAKERY & PATISSERIE	-235.00
EFT43773	26/09/2025	BJW (WA) PTY LTD T/AS RG UPTON	-423.90
EFT43774	26/09/2025	WESTRAC EQUIPMENT PTY LTD	-627.59
EFT43775	26/09/2025	MITRE 10	-155.95
			-\$ 992,660.07
Electronic Fund Transfer - Direct Salaries & Wages			
Date	Name	Amount	
02/09/2025	NATIONAL AUSTRALIA BANK	-	141,035.87
16/09/2025	NATIONAL AUSTRALIA BANK	-	155,758.89
30/09/2025	NATIONAL AUSTRALIA BANK	-	133,853.37
			-\$ 430,648.13
Total Municipal Fund Cheques			- 21,878.31
Total Trust Fund Cheques			-
Total Direct Debit			- 243,880.20
Total Electronic Funds			- 992,660.07
Total Direct Wages			- 430,648.13
			-\$ 1,689,066.71



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 SEPTEMBER 2025

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

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

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

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	6,525,928	6,525,928	6,525,928	0	0%	
Grants, Subsidies and Contributions	8	1,127,349	192,139	339,913	147,775	43%	▲
Fees and Charges		2,066,605	1,404,125	1,488,733	84,608	6%	▲
Interest Earnings		271,400	231	3,343	3,112	93%	▲
Other Revenue		200,000	61,064	72,057	10,993	15%	▲
Profit on Asset Disposal	10	1,032	0	0	0		
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,192,314	8,183,487	8,429,975			
Expenditure from operating activities							
Employee Costs		(5,332,214)	(1,415,146)	(1,375,417)	(39,729)	(3%)	▼
Materials and Contracts		(4,423,333)	(1,338,530)	(819,743)	(518,787)	(63%)	▼
Utilities Charges		(434,152)	(116,072)	(93,573)	(22,499)	(24%)	▼
Depreciation (Non-Current Assets)		(2,717,486)	(679,365)	(479,726)	(199,639)	(42%)	▼
Finance Costs		(52,365)	1,733	1,662	71	(4%)	
Insurance Expenses		(313,786)	(156,892)	(144,500)	(12,392)	(9%)	
Other Expenditure		(256,707)	(28,330)	(35,230)	6,900	20%	▲
Loss on Asset Disposal	10	(31,526)	(7,601)	0	(7,601)	(100%)	▼
		(13,561,569)	(3,740,203)	(2,946,527)	793,676		
Non-cash amounts excluded from operating activities		2,871,360	0	479,726	479,726		
Amount attributable to operating activities		(497,895)	4,443,284	5,963,174	1,519,890		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,315,271	471,755	452,660	(19,095)	(4%)	
Proceeds from disposal of assets	10	140,000	0	0	0		
		3,455,271	471,755	452,660	19,095		
Outflows from investing activities							
Payments for property, plant and equipment		(535,340)	(165,749)	(15,159)	(150,590)	(993%)	▼
Payments for construction of infrastructure		(4,396,951)	(549,878)	(440,290)	(109,588)	(25%)	▼
		(4,932,291)	(715,627)	(455,449)	260,178		
Non-cash amounts excluded from investing activities		0	233,072	233,072	0		
Amount attributable to investing activities		(1,477,020)	(243,872)	230,284	474,156		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		0	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		25,000	0	0	0		
		25,000	0	0	0		
Outflows from financing activities							
Repayment of borrowings		(65,424)	0	0	0		
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(279,655)	0	0	0		
		(345,079)	0	0	0		
Non-cash amounts excluded from financing activities		0	(233,072)	(233,072)	0		
Amount attributable to financial activities		(320,079)	0	(233,072)	(233,072)	100%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,294,994	0	2,316,145	2,316,145		
Amount attributable to operating activities		(497,895)	4,443,284	5,963,174	1,519,890		
Amount attributable to investing activities	0	(1,477,020)	(243,872)	230,284	474,156		
Amount attributable to financing activities		(320,079)	0	(233,072)	(233,072)	100%	
Surplus or deficit after imposition of general rates		0	4,199,412	8,276,530	4,077,119		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Note	30-Jun-25	30-Sep-25
Current Assets			
Cash and cash equivalents	2	6,086,560	9,655,436
Trade and other receivables		560,897	3,299,629
Inventories		19,138	0
Other assets		250,588	222,947
Total Current Assets		6,917,183	13,178,012
Non-Current Assets			
Trade and other receivables		30,022	30,022
Other financial assets		59,715	59,715
Property, plant and equipment		48,886,393	48,729,431
Infrastructure		109,504,790	109,637,476
Right of use assets		233,072	233,072
Total non-current assets		158,713,992	158,689,716
TOTAL ASSETS		165,631,175	171,867,728
Current Liabilities			
Trade and other payables		1,420,214	1,308,597
Other liabilities		299,737	711,797
Lease liabilities		97,433	97,433
Borrowings	12	94,441	94,441
Employee related provisions		752,038	752,038
Total Current Liabilities		2,663,863	2,964,306
Non-current Liabilities			
Lease liabilities		135,639	135,639
Borrowings	12	1,339,246	1,339,246
Employee related provisions		148,367	148,367
Total non-current Liabilities		1,623,252	1,623,252
TOTAL LIABILITIES		4,287,115	4,587,558
NET ASSETS		161,344,060	167,280,168
Equity			
Retained surplus		20,347,631	26,283,739
Surplus/Defecit Ytd		1,242,146	5,936,108
Revaluation surplus		138,085,320	138,085,320
Total Equity		161,344,060	167,280,168

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 1 - Basis of preparation and significant accounting policies

Basis of preparation

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

Local Government Act 1995 requirements

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

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

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

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

The Local Government Reporting Entity

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

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

Critical accounting and judgement estimates

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

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

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

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

MATERIAL ACCOUNTING POLICIES

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	30/09/2025
Current assets		
Cash and cash equivalents	6,086,560	9,655,436
Trade and other receivables	376,018	3,276,381
Inventories	19,138	0
Contract assets	244,457	222,947
Other assets	2,160	0
Total current assets	6,728,333	13,154,764
Current liabilities		
Trade and other payables	(1,201,342)	(1,255,328)
Contract liabilities	(298,580)	(711,797)
Total current liabilities	(1,499,922)	(1,967,125)
Net current assets	5,228,411	11,187,639
Less: Total adjustments to net current assets	(2,941,131)	(2,911,109)
Net current assets used in the Statement of Financial Activity	2,287,280	8,276,530

2b. Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

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

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

Items excluded from calculation of budgeted deficiency

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

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

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

Adjustments to operating activities

Less: Profit on asset disposals	(1,032)	0
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	31,526	0
Add: Depreciation	2,717,486	479,726
Add: Movement in employee provisions	123,380	0
Total current assets	2,871,360	479,726

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

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

Adjustments to investing activities

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

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

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

Adjustments to financing activities

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

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

Adjustments to net current assets

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

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 3: Explanation of Material Variances

Comments/Reason for Variance

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

3.1 Revenue from operating activities

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

Grants, subsidies and contributions

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

Fees and Charges

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

Interest Revenue

Income is higher than anticipated due additional interest earnings.

Other Revenue

Income is higher than budgeted due to higher than expected income for other revenue.

3.2 Expenditure from operating activities

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

Employee costs

Employee costs are lower than budgeted due budget profile settings.

Materials and contracts

Expenses are lower than budgeted due to lower than expected expenditure for materials and contracts and September creditors not finalised.

Utility charges

Utility charges are lower due to budget profile settings.

Depreciation

Depreciation costs are lower due to September depreciation not yet calculated.

Other expenditure

Other expenditure are lower than budgeted due to lower than expected expenditure and September creditors not finalised.

Loss on asset disposal

Expenditure funds are lower than budgeted due to plant not being traded in September.

3.3 Inflows from investing activities

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

Nil

3.4 Outflows from investing activities

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

Payments for property, plant and equipment

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

Payments for construction of infrastructure

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

3.5 Inflows from financing activities

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

Nil

3.6 Outflows from financing activities

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

Nil

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

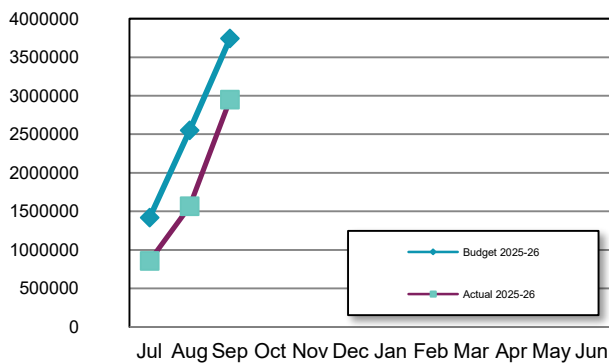


FOR THE PERIOD ENDED 30 SEPTEMBER 2025

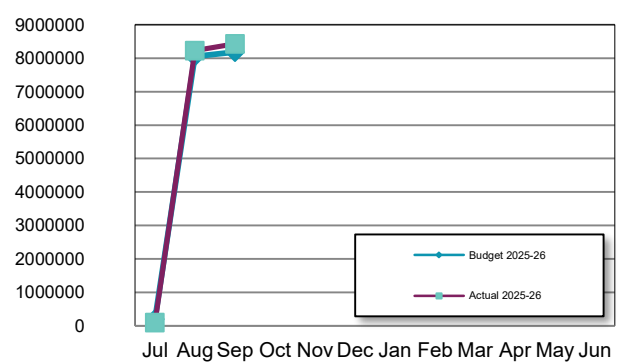
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

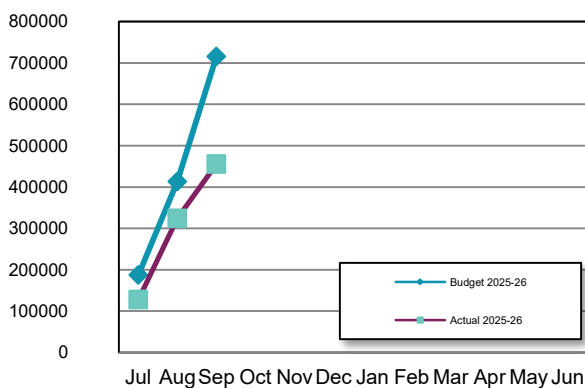
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



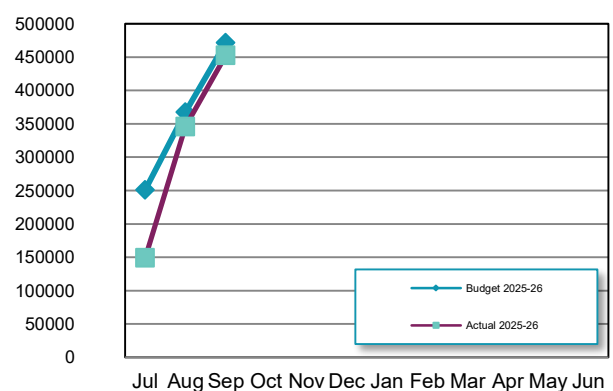
BUDGET OPERATING REVENUES -v- YTD ACTUAL



BUDGET CAPITAL EXPENSES -v- YTD ACTUAL



BUDGET CAPITAL REVENUES -v- YTD ACTUAL



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	4,942,446	0	0	0	4,942,446	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	523,304	0	523,304	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	4.20%	0	2,911,108	0	0	2,911,108	NAB	2/01/2026
(c) Investments								
Trust Term Deposit 1	4.05%			1,000,000		1,000,000		3/03/2025
Trust Term Deposit 2	4.00%			800,000		800,000		4/05/2026
Muni Term Deposit 1	3.50%				500,000	500,000		3/10/2025
Muni Term Deposit 2	3.70%				500,000	500,000		3/11/2025
Muni Term Deposit 3	3.90%				500,000	500,000		3/12/2025
Muni Term Deposit 4	3.95%				500,000	500,000		5/01/2026
TOTAL		4,944,196	2,911,108	2,323,304	2,000,000	12,178,608		

KEY INFORMATION

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

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

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

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 6: Cash Backed Reserve

Reserve Name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$			\$	\$	\$	\$	\$
Sporting	82,857	0	0	0	82,857	82,857	0	0	0	82,857
Council Building Maintenance	207,305	0			207,305	207,305	0	0	0	207,305
Rec Centre Building Maintenance	105,693	0			105,693	105,693	0	0	0	105,693
Preston Beach Volunteer Rangers	61,039	0	13,905		74,944	61,039	0	0	0	61,039
Emergency Assistance	122,196	0			122,196	122,196	0	0	0	122,196
Works Depot Redevelopment	92,563	0			92,563	92,563	0	0	0	92,563
Council Building Construction	74,415	0			74,415	74,415	0	0	0	74,415
Information Technology	131,687	0			131,687	131,687	0	0	0	131,687
Footpath Construction	36,741	0			36,741	36,741	0	0	0	36,741
Plant Replacement	375,829	0	100,000		475,829	375,829	0	0	0	375,829
Staff Leave	30,408	0	10,000		40,408	30,408	0	0	0	30,408
Strategic Planning	3,020	0			3,020	3,020	0	0	0	3,020
Waste Management	1,278,264	0	135,450	(25,000)	1,388,714	1,278,264	0	0	0	1,278,264
History Book Reprint	12,787	0	300		13,087	12,787	0	0	0	12,787
Risk & Insurance	10,628	0			10,628	10,628	0	0	0	10,628
Drakesbrook Cemetery	47,178	0	20,000		67,178	47,178	0	0	0	47,178
Waroona North Development	238,500	0	0	0	238,500	238,500	0	0	0	238,500
Total	2,911,109	0	279,655	(25,000)	3,165,764	2,911,109	0	0	0	2,911,109

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget		
Account	WDV	Proceeds	(Loss)			Replacement		
	\$	\$	\$	Prog		Budget	Actual	Variance
						\$	\$	\$
0574	0	0	0	Gov	Officer vehicle (MCS)	39,500	0	(39,500) ▼
4164	0	0	0	Econ	Officer vehicle (BMC)	55,000	0	(55,000) ▼
7154	0	0	0	Rec	Officer vehicle (MRS)	32,500	0	(32,500) ▼
3554	0	0	0	Trans	Toro 3280 Mower (P71)	62,000	0	(62,000) ▼
3554	0	0	0	Trans	Toro PLH800 Mower (P73)	49,000	0	(49,000) ▼
	0	0	0		TOTALS	238,000	0	(238,000)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$			\$	\$	\$
					Property, Plant & Equipment			
0	0	0	0	0	Land and Buildings	227,500	0	(227,500) ▼
0	0	0	0	0	Plant & Equipment	238,000	0	(238,000) ▼
0	0	0	0	0	Furniture & Equipment	13,900	0	(13,900) ▼
					Infrastructure			
1,615,252	0	0	1,615,252		Roadworks	2,198,254	81,528	(2,116,726) ▼
0	0	450,000	450,000		Other Infrastructure	2,160,397	315,057	(1,845,340) ▼
1,615,252	0	450,000	2,065,252		Totals	4,838,051	396,585	(4,441,466)

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 7: Capital Disposals and Acquisitions

Contributions				Plant & Equipment		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	Prog	Description	\$	\$	\$
0	0	0	0	Gov	Replace MCS Vehicle	39,500	0	(39,500) ▼
0	0	0	0	Econ	Replace BMC Vehicle	55,000	0	(55,000) ▼
0	0	0	0	Rec	Replace MRS Vehicle	32,500	0	(32,500) ▼
0	0	0	0	Trans	Replace Toro 3280 Mower	62,000	0	(62,000) ▼
0	0	0	0	Trans	Replace Toro PLH800 Mower	49,000	0	(49,000) ▼
0	0	0	0		Totals	238,000	0	(238,000)

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

Contributions				Infrastructure - Roads		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$		
449,252	0	0	449,252	Trans	Roads to Recovery	449,251	0	449,251	▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	1,749,003	81,528	1,667,475	▼
1,615,252	0	0	1,615,252	Totals		2,198,254	81,528	2,116,726	

Contributions				Other Infrastructure		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
18,885	0	0	18,885	L, O & PS	Evacuation Centre Upgrade (grant dependent)	54,794	0	(54,794) ▼
0	0	0	0	CA	Buller Rd - Transfer Station construction	0	0	0
0	0	0	0	CA	Townsite drainage works	155,000	0	(155,000) ▼
0	0	0	0	R & C	Parks - Capital upgrades	22,800	0	(22,800) ▼
0	0	0	0	R & C	Ovals - New pump & extend reticulation	0	0	0
166,456	0	0	166,456	R & C	Drakesbrook Weir Upgrades / PB Carpark	22,800	0	(22,800) ▼
0	0	0	0	Trans	Footpath construction & upgrades	251,763	225	(251,538) ▼
0	0	450,000	450,000	Econ	Railside Park - Phase 2	450,000	313,270	(136,730) ▼
1,203,240	0	0	1,203,240	Econ	Peel Regional Trails development	1,203,240	1,562	(1,201,678) ▼
1,388,581	0	450,000	1,838,581	Totals		2,160,397	315,057	(1,845,340)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

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

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Library LBW Trust Learning	Friends of Libraries	0	500	(475)	25	500	0	500	0
Waroona Connect 2023	Alcoa of Australia	2,427	0	0	2,427	2,427	0	0	0
Mitigation Activity Grant Funding RD1	DFES	0	24,750	0	24,750	49,500	0	24,750	24,750
Evacuation Centre Backup Power Supply	DFES	(4,090)	0	(1,200)	(5,290)	57,794	0	0	18,885
Streets Alive - Safer Crossings	Town Team Movement	200	0	0	200	200	0	0	0
Urban Greening Program	WALGA	3,775	0	0	3,775	3,775	0	0	0
Waste Sorted Community Education	Waste Sorted	697	0	(697)	0	697	0	0	0
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Youth Week	Dept of Communities	0	0	0	0	3,000	0	0	3,000
Volunteer Breakfast	Dept of Communities	0	0	0	0	1,500	0	0	1,500
Public Health Initiative	Public Health	12,103	0	(1,636)	10,467	12,103	0	0	0
Australia Day 2025	Australia Day Council	0	0	0	0	15,000	0	0	15,000
Ebb & Flow	Ebb & Flo	2,331	0	0	2,331	2,332	0	0	0
Drakebrook Cemetery NRM Funding	DPIRD	9,856	0	(3,500)	6,356	9,856	0	0	0
Total		27,300	25,250	(7,508)	38,686	159,685	0	25,250	64,135

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant - Start Up	Peel Development Comm	86,516	0	(1,562)	84,954	1,203,240	0	0	983,129
Peel Regional Trails Grant - Milestone 2	Peel Development Comm	133,595	0	0	133,595	0	0	0	0
LRCI Phase 4	Dept Infrastructure	(182,498)	0	0	(182,498)	0	0	0	182,498
LRCI Phase 3	Dept Infrastructure	(57,869)	57,869	0	0	0	0	57,869	0
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	0
Shared Path Upgrade	Dept of Transport	0	0	0	0	0	0	0	0
Roads to Recovery	Main Roads WA	46,369	0	(81,528)	(35,159)	449,252	0	0	0
Regional Road Group (RC87)	Main Roads WA	0	100,000	0	100,000	375,001	0	100,000	150,000
Regional Road Group (RC05)	Main Roads WA	0	60,000	0	60,000	225,001	0	60,000	90,000
Regional Road Group (RC82)	Main Roads WA	0	200,000	(11,472)	188,528	750,000	0	200,000	300,000
Regional Road Group (RC47)	Main Roads WA	0	80,000	(7,379)	72,621	300,000	0	80,000	120,000
Regional Road Group (RC20)	Main Roads WA	0	26,400	(6,500)	19,900	99,001	0	26,400	39,600
Total		27,980	524,269	(108,441)	443,808	3,403,362	0	524,269	1,865,227
Total contract asset					(222,947)				
Total contract liability					711,797				

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

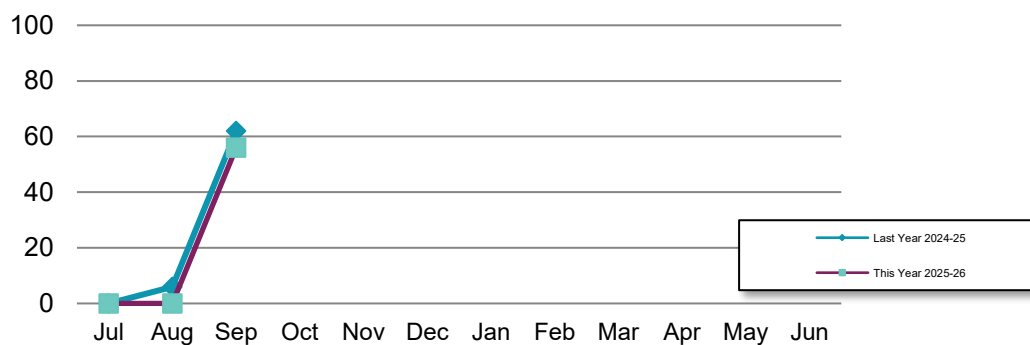


FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 9: Receivables

Receivables - Rates & Rubbish	Current 2025-26	Previous 2024-25
	\$	\$
Opening Arrears Previous Years	145,720	151,325
Rates, Service Charges & Waste Levy this year	7,984,309	7,393,609
Less Collections to date	(4,568,573)	(7,247,889)
Equals Current Outstanding	3,415,736	145,720
Net Rates Collectable	3,415,736	145,720
% Collected	56.19%	96.06%

Note 9 - Rates % Collected

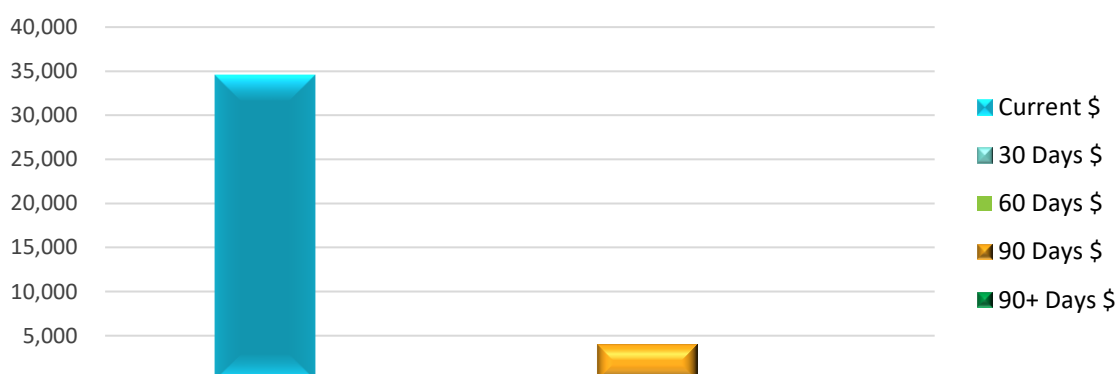


Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	34,575	315	235	4,038	-
Total Outstanding	39,162				

Amounts show above include GST (where applicable).

Note 7 - Outstanding Debtors



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

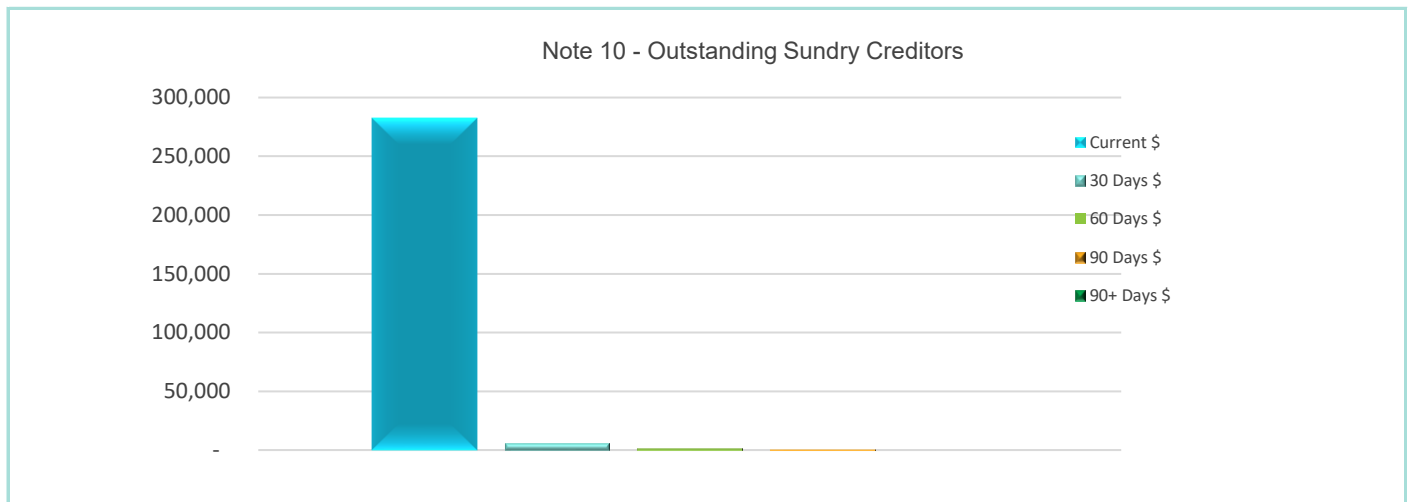


FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	282,241	5,401	1,430	619	-
Total Outstanding	289,691				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 11: Rating Information

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details	Loan No.	Principal 1-Jul-25	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	529,244	0	0	0	(30,350)	529,244	498,894	0	(8,330)
Waroona Community Precinct Development	123	406,999	0	0	0	(15,783)	406,999	391,216	0	(19,816)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	497,444	0	0	0	(19,291)	497,444	478,153	0	(24,219)
TOTAL		1,433,687	0	0	0	(65,424)	1,433,687	1,368,263	0	(52,364)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30 June 2023	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2025
Loan 123 - Waroona Community Precinct		450,000	0	(312,051)	137,949
TOTAL		450,000	0	(312,051)	137,949

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 13: Budget Amendments

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

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
3585	Increase transfer of funds from plant reserve for repairs to CAT 120H Grader	OCM25/08/119	Reserve Transfer	(21,800)		21,800
3554	Increase capital expenditure for repairs to CAT 120H Grader	OCM25/08/119	Capital Expenses		21,800	0

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 14: Trust Fund

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

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-25	Received	Paid	30-Sep-25
ALCOA WAROONA SUSTAINABILITY	2,146,506	2,204	0	2,148,710
PUBLIC OPEN SPACE	140,571	130	0	140,701
EXTRACTIVE INDUSTRIES	19,470	18	0	19,488
COMMERCIAL BOND	15,390	14	0	15,405
SECURITY BOND	0	0	0	0
TOTAL	2,321,937	2,366	0	2,324,304



COUNCIL POLICY

ETP001 – Waroona Visitor Centre



1. Intention

This policy provides direction and guidance for the overall operation of the Visitor Centre, with a specific focus on the procurement of wholesale stock and consignment products. While the Centre's primary purpose is to deliver exceptional visitor servicing, purchasing practices play a key supporting role in achieving this objective.

The guidelines within this policy are intended to ensure that all procurement decisions align with the Centre's commitment to supporting the local economy, promoting regional identity, and strengthening community capacity. Additionally, the policy emphasises the importance of ethical and sustainable sourcing, maintaining high standards of quality and value and offering a diverse and relevant product range. All purchasing activities should be conducted in alignment with the Centre's operational values and strategic priorities.

2. Scope

This policy applies only to the Waroona Visitor Centre.

3. Definitions

If required, definitions are to be formatted like this:

Create means to make something new that didn't exist before, like drawing a picture, building a motel, or writing a story.

Policy is a deliberate system of principles to guide decisions and achieve rationale outcomes.

Template is like a ready-made guide or pattern that helps you create something new by filling your own details.

4. Statement

The exhibition space within the Waroona Visitor Centre is not the Centre's primary function and should not encroach upon areas designated for tourism-related products, except in the case of Council-approved events. All purchasing decisions and consignor arrangements undertaken by the Visitor Centre must adhere to the conditions outlined below:

4.1 Statement

The Shire of Waroona is dedicated to implementing sustainable, ethical, and community focused practices when purchasing stock for the Visitor Centre. This policy ensures that all products align with the Shire's values, enhances the visitor experience, and/or supports local development. Purchasing decisions will be made based on the following:

ETP001 – Waroona Visitor Centre

(a) Supporting the local economy

Priority will be given to sourcing products from local and regional suppliers to strengthen the regional economy and promote the area's unique identity.

(b) Promote regional identity

Products stocked in the Visitor Centre will reflect the local culture, history, and natural environment, offering visitors an authentic representation of the region.

(c) Building community capacity

The Shire will work collaboratively with local producers to create opportunities to showcase their goods within the Visitor Centre.

(d) Ethical and sustainable sourcing

All products will be evaluated for their ethical and environmental credentials, ensuring they are socially responsible and ~~minimize~~minimise ecological impacts.

(e) Quality and value

Stock will be carefully selected to offer high quality products that provide excellent value for money while meeting the expectations of both visitors and the community.

(f) Product range and competition

Careful consideration will be given to ensure that products sold by the Waroona Visitor Centre do not directly compete with those offered by consignors or local businesses within the Shire of Waroona. Exceptions may be made if the product is complementary to an existing business and that business has provided their agreement.

As per the priority classes detailed in item 4.2 of this policy, no purchase should be made where it directly competes with a lower priority class.

(g) Environmental sustainability

The procurement process will ~~emphasize~~emphasise eco-friendly practices, including minimising packaging waste, choosing biodegradable or recyclable materials, and partnering with environmentally conscious suppliers.

(h) Markup and markdown of stock

Stock markup and markdown are as specified in the adopted Shire of Waroona Fees & Charges schedule.

ETP001 – Waroona Visitor Centre

(i) Regular reviews and feedback

The product range and suppliers will be reviewed periodically to ensure alignment with visitor preferences, community needs and market trends. Feedback from visitors and stakeholders will be used to continually improve offerings.

(j) Legislation

All purchasing and pricing decisions will be made in accordance with the requirements of the *Competition and Consumer Act 2010*.

4.2 Stock Purchasing

When ~~prioritizing~~-prioritising stock purchases for the Waroona Visitor Centre it is important to consider the impact on the local economy and community. The following priority shall be given to all stock purchases:

- Priority 1 – Shire of Waroona Businesses

Purchasing from businesses located within the Shire of Waroona, directly supporting local entrepreneurs, artisans, and producers, fostering community development and local employment. Keeping economic benefits within the Shire contributes to increased economic resilience, growth and a stronger local identity.

- Priority 2 – Peel Region Businesses

Products that are made in the Peel region of Western Australia. Supporting businesses within the Peel Region contributes to regional development and economic diversification while building connections with surrounding communities.

- Priority 3 – Southwest WA

Products that are made in the Southwest region of Western Australia. The Southwest is known for high-quality produce and artisanal goods. Incorporating these products can enhance the visitor experience and showcases the broader regional identity.

- Priority 4 – Western Australia

Products that are made in Western Australia. Including products from across Western Australia highlights the diverse offerings and broadens the range of unique and appealing options for visitors.

- Priority 5 – Australia

Products that are made in Australia. Featuring Australian made products fosters a sense of national pride and supports the broader Australian economy, ensuring the Visitor Centre represents quality and authenticity.

ETP001 – Waroona Visitor Centre



- Priority 6 - International

Products that are made internationally will only be considered if they have a direct and meaningful connection to the local tourism experience, showcasing the unique culture, history, or natural assets of the Waroona region.

4.3 Consignment stock

A local consignor and consignment stock must live/operate / be produced/constructed within the Shire of Waroona (consideration will be given to consignors up to 20km outside the Shire of Waroona boundary). Consignors must agree to:

(a) Standard of stock

All stock sold in the Visitor Centre must be of a high standard and presentation. The stock is to pose no workplace health and safety issues to staff or volunteers, nor require modification of the ~~centre~~Centre to accommodate stock.

(b) Legislation

All consignors must comply with the terms of any Act or Legislation that may be relevant to the product they are selling.

(c) Consumables

Any consumables sold by consignors in the ~~centre~~Centre must have a registered food business, be prepared in a kitchen approved for such use, be hygienically sealed in new sterile containers and must bear the date made together with the name, address, telephone and number of the business that made them, in addition to the ingredients and expiry date.

(d) Provision of Australian Business Number (ABN) or Statement by Supplier

All consignors must hold an ABN or complete a Statement by Supplier declaration form.

(e) Commission

Commission will be deducted from the sale price on the following basis:

- 10% + GST (11% overall markup on product) commission will be deducted where the Contributor acts as a volunteer in the Waroona Visitor Centre for a minimum of one-half day shift per calendar month.
- 25% + GST (27.5% overall markup on product) commission will be deducted where the contributor does not volunteer on the above basis.

ETP001 – Waroona Visitor Centre



~~The Chief Executive Officer has the ability to approve the selling of wares that are of charitable or fund-raising in nature, without the requirement of commission, on a case by case basis.~~

(f) Consignor agreement

All consignors will sign a consignor agreement which outlines the items in this policy as when as the operational requirements of the Waroona Visitor Centre including packaging, pricing, stock delivery, rotation and display, payment for sale of stock, and cleanliness and security of stock.

5. Donated Items for Charitable Purposes (Shire lead initiative)

This section applies to all new items donated by community members, creatives, consignors, or other parties for the sole purpose of fundraising for a nominated charitable or not-for-profit organisation.

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(a) Condition of Sale

Donated items will be processed under a designated "Charity" Point of Sale (POS) category to ensure separation from normal consignment or retail sales. No commission shall be charged on donated items, recognising the in-kind contribution of donors.

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Charitable proceeds must be directed to a local not-for-profit or charitable organisation providing direct community benefit (e.g., emergency services, health and welfare services, or community transport initiatives). Sporting and interest groups are not eligible beneficiaries under this provision.

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Each year, before any donated items are offered for sale, the Chief Executive Officer will review and approve the nominated beneficiary/beneficiaries, taking into consideration recommendations from contributing creatives and consignors, in line with Council Policy.

Items for sale under this initiative will be clearly marked "Proceeds donated to "Chosen Charity".

To maintain balance within the retail offering and ensure continued support for local artists and consignors, the total floor space or display capacity allocated to donated charitable items shall not exceed 10% of the Visitor Centre's total retail display area at any one time, unless otherwise approved by the Director Corporate & Community Services.

(b) Accumulation and Disbursement of Funds

Proceeds from charity sales will be accumulated until either:

- A minimum of \$1,000 is reached, or
- An annual disbursement is due, whichever occurs first.

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At that time, a cheque or electronic payment will be issued to the nominated organisation, accompanied by appropriate acknowledgment and promotional opportunity.



All disbursements must be authorised by the Director Corporate & Community Services and the Chief Executive Officer.

6. Sale of Items on behalf of Community Groups and Not-for-Profit (NFP) Entities

From time to time, local Community Groups and Not-for-Profit (NFP) organisations may request that the Visitor Centre assist in selling approved items on their behalf (for example, Lions Club Christmas Cakes).

a) These items are accepted at the discretion of the Visitor Centre Manager, with the approval of the Director Corporate & Community Services, and must:

- Align with the Visitor Centre's community and tourism values; and
- Be clearly identified at point of sale as belonging to the respective Community Group or NFP.

b) No commission will be applied to these sales, and the full proceeds will be remitted directly to the organisation.

c) Funds received are to be reconciled and transferred to the organisation in full on a periodic basis, with supporting records retained for audit purposes.

d) Such arrangements are to be reviewed annually to confirm continued participation and compliance with this policy.

5.7. Loss, Theft or Damage

Consignment Stock – Loss, Theft or Damage

The Shire will take reasonable care to protect all consignment items while they are on display or held in storage at the Waroona Visitor Centre. However, the Shire accepts no liability for loss, theft, or damage to consigned goods, whether through accident, breakage, or other causes beyond its control. Consignors are encouraged to maintain their own insurance coverage for items provided to the Visitor Centre.

In the event that an item is damaged or lost, the Visitor Centre Manager will document the incident, notify the consignor, and record the matter. Any recovery or reimbursement will be at the discretion of the Chief Executive Officer, taking into account the circumstances and available evidence.

Wholesale and Shire-Owned Stock – Loss, Theft or Damage

For products purchased outright by the Shire for resale (wholesale stock), any loss, theft, or damage will be recorded and reported through normal stock control and financial management processes.

The Visitor Centre Manager must maintain accurate stock records and investigate any discrepancies promptly. Material losses or suspected theft must be reported to the Director Corporate & Community Services and, where applicable, to the Police.

Replacement or write-off of lost or damaged wholesale stock will be managed in accordance with the Shire's internal processes and procedures.

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**6.8. Legislative and Strategic Context**

The *Competition and Consumer Act 2010*, *Food Act 2008*, *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and the associated subsidiary legislation provide the broad framework within which this policy operates.

7.9. Review

This policy is to be reviewed biennially.

8.10. Associated Documents

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

- FP001 – Purchasing and procurement
- FP003 – Purchase Orders Authority
- FP004 – Corporate Purchasing and Credit Cards

9.11. Document Control

Division	Economic/Tourism		
Policy Number	ETP001		
Contact Officer	Acting Director Corporate & Community Services		
Related Legislation	Competition and Consumer Act 2010		
Related Shire Documents	FP001, FP003, FP004		
File Number	ED.7 – Economic Development		
Risk Rating	Low	Review Frequency	Biennially
Next Review	22/04/2027	Date Adopted	25/10/2016
OCM Number	OCM16/10/115	Previous Policy No.	CORP025 – Visitor Centre Operations CP013 – Waroona Visitor Centre

10.12. Amendments

Date	Details of Amendment	Reference	Record Number
18/12/2018	Updated as part of major review.	OCM18/12/126	ED.7
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	ED.7
22/04/2025	Reviewed with significant amendments to text and content. Policy renumbered	OCM25/04/054	ED.7
<u>4/09/2025</u>	<u>Amendments in relation to donated items for charitable purposes, Sale of fundraising items for</u>	<u>OCM25/09/###</u>	<u>ED.7</u>

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ETP001 – Waroona Visitor Centre



	<u>Community Groups and NFP and Loss, theft or damage.</u>		
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SHIRE OF
WAROONA
SEA TO SCARP

Register of Delegations

Council to Committees and Chief Executive
Officer

About this document

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

The Register of Delegations records the compiled delegations made by Council and the Chief Executive Officer under the authority of the *Local Government Act 1995* and other legislative instruments as specified.

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.

Document Control		
Date Reviewed	Details	Author
27/11/18	Adopted by Council	Ian Curley
17/12/19	Reviewed by Council	Corporate Compliance Officer
24/11/20	Reviewed by Council	Corporate Compliance Officer
25/05/21	Amended by Council	Corporate Compliance Officer
22/06/21	Amended by Council	Corporate Compliance Officer
27/07/21	Amended by Council	Corporate Compliance Officer
24/08/21	Amended by Council	Corporate Compliance Officer
23/11/21	Reviewed by Council	Corporate Compliance Officer
22/02/22	Amended by Council	Corporate Compliance Officer
27/09/22	Amended by Council	Corporate Planning & Governance Officer
20/12/22	Amended by Council	Corporate Planning & Governance Officer
27/06/23	Amended by Council	Corporate Planning & Governance Officer
19/12/23	Amended by Council	Corporate Planning & Governance Officer
19/08/24	Amended by Council	Corporate Planning & Governance Officer
25/02/25	Amended by Council	Corporate Planning & Governance Officer
30/09/25	Amended by Council	Senior Governance Officer
<OCM date>	<u>Amended by Council</u>	<u>Senior Governance Officer</u>

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Background

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer (CEO) at least once in every twelve months, and for the Chief Executive Officer to review their delegation of authority within the same review period.

Statutory Framework

Local Government Act 1995

Section 5.16. Delegation of some powers and duties to certain committees

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

* *Absolute majority required.*

- (2) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required.*

- (3) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (4) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (5) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed; and

- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Section 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

Section 5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

Section 5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

Section 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Local Government (Administration) Regulations 1996

Regulation 18G. Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

Regulation 19. Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Other Legislation

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off-road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1988*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*

- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*
- *Shire of Waroona Activities on Thoroughfares & Trading in Thoroughfares and Public Places Local Law 2001*
- *Shire of Waroona Bush Fire Brigades Local Law 2024*
- *Shire of Waroona Cat Local Law 2023*
- *Shire of Waroona Dog Local Law 2023*
- *Shire of Waroona Drakesbrook Cemetery Local Law 2021*
- *Shire of Waroona Extractive Industries Local Law 2021*
- *Shire of Waroona Fencing Local Law 2014*
- *Shire of Waroona Health Local Law 2021*
- *Shire of Waroona Local Government Property Local Law 2014*
- *Shire of Waroona Meeting Procedures Local Law 2020*
- *Shire of Waroona Pest Plant Local Law 2024*
- *Shire of Waroona Repal Local Law 2014*
- *Shire of Waroona Waste Local Law 2021*
- *Strata Titles Act 1985*
- *Strata Titles General Regulations 1996*

Definitions

The *Local Government Act 1995* has not defined the term “delegation” or “delegated power”, however:

- s.5.16 refers to “...the exercise of any of its powers and duties...”
- s.5.42 refers to “...the exercise of any of its powers or the discharge of any of its duties...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

Authority means the permission or requirement for a committee or an officer to act in accordance with:

- the *Local Government Act 1995*, regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council.

Delegation means the authority to exercise a power, or discharge a duty, as conferred under the provisions of the relevant legislation.

Policy as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instruction in a particular way; or
- the authority for officers to act, where that authority is not considered a delegation of a legislative or other specific power or duty.

Instruction means the requirement for a staff member to act in accordance with a direction given by the CEO, senior officer or supervisor.

Department of Local Government, Sport & Cultural Industries – Guideline No. 17

The Department of Local Government, Sport & Cultural Industries has published guidelines for the formation of delegations.

Guideline No. 17 can be found on the Department website www.dlgsc.wa.gov.au

Delegations to a Temporarily Employed or Appointed Chief Executive Officer

In accordance with Shire of Waroona policy CGP018 – Temporary Employment or Appointment of a Chief Executive Officer, an Acting CEO shall exercise the powers, including delegations, and discharge the duties of the CEO for those periods when the CEO is:

- a. on planned or unplanned leave for a period exceeding 48 hours;
- b. not within the State of Western Australia for a period of more than one week;
- c. during other absences, as determined necessary by the Chief Executive Officer;

but in any case, not for a period exceeding 6 weeks in any one occasion.

1. Delegations from Council to Committees

Nil.

2. Delegations from Council to Chief Executive Officer

2.1 Building Act 2011

An Act to provide for the following — permits for building work and demolition work; standards for the construction and demolition of buildings and incidental structures; the use and maintenance of, and requirements in relation to, existing buildings and incidental structures; work affecting land other than land on which the work is done; and related matters.

2.1.1 Uncertified Application to be Considered by Building Surveyor

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.17(1) Uncertified application to be considered by building surveyor
Function	Authority to refer to a building surveyor an uncertified application if the application complies with section 16 [s.17(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.2 Building Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.20 Grant of building permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect [s.32] r.24 Extension of time during which permit has effect [s.32(3)] r.26 Approval of new responsible persons [s.35(c)]
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 7. Authority to determine an application to extend time during which a building permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO

Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.3 Demolition Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect [s.32] r.24 Extension of time during which permit has effect [s.32(3)] r.26 Approval of new responsible persons [s.35(c)]
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.21(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 7. Authority to determine an application to extend time during which a demolition permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a responsible permit [r.26].
Delegates	CEO

Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.4 Occupancy Permits or Building Approval Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s.65]
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)]. 2. Authority to refuse to consider an application [s.55(2)]. 3. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 4. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 5. Authority to impose, add, vary or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1) and (3)]. 6. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)]. 7. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].

	8. Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.5 Designate Employees as Authorised Persons

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.6 Building Orders

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) & (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	- Authority to make Building Orders in relation to: - building work; - demolition work; and - an existing building or incidental structure [s.110(1)]. - Authority to specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. - Authority to revoke a building order [s.117]. - Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order; or - commence or complete any work specified in the order; or - if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. - Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].

	8. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.7 Inspection and Copies of Building Records

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.8 Referrals and Issuing Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Waroona's District [s.145A(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.9 Private Pool Barrier – Alternative and Performance Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.10 Smoke Alarms – Alternative Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.11 Appointment of Approved Officers and Authorised Officers

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) & (1A) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.2 Bush Fires Act 1954

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the Bush Fires Act 1937 and for other purposes.

2.2.1 Make Request to FES Commissioner – Control of Fire

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Waroona that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/22	Removed Shire President from list of Delegates.	27/09/127

2.2.2 Prohibited Burning Times – Vary

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) & (8))
Express power or duty delegated	s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Shire President Chief Bush Fire Control Officer
Conditions	Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) & (8).
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/2022	Removed s.48 Delegation by Local Government from Express Power to Delegate.	OCM22/09/127

2.2.3 Prohibited Burning Times – Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures

	to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Removed s.17(7) from Express Power or Duty Delegated list.	
27/09/2022	Removed reference to Decisions made under s.17(7), from Conditions.	OCM22/09/127

2.2.4 Restricted Burning Times – Vary and Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.18(5) & (11) Restricted burning times may be declared by FES Commissioner s.22(6) & (7) Burning on exempt land and land adjoining exempt land s.27(2) & (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) & (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]: a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].

	5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.5 Control of Operations Likely to Create Bush Fire Danger

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: b. a person operating a bee smoker device during a prescribed period [r.39CA(5)]; c. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]; d. a person using explosives [r.39D(2)]; and e. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.6 Burning Garden Refuse / Open Air Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954</i> r.27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: a. authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and b. authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]; and b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in

Delegates	open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)]. CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.7 Firebreaks

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.33 Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Waroona: a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and a. of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to cause a notice of an appointment made under the provisions of section 38(1) of the Act to be published in accordance with the Act [s.38(2A)]. 3. To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s.38(2C)]. 4. Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control and management of the Shire of Waroona [s.38(5A)]. 5. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: a. authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)]. 6. Authority to give notice of an appointment made under s.38(8) or s.38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s.38(13)].

Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.9 Control and Extinguishment of Bush Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.46(1A) and (1B) Bush fire control officer or forest officer may postpone lighting fire
Function	Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.10 Apply for Declaration as an Approved Area

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.52(1) Approved area may be declared
Function	Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.50(1)]. (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area [s.53].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.11 Recovery of Expenses Incurred through Contraventions of the Act

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Waroona or those on behalf on the Shire of Waroona to do so [s.58].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.12 Prosecution of Offences

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government s.59(3) Delegation of prosecution of offences
Express power or duty delegated	s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s.59]. 2. Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s.59A(2)].
Delegates	CEO Director Customer & Development Services Director Corporate & Community Services Manager Development Services Rangers
Conditions	Prior to the persons appointed as Rangers instigating proceedings in a court of competent jurisdiction, the section Manager is to be consulted.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Added s.59(3) Delegation of prosecution of offences under Express power to delegate.	
	Changed Director Corporate Services to Director Corporate & Community Services.	
27/09/2022	Added Director Infrastructure & Development Services under Delegates.	OCM22/09/127
20/12/22	Added Manager Governance under Delegates	OCM22/12/191

27/08/24	Replace redundant Shire of Murray positions Manager Rangers & Emergency Services, and Manager Governance, with Coordinator Rangers and Community Safety	OCM24/08/129
25/02/25	Removed Director Infrastructure & Development Services and replaced with Director Customer & Development Services	OCM25/02/010
30/09/2025	Removed Director Customer & Development Services, Director Corporate & Community Services, Coordinator Rangers and Community Safety, and Rangers	OCM25/09/140
<u><insert date></u>	<u>Added Director Customer & Development Services, Director Corporate & Community Services, Manager Development Services, and Rangers as delegates</u>	<u><insert OCM ref></u>

2.3 Cat Act 2011

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters.

2.3.1 Cat Registration

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to record in the register the information prescribed in respect of each cat registered by the local government [s.12(3)]. 6. Authority to cause any error in, or omission from, the register to be corrected [s.12(4)]. 7. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Waroona's District [Regs. Sch. 3 cl.1 (4)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

Express power to subdelegate	s.45 Delegation by CEO of local government
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.1 to 2.3.1.	OCM21/05/059

2.3.2 Cat Control Notices

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Waroona's District [s.26].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.2 to 2.3.2.	OCM21/05/059

2.3.3 Approval to Breed Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.37 Approval to breed cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.3 to 2.3.3.	OCM21/05/059

2.3.4 Recovery of Costs – Destruction of Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.4 to 2.3.4.	OCM21/05/059

2.3.5 Applications to Keep Additional Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.5 to 2.3.5.	OCM21/05/059

2.3.6 Reduce or Waiver Registration Fees

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012</i> Sch.3 Fees, cl.1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3, clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	This Delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.6 to 2.3.6.	OCM21/05/059

2.4 Dog Act 1976

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.

2.4.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$10 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.1 to 2.4.1.	OCM21/05/059

2.4.2 Correct, Refuse or Cancel Registration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.14(4) Register of dogs s.15(2) & (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) & (6) Refusal or cancellation of registration
Function	1. Authority to cause any error in, or omission from, the register to be corrected [s.14(4)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)]. 3. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: (a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or (b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or (c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or (d) the dog is required to be microchipped but is not microchipped; or (e) the dog is a dangerous dog [s.16(3) and s.17A(2)]. 4. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)]. 5. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 6. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as

Delegates	though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]. CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.2 to 2.4.3.	OCM21/05/059
27/08/24	Add function under s.14(4) and renumbered from 2.4.3 to 2.4.2.	OCM24/08/129

2.4.3 Kennel Establishments

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) & (6)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.3 to 2.4.4.	OCM21/05/059
27/08/24	Renumbered from 2.4.4 to 2.4.3.	OCM24/08/129

2.4.4 Recovery of Monies Due Under this Act

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(5) Power to seize dogs
Function	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.4 to 2.4.5.	OCM21/05/059
27/08/24	Renumbered from 2.4.5 to 2.4.4.	OCM24/08/129

2.4.5 Dispose or Sell Dogs Liable to be Destroyed

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.5 to 2.4.6.	OCM21/05/059
27/08/24	Renumbered from 2.4.6 to 2.4.5.	OCM24/08/129

2.4.6 Declare Dangerous Dog

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.6 to 2.4.7.	OCM21/05/059
27/08/24	Renumbered from 2.4.7 to 2.4.6.	OCM24/08/129

2.4.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: (a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.7 to 2.4.8.	OCM21/05/059
27/08/24	Renumbered from 2.4.8 to 2.4.7.	OCM24/08/129

2.4.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. A notice declaring a dog to be dangerous; or b. A notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.8 to 2.4.9.	OCM21/05/059
27/08/24	Renumbered from 2.4.9 to 2.4.8.	OCM24/08/129

2.4.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33M(1)(a) Local government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33M(1)(a)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.9 to 2.4.10.	OCM21/05/059
27/08/24	Renumbered from 2.4.10 to 2.4.9.	OCM24/08/129

2.4.10 Applications to Keep More than the Prescribed Number of Dogs

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.26 Approval to keep more than the prescribed number of dogs
Function	To consider and determine written applications seeking approval to keep more than the prescribed number of dogs, (not exceeding 6 dogs) where Council have set a limit of the number of dogs that may be kept on certain land in the district. Conditions may be applied, as necessary to any approval granted.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
27/08/24	Renumbered from 2.4.11 to 2.4.10.	OCM24/08/129

2.5 Food Act 2008

An Act providing for the safety and suitability of food for human consumption, and for related purposes.

2.5.1 Determine Compensation

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.56(2) Compensation to be paid in certain circumstances s.70(2) & (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500,000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Renumbered from 2.6.1 to 2.5.1.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
27/08/24	Replaced Development Officer under list of delegates, with Environmental Health Officer	OCM24/08/129
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.2 Prohibition Orders

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.2 to 2.5.2.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

Amendments		
Date	Details of Amendment	Reference
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.3 Food Business Registrations

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.110(1) & (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; WA Priority Classification System; and Verification of Food Safety Program Guideline.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.3 to 2.5.3.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
Amendments		

Date	Details of Amendment	Reference
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.4 Appoint Authorised Officers and Delegated Officers

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.122(1) Appointment of authorised officers s.126(6), (7) & (13) Infringement officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)]. 2. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Appointment of Authorised Officers as Meat Inspectors; Appointment of Authorised Officers; Appointment of Authorised Officers – Designated Officers only; and Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.4 to 2.5.4.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.5 Debt Recovery and Prosecutions

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.5 to 2.5.5.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates	OCM22/12/191

25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.6 Abattoir Inspections and Fees

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Regulation 41, to: (a) require a person to provide security, (b) determine the form that security is to be provided, and (c) discharge a security held by the Shire of Waroona [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.6 to 2.5.6.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.7 Food Business List – Public Access

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.51 Enforcement agency may make list of food businesses publicly available
Function	Authority to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.7 to 2.5.7.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.6 Graffiti Vandalism Act 2016

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence.

2.6.1 Giving Notice Requiring Obliteration of Graffiti

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.1 to 2.6.1.	OCM21/05/059

2.6.2 Notices – Deal with Objections and Give Effect to Notices

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.2 to 2.6.2.	OCM21/05/059

2.6.3 Obliterate Graffiti on Private Property

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.3 to 2.6.3.	OCM21/05/059

2.6.4 Powers of Entry

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.4 to 2.6.4.	OCM21/05/059

2.7 Liquor Control Act 1988

An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimise harm or ill-health caused to people, or any group of people due to the use of liquor, to provide for orders that may prohibit persons from being employed at, or from entering, licensed premises, to repeal the Liquor Act 1970, and for related matters.

2.7.1 Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988

Head of power	Liquor Control Act 1988
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	1. Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i>. 2. To issue certificates of Local Health Authority and Local Planning Authority.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.8.1 to 2.7.1.	OCM21/05/059

2.8 Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes.

2.8.1 Performing Functions Outside the District

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.20(1) Performing functions outside district
Function	Authority to determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of that function [s.3.20(1)].
Delegates	CEO
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the function does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.1 to 2.8.1.	OCM21/05/059

2.8.2 Compensation for Damage Incurred when Performing Executive Functions

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	Delegation is limited to settlements which do not exceed a material value of \$500,000.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.2 to 2.8.2.	OCM21/05/059

2.8.3 Notice Requiring Certain Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.25(1) Notices requiring certain things to be done by owner or occupier of land s.3.26(2) & (3) Additional powers when notices given
Function	1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that a. is prescribed for in Schedule 3.1, Division 1; or b. is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s.3.25(1)]. 2. If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s.3.26(2)]. 3. Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.3 to 2.8.3	OCM21/05/059

2.8.4 Powers of Entry

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.4 to 2.8.4.	OCM21/05/059

2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.8.6 Confiscated or Uncollected Goods, or alternatively, referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.5 to 2.8.5.	OCM21/05/059
20/12/22	Corrected delegated authority number 2.9.6 to 2.8.6, under conditions	OCM22/12/191

2.8.6 Confiscated or Uncollected Goods

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.6 to 2.8.6	OCM21/05/059

2.8.7 Disposal of Sick or Injured Animals

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s.3.48].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.7 to 2.8.7.	OCM21/05/059

2.8.8 Close Thoroughfares to Vehicles

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals <i>Local Government (Functions and General) Regulations 1996</i> r.6(3) Transitional provisions about road closures
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s.3.51]. 6. Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].
Delegates	CEO
Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as

	soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)].
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.8 to 2.8.8.	OCM21/05/059

2.8.9 Control Reserves and Certain Unvested Facilities

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Waroona that the Shire of Waroona could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.9 to 2.8.9.	OCM21/05/059

2.8.10 Obstruction of Footpaths and Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local</i>

Express power to subdelegate	<i>Government (Uniform Local Provisions) Regulations 1996.</i> 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. s.5.44 CEO may delegate some powers and duties to other employees
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.10 to 2.8.10.	OCM21/05/059

2.8.11 Gates Across Public Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.11 to 2.8.11.	OCM21/05/059

2.8.12 Public Thoroughfare – Dangerous Excavations

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and

	d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.12 to 2.8.12.	OCM21/05/059

2.8.13 Crossing – Construction, Repair and Removal

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements details in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.13 to 2.8.13.	OCM21/05/059

2.8.14 Private Works on, over or under Public Places

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.14 to 2.8.14.	OCM21/05/059

2.8.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.21(1) Wind erosion and sand drifts – Sch.9.1, cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.15 to 2.8.15.	OCM21/05/059

2.8.16 Expressions of Interest for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.16 to 2.8.16.	OCM21/05/059

2.8.17 Tenders for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

	10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to: a. vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. b. exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].
Delegates	CEO
Conditions	1. Sole supplier arrangements may only be approved where a record is retained that evidences: a. a detailed specification; b. the outcomes of market testing of the specification; c. the reasons why market testing has not met the requirements of the specification' and d. rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; • current supply contract expiry is imminent;

	- value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. - In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. - Authority to enter into a variation [F&G r.20(1) and r.20(2)] subject to: - that the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. - Compliance with Council's Purchasing and Procurement Policy and Regional Price Preference Policy.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.17 to 2.8.17	OCM21/05/059

2.8.18 Application of Regional Price Preference Policy

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.18 to 2.8.18.	OCM21/05/059

2.8.19 Disposing of Property

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.58(2) & (3) Disposing of Property
Function	- Authority to dispose of property to: - the highest bidder at public auction [s.3.58(2)(a)]; - to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. - Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. - Authority to dispose of property under Regulation 30(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	CEO
Conditions	- Value of property that may be disposed under this Delegation shall not exceed \$500,000 including plant and assets with a depreciated value not exceeding \$500,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>. - Section 3.58(4) - where the market value of the lease is less than \$15,000 per annum.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.19 to 2.8.19.	OCM21/05/059

2.8.20 Payments from the Municipal or Trust Funds

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO Shire President
Conditions	Make payments for procurement provided for in Budgets approved by Council, or otherwise approved by Council resolution, and undertaken in accordance with Council's Purchasing and Procurement. Consistent with the functions of the CEO specified in section 5.41(c) and (d) of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.20 to 2.8.20.	OCM21/05/059

2.8.21 Defer, Grant Discounts, Waive or Write Off Debts

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Waroona [s.6.12(1)(b)]. 2. Waive or grant concessions in relation to any amount of money [s.6.12(1)(b)]. 3. Write off any amount of money which is owed to the Shire of Waroona [s.6.12(1)(c)].
Delegates	CEO
Conditions	1. Write-off fees and charges and interest on rates up to \$1,000 [s.6.12(1)(c) & (2)]. 2. A debt may only be waived in accordance with Policy CP005 – Donations, Sponsorships and Waivers.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.21 to 2.8.21.	OCM21/05/059
27/06/2023	Condition No. 2 added to align with delegated authority under new council policy CP005 - Donations, Sponsorships and Waivers.	OCM23/06/076

2.8.22 Power to Invest and Manage Investments

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	1. All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy FIN019 - Investment of Surplus Funds. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be documented. 4. Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.22 to 2.8.22.	OCM21/05/059

2.8.23 Rate Record Amendment

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.39(2)(b) Rate records
Function	Authority to determine any requirement to amend the rate record for the 5 years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.23 to 2.8.23.	OCM21/05/059

2.8.24 Agreement as to Payment of Rates and Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [6.49].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.24 to 2.8.24.	OCM21/05/059

2.8.25 Determine Due Date for Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire of Waroona [s.6.50].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.25 to 2.8.25.	OCM21/05/059

2.8.26 Recovery of Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.26 to 2.8.26.	OCM21/05/059

2.8.27 Recovery of Rates Debt – Require Lessee to Pay Rent

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.60 Local government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.27 to 2.8.27.	OCM21/05/059

2.8.28 Recovery of Rates Debt – Actions to Take Possession of the Land

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or ii. cause the land to be transferred to the Shire of Waroona [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.28 to 2.8.28.	OCM21/05/059

2.8.29 Rate Record – Objections

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.29 to 2.8.29.	OCM21/05/059

2.8.30 Phasing in of certain valuations

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Sch. 6.1 Provisions relating to the phasing in of valuations, cl. 1(1) and 2(1)
Function	1. Authority to resolve that an increase in general valuation, in relation to all land where an increased valuation to 'gross rental value' results, be phased in over a 3-year period, and effect is to be given to that resolution over that period by the local government — a. in the first year of assessment for which the new valuation would otherwise be used, applying instead as the valuation of the land for the purposes of rating, a phased in valuation (being the former valuation plus 1/3 of the difference between the former valuation and the new valuation); and b. in the second such year, applying the former valuation plus 2 /3 of that difference; and c. in the third year, applying the new valuation, but where in relation to any land that general valuation results in a new valuation which is the same as or less than the former valuation, the local government is to apply the new valuation [Sch. 6.1 cl.1(1)]. 2. Authority to resolve that, in respect of a financial year, and following a determination made by the Minister under section 6.28 to increase from valuations on unimproved value to valuations on gross rental value, the change to rating on the basis of valuations on gross rental value, is to be phased in over a 3 year period and effect is to be given to that resolution over that period by the local government — a. In the first year, rating the land on the basis of valuations on gross rental value in order to yield 1 /3 of the estimated revenue from the rate, and rating the same land on the basis of original valuations in order to yield 2 /3 of the estimated revenue from the rate; and

	b. in the second year, as above, with 2 /3 of the estimated revenue from the first-mentioned rate, and 1 /3 of the estimated revenue from the second-mentioned rate; and c. in the third year, rating the land on the first-mentioned basis in order to yield the whole of the estimated revenue from the rate [Sch. 6.1 cl.2(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

2.9.1 Appointment of Rangers, Poundkeepers and the Establishment of Public Pounds

Head of power	Local Government (Miscellaneous Provisions) Act 1960
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.449 Pounds, establishing: poundkeepers and rangers, appointing
Function	Authority to establish and maintain one or more public pounds, and appoint fit and proper persons to be keepers of those pounds and appoint a ranger or rangers.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.10.1 to 2.9.1.	OCM21/05/059

2.10 Planning & Development Act 2005

An Act to provide for a system of land use planning and development in the State and for related purposes.

2.10.1 Illegal Development

Head of power	Planning & Development Act 2005
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.214(2), (3) & (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible authority's powers to remove etc.
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority; 2. Give a written direction to the person whose duty it is to executive work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. 3. If — a. a notice is served on a person under section 214(2), (3) or (5) and that person fails to — i. carry out the directions within the time specified in the notice; or

	ii. apply under section 255 for a review of any direction contained in the notice; or b. on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person. 4. Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.11.1 to 2.10.1.	OCM21/05/059

2.11 Planning & Development (Local Planning Schemes) Regulations 2015

2.11.1 Planning Approvals and Associated Decisions

Head of power	Planning & Development (Local Planning Schemes) Regulations 2015
Delegator	Council
Express power to delegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i> Sch.2 cl.82 Delegations by local government
Express power or duty delegated	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation
Function	Powers and duties under the Shire of Waroona Local Planning Scheme No. 7 and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.
Delegates	CEO
Conditions	1. Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans may only be determined by the Chief Executive Officer. 2. Decisions to proceed with a Local Planning Policy are to be made by the Council. 3. Decisions relating to single house development, or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt are to be determined by the Chief Executive Officer (CEO) or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place as defined in Schedule 2. 4. Where a public objection has been received after the application has been advertised for comment the

	application may only be determined by the Chief Executive Officer. 5. Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.
Express power to subdelegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i> cl.83 Local government CEO may delegate powers

Amendments		
Date	Details of Amendment	Reference
27/08/24	Added condition No. 3 relating to decisions for single house developments.	OCM24/08/129

2.12 Public Health Act 2016

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes.

2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) Appointment of authorised officers r.15D(7) Infringement notices
Express power or duty delegated	r.15D(5) Infringement notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Sub-delegation is not provided for in the <i>Health (Asbestos) Regulations 1992</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.12.2 to 2.12.1.	OCM21/05/059

2.12.2 Enforcement Agency Reports to the Chief Health Officer

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Waroona [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO Designated Authorised Officer – Environmental Health Officer
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.3 Designate Authorised Officers

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.24(1) & (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: - The <i>Public Health Act 2016</i> or other specified Act; - Specified provisions of the <i>Public Health Act 2016</i> or other specified Act - Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. Including: - an environmental health officer or environmental health officers as a class; OR - a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR - a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	- Subject to each person so appointed being; - Appropriately qualified and experienced [s.25(1)(a)]; and - Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. - A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.4 Determine Compensation for Seized Items

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.13 Shire of Waroona Local Laws

Local Laws made under the powers conferred by the *Local Government Act 1995* and respective Acts.

2.13.1 Application of Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001

Head of power	Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	- cl.2.1 General prohibitions - cl.2.2 Activities allowed with a permit – general - cl.2.4 Permit required - cl.2.5 Removal of redundant crossing - cl.2.11 Notice to owner or occupier - cl.2.15 Assignment of numbers - cl.2.17 Signs - cl.3.2 Advertising signs and portable direction signs - cl.3.3 Matters to be considered in determining application for permit - cl.3.4 Conditions on portable sign - c.3.5 Conditions on election sign - cl.4.6 Retailer to remove abandoned trolley - cl.5.3 Declaration of flora road - cl.5.5 Signposting of flora roads - cl.5.6 Driving only on carriageway of flora roads - cl.5.7 Designation of special environmental areas - cl.5.8 Marking of special environmental areas - cl.5.10 Relevant considerations in determining application - cl.5.15 When application for permit can be approved - cl.5.16 Prohibition on burning - cl.5.18 When application for permit cannot be approved - cl.5.20 Permit for revegetation projects - cl.6.3 Trader's permit - cl.6.5 Relevant considerations in determining application for permit - cl.6.6 Conditions of permit - cl.6.17 Matters to be considered in determining application - cl.6.18 Obligations of permit holder - cl.7.1 Application for permit - cl.7.2 Decision on application for permit - cl.7.3 Conditions which may be imposed on a permit - cl.7.4 Imposing conditions under a policy

	cl.7.5 Compliance with and variance of conditions cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.8.1 Application of Part 9 Division 1 of Act cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.2 Application of Shire of Waroona Cat Local Law 2023

Head of power	Shire of Waroona Cat Local Law 2023
Delegator	Council
Express power to delegate	<i>Cat Act 2011</i> s.44 Delegation by local government s.45. Delegation by CEO of local government
Express power or duty delegated	cl.2.3 Direction to abate the nuisance of a cat cl.4.4 Application for permit cl.4.5 Refusal to determine application cl.4.6 Factors relevant to determination of application cl.4.7 Decision on application cl.4.8 Conditions cl.4.10 Revocation cl.5.1 Cat management facility cl.5.3 Charges and costs – imposition cl.6.2 Content of a notice Schedule 1 Additional Conditions Applicable to Particular Permits A. Permit to use premises as a cattery
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
19 Dec 23	Added following adoption of Shire of Waroona Cat Local Law 2023	OCM23/12/180

2.13.3 Application of Shire of Waroona Dog Local Law 2023

Head of power	Shire of Waroona Dog Local Law 2023
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.2.1 Fees and charges – imposition of cl.4.2 Application for licence for approved kennel establishment cl.4.3 Notice of proposed use cl.4.4 Exemption from notice requirements cl.4.5 When application can be determined cl.4.6 Determination of application cl.4.7 Where application cannot be approved cl.4.8 Conditions of approval cl.4.10 Fees cl.4.11 Form of licence cl.4.13 Variation or cancellation of licence cl.4.14 Transfer cl.4.15 Notification cl.6.5 Payment of modified penalty cl.6.7 Service
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
19/12/2023	Updated to reflect new Shire of Waroona Dog Local Law 2023	OCM23/12/180

2.13.4 Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021

Head of power	Shire of Waroona Drakesbrook Cemetery Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Applications for burial cl.3.2 Application for cremation cl.3.4 Certificate of identification cl.3.5 Minimum notice required cl.4.3 Application refusal cl.5.1 Requirements for funerals and coffins cl.5.2 Funeral processions cl.5.6 Conduct of funeral by Board cl.5.9 Depositing the coffin cl.5.10 Removal of the name plate and lead strip cl.5.11 Removal of metal fittings cl.5.12 Disposal of ashes cl.5.14 Ashes held by the Board cl.7.1 Application for monumental work cl.7.5 Removal of sand, soil or loam cl.7.6 Hours of work cl.7.8 Use of wood cl.7.11 Australian war graves cl.7.13 Specification of monuments cl.7.15 Requirements of a memorial plaque cl.7.16 Monumental mason's licence cl.7.18 Carrying out monumental work cl.8.2 Damaging and removing objects cl.8.5 Advertising cl.8.7 Removal from the cemetery
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Amendments	

Date	Details of Amendment	Reference
19/12/23	Renumbered from 2.13.3 to 2.13.4	OCM23/12/180

2.13.5 Application of Shire of Waroona Extractive Industries Local Law 2021

Head of power	Shire of Waroona Extractive Industries Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Determination of application cl.4.1 Transfer of licence cl.4.2 Cancellation of licence cl.4.3 Renewal of licence cl.6.3 Prohibitions cl.7.4 Works to be carried out prior to cessation of operation
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.3 to 2.13.4.	OCM21/07/093
20/12/22	Corrected clause numbers under Express power or duty delegated to align with updated Head of Power: Shire of Waroona Extractive Industries Local Law 2021. Removed Clause 22 – Stop work orders.	OCM22/12/191
19/12/23	Renumbered from 2.13.4 to 2.13.5.	OCM23/12/180

2.13.6 Application of Shire of Waroona Fencing Local Law 2014

Head of power	Shire of Waroona Fencing Local Law 2014
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.2.1 Sufficient fences cl.2.4 Depositing fencing material on public place cl.2.5 Alteration of ground levels cl.2.8 Fences across rights-of-way, public access ways or thoroughfares cl.2.9 General discretion of the local government cl.2.10 Pre-used fencing materials c.2.11 Barbed wire fences and spiked or jagged materials cl.2.12 Electrified and razor wire fences cl.2.14 Tennis court fencing cl.2.15 Estate fencing cl.3.1 Application for approval cl.3.2 Decision on application for approval cl.3.4 Duration of approval cl.5.1 Notices of breach Sch.2 Residential lot Sch.3 Commercial lot Sch.3A Industrial lot Sch.4 Rural lot Sch.5 Electrified fence licence Sch.6 Razor wire fence licence
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.4 to 2.13.5.	OCM21/07/093

27/07/21	Renumbered from 2.13.4 to 2.13.5.	OCM21/07/093
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2.13.7 Application of Shire of Waroona Health Local Law 2021

Head of power	Shire of Waroona Health Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.4.9 Burning of rubbish or refuse cl.4.14 Removal of refuse and disused materials cl.4.15 Removal of unsightly overgrowth of vegetation cl.5.5 Dust management cl.5.6 Emission or reflection of light cl.5.7 Car parks cl.5.13 Bird scaring devices cl.5.19 Keeping of approved animals and provision of stables cl.6.10 Local government may execute work and recover costs cl.7.4 Authorised Officer may disinfect or disinfest the premises cl.7.5 Insanitary houses, premises and things cl.7.7 Persons in contact with an infectious disease sufferer cl.7.8 Declaration of infected house or premises cl.7.11 Local government may carry out work and recover costs cl.8.4 Certificate of Registration of Accommodation cl.8.7 Revocation of registration cl.8.21 Furnishing etc. of sleeping apartments cl.8.26 Keeper report cl.9.5 Certificate of Registration of Premises for Offensive Trade cl.10.3 Other enforcement actions
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.5 to 2.13.6.	OCM21/07/093

24/08/21	Updated to reflect new Health Local Law	OCM21/08/122
19/12/23	Renumbered from 2.13.6 to 2.13.7. Updated to remove clauses which do not include express power or duty delegated to Local Government.	OCM23/12/180

2.13.8 Application of Shire of Waroona Local Government Property Local Law 2014

Head of power	Shire of Waroona Local Government Property Local Law 2014
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.1.7 Overriding power to hire or agree cl.2.9 Outright prohibition of specific activities on any local government property cl.3.2 Application for permit cl.3.3 Decision on application for permit cl.3.4 Condition which may be imposed on a permit cl.3.5 Imposing conditions under a policy cl.3.7 Agreement for building cl.3.10 Transfer of permit cl.3.12 Cancellation of permit cl.3.13 Activities needing a permit cl.3.14 Permit required to camp outside a facility cl.4.9 Signs cl.5.1 When entry must be refused cl.6.1 No unauthorised entry to function cl.8.5 Disposal of lost property cl.8.6 Liability for damage to local government property cl.9.1 Offence to fail to comply with notice cl.9.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.6 to 2.13.7.	OCM21/07/093

19/12/2023	Renumbered from 2.13.7 to 2.13.8	OCM23/12/180
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2.13.9 Application of Pest Plant Local Law 2024

Head of power	Shire of Waroona Pest Plant Local Law 2024
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Notice cl.3.4 Non-compliance with a notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.10 Application of Bush Fire Brigades Local Law 2024

Head of power	Shire of Waroona Bush Fire Brigades Local Law 2024
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> s.48 Delegation by local governments
Express power or duty delegated	First Schedule - cl.2.11 Objection Rights cl.7.6 Disagreements
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

3. History Summary

Date / Reference	Amendments
24 November 2020 OCM20/11/196	Major review – all previous delegations revoked and new delegations created.
25 May 2021 OCM21/05/059	Removed Section 2.3 Caravan Parks & Camping Grounds Act 1995 and Delegation 2.4.7 Infringement Notices – Extensions and Withdrawals.
	Amended Delegations 2.6.1 to 2.6.7, inclusive.
	Renumbered Delegations 2.4.1 to 2.13.2, inclusive.
	Added Delegations 2.12.2, 2.12.3 and 2.12.4.
22 June 2021 OCM21/06/070	Added Delegations 2.13.1 to 2.13.6, inclusive.
27 July 2021	Added Delegation 2.13.3.

Date / Reference	Amendments
OCM21/07/093	
24 August 2021 OCM21/08/122	Amended Delegation 2.13.6.
23 November 2021 OCM21/11/181	Annual statutory review – no amendments made.
14 December 2021 OCM21/12/204	Added Delegation 2.4.11.
22 February 2022 OCM22/02/012	Amended Delegations 2.5.1 to 2.5.7, inclusive.
27 September 2022 OCM22/09/127	Amended Delegations 2.2.1, 2.2.2, 2.2.3, and 2.2.12.
20 December 2022 OCM22/12/191	Amended Background and Delegations 2.2.12, 2.5.2, 2.5.3, 2.5.5, 2.5.7, 2.8.5 and 2.13.4.
27 June 2023 OCM23/07/076	Amended Delegation 2.8.21.
19 December 2023 OCM23/12/180	Amended Background and Delegations 2.13.2, 2.13.3 and 2.13.7.
27 August 2024 OCM24/08/129	Deleted delegation 2.4.2, Amended Background, delegation 2.2.12, 2.4.3, 2.5.1, 2.11.1, and added delegations 2.8.30, 2.13.9 and 2.13.10.
30 September 2025 OCM25/09/140	Amended delegations 2.2.12, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6 and 2.5.7.
<u>28 October 2025</u> <u>OCM25/10/xxx</u>	<u>Amended delegation 2.2.12.</u>

