



APPENDICES

22 August 2023

ORDINARY COUNCIL MEETING

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Local Heritage Survey 2023



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Cover photo: Fouracre Cottage Ruin courtesy of Debra Tyler

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Introduction

Local governments are required under section 103 of the *Heritage Act 2018* (the Act) to prepare a Local Heritage Survey to recognize the heritage importance of places to the local community. Under the Act, local governments are also required to update inventories regularly and review them periodically to ensure relevance. The timing of each review should coincide with each major review of the Local Planning Strategy and Local Planning Scheme so that the outcomes of the review can be included in the heritage list of the Local Planning Scheme.

Local Heritage Surveys identify and record places that are, or that might become, of cultural heritage significance. The Local Heritage Survey is a starting resource for local heritage planning and in itself has no statutory role. The Local Heritage Survey helps local governments make decision that reflect local heritage values and support the creation or updating of heritage lists or heritage areas.

The primary focus of the Act is ensure historic places from the post-colonial era are recognised and protected, as opposed to places originating from pre-colonial times. Sites of Aboriginal cultural significance have protections under the *Aboriginal Cultural Heritage Act 2021* and are therefore not necessarily required to be included in a Local Heritage Survey. The Heritage Council of Western Australia recommends that any places of significance to Aboriginal communities may be included in a Local Heritage Survey where the significance of the places is not solely connected with Aboriginal tradition or culture.

By uploading the Local Heritage Survey to the State government's inHerit online database, local governments contribute to a central heritage resource that can be searched by the public.

This document is a general review of the Shire's Municipal Heritage Inventory 2001. As such, new places have been added following a call for nominations to the public and local community groups. To add further context to the Local Heritage Survey, a Thematic History of the Shire was also prepared. This has been appended to this document, together with a Summary Report that provides additional information on the methodology and approach used to prepare the document.

Assessment Criteria

Each place in this Local Heritage Survey was assessed using the criteria contained in the Australia ICOMOS Burra Charter 2013. This criterion is considered best practice for assessing historic places. It is outlined in the table below.

Burra Charter Values	Explanation
Aesthetic Value	It is significant in exhibiting particular aesthetic characteristics valued by the community of the Shire of Waroona.
Historic Value	It is significant in the evolution or pattern in the history of the Shire of Waroona.
Scientific Value	It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the Shire of Waroona.
Social Value	It is significant through association with a community or cultural group in the Shire of Waroona for social, cultural, educational or spiritual reasons.
Rarity	It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the Shire of Waroona.
Representativeness	It is significant in demonstrating the characteristics of a class of cultural places or environments in the Shire of Waroona.

Classification of Significance

Since the Municipal Heritage Inventory 2001 was prepared, the Heritage Council of Western Australia has updated the manner in which places are classified in terms of significance. This Local Heritage Survey has used the Heritage Council of Western Australia's approach, and also added a Level 5 classification for historic sites that no longer contain any physical evidence of the place. This classification system adopted is outlined in the table below.

Level of Significance to the Local Area	Classification	Description
Exceptional	Category 1	Essential to the heritage of the locality. Rare or outstanding example.
Considerable	Category 2	Very important to the heritage of the locality.
Some/moderate	Category 3	Contributes to the heritage of the locality.
Little	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution.
Historic Site	Category 5	Has significance for its previous use and role in the Shire of Waroona.

Peel Laundry (fmr)

Place No. (inHerit): P02686



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Peel Laundry (fmr) has aesthetic significance as an Inter-War commercial building and has historic significance for demonstrating that the early township grew up around the railway station.

Classification of Significance

Classification: 3

Level of Significance: Some

Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Street No.

22

Street Name

Fouracre Street

Locality

Waroona

GIS coordinates

-32.84457063, 115.92140826

Reserve No.

Diagram/Plan No.

P223197

Lot No.

66

Vol/Fol

1748-266

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials

Walls: Brick - Painted

Roof: Metal - Steel



Other:

Architectural Period

Inter-War (c.1915-c.1940)

Architectural Style

N/A

Demolished	No	Year of demolition	N/A
Description	The building is a single story, painted brick, commercial building in a simple Inter-War style with a triple stepped symmetrical parapet that features the date '1932' at the top. A corrugated iron verandah with bull-nose profile (not original) extends along the front and wraps around the north side, and there are new double glass doors on the north elevation. Concrete steps and verandah floor lead to a modern shopfront with aluminium and glass doors and windows.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1932		
Original Use	Commercial	Shop/Retail Store (Single)	
Current Use	Commercial		
Historical Notes	<p>Built in 1932, the building reportedly originally housed a laundry service. (The 1932 and 1933 post office directories list butchers, bakers, a tea rooms, a newsagent and a few general stores in the town, but not a laundry specifically.) An historical photo when operating as Peel Laundry (date unknown) shows the building originally had a re-entrant doorway and a simple skillion roof verandah.</p> <p>Located close to the original railway station opposite, the building is now removed from the town centre. It has subsequently been refitted as commercial office space. In 2003 a new verandah roof was added to the front and north side.</p> <p>In 2023 the place operates as a pharmacy.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:		
	Other:		
Historical Photos			
	Image inHerit, date unknown.		Image Shire of Waroona 2008 draft LHS, date unknown.
REFERENCES			
Date of assessment	February 2023. Photographs by element and Shire of Waroona		
Sources	<p>"Post Office Directories." <i>State Library of Western Australia</i>, https://slwa.wa.gov.au/collections/collections/post-office-directories.</p> <p>Historical Photo, Waroona Historical Society.</p>		
ADDITIONAL CURRENT PHOTOS			



Waroona Hotel

Place No. (inHerit): P02687



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The Waroona Hotel has social significance as a hotel servicing the community since it was built in 1904. It has aesthetic significance as an Inter-War Old English style building, the only one of its kind in the town site, and is an example of the work of architectural firm Baxter-Cox and Leighton. It has historical significance for demonstrating that the early township developed around the railway station.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	
Street No.	16
Street Name	Fouracre Street Backs onto South Western Highway
Locality	Waroona
GIS coordinates	-32.84419986, 115.92154106
Reserve No.	Diagram/Plan No. P223197
Lot No.	64, 65 Vol/Fol 1736-274
Place Type	Individual Building or Group
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Walls: Asbestos - Corrugated Fibrous Cement

Construction Materials	Roof: Metal - Corrugated Iron		
	Other:		
Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Old English
Demolished	No	Year of demolition	N/A
Description	<p>Waroona Hotel is a two storey, brick and fibrous cement building with decorative timber battens to the three gabled projecting bays, a feature of the Inter-War Old English style of architecture. The roof is red painted corrugated iron and there are five face brick chimneys. The balustrades to the upper floor verandahs are solid fibro infill that also form the valance for the ground floor verandah below. The walls are painted brick in a herringbone pattern. There are modern additions and alterations such as a drive-through on the south side, and a single storey addition to the rear. Also impacting the building is the installation of solar panels on the roof visible from both the front and rear.</p>		
Condition	<p>Good Assessed from street view only</p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1904; 1940		
Original Use	Commercial	Hotel, Tavern or Inn	
Current Use	Commercial	Hotel, Tavern or Inn	
Historical Notes	<p>The hospitality industry in Waroona began with a licence issued to Sarah Jane Warwick in January 1897 (Police Gazette, p. 19) for an Eating, Boarding and Lodging Licence in Drake's Brook. In the same year there was a Wayside House Licence issued to William Warwick (assumed to be Sarah's husband) for Drakesbrook Arms Hotel, and a Provisional Licence issued to Alfred Thomas Prout for the Drakes Brook Hotel. This was followed by a third hotel in town operated by William McNeil who obtained a licence in July 1899 (Police Gazette, p. 206). This was the original Waroona Hotel. This is not the current Waroona Hotel, which has often led to some confusion.</p> <p>The original Waroona Hotel was located on Lot 1 McNeil Road, on the other side of the railway line from the current Waroona Hotel. It operated until c. 1926, then used as a residence. It fell vacant in the 1950s and was demolished in 1967.</p> <p>There was also the Farmers Arms Hotel operating at Brookside house. In November 1903, David McClure transferred his publican's licence from there to a new building located on lots 64 and 65 Fouracre Street in the Waroona townsite where the current Waroona Hotel now stands. This was named New Farmers Arms Hotel. A year later, David McClure was retiring from business, and put the hotel up for sale which was described as follows:</p> <p>...a two-storeyed brick building, containing 18 rooms, bar, etc., with extensive verandah and balcony, now in the occupation of the owner. This property is opposite the Waroona Railway Station, right in the heart of one of the most prosperous farming districts of the fertile South-West, and adjoins the post and telegraph office. With the Hotel is included two acres of land, having extensive frontages to the Perth-Bunbury-road and Four acre-street and on which is erected and included with the above a large W.B. General Store, 60 x 30 ft., and Blacksmith's and Wheelwright's Shop, stabling, men's quarters, etc. (<i>West Australian</i>, 10 November 1904 p. 2)</p> <p>Also at auction on 29 November McClure was selling his farm of 120 acres near town (Brookside), 144 acres adjoining the Hamel Nursery, 400 acres also in the Harvey Agricultural Area, and a house in Claremont; all together amounting to a sizable amount of assets. Two weeks after the auction, on 15 December 1904, Mr McClure died by suicide.</p> <p>The Farmers Arms (the 'New' was soon dropped) was then owned by Brown and Hertz with various managers in place. In April 1926 Mendel Brown was in court defending various charges related to the management and condition of the building; the charges being dismissed. Soon after this the hotel received an upgrade:</p> <p>This rejuvenation has been brought about by the change of management, who</p>		

have already, despite their short weeks of occupation, made a charming and endearing impression upon visitors and residents alike by their lovable disposition. (*South Western Advertiser*, 24 September 1926, p. 2)

The hotel remained called the Farmers Arms until after major alterations in 1939/40, under the proprietorship of Hugh McNeill.

Working drawings have been prepared and tenders will be called soon by Messrs. Baxter-Cox and Leighton for a two storey extension and general renovations at the Waroona Hotel, about 70 miles south of Perth. The extension will include a large dining room, modern kitchen and accessories, staff dining room, seven bedrooms and increased baths and showers, and there will be external renovations and remodelling. (*West Australian*, 27 May 1939 p. 4.)

The tender was won by building contractor Mr. James Thomas Goodlet for £5,262. The hotel was completely transformed and with it the name was changed to the Waroona Hotel. From photographs and the physical appearance of the building, it is likely that the central section with smaller gable is the original Farmers Arms Hotel, and the large gabled sections on each side formed the 1940 extension.

The Waroona Hotel is the longest continuing licensed venue in the Shire, operating since 1904.

Associations

Architect:	Baxter-Cox and Leighton (1939/40)
Builder:	James T. Goodlet (1939/40)
Previous owners or occupants:	
Other:	

Historical Photos



Harvey Murray Times, 7 November 1940, p. 5.



Rear elevation. (Image: inHerit, date unknown)



Front elevation. (Image Shire of Waroona 2008 draft LHS, date unknown)

REFERENCES

Date of assessment

February 2023. Photographs by **element** and Shire of Waroona

Sources

Police Gazettes, State Library of Western Australia.

<https://slwa.wa.gov.au/collections/collections/police-gazettes>

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The West Australian (Perth, WA : 1879 - 1954) 10 November 1904: 2.

<http://nla.gov.au/nla.news-article25366790>

The Collie Miner (WA : 1900 - 1916) 17 December 1904: 3. <http://nla.gov.au/nla.news-article232546622>

The Bunbury Herald and Blackwood Express (WA : 1919 - 1929) 15 June 1926: 1.

<http://nla.gov.au/nla.news-article87053776>

South Western Advertiser (Perth, WA : 1910 - 1954) 24 September 1926: 2.

<http://nla.gov.au/nla.news-article149340858>

The West Australian (Perth, WA : 1879 - 1954) 27 May 1939: 4.

<http://nla.gov.au/nla.news-article46394599>

The West Australian (Perth, WA : 1879 - 1954) 24 June 1939: 4.

<http://nla.gov.au/nla.news-article46402249>

Building and Construction Journal, 14 July 1939 p. 5.

The West Australian (Perth, WA : 1879 - 1954) 15 July 1939: 4.

<http://nla.gov.au/nla.news-article46408061>

Harvey Murray Times (WA : 1931 - 1955) 7 November 1940: 5.

<http://nla.gov.au/nla.news-article251296472>

Snell, Laurie, ‘Drakesbrook Days and Waroona Years’, 3rd Ed., 2016, pp. 47-48. [1924 photo]

ADDITIONAL CURRENT PHOTOS



Front of Waroona Hotel, Fouracre Street.



Rear of Waroona Hotel. Accessed from South Western Highway.

Memorial Hall

Place No. (inHerit): P02688



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The Memorial Hall has historic significance as a purpose-built war memorial and community public hall which has served the community since 1932. It has aesthetic significance as an Inter-War Free Classical style building designed by Powell, Cameron and Chisholm architects. The place is a local landmark in the town centre and provides a sense of place.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	Agricultural Hall; RSL Hall		
Street No.	94		
Street Name	South Western Highway		
Locality	Waroona		
GIS coordinates	-32.8457557, 115.92305887		
Reserve No.	8746	Diagram/Plan No.	P107081
Lot No.	266	Vol/Fol	LR3144-594
Place Type	Individual Building or Group		
Statutory Listings	N/A		
Other Heritage Surveys	Statewide War Memorial Survey (completed 1996)		

PHYSICAL DESCRIPTION

	Walls: Brick - Rendered
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Construction Materials	Roof: Metal - Zinalume		
	Other:		
Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Free Classical
Demolished	No	Year of demolition	N/A
Description	<p>The building is a single storey masonry building designed in the Inter-War Free Classical style of architecture. The front is rendered and painted and features strong vertical and horizontal lines. The words 'Memorial Hall' feature in the triangle of the pediment. The façade is divided into three bays with engaged piers. There is a dominant central entry porch with an arch over, accessed by three curved concrete steps. It is flanked by bays containing decorative window headers over tall, triple sets of multi-paned windows. The side elevations of the hall are face brick with rendered bands on the piers. The roof is hipped with a louvred gable glimpsed behind the façade pediment.</p> <p>Drakesbrook Place on the north side of the hall was a significant development at the time. The sculptures and mosaic artwork were the result of a Community Art Project to enhance the area when Drakesbrook Place was completed. The area also has amphitheatre-style seating.</p>		
Condition	<p>Good</p> <p><i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1932		
Original Use	Social/Recreational	Town/Shire/District Hall	
Current Use	Social/Recreational	Town/Shire/District Hall	
Historical Notes	<p>Reserve 8746 was originally gazetted on 30 October 1903. When the tennis club was formed in c. 1918, a gravel court was built on this site. (After the hall was built, new tennis courts were built to the immediate north, c 1936, before relocating to further south in 1950.)</p> <p>On 24 April 1931 the reserve was vested in the Drakesbrook Road Board. In June 1932 the tender was accepted from building contractors Todd Bros for £1,568 to erect the new hall to a design by Powell, Cameron and Chisholm Architects. The foundation stone was laid by Ross McLarty MLA on 15 October 1932. Also present at the foundation stone ceremony were Mr C. H. Henning, President of the Waroona Sub-branch of the RSL and Mr George Walmsley, Chairman of the Hall Building Committee.</p> <p>The hall was to be designed with a separate room for RSL use, and was a welcomed facility, as the current one had 'long since outlived its usefulness'. The official opening was held on 24 December 1933. The new hall featured a marble tablet on which were inscribed the 'names of the brave men who made the extreme sacrifice in the great war'.</p> <p>The hall had a built-in bio-box for accommodating a film projector and showed movies regularly until the late 1960s; revived for a few years in the early 1990s. A separate, flat-roofed building to the south side was erected in the 1970s for public toilets, and reroofed c. 2007 with a covered way to the hall. To the north of the hall is Drakesbrook Place. In c. 2012 this was redeveloped with amphitheatre-style seating. This area is the location of the first town hall, followed by two tennis courts located here in 1936.</p>		
Associations	Architect:	Powell, Cameron and Chisholm	
	Builder:	Todd Bros	
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element and Shire of Waroona		
Sources	<p><i>The Harvey-Waroona Mail (Collie, WA : 1931 - 1946)</i> 10 June 1932: 2. http://nla.gov.au/nla.news-article266729540</p>		

South Western Advertiser (Perth, WA : 1910 - 1954) 21 October 1932: 1.
<http://nla.gov.au/nla.news-article149638411>.

South Western Times (Bunbury, WA : 1932 - 1954) 7 January 1933: 6.
<http://nla.gov.au/nla.news-article252936001>.

Western Australian Land Information Authority. "Landgate Map Viewer Plus." Landgate,
<https://map-viewer-plus.app.landgate.wa.gov.au/index.html>

ADDITIONAL CURRENT PHOTOS



Irrigation Offices (fmr)

Place No. (inHerit): P02690



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	Irrigation Offices (fmr) has historic significance for its associations with the Waroona Irrigation and Drainage District, which managed the construction of Drakesbrook Weir and associated employment. The project was the start of a period of substantial development for the district. The building has aesthetic significance for its Inter-War Functionalist style and is a landmark in the main street.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	
Street No.	93
Street Name	South Western Highway
Locality	Waroona
GIS coordinates	-32.84580361, 115.92221578
Reserve No.	Diagram/Plan No. D095569
Lot No.	2 Vol/Fol 2137-333
Place Type	Individual Building or Group
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Brick - Painted
	Roof: Tile - Terracotta
	Other: Brick - Face

Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Functionalist
Demolished	No	Year of demolition	N/A
Description	<p>The building is a single storey brick and tile office building with a symmetrical façade, a hipped roof and prominent chimneys. The facade has strong vertical and horizontal lines, with the geometric designs reflecting its Inter-War Functionalist style of architecture. The walls are face brick to dado height and rendered above. The front entry porch is the prominent feature of the building and is flanked by three, double hung, triple paned sash windows. The rear of the building has a timber stumped, fibro clad skillion roofed section. A low brick wall (approx. 40cm) on the front boundary complements the Functionalist style.</p>		
Condition	<p>Good <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1940		
Original Use	Governmental	Office or Administration Building	
Current Use	Governmental	Office or Administration Building	
Historical Notes	<p>The Public Works Department (PWD) was given the approval to progress an in February 1940. The builder was Cyril Wood. This was the second irrigation office built in Waroona, as this report states in the <i>Harvey Murray Times</i>:</p> <p style="padding-left: 40px;">Foundations now being laid opposite the Memorial Hall are for the new Irrigation Departmental offices, which, when completed in August, will house the staff of the Irrigation Office and other departmental officials. According to the plans, every modern convenience will be incorporated in this building which will do away with the small offices in Fouracre Street.</p> <p>In May 1940:</p> <p style="padding-left: 40px;">Mr. C. V. Wood's tender of £1,550 was accepted for the erection of tile-roof brick offices (48ft. by 41ft.) at Waroona for the Waroona Irrigation Water District. The building will comprise five offices and a public space with a counter. The plans were prepared by the architectural division of the Public Works Department.</p> <p>The building opened in December:</p> <p style="padding-left: 40px;">Modern and imposing premises recently completed at Waroona for the Irrigation Department were made available to officers of the Department on Friday last. ...the building has given to Waroona a structure modern to the letter and one which will be decided asset to a growing district such as Waroona is. An inspection of the interior at once convince that the department has looked well ahead in the provision of various departmental offices connected with irrigation and agriculture, as besides a spacious general office, there is a drawing room, agricultural inspector's office, engineer's office, watermen's office and a general store room.</p> <p>In 2023 the building is used by the Waroona Landcare Centre. The centre provides office space for the Peel-Harvey Catchment Council's Natural Resource Management Support Officer; and the Natural Resource Management Officer for Fire Recovery. It is also a base for the Harvey River Restoration Taskforce.</p>		
Associations	Architect:	Public Works Department	
	Builder:	C. V. Wood	
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February & July 2023. Photographs by element and Shire of Waroona		
Sources	<i>South Western Advertiser (Perth, WA : 1910 - 1954) 2 February 1940: 2.</i>		

<http://nla.gov.au/nla.news-article149053908>

The West Australian (Perth, WA : 1879 - 1954) 4 May 1940: 8. <http://nla.gov.au/nla.news-article46373181>

Harvey Murray Times (WA : 1931 - 1955) 6 June 1940: 2. <http://nla.gov.au/nla.news-article251291107>

Harvey Murray Times (WA : 1931 - 1955) 12 December 1940: 3. <http://nla.gov.au/nla.news-article251297795>

Harvey Murray Times (WA : 1931 - 1955) 23 January 1941: 3. <http://nla.gov.au/nla.news-article251298879>

ADDITIONAL CURRENT PHOTOS



Drakesbrook District Road Board (fmr)

Place No. (inHerit): P02691



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The former Drakesbrook District Road Board building has historic significance as the second municipal office and is representative of the development of local government. The building has aesthetic significance for its Inter-War Free Classical design by Powell, Cameron and Chisholm and its landmark value, being in the centre of town on a prominent corner location. The building has social value for being in continued use for community amenity since 1933.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	Waroona Public Library; Waroona Historical Society Museum		
Street No.	86		
Street Name	South Western Highway	SE Cnr intersection with Millar Street	
Locality	Waroona		
GIS coordinates	-32.84511758, 115.92270132		
Reserve No.	8833	Diagram/Plan No.	P130008
Lot No.	269	Vol/Fol	LR3014-268
Place Type	Individual Building or Group		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Walls: Timber - Weatherboard

Construction Materials	Roof: Metal - Steel		
	Other: Brick - Face		
Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Free Classical
Demolished	No	Year of demolition	N/A
Description	The building is a single storey, timber framed structure with weatherboard cladding and a half gabled corrugated metal roof. The face brick and painted render entry porch forms a Free Classical style symmetrical facade. The porch has an open pediment and engaged piers. There are original sun hoods on the main elevation windows.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1933		
Original Use	Governmental	Office or Administration Building	
Current Use	Museum		
Historical Notes	<p>Reserve 8833, Lot 269 was originally gazetted for the Road Board Office on 4 September 1903. The first Road Board building was erected in 1905 built by local building contractor, H. W. Doubikin. This was replaced with the present building in 1933 (not on the exact same site; possibly adjacent).</p> <p>The architect for the new building was Powell, Cameron and Chisholm and the contract was won by a local builder, Mr. A. G. Weller, for £520. The building consisted of a board room (27ft. by 18ft.), entrance hall, public office, strong-room and secretary's office. It was officially opened by Mr. C. A. Munt, Undersecretary for Works on the weekend of 5-6 November 1933.</p> <p>When the third Council offices were built in 1963 this building became the library. From 1992 to 2002 it was the tourist centre. In 2023 the former Road Board office is the Waroona Historical Society Museum.</p>		
Associations	Architect:	Powell, Cameron and Chisholm	
	Builder:	Mr. A. G. Weller	
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element and Shire of Waroona		
Sources	<p><i>The West Australian (Perth, WA : 1879 - 1954)</i> 12 August 1933: 6. http://nla.gov.au/nla.news-article33323384</p> <p><i>The Harvey-Waroona Mail (Collie, WA : 1931 - 1946)</i> 10 November 1933: 3. http://nla.gov.au/nla.news-article266737141</p> <p><i>Sunday Times (Perth, WA : 1902 - 1954)</i> 12 November 1933: 11 (First Section). http://nla.gov.au/nla.news-article58707943</p> <p>Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 29-31.</p>		
ADDITIONAL CURRENT PHOTOS			



Hamel Hall

Place No. (inHerit): P02692



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Hamel Hall has historic significance for its original use as quarters for groups of prisoners from Fremantle Prison that were released temporarily on work duty. The prison out-station led to the development of the Hamel Nursery and the district of Hamel. The place has social significance for the local community, serving as the local hall since 1908, as evidenced by their efforts to save it from neglect in 1991, and its continued use as a community hall. The place has aesthetic value for its simple vernacular style in a rural setting.

Classification of Significance

Classification: 2
Level of Significance: Considerable
Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Prisoners' Quarters

Street No.

68

Street Name

Cornucopia Street

Locality

Hamel

GIS coordinates

-32.87322673, 115.91891344

Reserve No.

Diagram/Plan No.

P222558

Lot No.

130



Vol/Fol

LR3014-252

Place Type

Individual Building or Group

Statutory Listings	N/A		
Other Heritage Surveys	N/A		
PHYSICAL DESCRIPTION			
Construction Materials	Walls: Timber - Weatherboard		
	Roof: Metal - Steel		
	Other:		
Architectural Period	Federation (c.1890-c.1915)	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	<p>Hamel Hall is a single storey, one roomed, timber framed and weatherboard clad structure with exposed timber footings. The simple building has six bays, with five timber double hung sash windows on the west elevation and two on the east. The roof is a steeply pitched gable, clad in corrugated steel. The original central front porch has been removed and replaced with off-centre double doors on the southern elevation, accessed by a concrete ramp. A second, single door entry is on the north east elevation at grade. The building is on ground that slopes gently downwards to the west.</p> <p>Internally, there is a timber floor (not original), and an unlined raked ceiling with timber rafters, cross beams and steel tie rods. Fluorescent lights are attached to the cross beams. The walls are also unlined, with the timber battens where former prisoners created their own personal cupboards seen at intervals along the inner walls, evidence of the hall's original use as prisoners' quarters.</p> <p>A new kitchen has been added to the north elevation. It has a brick foundation, timber clad external walls, a skillion roof, aluminium sliding windows, fibro lined internal walls and ceiling, and a vinyl floor covering. The internal kitchen fitout is simple and includes a sink and cupboards on the northern wall and a free-standing electric stove. The entrance door to the kitchen is on the eastern side.</p> <p>A non-original toilet block sits close to the north-eastern corner of the hall. It is a timber and iron structure on a concrete pad, with a simple hipped roof and a side verandah supported by bush poles. There is also a gazebo in the grounds, which features some interpretative signage about the history of the Hamel Hall, the Hamel Nursery, and the Hamel townsite.</p>		
Condition	<p>Good</p> <p><i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1902; 1919		
Original Use	Governmental	Barracks	
Current Use	Social/Recreational	Community Hall/Centre	
Historical Notes	<p>Hamel Hall was built in 1902 to house groups of prisoners from Fremantle Prison that were released temporarily on work duty. The place is reported to be the first penal institution in Western Australia. Prisoners built what is now Hamel Hall for their living quarters, and were then employed in local road construction, land clearing and tree planting at Hamel Nursery. The original site of the building was 731 metres to the north of its current location, at the northern end of the Hamel Forestry Settlement.</p> <p>The prisoners' work camp was abandoned in 1907, with ownership of the building being subsequently transferred to trustees to allow the local community to use the place as an Agricultural Hall. It was officially opened on 21 February 1908 with a visit from the Minister for Agriculture, Mr Mitchell (later Premier). A large gathering attended and after formalities, toasts and speeches, the hall was cleared for dancing. The Chairman of the Drakesbrook Road Board, John Hall, and the Agricultural Association President Mr T. Hardwick took advantage of their direct access to Mitchell, and other MLAs Hayward and Monger, to lobby for improved drainage and irrigation, and the need for a public recreation ground.</p> <p>In 1919, after concerns were raised of the potential fire risk to the plantations from social functions, the hall was relocated to its present site at the south-western edge of the settlement in closer proximity</p>		

	<p>to the populated area. It was moved by local man Antonio Marchetti using horses to drag the building on logs. The hall continued to be used for community functions and became the social centre for the area. A historical photo shows that the original entry was through a small projecting porch with a skillion roof . As well as the usual social events, the hall was also used as the local Post Office from 1965 to 1977.</p> <p>The last wedding reception in the hall is reported to have been held in 1963. Use of the hall continued through to around 1967 as a meeting place for religious groups. The hall subsequently fell into disrepair, suffering extensive termite damage, and was condemned as unsafe in the mid-1970s. The Hamel Hall Restoration and Management Committee was formed around 1977 to save the building and a reprieve was obtained in 1983 to prevent demolition. Fundraising initiatives were undertaken by the local community and donations of materials were received from local industry.</p> <p>Restoration of the hall involved replacing the underfloor timber supports and the flooring and the erection of a separate toilet block. The Hamel Hall was reopened for community use with a special event on 3 August 1991. Later works include the addition of the kitchen and the replacement of the 1991 toilet block with the current universal access toilet.</p> <p>In 2023 Hamel Hall continues to be used for social functions and events by the local community.</p>
Associations	<p>Architect:</p> <p>Builder:</p> <p>Previous owners or occupants:</p> <p>Other:</p>
Historical Photos	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>The original porch entry.</p> </div> <div style="text-align: center;">  <p>Prisoners created their own personal cupboards between the internal timbers of the walls.</p> </div> </div>
REFERENCES	
Date of assessment	February 2023. Photographs by element
Sources	<p>"THE HAMEL SETTLEMENT." <i>The West Australian (Perth, WA : 1879 - 1954)</i> 21 February 1908: 6. http://nla.gov.au/nla.news-article25716098 .</p> <p>'Waroona Reporter', 30 July 1991.</p> <p>Shire of Waroona webpage: https://www.waroona.wa.gov.au/visit-waroonawhat-to-do/tours-attractions.aspx</p> <p>Interpretive signage on site.</p>
ADDITIONAL CURRENT PHOTOS	



Interior view looking south.



North elevation. Toilet block at left.



Kitchen addition.



West elevation.

Drakesbrook Public Cemetery

Place No. (inHerit): P03081



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

The Drakesbrook Public Cemetery has historic significance as the first and only cemetery in the Shire of Waroona and therefore has high social and spiritual significance to past and current members of the community.

Classification of Significance

Classification: 2

Level of Significance: Considerable

Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Waroona Cemetery

Street No.

Street Name

Mitchell Avenue

Locality

Waroona

GIS coordinates

-32.84901151, 115.92685822

Reserve No.

4835

Diagram/Plan No.

P190018

Lot No.

389

Vol/Fol

LR3027-429

Place Type

Urban Open Space

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	The area of the cemetery comprises approx. 40,551 m ² (4.055 ha) and is divided into four Christian sections - Anglican, Presbyterian, Methodist and Catholic.		
Condition	Good <i>Assessed from street view only</i>		

HISTORICAL DESCRIPTION

Construction Date/s	1903		
Original Use	Monument/Cemetery	Cemetery	
Current Use	Monument/Cemetery	Cemetery	
Historical Notes	<p>The Cemetery is referenced in November 1901 in the <i>Southern Times</i> suggesting it was established by then. Further research on Reserve 4835 would confirm the date it was gazetted.</p> <p>This place was the first cemetery in the Shire of Waroona and contains the graves of early colonial settlers. The first burial in the Drakesbrook Cemetery occurred in 1903. The cemetery remains in use.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:		
	Other:		

REFERENCES

Date of assessment	February 2023. Photographs by element and Shire of Waroona
Sources	<i>Southern Times (Bunbury, WA : 1888 - 1916)</i> 16 November 1901: 4. http://nla.gov.au/nla.news-article158071827

ADDITIONAL CURRENT PHOTOS



Waterous Townsite (Historic Site)

Place No. (inHerit): P03082



Waterous Mill c. 1905: State Library of Western Australia 019382PD

CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Waterous Townsite (Historic Site) has historic significance as a reminder of the early establishment of the State's timber industry, and the role that Millars Karri and Jarrah Company had as a major employer in the district.

Classification of Significance

Classification: 5

Level of Significance: Historic Site

Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names

Waterous Mill

Street No.

Street Name

Waterous Road

Locality

Wagerup

GIS coordinates

-32.90882188, 115.98521812

Reserve No.

Diagram/Plan No.

P223204

Lot No.

12, 13

Vol/Fol

1177-539

Place Type

Historic Site

Statutory Listings

N/A

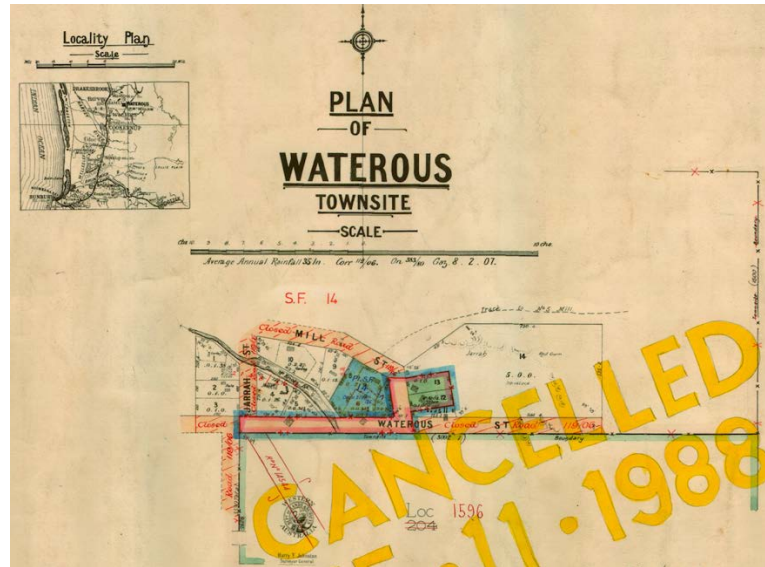
Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	Yes	Year of demolition	1909
Description	Waterous is an abandoned former timber milling town located in the south west jarrah forest region about 10km south east of Waroona. It now provides the location for a Scouts WA camping site. The buildings on site are not original to the Waterous Mill.		
Condition	N/A <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1897-1907		
Original Use	Industrial/Manufacturing	Other - see Historical Notes	
Current Use	Social/Recreational		
Historical Notes	<p>In 1897 Millars Karri and Jarrah Company built a mill at this location and named it 'Waterous' after the engine that drove the mill, a huge, single cylinder engine made in Canada by the Waterous Engine Works. It was one of the first mills to be erected in the ranges between Jarrahdale and Collie and commenced operation 1 October 1897. At its peak, the mill employed 200 men.</p> <p>In 1907 Millars constructed a small company town for the mill workers, which had a general store (McNeil's), school, sporting clubs and so on. Like all Millars mills and towns it was connected to Yarloop through the extensive company railway.</p> <p>The mill stopped production in 1909 due to the development of a more modern mill at Nanga Brook, and expansion of operations around the Hoffman bandsaw mill, 11km east of Yarloop at East Kirrup. Waterous mill buildings were dismantled and moved to East Kirupp. 'The workers who remained in the area went to work a double shift at Hoffman where the use of electric light was apparently seen as a novelty.'</p> <p>Today there is evidence of dwellings (bricks, foundations) along the McNoe Brook. Some fruit and citrus trees still exist on the site. The site is privately owned and is leased to Scouts WA (99 year lease) for scout camps and activities. The campsite provides plumbed toilets, an undercover area, tent sites, cold showers and two bbqs. It adjoins the Waterous Trail, an offshoot of the Munda Biddi Trail, which is an off-road cycling trail that extends from Mundaring to Albany.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants: Millars Karri and Jarrah Company		
	Other:		

Historical Photos



Waterous Townsite Plan [cropped], 4 March 1907, Cons 5698/1633, SRO.

REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

Western Australian Land Information Authority. WA Geographic Names.

<https://www0.landgate.wa.gov.au/maps-and-imagery/wa-geographic-names/name-history>

Waterous Townsite Plan, 4 March 1907, Cons 5698/1633, SRO.

<https://archive.sro.wa.gov.au/index.php/waterous-tally-no-510084-1633>

Millars correspondence 23 October 1979, held at Waroona Historical Society.

Peel Scouts webpage; Accessed 31 March 2023: <http://peelscouts.weebly.com/waterous-campsite.html>Munda Biddi Trail website; Accessed 31 March 2023: <https://mundabiddi.org.au/>

Wagerup Post Office Ruin (Historic Site)

Place No. (inHerit): P03083



CULTURAL HERITAGE SIGNIFICANCE


Statement of Significance	Prior to bushfire damage, the former Wagerup Post Office building had rarity value as the only remaining building of the Wagerup townsite. It was built through the efforts of the local community and provided communications services from 1946 to its closure in 1977.
Classification of Significance	Classification: 5 Level of Significance: Historic Site Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names	
Street No.	184
Street Name	Willowdale Road
Locality	Wagerup
GIS coordinates	-32.91195774, 115.8981776
Reserve No.	Diagram/Plan No. P059305
Lot No.	700 Vol/Fol 2708-955
Place Type	Historic Site
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Cement
	Roof: N/A
	Other:
Architectural Period	Post-War (c.1940-1960) Architectural Style

Demolished	No	Year of demolition	N/A
Description	The building was constructed from cement bricks and had jarrah floorboards and plaster walls. The cement foundation was tempered with gravel. There was a corrugated iron gabled roof and skillion front verandah. After closure in 1977 the building fell into disrepair owing to disuse and vandalism; and then bushfire swept through the area in January 2015, making it now unsafe. The site is fenced off from the public due to safety concerns.		
Condition	Poor <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1946		
Original Use	Transport/Communication	Post or Telegraph Office	
Current Use	Vacant/Unused		
Historical Notes	<p>A postal service was established for the Wagerup community in 1930 on land apparently donated by the Brown family, and from 1938 operated by a trust comprising of Alf Brown, Merrick Tyler and Albert Trotter. In the 1940s the community raised the necessary money by running dances and asking for donations to build a new post office building. Cement bricks were made by Noel Skinn and Noel Palmer, and the building was in progress by February 1946. The Wagerup Post Office also held the telephone exchange.</p> <p>From 1956 until its closure in 1977 the post office was run by the Dundon family. When the post office closed on 16 December 1977 it marked the end of the Wagerup town site; and local residents officially became part of the Yarloop district.</p> <p>This building was the only remnant of the Wagerup townsite until it was destroyed by a bushfire in January 2015.</p>		
Associations	Architect: Builder: Previous owners or occupants: Postmaster General's Office Other:		
Historical Photos	 <p>Wagerup Post Office, date unknown.</p>		
REFERENCES			
Date of assessment	February 2023. Photographs by element		

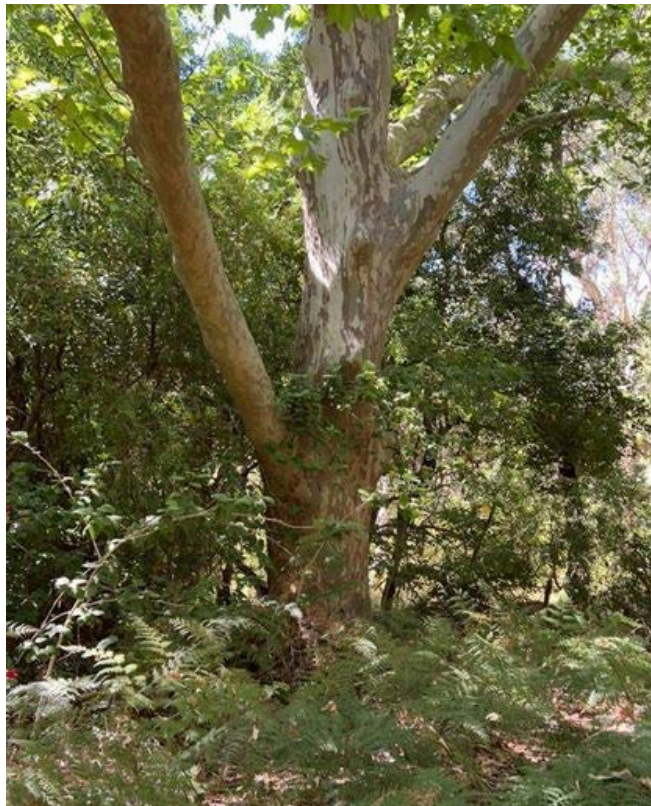
Sources

'Coastal Districts Times', 16 December 1977, p. 1.

The Harvey-Waroona Mail (Collie, WA : 1931 - 1946) 14 February 1946: 12.
<http://nla.gov.au/nla.news-article266556188>.

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp 140-141.

ADDITIONAL CURRENT PHOTOS

Hamel Nursery (fmr)**Place No. (inHerit): P03084****CULTURAL HERITAGE SIGNIFICANCE****Statement of Significance**

Extracted from the State Register of Heritage Places entry documentation:

Hamel Nursery, a cultural landscape comprising remnants of the original nursery (1897), the present day nursery (from 1917), the original and the Jubilee (Coronation) arboreta, the bridge over Sampson Brook (1900) the Pinetum and Oakum (from 1929/30), the Inland Arboretum (1956), and surrounding landscape, has cultural heritage significance for the following reasons:

the place is the oldest surviving nursery in Western Australia and the second State Nursery established in Western Australia and includes the first arboreta in the State, the sites of one of the first experimental farms in the State and the first out-station established under Fremantle Prison for short term and near release prisoners;

the place was integral in the development of forest industries in the State, especially pine growing, and arboriculture over more than 80 years, and the establishment of public parks and gardens throughout the State for more than 60 years;

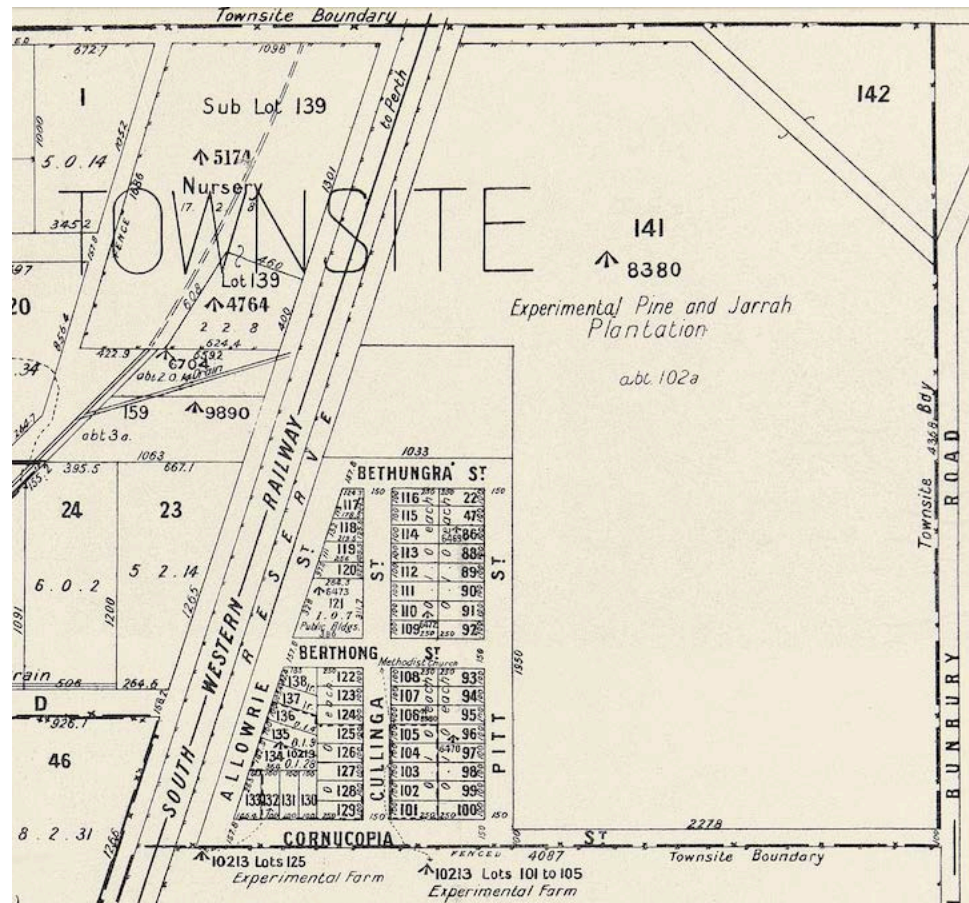
no other location in Western Australia has such a diverse and mature collection of trees as Hamel Nursery and the arboreta are rare and have scientific value as a record of the many exotic species introduced to Western Australia in the first half of the 20th century by the Government;

the place contains an unplanned juxtaposition of remnant exotic and indigenous trees and shrubs, resulting in a diverse and visually rich landscape; and,

the place was established by Conservator of Forests, John Ednie Brown, the founder of economic and scientific forestry in Australia and instigator of forestry systems in South Australia, New South Wales and Western Australia.

	Existing buildings associated with the current nursery and dating from the 1960s have low significance. Ti-trees re-establishing along Sampson Brook are intrusive.		
Classification of Significance	Classification: 1 Level of Significance: Exceptional Description: Essential to the heritage of the Shire of Waroona. Rare or outstanding example.		
PLACE DETAILS			
Former and other names	Experimental Farm; State Nursery at Drake's Brook; Hamel Eco-Park		
Street No.	32		
Street Name	Burney Road		
Locality	Hamel		
GIS coordinates	-32.8687745, 115.91920432		
Reserve No.		Diagram/Plan No.	P055310
Lot No.	500	Vol/Fol	LR3147-3
Place Type	Precinct or Streetscape		
Statutory Listings	State Register of Heritage Places (18/12/2007)		
Other Heritage Surveys	National Trust of Western Australia - Classified (Trees)		
PHYSICAL DESCRIPTION			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	<p>Hamel Nursery is a large area of land that is adjacent to the irrigation channel. The second state nursery established in the State, and its oldest surviving nursery, the place is a diverse and culturally rich landscape. The nursery contains numerous mature examples of plants and trees, including native species (some of which are unique to the State) and exotic species.</p> <p>There is interpretive signage scattered along the paths within the nursery that identify the plant species and explain the history of the nursery and plantation.</p>		
Condition	Fair <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1897		
Original Use	Scientific	Laboratory or Research Station	
Current Use	Forestry	Other	
Historical Notes	In 1895, John Ednie Brown (b. Scotland, 1848, d. Perth, 1909) was commissioned to review the forests of Western Australia, before being appointed as the first Conservator of Forests in Western Australia (1895-1899). Brown was instrumental in the establishment of economic and scientific forestry in Australia, and was the instigator of forestry systems in Western Australia, South Australia and New South Wales.		

	<p>Brown is credited with establishing the State Nursery at Hamel in 1897 at the site of the earlier De Hamel Estate homestead at Drake's Brook (as the district was then known). On 14 September 1897 the land was purchased by the Government for £650 and set apart as Reserve 4674 for the purpose of "Experimental Farm." This Farm comprised of the Hamel Nursery, gazetted as Reserve 5174 on 24 August 1899 and "Experimental Pine and Jarrah Plantation", gazetted as Reserve 8380 on 19 September 1902. Prisoners from Fremantle Prison were housed within a building which is now Hamel Hall, and tasked with working in the nursery as prison labour during their time in the district.</p> <p>The first nursery and arboreta plantings were made under the supervision of nurseryman, A. McFarlane. The original aim of the nursery was to propagate forest trees to replace degraded areas. The nursery diversified into other plants such as ornamental trees, ferns and palms for distribution to roads boards and municipalities. The experimental component had largely closed in 1910 after many of the activities were transferred to the Brunswick Experimental Farm which had opened in 1907.</p> <p>In 1917 the Nursery relocated west of the railway line. The reason for the move was because they could bring it closer to the Sampson Brook to avoid difficulties with pumping for irrigation.</p> <p>On 7 January 1955, Reserves 5174 and 8380 were cancelled and the area was set aside as part of State Forest 60. In addition to commercial timber trees, ornamental trees were also planted. The nursery activities continued and the arboreta and pine plantations were progressively planted and maintained by the State through the decades and into the 1970s, after which it was subsequently leased.</p> <p>In 1966, there was an office built at the front of the nursery; later used for storage. Some experimental activities occurred in the area around 1980, when UWA's School of Agriculture conducted experiments on suitable plants to grow underirrigated areas. Hamel Nursery ceased operating as a business in 2007 and relocated to Coolup. The place is now managed as Hamel Eco-Park by the Department of Parks and Wildlife.</p>
Associations	Architect:
	Builder:
	Previous owners or occupants:
	Other: John Ednie Brown

Historical
Photos

Townsite Map, c 1930 [cropped], showing boundary of experimental farm in relation to Hamel townsite. (SLWA 9024.H2G46)



Growing pine seedlings at the Forests Department Hamel Nursery, April 1938. (SLWA BA866/178)

REFERENCES

Date of assessment	February 2023. Photographs by element
Sources	Government Gazette, 7 October 1897.

Interpretive signage on site.

State Register of Heritage Places entry:

<http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/7540ecbf-1412-42ce-ba13-e1fc2fec3953>

Hamel townsite and agricultural area Map, c. 1930, State Library of WA. Call No 9024.H2G46.

For more detailed information: 'Hamel Eco-historic Precinct Conservation Plan' 2005, at Shire of Waroona.

ADDITIONAL CURRENT PHOTOS



Lorne House

Place No. (inHerit): P03085



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Lorne House has aesthetic significance as a large rural residence built in the Federation era, set within expansive landscaped gardens.

Classification of Significance

Classification: 3

Level of Significance: Some

Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Street No.

65

Street Name

Thatcher Street

Locality

Waroona

GIS coordinates

-32.83770398, 115.93013469

Reserve No.

Diagram/Plan No.

P202723

Lot No.

323

Vol/Fol

1686-886

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials

Walls: Timber - Weatherboard

Roof: Metal - Corrugated Iron

	Other:		
Architectural Period	Federation (c.1890-c.1915)	Architectural Style	Bungalow
Demolished	No	Year of demolition	N/A
Description	<p>The house is set in the south west corner of a large triangular lot comprising 18,128 m² (1.813 ha), bounded by Thatcher, Elliott and Hill streets. It is a single storey Federation Bungalow with a half gabled roof, a verandah that wraps around three sides, supported by timber posts, and a timber balustrade. The name of the house is painted under the central gable. Concrete steps lead to the centrally placed front door which has side and top lights. It is flanked by triple casement windows. The walls are timber weatherboard to window sill height and fibrous cement sheeting above. The roof is Zinalume with three tall face brick chimneys. The house is set in an expansive landscaped garden with mature trees.</p>		
Condition	<p>Good <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1915		
Original Use	Residential	Single Storey Residence	
Current Use	Residential	Single Storey Residence	
Historical Notes	<p>Lorne House was originally built for Joe and Mabel Elliott (parents of Bonny Brooks, nee Elliott) It may have been built by local contractor Mr G. Lawson, who also built Olinda (1937), although from its architectural style it was most likely built a little earlier, in the 1910s or 1920s, and Lawson was not a resident of Waroona until 1935.</p> <p>The only record in digitised newspapers found to date is a reference in April 1948 to Lorne being the home of a Mr Hutchins, who sadly had lived there only four months before dying suddenly.</p> <p>Lorne stands as a good example of an early rural homestead and is still situated within a large landholding.</p>		
Associations	<p>Architect:</p> <p>Builder:</p> <p>Original owners: Joe and Mabel Elliott</p> <p>Other: Mr Hutchins</p>		
REFERENCES			
Date of assessment	February 2023. Photograph by Shire of Waroona		
Sources	<p><i>South Western Advertiser (Perth, WA : 1910 - 1954)</i> 28 April 1949: 4. http://nla.gov.au/nla.news-article149056770</p> <p>"Post Office Directories." <i>State Library of Western Australia</i>, https://slwa.wa.gov.au/collections/collections/post-office-directories.</p> <p>Oral history – Bonny Brooks (held at Waroona Historical Society).</p>		

St Patrick's Roman Catholic Church

Place No. (inHerit): P03086



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

St Patrick's Roman Catholic Church has historic and aesthetic significance as an Inter-War Romanesque style church designed by architect Edgar le Blond Henderson. It is a local landmark set on a prominent corner location on the main street of Waroona and therefore provides a sense of place. The church has social and spiritual value to people in the Catholic community who use the place for worship and ceremonies, and to the staff and students who attend or have been associated with St Joseph's School adjacent.

Classification of Significance

Classification: 3
Level of Significance: Some
Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Street No.

84

Street Name

South Western Highway

NE Cnr intersection with Millar Street

Locality

Waroona

GIS coordinates

-32.84475012, 115.92261309

Reserve No.

Diagram/Plan No.

P223199

Lot No.

251, 252

Vol/Fol

306-14, 2209-915

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION			
Construction Materials	Walls: Brick - Rendered		
	Roof: Tile		
	Other: Glass		
Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Romanesque
Demolished	No	Year of demolition	N/A
Description	St Patrick's is a design in the Inter-War Romanesque style (despite its construction date falling into the Post-War period). This style is reflected in the moderately low-pitched gable roof, central wheel window set in a rounded arch and featuring a machicolation motif within the gable. The building is painted brick with a tiled roof. The church bell is set on the north side of the building within a steel frame. An new addition at the rear is set at right angles to the church. A universal access ramp has been added to the front entrance.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1941		
Original Use	Religious	Church, Cathedral or Chapel	
Current Use	Religious	Church, Cathedral or Chapel	
Historical Notes	<p>The first Catholic Mass held in Drakesbrook was celebrated in 1901 by the Rev. Father Donogher, Parish Priest of Busselton, in the Drakesbrook Hall. He came at frequent intervals to celebrate Mass.</p> <p>The first Catholic Church in Waroona was St Mary's, opened in 1906 by Rev. Father Clune who travelled from Perth. It was the only Catholic Church between Bunbury and Armadale at the time. It was designed by architect Michael Cavanagh and the builder was Dawson Bros. Timber was donated by Millars Trading Co. and the land was donated by Mr Barrett.</p> <p>In 1909, the districts of Pinjarra, Waroona, Yarloop and Harvey were constituted a Parish, presided over by Rev. Father Fahey who resided in Yarloop. In 1914, Fahey was succeeded by Rev. Father McCabe and later Father Doddy.</p> <p>St Patrick's was built to replace St Mary's. Plans were underway by January 1941. It was consecrated on 19 August 1941 by the most Rev. Redmond Prendiville, Archbishop of Perth. The design was by well-known ecclesiastical architect Mr E. Le Blond Henderson and the contractors were Messrs Matheson and Spencer. It cost approx. £1,300.</p> <p>There were strong Irish and Italian communities in the district who were keen for their children to receive a Catholic education and so St. Joseph's Catholic School was opened by The Order of Sisters of St Joseph of the Sacred Heart in 1943, adjacent to the church. In 1951 a Presbytery was built to the immediate north of St Patrick's, which was used until 1984. This house was later demolished.</p> <p>Historical images show that the church was originally face brick, not rendered. There was a masonry wall along the street boundary with an entrance gate off the street. Aerial images show that in 2021 a large addition was made to the church, running in a north-south alignment.</p>		
Associations	Architect:	E. Le Blond Henderson	
	Builder:	Matheson and Spencer	
	Previous owners or occupants:		
	Other:		

Historical Photos



(Image Shire of Waroona 2008 draft LHS, date unknown)

REFERENCES

Date of assessment

February 2023. Photographs by **element** and Shire of Waroona

Sources

Taylor, Dr John J., 'Edgar Le Blond Henderson (1890-1971)', Western Australian Architect Biographies, <http://www.taylorarchitects.com.au/Biographies.html> accessed 11 April 2023.

Harvey Murray Times (WA: 1931 - 1955) 23 January 1941: 3. <http://nla.gov.au/nla.news-article251298879>

The Harvey-Waroona Mail (Collie, WA: 1931 - 1946) 14 August 1941: 4. <http://nla.gov.au/nla.news-article266682037>

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Photograph 1955, 114010PD, State Library of WA

Western Australian Land Information Authority. "Landgate Map Viewer Plus." Landgate, <https://map-viewer-plus.app.landgate.wa.gov.au/index.html>

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, p. 59.

ADDITIONAL CURRENT PHOTOS



Side elevation



Nestlé Factory (fmr)

Place No. (inHerit): P03087



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The former Nestlé factory complex has historic significance for its role in the district's dairy industry which dominated the local economy in the first half of the twentieth century and enabled the secondary manufacturing industry. The place is associated with the development and growth of the town and its infrastructure.
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Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.
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PLACE DETAILS

Former and other names	
Street No.	1
Street Name	McLarty Street
Locality	Waroona
GIS coordinates	-32.85613952, 115.92251747
Reserve No.	Diagram/Plan No. D062807
Lot No.	400 Vol/Fol 1620-913
Place Type	Individual Building or Group
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Timber - Weatherboard
	Roof: Asbestos - Corrugated Fibrous Cement
	Other: Brick - Face
Architectural Period	Inter-War (c.1915-c.1940) Architectural Style Chicagoesque

Demolished	No	Year of demolition	N/A
Description	<p>The place is a large industrial complex set in 29,803 m² (2.980 ha) of land which originally comprised of former milk condensing factory buildings, the administration building, laboratory building, toilet block, stores, creamery, garages, amenities block, and barracks-style workers' quarters. The buildings were a mix of styles in brick, timber weatherboard and corrugated iron, which reflect the pattern of development and growth of the factory operations.</p> <p>In 2023 the site was not assessed. A view from the entrance at McLarty Street shows that the former loading dock building has lost its 'NESTLES' wrought iron sign on the roof, as well as the loading dock and cantilevered hood. The site no longer has the three smoke stacks, and other buildings have been demolished or are in a deteriorated condition.</p>		
Condition	<p>Poor <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1932		
Original Use	Industrial/Manufacturing	Other - see Historical Notes	
Current Use	Industrial/Manufacturing		
Historical Notes	<p>The Drakesbrook Dam and related irrigation scheme saw the emergence of the dairy industry as a major economic activity in the Waroona area. With the resulting increase in milk production Waroona was selected as the location for a new Nestlé factory in WA because of the many dairy farms in the Waroona, Hamel and Cookemup areas and a good supply of fresh water.</p> <p>In August 1931, Nestlé purchased 25 acres of land at Waroona (reportedly from Robert Lyons' farm), and on 19 December 1931 J. Hawkins and Sons, contractor, of Perth, won the tender for building of the factory of the Nestlé's and Anglo Swiss Condensed Milk Co. (Aust.), Ltd, at Waroona.</p> <p>The contractor will commence almost immediately on the work and expedite the completion of the buildings. When the buildings are sufficiently far advanced; the company's engineering staff will be engaged attending to the erecting and installing of the modern plant and machinery. Clearing work has already been completed on the property at Waroona which is in readiness now for the building contractor to proceed. (Sunday Times, 20 Dec 1931 p. 2)</p> <p>A manager for the new operation, Mr H. Appleby, was relocated from NSW to Waroona with his family. The Nestlé company was officially opened on 15 August 1932 by the Premier Sir James Mitchell.</p> <p>The factory produced tinned, condensed milk to be distributed around the world. It became a key industry for the district and the population is estimated to have reached 1,500 people in 1933.</p> <p>In 1949 the number of milk suppliers rose to 120 and in 1950, milk from these suppliers, plus surplus milk from Wagerup and Brunswick milk depots saw a rise in flush months to nearly 16,000 gallons (60,566 litres), a day maximum. In the processed form this represented 64,000 pounds (29,029 kilograms) of sweetened condensed milk. In September 1935 the Nestlé factory was receiving milk from 653 milk dairy cows and in September 1936 it was receiving milk from 951 cows - that is almost a 50% increase. The Nestlé's factory in Waroona was donating a trophy cup to a local producer with the best three dairy cows and also three cows and one bull of any breed. (Shire of Waroona website)</p> <p>The factory expanded from its original form and historical photos show two more smoke stacks and additional buildings that featured typical elements of the Inter-War Chicagoesque and Functionalist styles, with grid-like facades, geometric shapes, and multi-paned metal framed windows.</p> <p>A declining dairy industry saw the closure of the Nestlé factory in 1966. There was a reduction in local supplies due to diversification in the economy into meat production, and</p>		

the business was unable to compete with the manufacturing places closer to Perth.

The factory was taken over by Peters Creameries, who had a factory in Brunswick. The buildings remained empty after Peters ceased operations but small businesses utilised some of the buildings until 1982.

In 1981 the complex was purchased by Charles Hull. Charles Hull Contracting Pty Ltd is an earthmoving business based in Waroona. The former factory site was their main base for some time prior to moving to their current business premises on South Western Highway.

In 1983 the last of the smoke stack chimneys was taken down due to safety concerns. In January 2016 bushfire destroyed parts of the complex.

Associations

Architect:

Builder: J. Hawkins and Sons

Previous owners or occupants:

Other:



The newly completed buildings, July 1932. (*Mirror*, 2 July 1932 p. 14)

Historical Photos



Main entrance, 1952. (SLWA 236245PD)



Loading dock, 1952. (SLWA 236245PD)

REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

Mirror (Perth, WA : 1921 - 1956) 15 August 1931: 10. <http://nla.gov.au/nla.news-article75766829>

Sunday Times (Perth, WA : 1902 - 1954) 20 December 1931: 2. <http://nla.gov.au/nla.news-article58654098>

Westralian Worker (Perth, WA : 1900 - 1951) 4 March 1932: 7. <http://nla.gov.au/nla.news-article148350714>

Mirror (Perth, WA : 1921 - 1956) 2 July 1932: 14. <http://nla.gov.au/nla.news-article75625095>

The West Australian (Perth, WA : 1879 - 1954) 16 August 1932: 8. <http://nla.gov.au/nla.news-article32542098>

Historical photographs, SLWA 236242PD – 236247PD

Shire of Waroona webpage: <https://www.waroona.wa.gov.au/visit-waroonawhat-to-do/tours-attractions.aspx>

ADDITIONAL CURRENT PHOTOS



Drakesbrook School (Historic Site)

Place No. (inHerit): P03091



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	<p>Extracted from the State Register of Heritage Places entry documentation:</p> <p>Drakesbrook School (fmr), a timber framed, weatherboard and corrugated iron one-room school building, has cultural heritage significance for the following reasons:</p> <ul style="list-style-type: none"> the place is one of only three remaining pre-1900 weatherboard one room school buildings in Western Australia still in their original location; it is the only school building of its period of its particular design; it is the oldest public building in Waroona and the longest operating school in the district and, as such, contributes to the community's sense of place; it contributes to the aesthetic qualities of the surrounding parkland and has some landmark value being the only major structure within the expanse of the former school grounds; and, the place is evidence of the development of educational facilities in the district and the type of facilities provided by government from 1895 to 1915.
Classification of Significance	<p>Classification: 5</p> <p>Level of Significance: Historic Site</p> <p>Description: Has significance for its previous use and role in the Shire of Waroona.</p>

PLACE DETAILS

Former and other names	Waroona State School	
Street No.	21	
Street Name	de Hamel Street	Cnr South Western Highway
Locality	Waroona	
GIS coordinates	-32.85273153, 115.92443347	
Reserve No.	43034	Diagram/Plan No. P218334

Lot No.	404	Vol/Fol	LR3119-913
Place Type	Historic Site		
Statutory Listings	State Register of Heritage Places (08/08/2000)		
Other Heritage Surveys	Aboriginal Heritage Sites Register Site ID 4334: Gas Pipeline 93.		
PHYSICAL DESCRIPTION			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	Federation (c.1890-c.1915)	Architectural Style	N/A
Demolished	Yes	Year of demolition	2005
Description	Prior to being destroyed by fire in 2005 the one-roomed school was a timber framed weatherboard clad building with a steeply pitched gable roof with triangular gable vents on the north and south ends, and a tall face brick, corbelled chimney. It had a small porch created by a semi-enclosed skillion roof on the east side.		
Condition	N/A <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1898		
Original Use	Educational	Primary School	
Current Use	Social/Recreational		
Historical Notes	<p>In 1898 a portion of land bounded by South Western Highway and de Hamel and Bath Streets, Reserve 2660, was set aside for a school site and the State Government Public Works Department erected a one-room school with shelter sheds behind. There was also a teacher's quarters which was located at the south-east corner of the school grounds.</p> <p>By 1903 the population had increased such that it was suggested opening schools at Hamel and Yalup Brook, or adding at least two classrooms to the Drakesbrook School. However, before the end of the year the Waroona Mills closed, with the resulting loss of families from the district taking pressure off the one-room school.</p> <p>In 1921, the Drakesbrook School was renamed the Waroona State School. The school was enlarged as school attendances increased.</p> <p>In 1988, the primary school closed. Students and teachers transferred to the District High School in Miller Street. Most of the associated buildings, except for the original classroom, were demolished. The one-roomed school building was restored in 1996.</p> <p>On 9 May 1998 the Drakesbrook Centennial Park was officially opened on the site, by John Bradshaw MLA Member for Murray-Wellington, to commemorate 100 years of local government and education in the Waroona district.</p> <p>The <i>Drakesbrook School (fmr)</i> was entered in the State Register of Heritage Places on 8 August 2000.</p> <p>The building burnt down on 26 July 2005. A memorial plaque was dedicated on 18 May 2008. An interpretive public art memorial outlines the footprint of the building and reflects the games children played. It is by lead artist Gary Aitken and community artist Jeanne-Marie Hawkins.</p>		
Associations	Architect:		

	Builder: Public Works Department
	Previous owners or occupants:
	Other:

Historical Photos



School in situ, date unknown. (Images Shire of Waroona 2008 draft LHS)

REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

Interpretive signage on site.

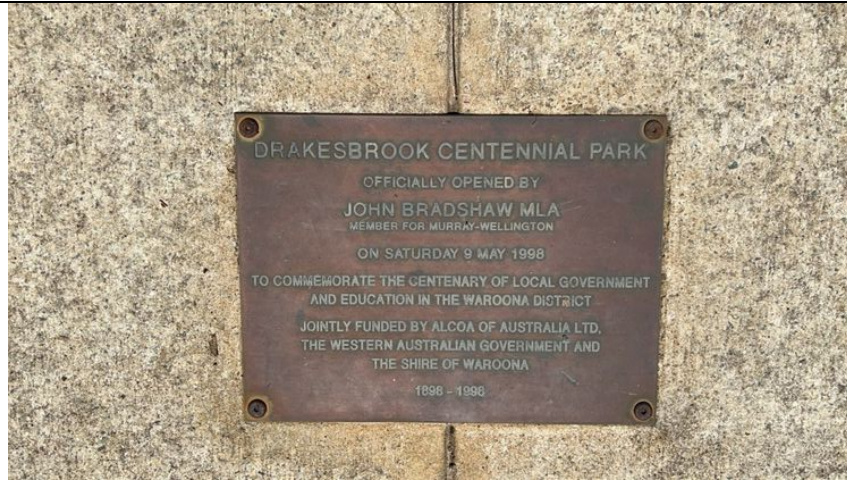
Steedman, Alice and Burgess, Helen, 'Conservation Plan: Drakesbrook School (fmr), Waroona', prepared for the Shire of Waroona, 1999.

State Register of Heritage Places entry:

<http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/83c9ac1e-97ad-41b1-8d4a-5388fed8ba43>

ADDITIONAL CURRENT PHOTOS





Vision Splendid Gardens (fmr)

Place No. (inHerit): P03092



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The Vision Splendid Gardens (fmr) have a low level of significance. It was a unique garden and former tourist attraction for the town of Waroona.
Classification of Significance	<p>Classification: 4</p> <p>Level of Significance: Little</p> <p>Description: Has elements or values worth noting for community interest but otherwise makes little contribution.</p>

PLACE DETAILS

Former and other names	Bonny's Vision Splendid; Bonny's Garden Centre		
Street No.	31-37		
Street Name	Parnell Street		
Locality	Waroona		
GIS coordinates	-32.84680174, 115.92686141		
Reserve No.		Diagram/Plan No.	P042609
Lot No.	32, 33	Vol/Fol	2599-285, 2599-286
Place Type	Landscape		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A
	Roof: N/A

	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	The site over two lots comprises 57,976 m ² (5.797 ha) that includes a two storey house, sheds, gazebos, a pool and patio, and a huge glass house. There are also elements of the former tourist site such as a memorial shrine and a scaled model of the Sydney Harbour Bridge, a Chinese Gazebo temple, a garden bridge, wishing well, fountain, and feather clock.		
Condition	Poor <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1940		
Original Use	Social/Recreational	Other - see Historical Notes	
Current Use	Vacant/Unused		
Historical Notes	<p>The Vision Splendid Gardens was a unique park-like private garden surrounding a two-storey residence built in the 1940s. The gardens were designed and created by owners, Ed and Bonny Brooks in the 1940s and reflect their enthusiasm for plant collecting. The Vision Splendid Gardens was officially opened in 1985 as a tourist attraction. A scale model of the Sydney Harbour Bridge, built 1982, was a feature of the garden. Other features include a Chinese Gazebo temple, garden bridge, wishing well, fountain weather cock, memorial and huge glasshouse.</p> <p>Following is a memory of the place:</p> <p style="padding-left: 40px;">I found this post when searching for images of Bonny's Vision Splendid after reading a passage in a letter written by my mother on her travels through WA in 1993: "Before leaving next morning we were talking to our neighbours, who live in Mandurah. They told us it was worthwhile going to Waroona, to see the beautiful gardens, called Bonny's Vision Splendid. They weren't wrong. I've never seen lovelier gardens. They cover 16 acres. 2,000 rose bushes, and blooming. Camellias in bloom in all shades of red and pink and lovely white. Pansies, Sweet Peas, Blue and Red Salvia, Pigface in every colour. Really everywhere you looked there were beds of flowers in bloom. There is a replica of Sydney Harbour Bridge about 90 feet long, straddling a lake filled with waterlilies in bloom. Near the end of the bridge is a box into which you drop 20 cents. This turns on a fountain in the lake, and Frank Sinatra sings 'Three Coins in the Fountain'. There were lovely gazebos and statues scattered throughout." (Christine Carey Davidson, 2 Oct 2018, posted to Aussie Towns, Facebook page.)</p> <p>In 2006/07 the property changed hands and the gardens ceased being maintained or operated as a tourist attraction.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants: Bonny Brooks		
	Other:		

Historical Photos



Vision Splendid Gardens, date unknown. (Images Shire of Waroona 2008 draft LHS)

REFERENCES

Date of assessment	February 2023. Photographs by element and Shire of Waroona
Sources	Western Australian Land Information Authority. "Landgate Map Viewer Plus." Landgate, https://map-viewer-plus.app.landgate.wa.gov.au/index.html Aussie Towns, Facebook page, 2 October 2018. https://www.facebook.com/aussietowns/posts/waroona-in-wa-and-the-transient-nature-of-eccentricityhave-you-ever-dreamed-of-/1956199037805728/

ADDITIONAL CURRENT PHOTOS



Fouracre Cottage Ruin (Historic Site)

Place No. (inHerit): P03093



CULTURAL HERITAGE SIGNIFICANCE


Statement of Significance	Fouracre Cottage (Ruin) has historic significance as the remnant of one of the earliest residences and farming properties in the district, originally providing a traveller's rest stop on the main road between Perth and Bunbury. It has associations with one of the earliest colonial families of the district. The place has historic significance as the site of the infamous murder of Leah Fouracre in 1907.
Classification of Significance	Classification: 5 Level of Significance: Historic Site Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names	Peppermint Grove Cottage		
Street No.			
Street Name	Forrest Highway	(Opposite 4493 Forrest Highway)	
Locality	Lake Clifton		
GIS coordinates	-32.89579377, 115.71326238		
Reserve No.		Diagram/Plan No.	P232751
Lot No.	205	Vol/Fol	MB22-1884
Place Type	Historic Site		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: Stone - Limestone		
	Roof: N/A		
	Other:		
Architectural Period	Victorian (c.1840-c.1890)	Architectural Style	Georgian
Demolished	No (Ruinous)	Year of demolition	N/A

Description	Fouracre Cottage was a large, square single storey residence constructed from limestone. It was located close to the main road and had eight rooms. Fouracre Cottage is now a ruin. An operational well is extant approx. 65m to the north west of the house. Some fruit trees remain extant around the property.	
Condition	Poor <i>Assessed from street view only</i>	
HISTORICAL DESCRIPTION		
Construction Date/s	1854	
Original Use	Farming/Pastoral	Homestead
Current Use	Vacant/Unused	
Historical Notes	<p>John Fouracre established a wayside inn and changing station at Wellington Location 205 near the Old Coast Road (now Forrest Highway) in 1854. On the opposite side of the main road were the stockyards and barns where relays of horses were kept for the Bunbury mail coach.</p> <p>After John Fouracre and most of the family left the property, one daughter, Leah, remained there to run the farm. On 16 August 1907, Leah Fouracre was murdered by Augustin de Kitchilan. He robbed and shot her, and set fire to the cottage with her body inside, before escaping on her horse. The body was found by her brother-in-law Mick Lyons. The murderer was apprehended soon later, and after trial was executed by hanging.</p> <p>The building has been left vacant and is now a ruin. The well on the property still supplies fresh water and is the main sources of water for the owners, indicating it is a natural spring, and likely to have been known to Noongar people traveling up and down the coast.</p>	
Associations	Architect:	
	Builder:	John Fouracre
	Previous owners or occupants:	Leah Fouracre
	Other:	
Historical Photos		
	View of the front of the Cottage, date unknown.	



Fouracre Cottage after the 1907 fire.

REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

"The Murder of Miss Fouracre at Peppermint Farm" *Sunday Times (Perth, WA : 1902 - 1954)*, 1 September 1907: 5 (SECOND SECTION).
<http://nla.gov.au/nla.news-article57570620> .

The Geraldton Express (WA : 1906 - 1928) 16 September 1907: 3.
<http://nla.gov.au/nla.news-article210735460> .

Mirror (Perth, WA : 1921 - 1956) 16 June 1934: 8. <http://nla.gov.au/nla.news-article75997129>.

ADDITIONAL CURRENT PHOTOS



The well



Remnant trees

Masonic Lodge (Historic Site)

Place No. (inHerit): P03923



Masonic Lodge. (Image Shire of Waroona 2008 draft LHS, date unknown.)

CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	Masonic Lodge (Historic Site) has historic significance for its association with the Freemasons in Drakesbrook / Waroona, whose members serves and contributed to the local community.
Classification of Significance	Classification: 5 Level of Significance: Historic Site Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names	Drakesbrook Lodge 241		
Street No.	29		
Street Name	Parnell Street		
Locality	Waroona		
GIS coordinates	-32.84742453, 115.92555907		
Reserve No.		Diagram/Plan No.	P411949
Lot No.	100, 101	Vol/Fol	2952-79, 2952-80
Place Type	Historic Site		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A
	Roof: N/A
	Other:

Architectural Period	N/A	Architectural Style	N/A
Demolished	Yes	Year of demolition	2016
Description	Prior to demolition the building was a single storey timber, asbestos and Hardiflex clad hall with gabled corrugated iron roof and gabled front porch with access by concrete stairs. Small ventilation windows were located near to the roof of the building, which were added by the Lodge members. A brick toilet block was located at the rear of the hall.		
Condition	N/A <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1948		
Original Use	Farming/Pastoral	Community Hall/Centre	
Current Use	N/A		
Historical Notes	<p>The local Masonic lodge was started in 1947 with a membership of twenty five Freemasons.</p> <p>In 1948, an asbestos and corrugated iron fruit shed was purchased by the Drakesbrook Lodge members from Parker Brothers. The original shed measured approximately 40'x20'. The roof of the shed was removed and the shed was then transported to Parnell Street. The site for the Lodge consisted originally of two lots - one having been donated by the McNeill family and the other purchased by the Lodge. These two lots were then combined to form the one lot, No. 29 Parnell Street. Once the shed had been transported, additions were made to the shed to accommodate Lodge requirements (to include a dining room and kitchen) with the final dimensions of the Lodge being approx. 70'x36'. Hardiflex paneling was used in addition to concrete for the floor of the dining room and kitchen. A front porch was also added.</p> <p>Drakesbrook Lodge No. 241 was dedicated on 13 December 1952 by MW Bro. J. A. Ellis (Grand Master). Prior to the erection of the Lodge building, members met at the Drakesbrook Road Board hall.</p> <p>A brick toilet block was added to the rear of the lodge in 2000. After a change in ownership, the Masonic Lodge was demolished in late 2016. The location is now two lots in separate private ownership.</p>		
Associations	<p>Architect:</p> <p>Builder:</p> <p>Previous owners or occupants: Drakesbrook Lodge No. 241</p> <p>Other: Parker Brothers</p>		
REFERENCES			
Date of assessment	February 2023. Photographs by element		
Sources	Western Australian Land Information Authority. "Landgate Map Viewer Plus." Landgate, https://map-viewer-plus.app.landgate.wa.gov.au/index.html		

Scout -Guide Hall (Historic Site)

Place No. (inHerit): P04394



February 2023, prior to demolition.

CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance The site has historic and social significance for the many roles that the hall played in the social, cultural, educational and spiritual life of Waroona.

Classification of Significance
Classification: 5
Level of Significance: Historic Site
Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names	Salvation Army Hall		
Street No.	38		
Street Name	Fouracre Street		
Locality	Waroona		
GIS coordinates	-32.84642351, 115.92164815		
Reserve No.	14841	Diagram/Plan No.	P223197
Lot No.	73	Vol/Fol	LR3073-745
Place Type	Historic Site		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	Carpenter Gothic

Demolished	Yes	Year of demolition	2023
Description	Prior to demolition, the place was a single storey, timber framed building with painted weatherboard to dado height and fibrous cement cladding above. It was set on timber stumps with access via timber stairs. The hall had a gabled roof and gabled front porch both with half-timbered effect, and double hung sash windows. A sun hood was located on the northern side window.		
Condition	N/A <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1941		
Original Use	Social/Recreational	Community Hall/Centre	
Current Use	N/A		
Historical Notes	<p>In 1912 the Salvation Army applied to the Under Secretary for Lands for a site for their hall in Waroona. They originally applied for Lots 71 and 240 but District Surveyor Canning recommended that 73 be chosen as it was vacant. Building of the hall and quarters did not commence until December 1940. In January 1941, the Salvation Army requested a title to be issued and were given a 999 year lease.</p> <p>Instrumental in the organisation were newly married couple Captain Walter Crick and Captain Jean Harman. After their marriage in December 1940, they were to 'take up an appointment as officers in charge of Salvation Army work in Waroona and district.' (<i>Harvey Murray Times</i>, 9 Jan 1941, p. 3)</p> <p>On 1 March 1941 the Hall was officially opened by Brigadier J. Dean, Commander of the Salvation Army in Western Australia. The building had cost £850 to build. Also present was Mr Ross McLarty MLA, who addressed the gathering, and Mr Hugh McNeil pronounced the quarters open by the ceremonial turning of the key. The building was described as a '...splendid building' and a worthy addition to the '...progressive township of Waroona'.</p> <p>In 1965, the Baptist Union of NSW requested Lot 73 to be transferred to the Baptist Union. The Baptist purchased the hall and attached a dwelling. On 30 June 1967, Lot 73 was gazetted to the Baptist Church after it was surrendered to the Crown by the Salvation Army.</p> <p>In 1968, after a trial period, the Baptist Union realised that it was unlikely that its work would develop in Waroona, but it was aware that the Shire may be interested in using the hall. As a result the grant was surrendered by the Baptist Union and the reserve was vested in the Shire.</p> <p>In 1970 after alterations to the hall by removing the stage and erection of toilet facilities, the hall was used jointly by the Scouts and Guides and the newly revived Kindergarten. The Kindergarten moved to a purpose-built facility in 1973, and the place became the Scout-Guide Hall.</p> <p>The Scout-Guide Hall was demolished in 2023.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:	Salvation Army	
	Other:	Baptist Church	

Historical Photos



Images Shire of Waroona 2008 draft LHS, 2008.

REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

Harvey Murray Times (WA : 1931 - 1955) 9 January 1941: 3. <http://nla.gov.au/nla.news-article251298307>

Harvey Murray Times (WA : 1931 - 1955) 6 March 1941: 3. <http://nla.gov.au/nla.news-article251300174>

Harvey Murray Times (WA : 1931 - 1955) 23 January 1941: 3. <http://nla.gov.au/nla.news-article251298879>

Harvey-Murray Times, 26 April 1957, p. 6.

Harvey-Murray Times, 27 November 1964, p. 5.

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 57, 60. 208.

Yalgorup Tunnels (Historic Site)

Place No. (inHerit): P08636



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

The Yalgorup Tunnels have historic significance in relation to development of Bunbury Breakwater. They have potential scientific value for demonstrating early methods of tunnelling and use of natural resources.

Classification of Significance

Classification: 5

Level of Significance: Historic Site

Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names

Lake Clifton Tunnels

Street No.

Street Name

Preston Beach Road

In Yalgorup National Park

Locality

Preston Beach

GIS coordinates

-32.91431287, 115.69612518

Reserve No.

11710

Diagram/Plan No.

P028841

Lot No.

6143

Vol/Fol

LR3145-286

Place Type

Historic Site

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Walls: Stone - Limestone

Construction Materials	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	The Yalgorup Tunnels are a series of tunnels set in limestone hills and rocky outcrops within the Yalgorup National Park. They are located in bushland approx. 2km west of the intersection of Forrest Highway and Preston Beach Road off the Heathlands Walk Trail.		
Condition	Poor <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1897		
Original Use	Other - see Historical Notes		
Current Use	Park/Reserve		
Historical Notes	<p>The Yalgorup Tunnels were reportedly made in relation to Bunbury Breakwater, a harbour project for which the first rock was tipped in 1897, and Phase 1 was completed to 3,215 feet in 1899. The works were carried out under the supervision of the Public Works Department, led by C. Y. O'Connor. It is possible that they were dug to test for rock suitability for the project. The tunnels were apparently dug by hand, and the limestone carted by wheelbarrow. (More research should be undertaken.)</p> <p>There are reported to be between ten and fourteen tunnels in the area that range in penetration underground from about 12 to 20 metres. They are low in height, so that the average height person would have to stoop to enter. Rock piles located at the outer edges of tunnels are assumed to be the spoil material from the diggings. This makes the tunnels difficult to access, and possible dangerous.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by Shire of Waroona		
Sources	<p>Letter 24 June 1983 from Bunbury Port Authority to L. Snell, held at Waroona Historical Society.</p> <p>Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 182-185.</p>		
ADDITIONAL CURRENT PHOTOS			



Lake Clifton Lime Works (fmr)

Place No. (inHerit): P08637



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The Lake Clifton Lime Works (fmr) has historic significance as evidence of the short-lived and only lime works operation in the Shire. The place has scientific research value for its potential to demonstrate techniques of lime burning in the 1920s.
Classification of Significance	Classification: 5 Level of Significance: Historic Site Description: Has significance for its previous use and role in the Shire of Waroona.

PLACE DETAILS

Former and other names	WA Portland Cement Company lime works		
Street No.			
Street Name	Newnham Road	In Yalgorup National Park	
Locality	Preston Beach		
GIS coordinates	-32.81179962, 115.67857028		
Reserve No.	11710	Diagram/Plan No.	P028841
Lot No.	6138	Vol/Fol	LR3145-281
Place Type	Other Built Type		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: Brick - Common		
	Roof: Cement		
	Other:		
Architectural Period	N/A	Architectural Style	N/A

Demolished	No	Year of demolition	N/A
Description	<p>The former lime works is an industrial, rectangular, red brick kiln approx. 3-4m in height. It has a large circular ventilation opening on one side with remnants of a corrugated iron surround, a smaller vent on the opposite side, and three stoke holes at ground level with brick arch headers. The roof is flat cement or concrete. Indications of the operation process of the works is still evident; possibly using a combination of technologies, namely shaft of bottle kilns, and a slight variation on the tower kiln.</p> <p>The former kiln and associated structures is in a ruinous condition, and protected from close public access by a low level, treated pine pole and wire fence. It is set in bushland within the Yalgorup National Park. There is interpretive signage at the site.</p>		
Condition	<p>Poor <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1920		
Original Use	Industrial/Manufacturing	Other - see Historical Notes	
Current Use	Park/Reserve		
Historical Notes	<p>WA Portland Cement Company (WAPCC) was founded in 1918 by Robert Law, J. L. Ochiltree, an architect, and William Thorley Loton, former Mayor of Perth. A lime works was established in 1920 at Lake Clifton to supply the raw material used to manufacture cement at the company's cement works at Rivervale. A railway was in use from 1920 and became a WAGR branch line. Initially, sediment was quarried from the bottom of Lake Clifton into settling ponds where it was left for the water to evaporate. Later lime kilns were built to dry the lime on site (this place). Once dry, the lime was hand shovelled into trucks, and later open railway wagons, and sent to Waroona via the Lake Clifton Railway. The lime was exclusively used to mix with cement and form a setting agent.</p> <p>When the WAPCC was established, so too was Lake Clifton, which quickly became a company town of some size, with a bakery, shop, school, boarding house, and workers' housing. However the venture was not a commercial success as the lime was not suitable for their purposes and WAPC ceased operations in 1923. The rail line was salvaged by the Government to be reused at the Lake Grace – Newdegate rail line in 1926.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants: WA Portland Cement Co.		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element		
Sources	<p>Interpretive signage on site.</p> <p>Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 175-177.</p> <p><i>The Daily News (Perth, WA : 1882 - 1955)</i> 29 November 1924: 8. http://nla.gov.au/nla.news-article82865474</p>		
ADDITIONAL CURRENT PHOTOS			



Brookside

Place No. (inHerit): P08803



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Brookside has historic significance as one of the oldest extant residences in the Waroona townsite, and for its associations with the first Farmers Arms Hotel. It has aesthetic significance as a vernacular Federation era residence.

Classification of Significance

Classification: 2

Level of Significance: Considerable

Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Street No.

215

Street Name

McNeill Road

Cnr Paterson Road West

Locality

Waroona

GIS coordinates

-32.85057318, 115.9202061

Reserve No.

Diagram/Plan No.

P300743

Lot No.

101

Vol/Fol

1154-266

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials

Walls: Timber - Weatherboard

Roof: Tile

	Other:		
Architectural Period	Federation (c.1890-c.1915)	Architectural Style	Bungalow
Demolished	No	Year of demolition	N/A
Description	Brookside is a single-storey, Federation era residence. It is timber framed and clad to dado height, with painted rough rendered walls above. The tiled roof (not original cladding) is hipped with two projecting gables with open timber battens. There are timber framed multi-paned windows either side of the central door, and also timber French doors to the front elevation. The verandah roof and gables are supported by simple timber posts.		
Condition	Fair <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1900		
Original Use	Residential	Single Storey Residence	
Current Use	Residential	Single Storey Residence	
Historical Notes	<p>While it has been previously reported that Brookside was built by the Whittaker brothers, it seems the house was built much earlier, possibly around 1900. David McClure held a publican's license and possibly operated the Farmers Arms Hotel from this building or on this property for about four years (Police Gazette January 1900, p 23). He transferred his publican's licence to a new building by 1904 (now the Waroona Hotel).</p> <p>In November 1904 McClure indicated a desire to retire from business and put up for auction all of his properties, including the hotel and land acreage in three separate locations around Waroona. The Brookside farm was described as follows:</p> <p style="padding-left: 40px;">HIGHLY IMPROVED FARM, of 120 acres, admitted to be the richest spot in the Waroona district, situated within half a mile of the Railway Station. Drakesbrook creek runs the whole year from end to end of the property; 100 acres has been cleared and cultivated, and is now covered with a thick sward of clover and other grasses; 1 acre of orchard, in full bearing. The improvements are very extensive, there being 7 paddocks securely fenced, large W.B. House, of 7 rooms, roomy stables, large barn, cow-shed, pig styes, etc. etc; windmill and pump, horse-works and cream separator given in with the freehold. This land will grow almost anything, the rich banks along the brook being specially adapted for oranges. Inspection is confidently invited. (<i>West Australian</i>, 10 November 1904 p. 2)</p> <p>Two years later Brookside was still (or again) up for sale by the same auctioneer.</p> <p>By 1932 Brookside was the property of Mrs E. A. Whittaker. Whether this was the farm or the house was her residence is unclear. Whittaker Bros established a mill in Waroona in 1939, and reportedly the house was used to accommodate mill staff.</p> <p>Subsequent residents at Brookside were John Avery (Agrezzoggia), Mr and Mrs A. Evans, Mrs Roberts, Mr A. McKay and the Odorisio family.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:	David McClure	
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element		
Sources	Police Gazettes, State Library of Western Australia.		

<https://slwa.wa.gov.au/collections/collections/police-gazettes>

The West Australian (Perth, WA : 1879 - 1954) 10 November 1904: 2.
<http://nla.gov.au/nla.news-article25366790>

Sunday Times (Perth, WA : 1902 - 1954) 7 October 1906: 8. <http://nla.gov.au/nla.news-article57234775>

The Harvey-Waroona Mail (Collie, WA : 1931 - 1946) 30 December 1932: 2.
<http://nla.gov.au/nla.news-article266728831>

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 47, 103.

ADDITIONAL CURRENT PHOTOS



Waroona War Memorial and Memorial Park

Place No. (inHerit): P014353



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The War Memorial in Memorial Park has historic significance for the Waroona community as a commemorative monument acknowledging local people who lost their lives in international conflicts. It has social and spiritual significance to the community as the place where ANZAC Day and Remembrance Day ceremonies are observed.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names			
Street No.			
Street Name	South Western Highway	Cnr Parnell Street	
Locality	Waroona		
GIS coordinates	-32.84806094, 115.92304505		
Reserve No.	23414	Diagram/Plan No.	P404473
Lot No.	365	Vol/Fol	LR3165-361
Place Type	Urban Park		
Statutory Listings	N/A		
Other Heritage Surveys	Statewide War Memorial Survey (Completed 1996)		

PHYSICAL DESCRIPTION

Construction Materials	Walls:
	Roof:
	Other: Stone - Granite

Architectural Period	Architectural Style	
Demolished	No	Year of demolition
	N/A	
Description	<p>The Waroona War Memorial is a simple, three tier memorial completed in granite and set in a small park at the corner of the South West Highway and Parnell Street. The structure is approximately 2 metres high and includes the names of local service people that fought in World War I and World War II.</p> <p>Public art has been included at the site, including a large red poppy and the silhouette of a soldier with his head bowed in reverence. Brick and concrete paving create a walkway leading directly to the memorial and four flagpoles flank the structure, two on each side.</p> <p>The War Memorial is in a grassed park called Memorial Park. There are four park benches around the memorial, and trees along the main street.</p> <p>An interpretive sign on the side of main road tells the story of Captain Hugo Throssell V.C. It is part of a trail of commemorative signs at highway rest stops between Perth and Albany about the state's 17 Victoria Cross and two George Cross recipients.</p>	
Condition	<p>Good</p> <p><i>Assessed from street view only</i></p>	
HISTORICAL DESCRIPTION		
Construction Date/s	1959; 1995	
Original Use	Monument/Cemetery	Monument
Current Use	Monument/Cemetery	Monument
Historical Notes	<p>To commemorate soldiers who lost their lives during World War I, construction commenced on the Memorial Hall in 1932 and Honour Boards were erected in the foyer.</p> <p>In 1959 the RSL launched a public appeal and campaign on Anzac Day 1959 to raise the £400 required for a new War Memorial. It was officially unveiled on 8 November 1959. It included the names of those who lost their lives during World War I and World War II.</p> <p>ANZAC Day ceremonies have been held at the Wat Memorial since 1959, prior to this they were in the Memorial Hall.</p>	
Associations	<p>Architect:</p> <p>Builder: Returned and Services League</p> <p>Previous owners or occupants:</p> <p>Other:</p>	
REFERENCES		
Date of assessment	February 2023. Photographs by element and Shire of Waroona	
Sources	<ul style="list-style-type: none"> Monument Australia website: https://www.monumentaustralia.org.au/ <i>Harvey Murray Times</i>, 17 April 1959, p. 1, 1 May 1959, p. 1, 30 October 1959, p. 16, 13 November 1959, p. 1; 19 Nov 1959, p. 1. 	
ADDITIONAL CURRENT PHOTOS		



Bank of New South Wales (fmr)

Place No. (inHerit): P014790



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

The Bank of New South Wales (fmr) has historic significance as a former bank which serviced the community from 1936 to c. 1996. It is a representative example of a work by architectural firm Hobbs, Forbes and Partners, and built by local contractor G. Lawson.

Classification of Significance

Classification: 3

Level of Significance: Some

Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Drakesbrook Antiques & Collectables; Westpac Bank

Street No.

85

Street Name

South Western Highway

NW Cnr intersection with Millar Street

Locality

Waroona

GIS coordinates

Reserve No.

Diagram/Plan No.

P223197

Lot No.

67

Vol/Fol

1039-873

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

Statewide Bank Survey 1997

PHYSICAL DESCRIPTION

Construction Materials

Walls: Brick - Rendered / Painted / Face

Roof: Metal - Zinalume

Other:

Architectural Period

Inter-War (c.1915-c.1940)

Architectural Style

Functionalist

Demolished	No	Year of demolition	N/A
Description	The building is a single storey, former commercial building with attached residence. It has a mix of painted or rendered brick walls and face brick, and a complex hipped roof clad in recent corrugated steel. There is a semi-circular porch with concrete columns, and original timber and corrugated iron sun shields on the northern elevation windows to the residence. The original façade that addresses the corner has been modified, and the main entrance to the commercial shop was originally the side elevation of the former bank.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1936		
Original Use	Commercial	Bank	
Current Use	Commercial	Shop/Retail Store (single)	
Historical Notes	<p>In July 1935 the <i>Harvey Murray Times</i> reported that a block of land on a prominent corner of town has been purchased from Mrs McKay for a branch of the Bank of New South Wales (NSW). At this time the closest branch was in Harvey and staff came to service Waroona two days a week from a small timber building near the corner of Fouracre St and Coronation Rd.</p> <p>Tenders were called for builders in August 1936, by architects Hobbs, Forbes and Partners. The design was possibly by Bill Forbes (Howard Tyldesley Forbes) who 'was responsible for overseeing the building of numerous banks including many rural premises across the State through to the 1960s'. (Taylor & Forbes)</p> <p>The building was completed by the end of the year, and described in detail when inspected by the Roads Board:</p> <p style="padding-left: 40px;">...members of the board at the invitation of the bank manager (Mr T. J. Handley) inspected the new premises of the Bank of N.S.W. Mr Handley welcomed the members at the entrance and conducted them on a tour of the office and residential portion. Built by Mr C. G. [sic] Lawson, of Waroona, the bank is situated in a prominent position opposite the roads board office on the main Perth Bunbury road, and is of cement-faced brick throughout. The business portion comprises a commodious banking chamber, managers office and strong room, which is fitted with an up-to-date burgular [sic] alarm. All screens, fittings and furniture in the offices are of polished jarrah. The attached residence is replete with all modern conveniences and contains a lounge-room, dining room, three bed-rooms; sleep-out and bathroom with a sunken bath. The dining room is connected to the kitchen by a service hatch and built in cupboards are a feature. There is a detached garage and laundry and the water supply is obtained from four 2,000 gallon tanks and a well. (<i>Harvey-Waroona Mail</i> 19 February 1937, p. 1)</p> <p>Mr G. Lawson was a local, first listed in Post Office Directories as a resident of Waroona and building contractor in 1935.</p> <p>Historical images show the bank's main entrance addressed the corner, with a central door flanked by two windows. The façade had a stepped pediment, echoed by similar detail around the entrance. The residence sat behind the bank, with only the apex of the gabled roof and a tall, rendered chimney visible. There was a domestic picket fence along the main road, delineating the bank from the residence. The chimney is no longer extant. The corner façade's doors and windows have been removed and the change of main entrance means the place does not read as a corner facing commercial building.</p> <p>The Bank of NSW changed names to Westpac in 1982, and then was Challenge Bank for a time in the late 1980s and 1990s.</p> <p>In 1997 Drakesbrook Antiques established a shop in the building. The current (2023) owners advise that to their knowledge the bank was remodelled in the 1970s. The front door was relocated and a semi-circular front porch built. The interior was largely gutted, and the original dining room, service hatch, lounge room and half of the kitchen of the</p>		

bank manager's house was converted into the banking business area, leaving only two bedrooms and the bathroom. Large steel beams and pillars support the ceiling and a suspended strip metal ceiling replaced all the original historical ceilings and roses. The garage, laundry and the two staff toilets have been converted to a self-contained cottage. Due to the lack of facilities the owners built an extension that replaced the sleepout with a dining room, kitchen and lounge room, built in red brick to match the original building. Loft storage areas were built in the main building, and a large storage shed was erected in the yard.

The Bank of NSW as a company was established in 1817, and this was the lettering on the façade's pediment originally. Recent signage has added '1935' to the pediment.

In 2023 the Bank of NSW (fmr) is still operating as a business with attached residence; occupied by Drakesbrook Antiques and Collectibles. This business is the largest singularly owned Moorcroft outlet in the world, attracting collectors come from all over Australia and around the world.

Associations	Architect:	Hobbs, Forbes and Partners
	Builder:	G. Lawson
	Previous owners or occupants:	
	Other:	





Images dated 1955. (SLWA 114009PD (top) and 114010PD)



Circa 1990. (Image Shire of Waroona 2008 draft LHS, date unknown)

REFERENCES

Date of assessment February 2023. Photographs by **element** and Shire of Waroona

Sources

- *Harvey Murray Times (WA : 1931 - 1955)* 19 July 1935: 2.
<http://nla.gov.au/nla.news-article251289038>
- *The West Australian (Perth, WA : 1879 - 1954)* 3 August 1936: 11.
<http://nla.gov.au/nla.news-article40739239>
- *The Harvey-Waroona Mail (Collie, WA : 1931 - 1946)* 19 February 1937: 1.
<http://nla.gov.au/nla.news-article266761731>
- Taylor, John J., and Forbes, Ian, 'Howard Tyldesley Forbes (1904-1975)', *Western Australian Architect Biographies*, <http://www.architecture.com.au/i-cms?page=13453> accessed 20 April 2023.
- Photographs 1955, 114009PD and 114010PD, State Library of WA
- Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, p. 45. [Image of first Bank of NSW]

- Drakesbrook Antiques and Collectibles, website: <https://drakesbrookantique.com.au/>

ADDITIONAL CURRENT PHOTOS



Waroona Post Office

Place No. (inHerit): P015926



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Waroona Post Office has historic significance as the second post office in Waroona, and for providing a continuation of postal services since 1921. It has social significance for providing a sense of place and a meeting place for the local community. The building has aesthetic significance for its Post-War International style for architecture, designed by Marshall Clifton and Leach Architects.

Classification of Significance

Classification: 3
Level of Significance: Some
Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Street No.

2

Street Name

Millar Street

Cnr Fouracre Street

Locality

Waroona

GIS coordinates

-32.8448323, 115.92164998

Reserve No.

Diagram/Plan No.

P159350

Lot No.

68

Vol/Fol

13-162A

Place Type

Individual Building or Group


Statutory Listings

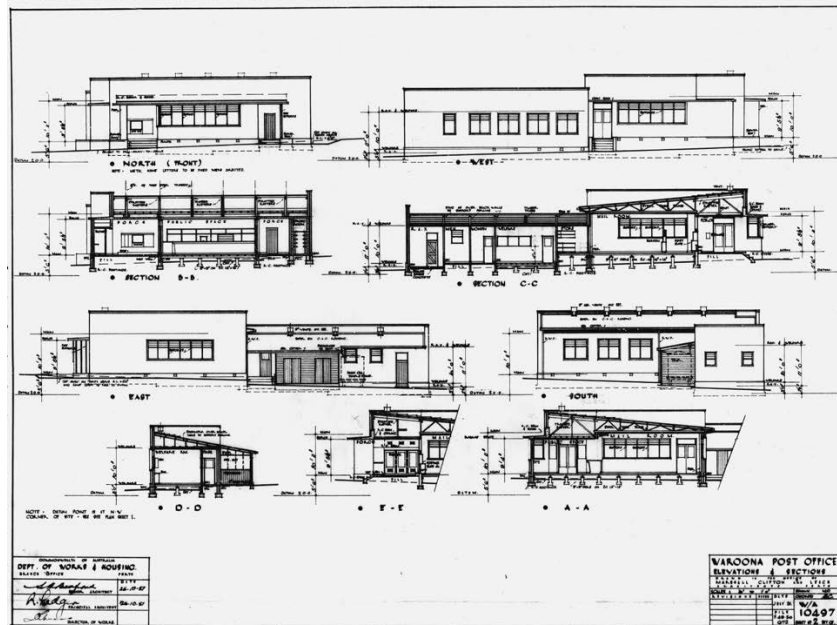
N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Brick - Face		
	Roof: Metal - Steel		
	Other:		
Architectural Period	Post-War (c.1940-1960)	Architectural Style	International
Demolished	No	Year of demolition	N/A
Description	The building is a single storey, face brick and rendered building with a parapet wall hiding the roof, horizontal steel framed windows and double glass doors. It features many elements of the International style of architecture with its cubiform, asymmetrical shape, flat roof cantilevered canopy over the footpath, and use of glass.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1954		
Original Use	Transport/Communication	Post or Telegraph Office	
Current Use	Transport/Communication	Post or Telegraph Office	
Historical Notes	<p>The first postal services in Waroona were road mail, and then provided by the railway station operators. The first purpose-built post office in Waroona was built 1921 and also located in Millar Street. It was a small timber building that was also a residence. (Digital plans and photographs of this building are available via the National Archives of Australia.)</p> <p>A new Waroona Post Office had been called for since 1938, but it was another sixteen years before it came to fruition. The housing demands after WWII meant that the Commonwealth government's finances and resources were stretched. The plans were drawn up in the offices of Marshall Clifton and Leach for the Commonwealth Department of Works and Housing in late 1951, and in February 1952 the contract was won by Mt Lawley-based builder, M. P. Cullity Pty Ltd. The official opening of the new post office was held on 10 March 1954.</p> <p>After the present post office was built, the original post office became the Civil Defence building. It was demolished in 1980.</p>		
Associations	Architect:	Marshall Clifton and Eric Leach	
	Builder:	M. P. Cullity	
	Previous owners or occupants:		
	Other:		
Historical Photos			
Waroona's first Post Office, built 1921. (National Archives of Australia K1131, W365A)			



Original plan for the Waroona Post Office by Marshall Clifton and Leach Architects, 1951.
(National Archives of Australia K1201, WA10497)



Waroona Post Office under construction, 1953.
(National Archives of Australia K1131, W1483/B)

REFERENCES

Date of assessment

February 2023. Photographs by **element** and Shire of Waroona

Sources

South Western Advertiser (Perth, WA : 1910 - 1954) 31 May 1951: 1.
<http://nla.gov.au/nla.news-article149063062>

South Western Advertiser (Perth, WA : 1910 - 1954) 18 March 1954: 1.
<http://nla.gov.au/nla.news-article149767831>

National Archives of Australia <https://www.naa.gov.au/> (NAA: K1201, WA10497, 880625, 1951; NAA: K1131, W1483/B, 7036067, 1953)

ADDITIONAL CURRENT PHOTOS



Railway Cottages (fmr)

Place No. (inHerit): P015927



CULTURAL HERITAGE SIGNIFICANCE

<p>Statement of Significance</p>	<p>Extracted from the State Register of Heritage Places entry documentation:</p> <p>Railway Cottages, Waroona, a group of three timber framed and iron roofed cottages built to the same pattern in a very simple rendering of the Federation Bungalow style, together with the adjacent section of the permanent way, in an open landscaped setting, has cultural heritage significance for the following reasons:</p> <ul style="list-style-type: none"> the cottages are the only known surviving original timber and iron platelayers' cottages in Western Australia, and are among a very small number of extant nineteenth century timber and iron railway houses in the State; the cottages were built on the South Western Railway in 1895-96, during the early period of the extensive railway building in Western Australia, when a network of track was developed to service many regions of the State; the cottages are highly valued by the community of the town as the earliest surviving buildings in the town, and as part of the development of the South Western Railway that enabled the development of the district from the late nineteenth century; and, the cottages contribute to the community's sense of place as they are the only surviving railway buildings of the original Drake's Brook Station (1893) complex. <p>The more recent adaptations including the enclosure of verandahs, reorganisation of rooms, removal of walls, and creation of covered links between the houses and outbuildings are of little significance.</p>
<p>Classification of Significance</p>	<p>Classification: 1</p> <p>Level of Significance: Exceptional</p> <p>Description: Essential to the heritage of the Shire of Waroona. Rare or outstanding example.</p>

PLACE DETAILS

Former and other names

Street No.

Street Name	Railway Reserve off McNeill Road		
Locality	Waroona		
GIS coordinates	-32.85414006, 115.92079932		
Reserve No.		Diagram/Plan No.	P411578
Lot No.	501	Vol/Fol	LR3168-317
Place Type	Individual Building or Group		
Statutory Listings	State Register of Heritage Places (30/07/2004)		
Other Heritage Surveys	N/A		
PHYSICAL DESCRIPTION			
Construction Materials	Walls: Timber - Weatherboard		
	Roof: Metal - Corrugated Iron		
	Other:		
Architectural Period	Federation (c.1890-c.1915)	Architectural Style	Bungalow
Demolished	No	Year of demolition	N/A
Description	The Railway Cottages (fmr) are a group of three single storey cottages set amongst mature trees at the site of the original Drakesbrook Railway Station. They are modest in scale and materials and have simple hipped and gabled roofs with broken back front verandahs. The cottages have been altered over time, with replacement windows and wall cladding.		
Condition	Poor <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1896		
Original Use	Transport/Communication	Housing or Quarters	
Current Use	Residential	Single Storey Residence	
Historical Notes	<p>In October 1891, tenders were called for the construction of the Perth-Bunbury railway. It was won by Messrs. Neil McNeill and became known as the South-Western Railway. On 23 August 1893, the section of the South-Western Railway between Pinjarra and Bunbury was declared safe for traffic. The railway timetable, published in the Government Gazette on 31 August, included Drake's Brook. This station was located on the east side of the railway line, opposite the location of the middle cottage. The opening of the South-Western Railway facilitated development of the timber industry as anticipated.</p> <p>The provision of residential accommodation for railway employees was an essential part of the development of railways. By the mid-1890s, for the most part, residential accommodation was built separate from but in close proximity to the railway station for both the station master and other railway workers and their families where required.</p> <p>The Railway Cottages were built between 1895 and 1896 and are representative of the type of accommodation provided for platelayers (or fettlers). A platelayer was a Western Australian Government Railways (WAGR) employee who inspected and maintained the permanent way (rails).</p> <p>Employee housing was just one of the pieces of infrastructure that were developed under the direction of C.Y. O'Connor, Engineer in Chief and Manager of Railways. They were usually built to a standard design, in this case developed by George Temple Poole, Assistant-Engineer-in-Chief and Architect-in-Charge of public building at the Public Works Department.</p>		

	<p>Circa 1970, the WAGR ceased to accommodate fettlers at Railway Cottages, Waroona. The individual houses were advertised for sale by tender, with a ten-year lease of the railway reserve land on which each was located, and all were sold.</p> <p>The Railway Cottages in Waroona are the only platelayers' cottages in Western Australia that remain in their original location.</p>
Associations	Architect: Public Works Department (George Temple Poole)
	Builder:
	Previous owners or occupants: Western Australian Government Railways
	Other:

REFERENCES

Date of assessment	February 2023. Photographs by element and Shire of Waroona
Sources	State Register of Heritage Places entry: http://inherit.stateheritage.wa.gov.au/Admin/api/file/f6ff16ad-067a-8bd2-5c7a-587f85f126eb

ADDITIONAL CURRENT PHOTOS





Allendene

Place No. (inHerit): P015928



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Allendene has historic significance as an early residence still extant in the town, and for its use as a boarding house for local workers. It is associated with the first convent for the Order of St Joseph, who also used the place as a classroom. The place has some aesthetic significance as an example of a simple Inter-War residence.

Classification of Significance

Classification: 3
Level of Significance: Some
Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Drakesbrook Guesthouse; Order of St Joseph's Convent

Street No.

111

Street Name

South Western Highway

Locality

Waroona

GIS coordinates

-32.84802632, 115.92240032

Reserve No.

Diagram/Plan No.

P223197

Lot No.

87

Vol/Fol

1750-535

Place Type

Individual Building or Group

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Construction Materials

Walls: Timber - Weatherboard

Roof: Metal - Zinalume

Other:

Architectural Period	Inter-War (c.1915-c.1940)	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	<p>Allendene is a single storey, weatherboard residence. The hipped roof is clad in Zinalume, with a gable to the southern end and a brick chimney evident on the eastern (front) elevation. The front elevation is asymmetrical. There are timber framed casement windows under a skillion roofed verandah with simple timber posts and exposed eaves. A contemporary timber balustrade encloses the paved verandah which is at grade and continues beyond the house to complete the driveway area. The house is set in a landscaped garden with mature trees, bound by a Colorbond fence that obscures the view of the residence from the streetview.</p>		
Condition	<p>Good <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1930		
Original Use	Residential	Single Storey Residence	
Current Use	Commercial		
Historical Notes	<p>Allendene was built in the 1930s for the Struck family of Nanga Brook. The residence was named 'Allendene' after Vivian Struck's sister, Allen, who died of pneumonia after World War I. The property became a guesthouse in Drakesbrook, with Vivian Struck as proprietor, housing people who worked in the town. Many of the guests included local school teachers, Whittakers' employees and people who built the first bank in town, the Bank of New South Wales.</p> <p>In 1943, owing to financial difficulties during the war, the Strucks sold the guesthouse to the Order of St Joseph. They used the place as a convent. Allendene's central room was used as a classroom until the old St Mary's Church was converted into classrooms. The nuns continued to teach music in the convent for many years.</p> <p>In the 1980s, the Hopkins family (originally from Falkirk, Scotland) purchased the property, renovated the house and renamed it the Drakesbrook Guesthouse.</p> <p>In 1999, the Hopkins sold the guesthouse and the property returned to a private residence. The owners advised in 2023 that there have been a lot of changes to the building since then. Comparison of external photos show the low timber picket boundary fence was replaced with a higher Colorbond one after 2012. (Note, an interior assessment was not undertaken for the 2023 survey review.)</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants: Struck family; Order of St Joseph; Hopkins family		
	Other:		

**Historical Photos**

Shire of Waroona 2008 draft LHS, c. 1990s.



Shire of Waroona 2008 draft LHS, 2012.

REFERENCES**Date of assessment**

February 2023. Photograph by Shire of Waroona

Sources

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, p. 209.

Agricultural Show Grounds



Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	Waroona's Agricultural Show Grounds has historic significance to the town and Shire of Waroona as the Waroona Agricultural Society's base, and is a tangible reminder of the importance of agriculture, especially beef and dairy, to the region. It has social significance for providing a sense of place and for its continuity of use since 1925. The Show Grounds is valued for the variety of social, recreational, sporting and community services it offers in one location in the centre of town.
Classification of Significance	Classification: 2 Level of Significance: Considerable Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names			
Street No.			
Street Name	South Western Highway	Bounded by South Western Highway (west), Millar Street (north) and Parnell Street (east and south)	
Locality	Waroona		
GIS coordinates	-32.84619625, 115.92408227		
Reserve No.	8746	Diagram/Plan No.	P107081, P404473
Lot No.	266, 316	Vol/Fol	LR3144-594, LR3165-360
Place Type	Individual Building or Group		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A		
	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	<p>The places within the Agricultural Show Grounds includes all buildings and infrastructure associated with the Agricultural Society, as well as various community clubs and organisations. From the north side (Gate 3) and going in a clockwise direction, the buildings are:</p> <ul style="list-style-type: none"> • Administration office: (Gate 3) closest to oval, rendered brick with hipped roof, extended to form a verandah roof on the north and south sides. • Lion's Club 'Jim's Kitchen': adjacent to the Admin office on west, painted brick with hipped Colorbond roof, 'Jim's Kitchen' sign on roof apex. • Lions Club shed: steel framed and clad large shed. • Poultry Shed and store room: attached to east side of Lion's Club Shed. • Bob Hull Cattlemen's Shed, cattle stalls and yards: (Gate 4) steel shed on corner of Parnell Street, steel cattle stalls adjacent. • John Marchetti Rural Shed: (Gate 5), steel shed with high hipped roof and large sliding doors at south end. Mural on north and west sides. • Walmsley Memorial Pavilion: adjacent to the Admin office on east, close to oval. Mural on north and east sides. • Waroona Bowling Club: South eastern corner of grounds, Colorbond mansard roof and painted brick walls. Two greens, one either side of clubhouse. • Men's Shed: large steel framed and clad shed with hipped roof. • Old Basketball /Netball Courts: Four asphalt courts; not in use. • Youth Centre: A small painted brick and skillion roofed building. • Waroona Football Club: face brick with low pitched Zinacalume roof, with extended roof over the sliding door entrance on the south side. Pavilion seating on the north side looks over the oval. • Oval: Grassed. • Waroona War Memorial and Memorial Park: Refer to separate Place Record • Memorial Hall: Refer to separate Place Record. • Drakesbrook Place: Amphitheatre and public artworks. • Waroona Fire Brigade: Face brick domestic style building with Colorbond mansard roof profile and a projecting tiled roof gable over the roller door entrance/drive. • Drakesbrook District Road Board (fmr): Refer to separate Place Record. • Waroona Senior Citizens Centre: (Gate 2), 15 Millar Street, red brick walls with cream brick projecting entry, hipped and gabled Colorbond roof with skillion extension over cream brick projecting section. 		
Condition	<p>Good Assessed from street view only</p>		
HISTORICAL DESCRIPTION			

Construction Date/s	1925 -
Original Use	Social/Recreational Other - see Historical Notes
Current Use	Social/Recreational Other - see Historical Notes
Historical Notes	<p>In September 1923:</p> <p>At a meeting held in Waroona recently it was decided that in order to advertise the district and its products generally, an annual agricultural Show should be held in Waroona. As the initial show involves so much work it is not expected that things will be in readiness for a show before January next. A strong council was elected and has representatives in equal numbers from Yalup Brook, Wagerup, Hamel, Waroona, North Drakesbrook, and outlying districts. Mr. Stan Weller is the Hon. Secretary. (<i>Bunbury Herald and Blackwood Express</i>, 21 Sept 1923, p 1.)</p> <p>While originally known as the Drakesbrook Agricultural Society, the name changed in 1929 to Waroona-Hamel and Districts Agricultural Society. This changed in 1951 to Waroona Agricultural Society.</p> <p>The first show was held on 28 November 1925. Since then the Society has only had a small number of years where the show was unable to be run. These include the years 1940 to 1945 inclusive due to WWII (although a smaller event was run in 1940 known as the Patriotic Show), and in 2020 due to the COVID-19 Pandemic.</p> <p>The oval has been used for cricket, hockey and football. Over the years necessary infrastructure has been built, removed, and replaced as required. For example, a new pavilion was built in 1935 by local building contractor Mr G. Lawson. (He also built the Bank of NSW (1936) and Olinda (1937).)</p> <p>A welcome addition to the ground was the recently completed pavilion which will for many years remain as a monument to the zeal and energy of the Agricultural society and other public bodies of the town, and here hundreds of tired spectators, having fatigued of the round of exhibits viewed the ring events in perfect comfort. At the luncheon which was held in the supper room beneath the new pavilion... Mr. Walmsley continued that this had not been completed until 7 p.m. the previous evening and then only by the feverish effort of the contractor, Mr. Lawson, to whom the society was very grateful. Previously it had been found necessary to have the luncheon in two sittings which had not been satisfactory. It had long been the aim of the society to have the building and they were now very proud of it. (<i>Preston Mail and District Advocate</i>, 16 Nov 1935, p. 4)</p> <p>This grandstand was located where the car parks are now, north of the Memorial Hall. It was damaged during Cyclone Alby in 1978, and subsequently demolished.</p> <p>The Tennis Club clubhouse and six courts were built in the 1950s, replacing two c. 1936 courts that were located in current Drakesbrook Place; those courts in turn replacing c. 1918 gravel courts located on the site of the Memorial Hall.</p> <p>The Waroona Bowling Club was opened in 1958. It has two greens, one either side of the building, one of which is synthetic.</p> <p>A purpose-built Fire Station opened on 3 March 1960 in a location in between the former Road Board building and the Memorial Hall.</p> <p>The Waroona Senior Citizens Social Centre opened on 7 June 1969. It provides a community amenity for Senior Citizens. The Waroona Lions Club use this facility for their meetings. The Lions Club also operates 'Jim's Kitchen' which was the former bar used on Waroona show day.</p> <p>In 1985 the new Recreation Centre on Hill Street was opened. The basketball/netball courts located to the north of the Men's Shed have not been used since these clubs moved to their new location. The Tennis clubhouse has been used by the Youth Centre since 2002.</p> <p>The John Marchetti shed was built in the 1980s; with an addition completed in June 2015.</p> <p>Drakesbrook Place was developed in 2005 on the north side of the hall; a significant development within the grounds. It is located on the site of former tennis courts, dating from c. 1936. The sculptures and mosaic artwork were the result of a Community Art Project to enhance the area when Drakesbrook Place was completed. The area also has</p>

	<p>amphitheatre-style seating.</p> <p>Other recent buildings include the Waroona Football Club and rooms (1993) and the Walmsley Memorial Pavilion (2008) jointly built by the Agricultural Society and the Waroona Lions Club. The Men's Shed was built 2018/19 over former tennis courts. The Bob Hull shed was completed in February 2018.</p> <p>During 2021 artist Jerome Davenport installed murals on the John Marchetti Rural Shed and Walmsley Pavilion which also act as interactive museums. The Marchetti Shed murals, 2.5m tall by over 52m long, tell the story of farming life. The sepia mural on the Walmsley Pavilion is inspired by photos from the Waroona Historical Society.</p> <p>On 7 October 2023, the Waroona Agricultural Society celebrates its 92nd show.</p>
Associations	Architect:
	Builder:
	Previous owners or occupants:
	Other: Waroona Agricultural Society
REFERENCES	
Date of assessment	February 2023. Photographs by element and Shire of Waroona
Sources	<p><i>The Bunbury Herald and Blackwood Express (WA : 1919 - 1929)</i> 21 September 1923: 1. http://nla.gov.au/nla.news-article87034496</p> <p><i>The Preston Mail and District Advocate (Collie, WA : 1932 - 1953)</i> 16 November 1935: 4. http://nla.gov.au/nla.news-article259036255</p> <p>Waroona Agricultural Society, website: https://www.waroonashow.com.au/</p> <p>Shire of Waroona website: https://www.waroona.wa.gov.au/waroona-oval.aspx</p> <p>Waroona Community Resource Centre website: https://waroonacrc.com.au/</p>
ADDITIONAL CURRENT PHOTOS	



Looking south, rear of Memorial Hall at right



Looking east, Jim's Kitchen at right and Administration office behind



Walmsley Memorial Pavilion



Poultry Pavilion and Lions Club shed



Cattle stalls and Bob Hull Cattlemen's Shed



John Marchetti Rural Shed



Waroona Bowling Club



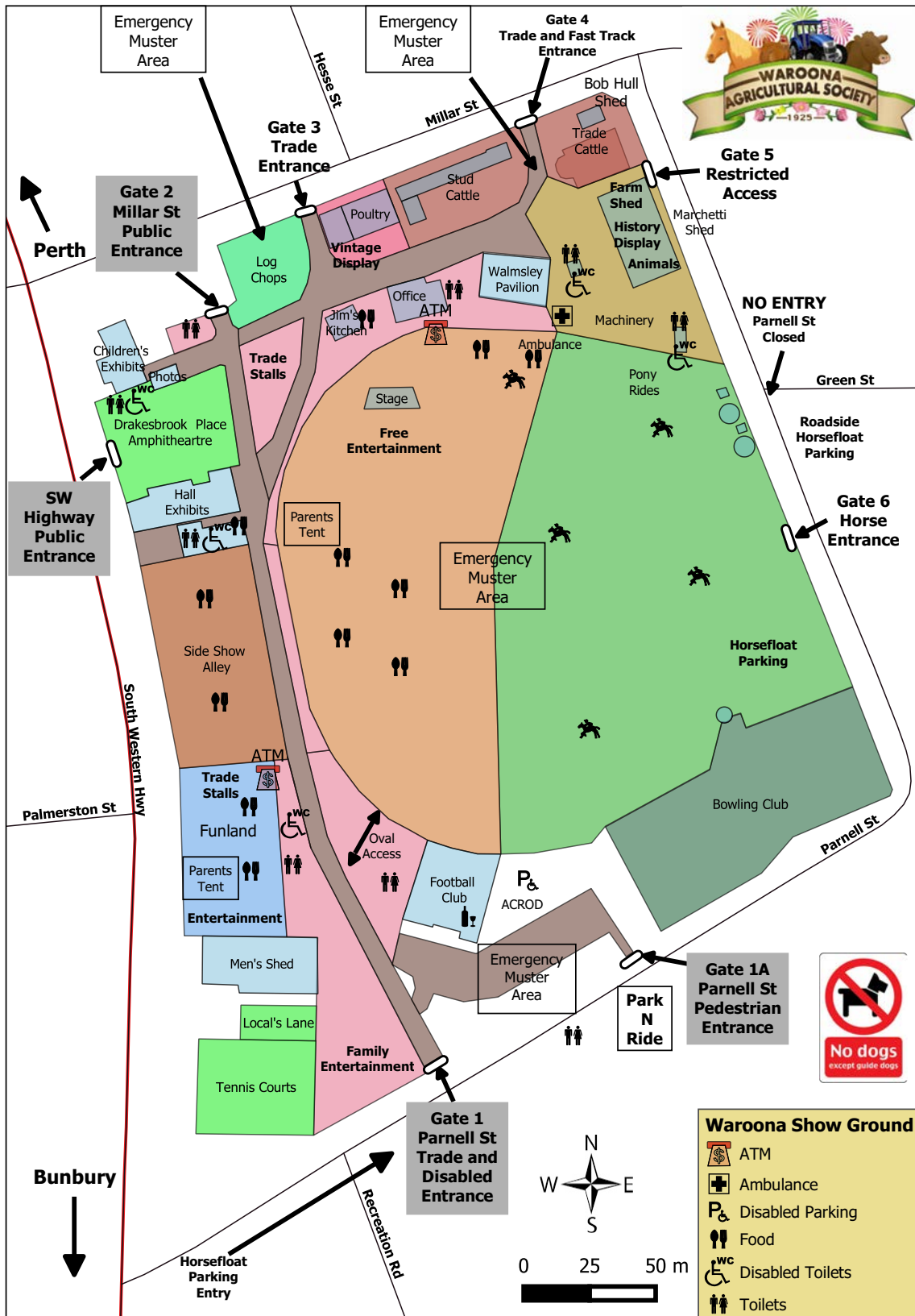
Waroona Football Club and stands



Waroona Men's Shed



Waroona Senior Citizens Centre



Map showing layout of the 2022 Agricultural Show. (<https://www.waroonashow.com.au/>)

Drakesbrook Weir



Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance

Drakesbrook Weir has historic significance for enabling irrigation which set the course of the Shire of Waroona's agricultural production success. The irrigation industry is still of vital importance to the farming community. Drakesbrook Weir has historic significance for providing employment to sustenance workers in the 1930s economic depression. The place has social significance to the community who enjoyed recreational activities at the weir.

Classification of Significance

Classification: 2

Level of Significance: Considerable

Description: Very important to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names

Drakesbrook Dam

Street No.

Street Name

Weir Road

Locality

Waroona

GIS coordinates

-32.85732577, 115.95284936

Reserve No.

Diagram/Plan No.

P068916

Lot No.

601

Vol/Fol

266-843

Place Type

Landscape

Statutory Listings

N/A

Other Heritage Surveys

N/A

PHYSICAL DESCRIPTION

Walls: Concrete

Construction Materials	Roof: N/A		
	Other:		
Architectural Period	N/A	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	The weir is located approx. 2.6km off the South Western Highway, east along McLarty Road and then south east onto Weir Road. The public access and amenity area (Weir Foreshore) retained by a limestone wall includes grassed areas, picnic shelters and public bbqs. There is a sandy beach and pontoon off shore. The weir wall and spillway is made of concrete.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1931		
Original Use	Governmental	Other - see Historical Notes	
Current Use	Governmental	Other - see Historical Notes	
Historical Notes	<p>Drainage and irrigation had always limited agricultural expansion of the area. Drainage channels had been dug in the early 1900s, and a survey was made for planned construction of the Drakesbrook dam in 1913. Throughout the 1920s, 'water wars' developed along the Samson Brook as there was no official restrictions on water use.</p> <p>In 1930 the State Government invested in the agricultural future of the area through the creation of a dam and development of the Waroona Irrigation District. Work commenced on building the Drakesbrook 500 million gallon capacity weir in December 1930. It was completed in 1931 at a cost of £43,000. The Drakesbrook Weir was officially opened by the Premier, Sir James Mitchell on 14 January 1932.</p> <p>The weir was constructed by sustenance (unemployed) workers as part of a scheme to provide employment for those affected by the Great Depression. While on the project, the workers lived in temporary tent towns alongside the drains and channels they were constructing. The PWD staff supervising the works were established in a different camp, still temporary, to the north of the Waroona station on the railway reserve.</p> <p>The area that was irrigated by the scheme enabled increasing numbers of farmers using their lands for dairying, potato-growing, and in years to come, raising cattle for the beef industry. Today the Drakesbrook Weir collects the overflow from the Waroona Dam, completed 1966. It has a capacity of 2,290 megalitres, with a catchment area of 5,900 hectares and a surface area of 417 hectares. It is used for swimming, fishing and non-motorised vessels and provides habitat for trout, redfin and marron.</p> <p>The place is also the location of the first time the rare Noisy Scrub Bird was recorded by the colonial botanist James Drummond and ornithologist John Gilbert in 1842. A 500m trail at the weir is called the Noisy Scrub Bird Memorial.</p>		
Associations	Architect:		
	Builder:	Public Works Department	
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element and the Shire of Waroona		
Sources	<p><i>Western Mail (Perth, WA : 1885 - 1954)</i> 18 December 1930: 22. http://nla.gov.au/nla.news-page3557384</p>		

The Harvey-Waroona Mail (Collie, WA : 1931 - 1946) 22 January 1932: 3.
<http://nla.gov.au/nla.news-article266732518>

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, pp. 116-118.

Interpretive signage on site.

ADDITIONAL CURRENT PHOTOS



Hamel Railway Shed (fmr)

Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	Hamel Railway Shed (fmr) has historic significance as a former building associated with the Hamel Railway Station.
Classification of Significance	<p>Classification: 4</p> <p>Level of Significance: Little</p> <p>Description: Has elements or values worth noting for community interest but otherwise makes little contribution.</p>

PLACE DETAILS

Former and other names	
Street No.	2
Street Name	Allowrie Street Cnr Cornucopia Street
Locality	Hamel
GIS coordinates	-32.87309486, 115.91831986
Reserve No.	Diagram/Plan No. P222558
Lot No.	133 Vol/Fol 1601-980
Place Type	Individual Building or Group
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Timber - Weatherboard
	Roof: Metal - Corrugated Iron
	Other:

Architectural Period	Federation (c.1890-c.1915)	Architectural Style	N/A
Demolished	No	Year of demolition	N/A
Description	The shed is painted weatherboard with a skillion roof. It is not in its original location and has been added to with other shed structures.		
Condition	Fair <i>Assessed from street view only</i>		

HISTORICAL DESCRIPTION

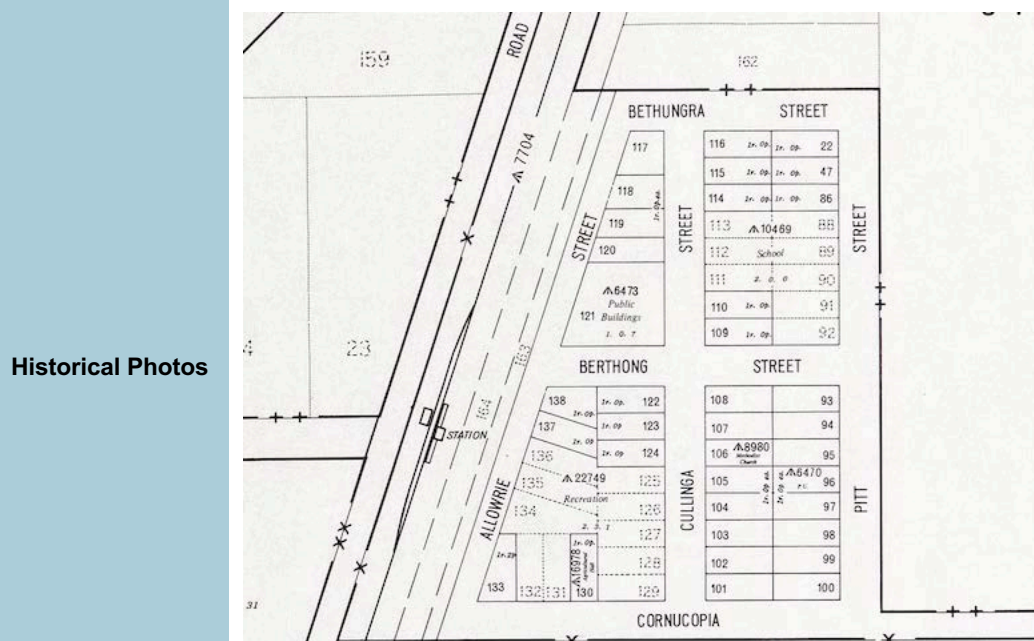
Construction Date/s	1915; Relocated c. 1980s		
Original Use	Transport/Communication	Rail	
Current Use	Other - see Historical Notes		

Historical Notes

The railway between Perth and Bunbury was built in 1893. The government established a state nursery at Hamel in 1897, and a township grew up around the railway siding, which not only provided the only transport but also delivered goods and mail, and sent out milk, cream and potatoes being produced by the local farms. There were sometimes two trains a day and the Hamel station was relatively substantial. It has a sizable passenger waiting shed, a small parcel shed and a goods shed. There was a loading ramp and wagon shunting area on the west side of the line.

The Hamel Railway Station was removed in 1977. It is thought that one of the former railway sheds is now being used as a storage shed/outbuilding in the rear yard of the property at 2 Allowrie Street, which is not far from the original location of Hamel Station.

Associations	Architect:	
	Builder:	
	Previous owners or occupants:	Western Australian Government Railways
	Other:	



1965 Map of Hamel townsite [cropped] showing location of station and Lot 133, Cnr Allowrie and Cornucopia street; current location of former railway building. (SLWA 9024.H2G46)



Hamel Station, March 1973. (J. Austin, Rail Heritage WA P13137)

REFERENCES

Date of assessment

February 2023. Photographs by **element** and Shire of Waroona

Sources

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, p. 158.

Rail Heritage WA website and photo archives: <https://www.railheritagewa.org.au/>

Hamel townsite and agricultural area Map, State Library of WA "Murray District Plan 383A/40" January 1965, 9024.H2G46.

ADDITIONAL CURRENT PHOTOS



Old Swimming Pool (Historic Site)



Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE


Statement of Significance	The Old Swimming Pool (Historic Site) has historic significance as a reminder of recreational activities before the Drakesbrook Weir and later the swimming pool provided a formalised location for swimming in the Shire.
Classification of Significance	<p>Classification: 5</p> <p>Level of Significance: Historic Site</p> <p>Description: Has significance for its previous use and role in the Shire of Waroona.</p>

PLACE DETAILS

Former and other names	
Street No.	
Street Name	Old Pool Road End of Old Pool Road on Water Corporation land
Locality	Waroona
GIS coordinates	-32.85807528, 115.92104733
Reserve No.	Diagram/Plan No. P004629
Lot No. 59	Vol/Fol 1049-986
Place Type	Historic Site
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: N/A
	Roof: N/A
	Other:

Architectural Period	N/A	Architectural Style	N/A
Demolished	Yes	Year of demolition	
Description	The irrigation drain opens into a larger open area of water, and the earthen walls have been lined with stone, but there is no evidence of the old swimming pool platform and stairs.		
Condition	N/A <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1940		
Original Use	Social/Recreational	Other - see Historical Notes	
Current Use	N/A		
Historical Notes	<p>In 1940 a stop drop was constructed in the Waroona Main Drain for use as a swimming pool. It was a very popular meeting place for families and young people prior to improvements to the Drakesbrook Dam which made it the new preferred swimming place.</p> <p>Historical photos show that there was a timber platform over the water, and also timber steps leading into the water. A tin shed, perhaps a dressing room /shelter and a timber structure, possibly a toilet, can be seen.</p>		
Associations	Architect:		
	Builder:		
	Previous owners or occupants:		
	Other:		
Historical Photos			



REFERENCES

Date of assessment

February 2023. Photographs by **element**

Sources

Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3rd Ed., 2016, p. 122.

Historical photos held by Waroona Historical Society.

ADDITIONAL CURRENT PHOTOS







Olinda

Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	Olinda has aesthetic significance as a good example of the Inter-War California Bungalow style of architecture.
Classification of Significance	Classification: 3 Level of Significance: Some Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	
Street No.	130
Street Name	South Western Highway Cnr Logue Street
Locality	Waroona
GIS coordinates	-32.85046911, 115.92398359
Reserve No.	Diagram/Plan No. D010362
Lot No.	1 Vol/Fol 2141-480
Place Type	Individual Building or Group
Statutory Listings	N/A
Other Heritage Surveys	N/A

PHYSICAL DESCRIPTION

Construction Materials	Walls: Brick - Painted
	Roof: Metal - Colorbond
	Other:
Architectural Period	Inter-War (c.1915-c.1940) Architectural Style California Bungalow

Demolished	No	Year of demolition	N/A
Description	<p>Olinda is a single storey painted brick and metal roofed house built in the Inter-War California Bungalow style of architecture. The house faces the main road (South Western Highway). There are painted roughcast bricks to a deep entry porch balustrade topped with red brick. The gable over is supported by three concrete pillar. The walls are corrugated Colorbond in a horizontal alignment to dado height (replacing original weatherboard) and fibrous cement above, with high level vents under the eaves. The roof is Colorbond and has three prominent gables and a simple painted brick chimney, with exposed eaves. The gables have horizontal and vertical timber detail and the central gable over the deep porch reads 'Olinda' above the porch entry. Windows are timber framed casements with skillion profile sun hoods. The rear of the house has a skillion roof and a further skillion roofed extension with Colorbond walls. There is a low level boundary fence of treated pine with a steel mesh gate to the path leading to the front steps, which are red brick.</p>		
Condition	<p>Good <i>Assessed from street view only</i></p>		
HISTORICAL DESCRIPTION			
Construction Date/s	1937		
Original Use	Residential	Single Storey Residence	
Current Use	Residential	Single Storey Residence	
Historical Notes	<p>Little is known of the history of Olinda. It was reportedly built by local contractor Mr G. Lawson for Mr Jenkins in 1937. Lawson also built a pavilion at the Show Grounds (1935) and the Bank of New South Wales (1936). He was first listed in Post Office Directories as a resident of Waroona and building contractor in 1935.</p> <p>In 2023 the place is still a private residence.</p>		
Associations	Architect:		
	Builder:	G. Lawson	
	Previous owners or occupants:		
	Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element and Shire of Waroona		
Sources	<p>"Post Office Directories." <i>State Library of Western Australia</i>, https://slwa.wa.gov.au/collections/collections/post-office-directories.</p>		
ADDITIONAL CURRENT PHOTOS			
			
Front elevation		Side elevation	

Waroona Kindergarten (fmr)



Place No. (inHerit):



CULTURAL HERITAGE SIGNIFICANCE

Statement of Significance	The Waroona Kindergarten (fmr) has historical significance as the first purpose built kindergarten in the Shire, and has social significance for the former staff and students connected to the place between 1973 and 1981.
Classification of Significance	Classification: 3 Level of Significance: Some Description: Contributes to the heritage of the Shire of Waroona.

PLACE DETAILS

Former and other names	Waroona Creative Arts Centre		
Street No.	5		
Street Name	Eastcott Street	Cnr Henning Street	
Locality	Waroona		
GIS coordinates	-32.84278585, 115.92482198		
Reserve No.		Diagram/Plan No.	P006760
Lot No.	131	Vol/Fol	2850-397
Place Type	Individual Building or Group		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

PHYSICAL DESCRIPTION

Construction Materials	Walls: Brick - Common
	Roof: Metal - Steel
	Other:

Architectural Period	Late Twentieth Century (1960-)	Architectural Style	
Demolished	No	Year of demolition	N/A
Description	The single storey, square building is constructed of face brick with a simple, low pitched hipped roof clad in Zinalume. Windows are aluminium framed and doors are sliding. There is a steel mesh fence to the former playground / yard on the Eastcott Street boundary, with asphalt carparking bays beyond. A flat roofed verandah projects from the north east (front) elevation side, under which the bricks walls have been painted with a colourful geometric pattern. Two small steel sheds sit at the north west end of the building. There are mature trees inside the fence along Eastcott Street.		
Condition	Good <i>Assessed from street view only</i>		
HISTORICAL DESCRIPTION			
Construction Date/s	1973		
Original Use	Educational	Pre-Primary Centre	
Current Use	Social/Recreational	Community Hall/Centre	
Historical Notes	<p>The first kindergarten was run by sisters Vera Bowles and Myrtle Logue in the Waroona Hall supper room. This closed in 1963, and it was not until 1968 that a local group of parents formed the Waroona Pre-School Centre Committee and agitated for a new one.</p> <p>The Shire purchased the hall on Fouracre Street which had most recently been the Baptist Church. From 1970 the kindergarten operated out of this hall which was shared by the local Scouts and Guides. (This building was demolished 2023.)</p> <p>A new purpose-built kindergarten was ready for use in December 1973. In 1981 changes to Education Department policy meant that kindergartens became operated under the Pre-Primary scheme and the children were relocated to the Waroona Primary School.</p> <p>The former kindergarten building is today leased by the Waroona Creative Arts Centre. The Waroona Creative Arts and Craft group meet regularly to do paper crafts, patchwork, spinning, weaving, knitting, crocheting, embroidery and similar activities.</p>		
Associations	Architect: Builder: Public Works Department Previous owners or occupants: Other:		
REFERENCES			
Date of assessment	February 2023. Photographs by element and Shire of Waroona		
Sources	Snell, Laurie, 'Drakesbrook Days and Waroona Years', 3 rd Ed., 2016, pp. 208-209. Waroona Creative Arts and Craft group Facebook page: https://www.facebook.com/groups/708303329331015/		
ADDITIONAL CURRENT PHOTOS			





SHIRE OF
WAROONA
SEA TO SCARP

Thematic History

May 2023



We acknowledge the Binjareb people of the Noongar nation as Traditional Owners of the lands, waters and skies within the Shire of Waroona.

We acknowledge and respect their enduring culture, their continuing connection to Country, their contribution to the life of the region, and Elders, past and present.

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I have seen Waroona grow from a tiny village to a thriving well built town with its great milk factory and its timber industry. I have seen the traffic in farm produce multiplied many times at the Railway Station,

I have seen drainage and irrigation provided, many farms established and improvements effected, advanced methods applied to cultivation and the dairy stock improved out of all knowledge and all this has come about in a few years.

Governor Sir James Mitchell, preface to booklet on Drakesbrook Road Board, 1948.

Introduction

A thematic history provides a broad historical context for understanding the evolution of the Shire of Waroona's history and cultural landscape, and the patterns and forces that have shaped it over time. It uses historic themes to structure the history. Using themes can unite a variety of actions, events, functions, people and dates. It helps to prevent focusing on one place, period or event of history over any other.

The first Local Heritage Survey (then called a Municipal Heritage Inventory) was prepared in 1995 by Martinick Management Services and included a thematic matrix. The survey was of the Peel region and included several Local Government areas. The 1995 report reviewed information from the 'Peel Region – Framework for Municipal Inventories' prepared by Hocking Planning and Architecture in August 1994. The 1994 framework report was not reviewed during the preparation of this report.

The Local Heritage Survey was reviewed in 2001 by the Shire with the assistance of Helen Burgess (Helen Munt) who was the Peel Regional Heritage Advisor at that time. The review included updated place record forms but did not include a review of the thematic matrix. In 2008 the Shire commenced a new survey, which included a new Historical Overview and Thematic Matrix. The place records in this survey were not adopted and this document remains in draft.

This Thematic History 2023 has been prepared by Carmel Given, Associate Heritage; and graphically designed at **element**, with acknowledgements to the following people for their invaluable input:

- Lucy Hair, Historian and Heritage Consultant
- Rhys Bloxside, Senior Infrastructure & Development Officer, Shire of Waroona
- Debra Tyler, Records Officer, Shire of Waroona and President of the Waroona Historical Society.

Key supporting documents

This Thematic History is not intended to be a detailed account of all aspects of the history of Waroona, nor to replace histories designed to serve other purposes. It is intended as a guiding document for the Local Heritage Survey of historically significant places within the Shire. Where possible, primary sources such as newspaper articles have been located to verify secondary source information. The following secondary references have been used to compile this document:

- 'Drakesbrook Road Board, 1898-1948', prepared by Drakesbrook Road Board, Colortype Press Pty Ltd, 1948.
- 'Drakesbrook to Waroona, 1898-1998: celebrating 100 years of local government and community achievement: sea to scarp', Shire of Waroona, 1998.
- Previous versions of the Municipal Heritage Inventory (now called Local Heritage Survey), 2001 and 2008 (draft).
- Laurie Snell, *Drakesbrook Days and Waroona Years: an illustrated history of Waroona Shire*, 3rd Edition, 2016.

A complete bibliography of all primary and secondary sources consulted is provided with this report. Whilst all care has been taken, the authors do not accept responsibility for any inaccurate information published in secondary sources.

Historic Themes

The following themes have been drawn from the recently published book: Menck, Clare, *A Thematic History of Western Australia*, Heritage Council of Western Australia, 2022. The new themes revise the Historic Themes that have been used since the *Heritage Act 1990*, and better reflect the historical development of the state.

Environment

Peopling WA

- Colonisation

- Demographic Development

Economy

- Rural Occupations

- Natural Resources

- Mining and Mineral Resources

- Manufacturing and Secondary Industry

Infrastructure

- Development of Settlement and Services

- Transport and Communications

Social Services

- General Social Service

- Education

- Health

Governing

- Government and Politics

- Law, Order and Defence

Cultural Life

- Religion

- Recreation – Arts, Culture and Entertainment

- Recreation – Sport

- Domestic Life

International Links

- World War I

- World War I

- COVID Pandemic

Town History Summaries

Generally, Drakesbrook and Waroona are used somewhat interchangeably. They were separate towns, approximately 2km apart, with most of the major development focused within Waroona. Eventually they merged into one town and the name was officially changed in 1946 but Drakesbrook continued to be used in common parlance for decades after.¹

In 2009, the *Historical Encyclopedia of Western Australia* was published. It contains numerous short entries relating to many and varied aspects of Western Australia history. This entry for the Waroona Shire provides a useful historical summary:

The Shire of Waroona lies approximately 107 kilometres to the south of Perth. It stretches westward from the coast and eastward to the Darling Range. William Drake, the earliest European settler, was granted land in the district in 1847, although he later returned to England. Settlement was initially slow but received a boost with the construction of the Pinjarra to Picton railway line in 1893. Timber mills were constructed during the 1890s and by 1899 there were five mills in the district. A siding constructed at Joseph McDowell's Mill led to the establishment of Drakesbrook (named for William Drake), which was gazetted in 1895 (the name was changed to Waroona in 1946). Millars Timber and Trading Co. Ltd built a mill town at Nanga Brook in about 1908. The town was completely destroyed by a bushfire in 1961. The government established a state nursery at Hamel in 1897 which initially grew only commercial pine trees before expanding to include other tree species. Agricultural development had initially been hampered by the swampy nature of the district. This was resolved from 1910 with the construction of drainage channels and ditches. Irrigated pastures led to the development of a dairy industry, and in 1932 the Nestlé Anglo-Swiss Condensed Milk Co. built a factory in Waroona.

In 1920 lime works were established in Lake Clifton, although the venture was of short duration. A rise in cattle numbers saw the construction of the Waroona Abattoir in 1957. Increased industrial development emerged in 1958 when the Western Mining Corporation commenced bauxite mining in the Darling Range. In partnership with Alcoa, they constructed a refinery in Wagerup in 1982.²

In addition, Landgate's Geographic Names website contains summaries of the town names. As the Shire of Waroona includes Hamel, Preston Beach, Lake Clifton and Wagerup their summaries are also included here³:

WAROONA: *Waroona townsite is located in the south west agricultural region, 112 km south of Perth and 25km south of Pinjarra. When the Pinjarra to Picton railway line opened in 1893 a station named Drake's Brook was opened here, the name being derived from the nearby brook named after W H Drake, an original land holder in the area. In 1895 the government decided to declare a townsite at the station, and following the survey of lots Drake's Brook townsite was gazetted in March 1895. In 1896 the Surveyor-General suggested that Drake's Brook should be named Drakesbrook, "as it is more euphonious and would look better on the plan". The change of name was supported, and the name Drakesbrook was adopted forthwith.*

In 1895 Joseph McDowell built a timber mill about 2 kilometres north of the initial Drakesbrook subdivision, but still within the townsite. A siding was soon built and by 1896 there was a demand for lots near the mill and siding. Only two lots had sold in the first subdivision, so lots were surveyed near the mill, and by 1897 the siding, which had first been named McDowell's, was referred to as Waroona. All further development was concentrated near McDowell's Waroona mill and the siding, and this soon came to be the name by which the place was known. However, it was not until 1946 that Drakesbrook was officially renamed Waroona. McDowell is said to have come from a "Werroona" in Victoria, and it is believed the name is a misspelling of the Victorian name.

¹ 'Drakesbrook Despatch', February 2010.

² Gregory, Jenny and Gothard, Jan (eds.), *Historical Encyclopedia of Western Australia*, UWA Press, Crawley, 2009, p. 909, Waroona entry by Fiona Bush.

³ Western Australian Land Information Authority, WA Geographic Names.

HAMEL: Situated 3 km south of Waroona in the south west, Hamel was gazetted a townsite in 1899. It was named in compliment to Mr Lancal [sic] V de Hamel, the former owner of the land where the townsite is situated. De Hamel was a prominent Member of Parliament, the former MLA for Albany, and had passed away at Coolgardie on 26th of November 1894. The land for the townsite was purchased from de Hamel's estate in 1898 and subdivided by the Department of Lands and Surveys.

LAKE CLIFTON: Lake Clifton is a townsite on the Old Coast Road 38 km south of Mandurah and 112 km south of Perth. It is adjacent to the lake of the same name, the lake being named in 1842 in honour of Marshall Waller Clifton (1787-1861), Chief Commissioner of the Western Australian Company's settlement at Australind and later a member of the Legislative Council.

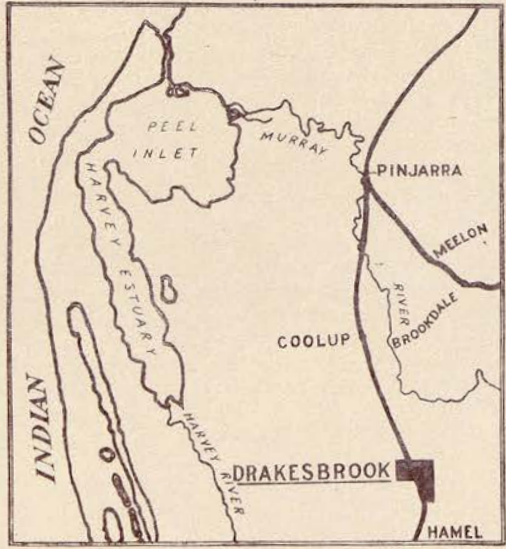
The townsite at Lake Clifton came about as a result of the WA Portland Cement Co. seeking to mine a lime deposit in Lake Clifton. A railway was built from Waroona to Lake Clifton in 1920, and the Lake Clifton Progress Association sought the declaration of a townsite for the Company's employees. The townsite was gazetted as "Leschenault" in March 1921, but the name was soon seen as confusing because the name Leschenault was associated with the Bunbury area. R Cecil Clifton suggested alternative name "Fouracre" (the earliest settler), "Peppermint Grove" (after Fouracres Homestead) and "Garbanup" (a native [sic] name recorded by J. S. Roe). It was amended to "Garbanup" townsite in April 1921. In 1923, the Railway Department which had purchased the railway in 1922, objected to Garbanup because of the similarity to Dardanup. The name was amended to Lake Clifton in 1923. For a short time Lake Clifton was a busy company town, but the lime mining only lasted a short time, and the mine closed at the end of 1923. The railway line closed in 1924 and was removed and used in construction of the Lake Grace-Newdegate railway.

PRESTON BEACH: Preston Beach is a coastal townsite in the south west region, 134 km south of Perth and 38 km west of Waroona. The townsite was originally a private development in 1959 known as "Preston Beach Estate". Another private estate in the area was named "Lakeside Estate", and in 1972 the area was named the locality of Yalgorup at the request of the local government.

When it was gazetted a townsite in 1975 the name Yalgorup, an Aboriginal word said to mean "place of waters or lakes" was again used. In 1989 the name was changed to Preston Beach at the request of the Shire of Waroona, as this was the name by which the area was locally known. The name Preston is derived from the nearby Lake Preston, which is named after Lieutenant William Preston RN who discovered the lake in 1829.

WAGERUP: The townsite of Wagerup is located in the south west agricultural region, 124 km south of Perth and 12 km south of Waroona. It was gazetted a townsite in 1899, taking its name from the railway station of the same name and nearby Wagerup Brook. The brook was first spelt Waigeerup by a surveyor in 1853 and the same spelling was used when the railway station opened in 1896. However, by 1899 it was spelt Wagerup. A local story has it that the man who originally painted the sign on the railway platform misspelt the name as Wagerup, and this spelling has been in use ever since. Wagerup is an Aboriginal name said to mean "Place of Emus" (Waitch).

40
LOCALITY PLAN
 SCALE
 MILES 0 5 10



**TOWNSITE
 OF
 DRAKESBROOK
 MURRAY DISTRICT**

SCALE
 CHAINS 5 10 15 20 25
 On 3834/40 Roll Plan 73.0P2783 Corr 889/95

BUNBURY LAND AGENCY

H
A
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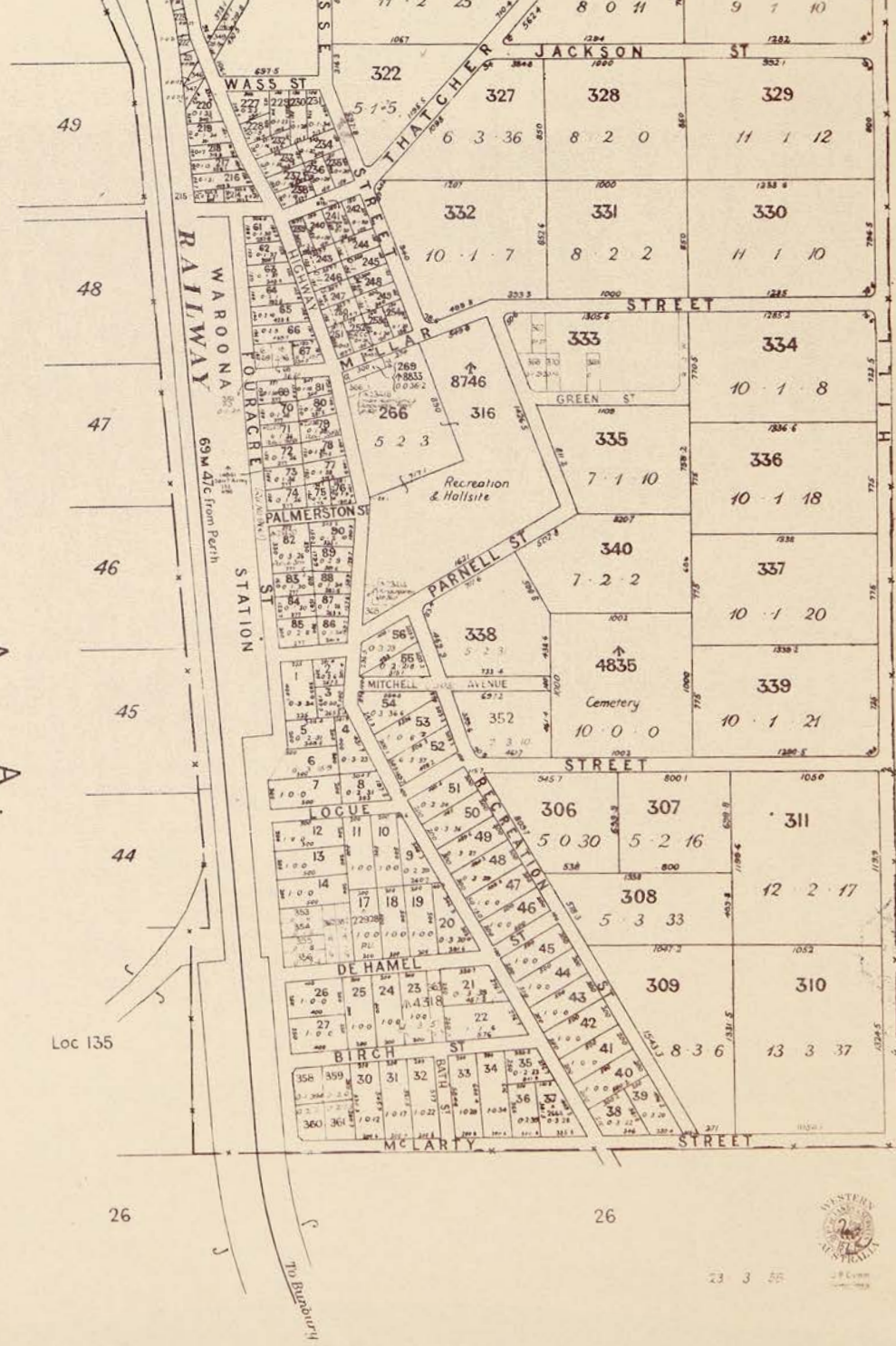


Figure 1. Map of Drakesbrook, 1895. (SLWA 927.D75G46)



6

Figure 2. Map of Hamel, 1930. (SLWA 9024.H2G46)

Environment

The Binjareb people are one of the language groups of the Noongar nation who have occupied the South West of Australia for more than 60,000 years. They were integrated with their environment and followed seasonal cycles based on weather patterns and the availability of water and food sources for hunting and gathering. Their connection to the six seasons and movement allowed each area of habitation to rejuvenate. Family groups lived between the coast, the intermediary plains and wetland areas, and further inland into the Darling Range. After spending the season of Makuru in the forest, family groups moved in Djilba to the coastal plains and wetland areas replenished by winter rains. As the plains and wetlands dried with the onset of Kamarang they would then move towards the coast and estuaries, remaining there during Birak and Bunuru until the cooler weather and rains of Djeran. They would then complete their cycle by moving inland once again. The Binjareb people cared for Country in such a way that the environment sustained them for millennia. Noongar practices, beliefs and rituals further sustained their intimate connection to Country.



Figure 3. Noongar six seasons. (© element)

Since colonisation, substantial changes to the natural environment have occurred as reflected through agricultural practices that mostly involved clearing large sections of land. Drainage projects were instigated to improve land for agricultural practices. These changes allowed the area to be developed for dairying.⁴ The creation of several dams within the Shire has changed the path of natural water sources.

Bush fires were, and continue to be, a constant threat. There have been many instances where fires resulted in damage to life, livestock and property. The 1961 Dwellingup fires caused substantial destruction within the Shire and other surrounding areas. The former timber mill town of Nanga Brook was completely destroyed in the 1961 fire.⁵ Prior to 2016, no bush fire 'impacted so profoundly on community memory and government policy as the Dwellingup fires of 1961'.⁶

Generally, degradation caused by land clearing was not recognised as a major problem until the 1970s. Protecting areas of natural bushland occurred from the 1970s, such as in 1979 when 11,545ha of bush land including the Lake Clifton Thrombolites was formally granted national park status and became the Yalgorup National Park.⁷ Similarly, attempts to protect native fauna have occurred such as in 1997-1998 when a partnership between the Department of Conservation and Land Management and Alcoa on a project to reintroduce noisy scrub birds from Two Peoples Bay Nature Reserve to local Darling Range areas.⁸

More recent fires have included a fire in Lake Clifton on 10 January 2011 which destroyed 10 homes, sheds, fences and livestock.⁹ A series of bush fires on 30 January – 1 February 2015 caused significant damage to houses in the area.¹⁰

In early January 2016 a major bushfire swept down from the Darling Scarp and across the farms of the Swan Coastal Plain. The fire had a severe impact on the towns of Yarloop, Waroona, Preston Beach, and surrounds. For many people there will be enduring memories of loss, pain and suffering.¹¹



Figure 4. The Preston Beach evacuation point during the 2016 fires. (Courtesy Tammy Smith, reproduced in Snell, p. 252)

4 Gregory and Gothard, *Historical Encyclopedia of Western Australia*, p. 909, Waroona entry by Fiona Bush.

5 'Drakesbrook to Waroona', p. 11.

6 Menck, *Thematic History of WA*, p. 7.

7 InHerit database, P17171 Lake Clifton, Peel Region.

8 'Drakesbrook to Waroona', p. 16.

9 'Drakesbrook Despatch', January 2011.

10 'Drakesbrook Despatch', March 2015.

8 11 Ferguson, 'Report of the Special Inquiry into the January 2016 Waroona Fire' p. 11.

Peopling WA

With the arrival of British colonists in Western Australia from 1826 onwards, development centred initially around the Albany area. From 1829, settlements were established at Boorloo (Perth), Walyalup (Fremantle) and Mandoon (Guildford). Areas south of Perth were considered for agricultural expansion soon after. Although surveying of the Waroona area occurred in the 1830s and some early settlers purchased land from the 1840s, generally there was little development until the late 1880s when Government policies changed to encourage agricultural expansion in other areas.¹² In the Waroona area, this was reflected through the increased number of landowners that began settling the area.

As discoveries were made and industries developed, people moved to the area following the establishment of the timber trade from the 1880s.¹³ Railways connecting timber milling and the expansion of passenger routes also resulted in the population within the Shire area increasing. The development of the dairy industry, particularly from the 1920s, and the opening of the Nestlé Condensed Milk Factory from 1932 also resulted in increased numbers of people working in the dairy industry. Waroona attracted many migrants before and after World War II, particularly from Italy. The Waroona-Harvey area is colloquially referred to as 'Little Italy'.¹⁴ Mining through the Bauxite Refinery and later mineral sands projects also resulted in increased numbers of people choosing to live and work in the area.

Colonisation

The early days of the Waroona area 'were characterised by the establishment of isolated pastoral interests and rural homesteads. The slow draining coastal plain, with its extensive wetlands, initially focused early interest on the more accessible coastal areas and also the western areas near the Darling Scarp'.¹⁵

In the nineteenth century, travelling between Perth and Waroona was difficult, particularly in winter months. As such, there was little traffic through the area and it was not until the 1850s that a traveller's inn was established near Lake Clifton. From 1887, the Colonial Government established policies to encourage agricultural development of the area. The growing demand for Western Australian timber products also increased investment in the area, particularly when the railway opened in 1893. The opening of the railway effectively marked the start of the change from individually owned farms to settlement through townships.¹⁶

In 1895, Drake's Brook was gazetted as a townsite.¹⁷ The name changed from Drake's Brook to Drakesbrook.¹⁸ Generally, early townsite plans for each of the towns within the Shire of Waroona (Waroona, Hamel, Wagerup and Lake Clifton) show a fairly modest number of town lots set around street blocks. Most of the original townsite layouts are still evident in 2023 although the towns, particularly Waroona, have increased in size substantially.¹⁹

¹² Menck, *Thematic History of WA*, p. 10.

¹³ Menck, *Thematic History of WA*, p. 11.

¹⁴ *Harvey-Waroona Reporter*, 16 March 2021. For experiences of Italian migrants in Waroona, refer to Ciccotosto, Emma and Bosworth, Michal, *Emma: a translated life*, Fremantle Arts Centre Press, Fremantle, 1990.

¹⁵ Draft Shire of Waroona: Municipal Heritage Inventory, 2008

¹⁶ Draft Shire of Waroona: Municipal Heritage Inventory, 2008.

¹⁷ *Government Gazette*, 22 March 1895, p. 413.

¹⁸ 'Drakesbrook to Waroona', p. 8.

¹⁹ Early townsite plans have been digitised and can be found via the State Records Office catalogue <https://archive.sro.wa.gov.au/>



Figure 5. Man in the doorway of a rough wood house, Waroona, c. 1905 (SLWA BA2085/21)

Demographic Development

Prior to 1893, the population was small and widely spread throughout the area through rural settlement. Townships and timber company towns developed after the railway line opened. The Hamel State Nursery and experimental farm was established in 1897 using convict labour from Fremantle Prison.

Improvements to drainage from the early twentieth century also resulted in increased numbers of farmers taking up and working land within the area. Employment through the Lime Works (1920s), Nestlé Factory (1932-1966) and Abattoir (from 1958) also resulted in increased population to service these industries.²⁰

In 1959, the 'Preston Beach Estate' and later the 'Lakeside Estate' were developed as a private venture and both were incorporated in 1972 as the locality Yalgorup, meaning 'place of waters or lakes'. The township was gazetted in 1975 and the name was changed to Preston Beach in 1989.²¹

At the early stages of development, the population was small. Industries such as timber milling resulted in the population being around 800 in 1900.²² It took almost another three decades for the population to double to 1,519 in 1933. Numbers hovered around 1,800 – 1,900 in the 1950s through to the 1970s.²³ The population swelled to over 3,000 during the 1990s.²⁴ In 2016, the population was 2,934.

In 2023, approximately 4,650 people live within the Shire boundaries.²⁵

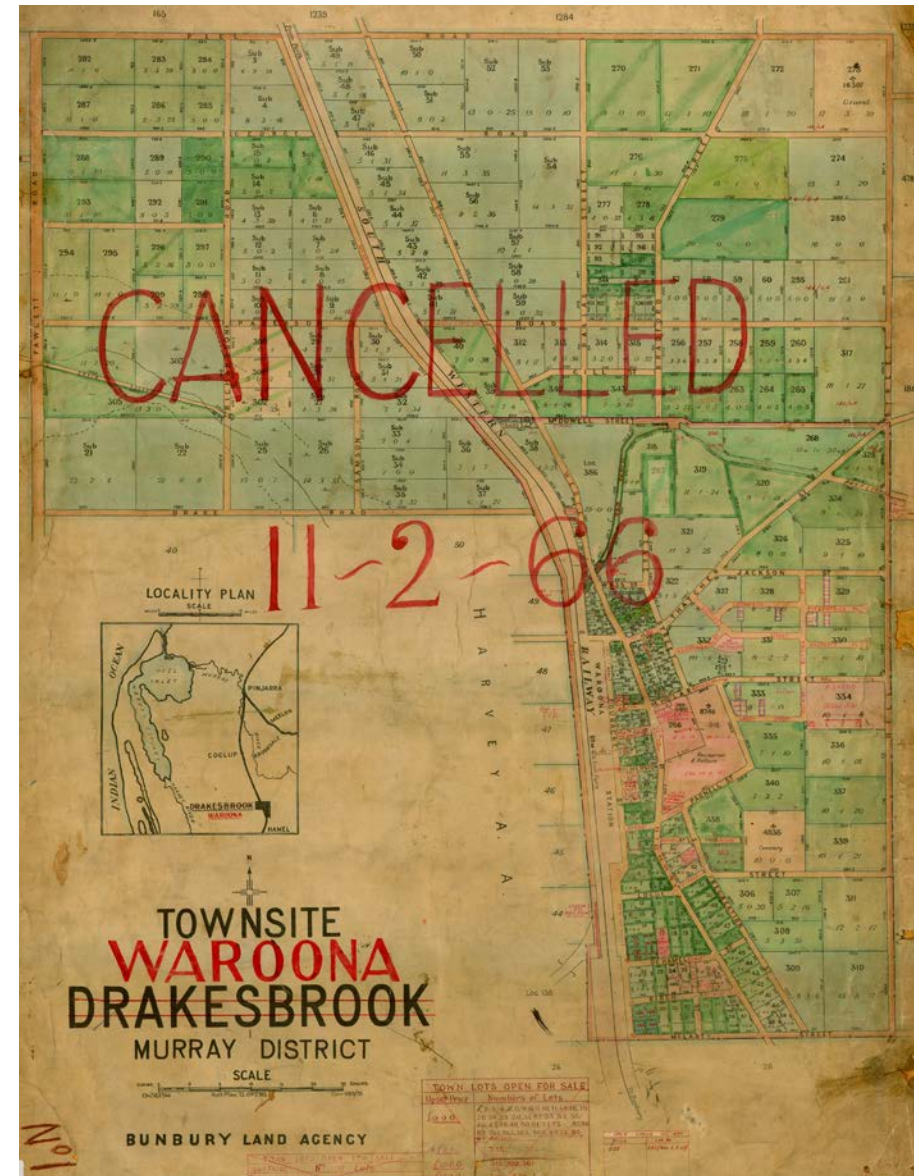


Figure 6. Map of Waroona, 1930. (Tally 505234 Cons 5698 Item 1626 SRC)

²⁰ Draft Shire of Waroona: Municipal Heritage Inventory, 2008

²¹ 'Drakesbrook Despatch', March 2010.

²² 'Drakesbrook Road Board, 1898-1948'.

²³ Snell, p. 36. Drakesbrook to Waroona', p. 11.

²⁴ 'Drakesbrook to Waroona', p. 15.

²⁵ Shire website: <https://www.waroona.wa.gov.au/shire/about-waroona/statistics.aspx>, accessed March 2023.



Figure 7. Aerial view of Waroona, 1977. (SLWA 372368PD)

Economy

The timber, dairy and mining industries have had the most substantial impact on the Shire's economies. Early grazing and agricultural activity in the nineteenth century was localised with varying degrees of success. Timber mills proliferated across the south west, particularly from the 1890s, as evidenced by the growing number of mills around the Waroona area. The closure of several mills coincided with the rise of dairy farms in the area and the presence of an international company from 1932, the Nestle Anglo Swiss Milk Company, cemented the importance of dairy farms to the local economy. Manufacturing competition dented the profitability of the factory and it closed in 1966. Since then, mining and abattoirs have played an important part in the local economies.

Rural Occupations

The potential of the area for grazing lands was recognised by several early settlers. Jack Hyde had a flock of around 2,000 sheep in 1857. Robert Holmes and his sons grazed cattle and established a homestead at Lake Clifton. Cattle camps were also established by M. B. Smith (Yalup Brook), Charles Cornish (Samson Brook) and George Jackson (Yalup Brook).²⁶

In 1897, Hamel Nursery, an experimental State Nursery, opened.²⁷ Prisoners from Fremantle Prison cleared the farm and their barracks (constructed in 1902) became used as the Hamel Hall from 1908 when the prisoners left the nursery.²⁸ The original aim of the nursery was to propagate forest trees to replace degraded areas. The nursery diversified into other plants such as ornamental trees, ferns and palms for distribution to roads boards and municipalities.²⁹ The experimental component had largely closed in 1910 after many of the activities were transferred to the Brunswick Experimental Farm which had opened in 1907. The nursery activities continued until 2007.³⁰ Some experimental activities occurred in the area many years later, around 1980, when UWA's School of Agriculture conducted experiments on suitable plants to grow under irrigated areas.³¹

²⁶ 'Drakesbrook to Waroona', p. 7.

²⁷ 'Drakesbrook to Waroona', p. 8. Snell, p. 152.

²⁸ InHerit database, P02692 Hamel Hall. See also [West Australian](#), 21 November 1904, p. 3 for a detailed Annual Report of the farm.

²⁹ *West Australian*, 22 December 1905, p. 7.

³⁰ Snell, p. 156.

³¹ Snell, p. 158.

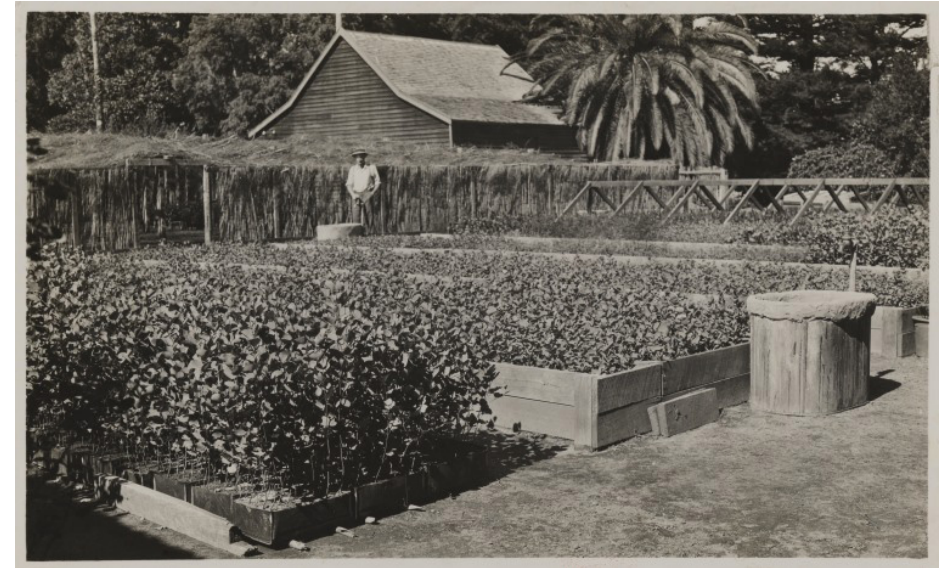


Figure 8. Hamel Nursery, 1938. (SLWA BA 866/178)



Figure 9. Growing pine seedlings at Hamel Nursery, 1938. (SLWA BA 866/79)

With improved irrigation occurring in the early twentieth century, increasing numbers of farmers were using their lands for dairying. Potato-growing occurred throughout the area, particularly around Hamel by Irish settlers, but dairying became more prevalent.³² As noted in a 1936 newspaper article on the district, 'Timber gave the district its start, but with a rainfall of 35 inches, a variety of soil varying from deep red to black loam and sandy sub-soil, and other climatic and soil advantages conducive to profitable agricultural work, dairying and intense culture have taken first place throughout the district.'³³ The opening of the Nestlé Anglo Swiss Milk Factory in 1932 arose from the high quality farming lands and milk from the area was manufactured into condensed milk that supplied the entire state.³⁴



Figure 10. Milk churns at Nestlé factory (SLWA 236243PD)

32 *South-Western News*, 1 March 1940, p. 2. Draft Shire of Waroona: Municipal Heritage Inventory, 2008

33 *Sunday Times*, 9 August 1936, p. 34. Hardiman, Russell, *One Hundred Years of Faith: a history of the Catholic Church in the districts of Waroona and Yarloop*, published in Waroona, 1991, p. 42.

34 Gregory and Gothard, *Historical Encyclopedia of Western Australia*, p. 909, Waroona entry by Fiona Bush.

Natural Resources

The timber industry became a major industry in the south west. Many mills were established from the 1850s although not in the Waroona area until 1893. Most mills relied on railway transport to be successful.³⁵ The opening of the railway in 1893 greatly aided timber cutting within the Waroona area. After 1893, several timber mills commenced operating with McDowell's mill believed to have been one of the first. It ceased operations in 1903.³⁶ It is believed that there were at least five mills in the Waroona district by 1899. Other mills included Waterous Mill, Yalup Brook, Hoffman's Mill and Nanga Brook. As new timber areas were cut some components of mills were relocated to new areas, such as Waterous Mill which was removed to East Kirup towards the end of 1909.³⁷

In October 1908, Premier Moore opened the new mill at Nanga Brook. The mill was part of the Millars' Karri and Jarrah Company holdings as part of their Yarloop timber concession area. Building a mill required not just the timber-cutting buildings but an entire infrastructure to support the mill workers and their families. The following description provides an indication of the infrastructure of a mill town:

Surrounding the mill are the buildings necessary to its running. These include offices, a boarding-house, butcher's shop, general store, workmen's cottages and huts, and other buildings. The accommodation provided for the workmen is much superior to that to be found on some of the old mills. The cottages, ten of which have been completed, and ten more of which are to be erected, are each of four rooms, the rooms being of good dimensions, and each cottage being provided with a verandah. In addition to the cottages, 30 huts for single men, 14 of which are completed, will also be provided.³⁸

Timber continued to be a significant industry in the area during the early part of the twentieth century, despite the outbreak of World War I and the Depression of the 1930s. With the outbreak of World War II, timber was declared an essential industry and control mostly switching from individual companies to being brought under the direct control of the Department of Munitions.³⁹

³⁵ Menck, *Thematic History of WA*, p. 23.

³⁶ 'Drakesbrook to Waroona', p.8.

³⁷ *Western Mail*, 25 December 1909, p. 26. Snell, p. 77 and p. 96.

³⁸ *West Australian*, 19 October 1908, p. 2. See also *Bunbury Herald*, 22 September 1908, p. 3.

³⁹ Moore, Bryce, *From the Ground Up: Bristle, Whittakers and Metro Brick in Western Australian History*, UWA Press, Nedlands, 1987, p. 126.

Whittakers, a family company that had commenced in the 1890s, erected a new timber mill in Waroona in 1940.⁴⁰ War had a severe impact on labour supply as men enlisted. However, such was the demand for timber that Whittakers increased production at the Waroona Mill from ten to nineteen loads a day, 'even using the inexperienced labour.'⁴¹



Figure 11. Timber Mill at Waroona, c.1905 (SLWA 010076PD)

⁴⁰ 'Drakesbrook to Waroona', p. 10.

⁴¹ Moore, *From the Ground Up*, p. 126.



Figure 12. A steam crab winch at a log landing at Waroona, c. 1900. (SLWA 1458B/6a)



Figure 13. Waterous Mill townsite. (SLWA 019382PD)

Mining and Mineral Resources

In 1920, Lime works were built at Lake Clifton and the railway spur from Waroona to the works was completed.⁴² The lime was quarried wet from Lake Clifton and dried in a kiln at the Lime Works by the WA Portland Cement Company founded in 1918 by Robert Law, J. L. Ochiltree and William Thorley Loton.⁴³ Lake Clifton swelled as a company town to service the venture. The Lime Works were a short-lived venture, being commercially unsuccessful, and had closed by 1923. The railway line was reused for the Lake Grace – Newdegate railway soon after.⁴⁴

Resources development practically halted in the area for fifty years. In 1976, the Aluminium Company of America (Alcoa) developed proposals for an alumina refinery.⁴⁵ Several Wagerup farmers left their lands to make way for the refinery.⁴⁶ The Wagerup Alumina Refinery opened in 1984. Stage 2 of the Refinery commenced in 1989.⁴⁷ Facilities added in the mid-1990s increased capacity to 1.7 million tonnes a year.⁴⁸ By 1999, capacity had increased to 2.19 million tonnes a year.⁴⁹

In 1985, Cable Sands Pty Ltd commenced mining mineral sands north of Waroona town.⁵⁰ In 1988, Iluka Mineral Sands commenced mining operations south of the town.⁵¹ Iluka Sands closed in January 2009. The growth of the resources sector also resulted in an increase in the local population.⁵²

42 'Drakesbrook to Waroona', p. 8.

43 InHerit database, P08637 Lime Works.

44 Draft Shire of Waroona: Municipal Heritage Inventory, 2008

45 Draft Shire of Waroona: Municipal Heritage Inventory, 2008

46 'Drakesbrook to Waroona', p. 12.

47 'Drakesbrook to Waroona', pp. 13-14.

48 'Drakesbrook to Waroona', p. 15.

49 'Drakesbrook to Waroona', p. 16.

50 'Drakesbrook to Waroona', p. 13.

51 Draft Shire of Waroona: Municipal Heritage Inventory, 2008.

52 'Waroona Community Newsletter', January 2009.

Manufacturing and Secondary Industry

The opening of the Nestlé Anglo Swiss Condensed Milk Co. (Australasia) Ltd. Factory on 15 August 1932 had a substantial and positive impact on Waroona. The factory was opened by Premier Sir James Mitchell. Additions were carried out in 1936, 1948 and the early 1950s. By 1934 the factory was supplying condensed milk to the whole state.⁵³

Nestlé purchased the majority of milk available from surrounding dairies for almost three decades. In addition to keeping farmers employed, the factory employed many people from the surroundings towns. Nestlé ceased production in 1966.⁵⁴ The site was sold in 1981.⁵⁵

Wynne Meat Industries Ltd abattoirs opened in Waroona in 1958.⁵⁶ It was renamed Clover Meats in 1961. With the dairy industry in decline and closure of the Nestlé factory in 1966, the abattoir provided alternative employment opportunities for factory workers and farmers.⁵⁷

53 InHerit database, P03087 Nestlé Complex.

54 InHerit database, P03087 Nestlé Complex.

55 'Drakesbrook to Waroona', p. 12.

56 'Drakesbrook to Waroona', p. 10. Snell, p. 223ff.

57 Draft Shire of Waroona: Municipal Heritage Inventory, 2008



18 Figure 14. The Nestlé Factory in 1952 (SLWA 236246PD)

Infrastructure

For most of the nineteenth century, the population was spread over a large area and people had to travel long distances to access services. The development of the railway line in the 1890s provided better access and generally towns developed based on their proximity to the railway line and local sources of water. Postal services were vital for early settlers and continued to be an important service for much of the twentieth century too. Improvements to drainage and access to water were essential to the development of the area. The first inn in Waroona probably dated from 1897 and there were three hotels by 1900.⁵⁸

Development of Settlement and Services

The Waroona-Hamel Farmers' Cooperative had been established by 1918.⁵⁹

With increasing numbers of visitors and workers to the town, the Allendene Guesthouse opened in the 1930s. The homestead was constructed by the Struck family of Nanga Brook in memory of their sister who died of pneumonic flu after World War I. The Allendene guesthouse provided accommodation for people who worked in the town, such as teachers, mill workers and construction workers.⁶⁰

Drainage and irrigation had always limited agricultural expansion of the area. Drainage channels had been dug in the early 1900s.⁶¹ The State Government invested in the agricultural future of the area through the creation of the Waroona Irrigation District in May 1931.

Work had commenced on the Drakesbrook Dam in 1930.⁶² The Dam was completed in January 1932 and was officially opened by the Premier, Sir James Mitchell.⁶³ It was constructed by sustenance (unemployed) workers as part of a scheme to provide employment for those affected by the Great Depression.⁶⁴

58 'Drakesbrook Road Board, 1898-1948'. InHerit database, P02687, Waroona Hotel.

59 *West Australian*, 22 November 1918, p. 1.

60 InHerit database, P15927 Railway Cottages, Waroona.

61 Snell, p. 5.

62 'Drakesbrook to Waroona', p. 9. *Western Mail*, 18 December 1930, p. 22.

63 *Harvey Waroona Mail*, 22 January 1932, p. 3.

64 'Drakesbrook Road Board, 1898-1948'. InHerit database, P15927 Railway Cottages, Waroona.

The Waroona Electric Light Company station opened in December 1934.⁶⁵ At the opening ceremony various dignitaries switched 'on the power at the power house which gave Waroona its first electric light service and appearance of a modern city. As the lights were switched on, the flood-lighting of the Memorial Hall, the Road Board office and the power station itself were dazzling with the lighting effects.'⁶⁶

Further works to irrigate the area were carried out with the creation of Samson Brook Dam. It was completed in 1941 in response to increased demand for water to irrigate crops in the district.⁶⁷ At the opening it was declared that 'this dam holds nearly four times as much as the Drakesbrook dam at present supplying the irrigation needs of the district'. It was reported that between May 1933 and June 1941, the State Government had spent £1,126.121 on irrigation and drainage in the south-west.⁶⁸ The Irrigation Office in Waroona was completed by the Public Works Department in 1941. It replaced an earlier corrugated iron building.⁶⁹

Waroona's town water supply was completed in 1947-1948. The water was drawn from Samson Stream, below the Samson Dam.⁷⁰ The reliable water supply was appreciated by many residents and also by the Waroona Volunteer Fire Brigade which was established in 1956. A purpose-built Fire Station opened on 3 March 1960.⁷¹ Other brigades in the Shire included Lake Clifton Volunteer Fire Brigade (1981) and Preston Beach Volunteer Fire Brigade (1986).⁷² The Waroona branch of the St John Ambulance Station was formed in 1951 and the station building opened in 1961.⁷³

65 'Drakesbrook Road Board, 1898-1948'. 'Drakesbrook to Waroona', p. 9.

66 *South Western Advertiser*, 14 December 1934, p. 1.

67 SRO, S3035, Cons 1561, File 1966/0271, 'Waroona Dam' brochure published for opening 11 November 1966.

68 *West Australian*, 22 November 1941, p. 6.

69 *Harvey Murray Times*, 23 January 1941, p. 3. InHerit database, P02690 Irrigation Office [fmr].

70 'Drakesbrook to Waroona', p. 10.

71 Fire and Emergency Services Authority Heritage Inventory, prepared by Palassis Architects, 2011.

72 'Drakesbrook to Waroona', p. 35.

73 'Drakesbrook to Waroona', p. 10.

In 1966, the Waroona Dam was completed at a cost of \$1.3M.⁷⁴ It was officially opened on 11 November 1966 and was attended by over 500 people. The new dam effectively doubled the amount of water previously available.⁷⁵

In 1998, Centennial Park was created to celebrate 100 years of local government. It was located at the site of the original school building dating from 1898.⁷⁶



Figure 15. Waroona Dam, 3 October 1966. (SLWA 260371PD)

⁷⁴ 'Drakesbrook to Waroona', p. 11.

⁷⁵ SRO, S3035, Cons 1561, File 1966/0271, contains pages of contact details for attendees and included dignitaries, local business representatives and many farmers from the district.

⁷⁶ 'Drakesbrook to Waroona', p. 16.



Figure 16. Waroona Dam, 1966. (SLWA 011175D)

Transport and Communications

In the early years of settlement, roads and communications were rudimentary. The opening of the South Western railway in 1893 opened up the area for the timber industry to flourish. By May 1893 the railway line extended to Pinjarra and by August 1893 the line extended to Picton Junction.⁷⁷ Local towns benefitted greatly from the improved transport and communications services connected to the railway. The Editor of the Daily Mail noted that the railway, 'will conduce more than any other, either constructed or projected, to the settlement and cultivation of the soil. The districts which it traverses are amongst the most fertile in the colony, the soil being in many places the richest of which we can boast, whilst the rainfall is uniformly regular and sufficient.'⁷⁸ A railway station and associated buildings such as the Railway Workers Cottages at Waroona were constructed soon after.⁷⁹



Figure 17. Waroona Railway Station, c.1905. (SLWA BA 2085/12)

⁷⁷ Drakesbrook Road Board, 1898-1948'.

⁷⁸ *Daily News*, 9 September 1893, p. 2.

⁷⁹ InHerit database, P15927, Railway Cottages, Waroona.

With the railway line in place, Drakesbrook obtained its first Post Office in 1896.⁸⁰ Postal facilities in other towns were more modest. The Yalup Brook and Wagerup Post Offices combined in 1926.⁸¹ It was not until 1944 that Wagerup received a purpose-built Post Office and some of the funds were raised by residents. Wagerup Post Office operated for several decades before it was closed in 1977.⁸² In Waroona the first post office was built in 1921 and replaced in 1954.

The provision of other railway services was connected to industry. For instance, a spur line between Waroona and Lake Clifton was constructed in 1919 as part of the lease requirements relating to the Lime Works. The line was completed by March 1921 but was closed in May 1924.⁸³

There was less reliance on the railways as other transport options were created in the latter half of the twentieth century. The Hamel Railway Station was removed in 1977.⁸⁴ The Waroona Railway Station closed in 1982 and the station buildings (with the exception of the Railway Workers' Cottages) were demolished in 1987.⁸⁵

Commitments have been made by various State Governments over the last three decades to improve the road network in the south-west. This has resulted in some alteration to the most frequently traversed routes in the area. The opening of the Forrest Highway in September 2009 reduced the amount of traffic through Lake Clifton.⁸⁶ While improving traffic conditions, it has also resulted in some adverse impact to tourism in the area.⁸⁷



Figure 18. Waroona's first post office, built 1921. (NAA K1131, W365A)

80 'Drakesbrook to Waroona', p. 8.

81 Snell, p. 139.

82 InHerit database, P03083 Wagerup Post Office (Ruins).

83 InHerit database, P23523 Waroona-Lake Clifton Railway.

84 Snell, p. 161.

85 'Drakesbrook to Waroona', p. 12. InHerit database, P15927 Railway Cottages, Waroona.

86 Media statement, <https://www.mediastatements.wa.gov.au/Pages/Barnett/2009/09/Kwinana-Freeway-extension---Forrest-Highway-opens-up-South-West.aspx>, accessed March 2023.

87 <https://www.abc.net.au/local/stories/2010/09/29/3025207.htm>, accessed March 2023, 'Forrest Highway impacts tourism'.

Social Services

As the towns within the Shire expanded, essential services were provided in response to the growing needs of residents. Generally, educational services have operated within the Shire boundaries but access to public health facilities has required residents to travel outside the Shire.

General Social Services

The Waroona Red Cross branch was formed in 1939.⁸⁸

By 1982, Waroona Playgroup had moved to new permanent premises, part of the existing Infant Health Clinic in Henning Street.⁸⁹ As a legacy left by Tom Corker in commemoration of his wife Pam, Quambie Park/ Pam Corker House Hostel and Retirement Centre opened in 1986.⁹⁰ Neighbourhood Watch commenced in 1988 in Waroona.⁹¹

Before 1992, the library had operated from the former Road Board building. The new community library on the corner of Thatcher and Hesse Streets opened in 1992.⁹² In 1998, the Drakesbrook Centennial Park was established to commemorate 100 years of local government and education in the district.⁹³ The 'Waroona Community News' was established in 2000 and became the 'Drakesbrook Despatch' from 2010.⁹⁴

In September 2019, the Preston Beach Community Centre was officially opened.⁹⁵ In 2023, work commenced on the Waroona Community Precinct, a project aimed and transforming underutilised space into an inclusive community precinct.⁹⁶

88 'Drakesbrook to Waroona', p. 10. 'Drakesbrook Despatch', May 2010. A Red Cross branch had operated for a short time in 1918, Snell, p. 71.

89 'Drakesbrook to Waroona', p. 12.

90 'Drakesbrook to Waroona', p. 13.

91 'Drakesbrook to Waroona', p. 13.

92 'Drakesbrook to Waroona', p. 15.

93 'Drakesbrook to Waroona', p. 16.

94 'Drakesbrook Despatch', February 2010.

95 Media statement, <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/09/Preston-Beach-Community-Centre-officially-opened.aspx>, accessed March 2023.

96 Media statement, <https://www.mediastatements.wa.gov.au/Pages/McGowan/2022/05/Waroona-Town-Centre-redevelopment-gets-underway.aspx>, accessed March 2023.



Figure 19. Bank of New South Wales, Waroona 1955 (SLWA 114010PD)

Education

Prior to 1898, children were educated at home or in small 'one room bush schools'. From 1899, elementary education (for children aged between six and fourteen) became free. The wealth generated by the gold boom in Western Australia enabled a large number of schools to be constructed around the state. In the Waroona area, the growing settlements based around the railway line resulted in an increased number of families whose children required educational facilities. In addition to the school at Waroona, schools were established at Hamel, Nanga Brook, Wagerup, Waterous and Eleven Mile (McDowell's) around the turn of the twentieth century.⁹⁷

In Waroona, a portion of land bounded by South Western Highway and de Hamel and Bath Streets, Reserve 2660, was set aside for a school site. The State Government erected a one-room school and teacher's quarters in 1898.⁹⁸ A school and quarters was also constructed in Hamel in 1904 for £675.⁹⁹ In 1921, the Drakesbrook School was renamed the Waroona State School.¹⁰⁰

In 1964, the newly constructed Waroona Junior High School opened on Reserve 24568. It was reclassified as a District High School in 1975. From 1988, all primary and high school students attended classes on the District High School site and the former 1898 school site was closed.¹⁰¹

Private educational facilities have also been established with the Shire. In 1943, St Joseph's School opened.¹⁰²

The Waroona Kindergarten was built in 1973. An earlier kindergarten had operated around the early 1960s in several different locations.¹⁰³

In 1988, the primary school closed. Students and teachers transferred to the District High School in Miller Street. Most of the associated buildings, except for the original classroom, were demolished. The former school building burnt down in July 2005. A memorial plaque for the former school building was dedicated on 18 May 2008.¹⁰⁴

97 Snell, p. 190 contains a table of all eighteen schools that have operated within the Waroona area.

98 Steedman, Alice and Burgess, Helen, 'Conservation Plan: Drakesbrook School (fmr), Waroona', prepared for the Shire of Waroona, 1999.

99 *West Australian*, 16 November 1904, p. 3.

100 'Drakesbrook to Waroona', p. 8.

101 Steedman and Burgess, 'Conservation Plan: Drakesbrook School (fmr), Waroona'.

102 'Drakesbrook to Waroona', p. 10.

103 'Drakesbrook to Waroona', p. 18.

104 Shire of Waroona website: <https://www.waroona.wa.gov.au/drakesbrook-school.aspx>, accessed March 2023. 'Waroona Community Newsletter', March – June 2008.

Health

Generally, people within the Shire have had to visit other areas to access public medical treatment. The Yarloop Hospital was probably the closest facility for most people. Yarloop Hospital was constructed around 1901 primarily for the use of Millars Timber Mill workers. The Hospital was managed by a local board after World War I.¹⁰⁵

Pinjarra Hospital (Murray Districts Hospital) would also have been used by Waroona residents for many years and numerous Waroona babies would have been born in Pinjarra. More recently, residents have travelled to Harvey Hospital or Peel Health Campus to access medical services.¹⁰⁶



Figure 20. Drakesbrook Primary School before it was destroyed by fire.

105 InHerit database, P19887 Yarloop Hospital.

106 Information provided courtesy of the Shire of Waroona. Snell, p. 94.

Governing

Government and Politics

The Drake's Brook district was incorporated into the Murray Road Board in 1887.¹⁰⁷

The government gazetted the townsite of Drake's Brook on 22 March 1895.¹⁰⁸ The following year, the Surveyor-General suggested that the town be renamed Drakesbrook, 'as it is more euphonious and would look better on the plan'.¹⁰⁹ Drakesbrook seceded from the Murray Road District in 1898 and established the Drakesbrook Road Board.¹¹⁰

The first Drakesbrook Road Board building was constructed in 1905 for £53.¹¹¹ This building was replaced in 1933 when a new Road Board office was constructed.¹¹² The townsite name officially changed from Drakesbrook to Waroona in 1946.¹¹³

In 1961, the Drakesbrook District Road Board became the Municipality of the Shire of Waroona.¹¹⁴ New Shire offices on the corner of Hesse and Henning streets were completed and opened in August 1962. The former Municipal building became the Library until 1992.¹¹⁵ Extensions to the Shire offices may have been carried out in 1980 and 1996.¹¹⁶

Royalties for Regions, a State Government initiative to provide economic, business and social development in the regions, funded several projects in the Shire of Waroona in 2009. Projects included improvements or programs relating to the Recreation Centre, Playgroup building, Senior Citizens Centre, Waroona Library, ovals and carpark and street works.¹¹⁷

Approval to extend the Civic and Administration Building was granted by the Shire in 2008.

¹⁰⁷ 'Drakesbrook to Waroona', p.7.

¹⁰⁸ *Government Gazette*, 22 March 1895, p. 413.

¹⁰⁹ 'Town Names' (Landgate), accessed March 2023, <https://www0.landgate.wa.gov.au/maps-and-imagery/wa-geographic-names/name-history/historical-town-names#W>

¹¹⁰ 'Drakesbrook District Roads Board.' *The West Australian*, 11 July 1898, p 2. <http://nla.gov.au/nla.news-article3214960>

¹¹¹ 'Drakesbrook to Waroona', p. 8.

¹¹² 'Drakesbrook to Waroona', p. 9.

¹¹³ *Government Gazette*, 13 December 1946, p. 1550.

¹¹⁴ 'Drakesbrook to Waroona', p. 4.

¹¹⁵ InHerit database, P02691 Drakesbrook Road Board Office (fmr).

¹¹⁶ 'Drakesbrook to Waroona'.

¹¹⁷ 'Waroona Community Newsletter', May and July 2009.

The tender for construction at a cost of \$1.05M was accepted in September 2009.¹¹⁸

In February 2009, all Local Governments were requested by the Minister for Local Government to consider amalgamation. The Shire of Waroona 'unanimously reaffirmed its commitment to being part of the Peel region but are not in favour of amalgamation'.¹¹⁹

Law, Order and Defence

Generally, policing and law enforcement facilities within the Shire have been fairly modest. As with medical services, access to legal and court facilities has occurred outside the Shire. From the 1930s, court sessions were held at the 'Waroona Police Court'. This most likely refers to a visiting court circuit rather than a purpose-built court facility.¹²⁰

In early 1935 it was reported that 'there is every reason to believe that a police station will be established at Waroona, in the near future.' The Drakesbrook Roads Board had submitted a previous request to the Police Commissioner for a station and permanent officer. The area was patrolled by an officer from Yarloop.¹²¹ A similar report from 1936 indicated that after an inspection for a suitable site for a police station and dwelling that 'it should not be long before an officer is stationed in the town'.¹²² Tenders were called for a cell block and stables at Waroona towards the end of 1936.¹²³ Additional cells and an exercise yard were constructed in 1939.¹²⁴ A new Waroona Police Station was opened in 1960. It was one of many police stations constructed around the state as part of the favourable economic conditions arising from the mining boom to service new areas and replace aging police assets.¹²⁵ In 2008, CCTV Security cameras were installed around the town.¹²⁶

¹¹⁸ 'Waroona Community Newsletter', September 2008 and September 2009.

¹¹⁹ 'Waroona Community Newsletter', November 2009.

¹²⁰ Trove contains several references to 'Waroona Police Court'. See *Goldfields Observer*, 5 July 1936, p. 7 and *Harvey-Waroona Mail*, 5 February 1937, p. 1.

¹²¹ *Harvey-Waroona Mail*, 29 March 1935, p. 1.

¹²² *Harvey-Waroona Mail*, 10 April 1936, p. 8.

¹²³ *West Australian*, 21 November 1936, p. 4.

¹²⁴ *West Australian*, 17 September 1938, p. 8 and 10 December 1938, p. 8.

¹²⁵ Edmonds, Leigh in association with Andrew Gill and Jenny Gregory, 'Western Australia Police Service Thematic History', prepared for the Department of Contract and Management Services, May 1998, p. 53.

¹²⁶ 'Waroona Community Newsletter', March 2008.

Cultural Life

Religion

Several religious denominations are represented in the Shire of Waroona. In the early years of settlement, services were conducted at private houses or may have been accommodated in buildings such as community halls in the area.¹²⁷ St Mary's Catholic Church is believed to have been the first church constructed, in 1906.¹²⁸ This was replaced by St Patrick's Church which was consecrated in August 1941.¹²⁹ The original Uniting Church building dating from 1912 was replaced with a new church in 1963.¹³⁰ Similarly, St Mark's Church was built in 1980 and replaced an early timber building relocated from Dwellingup in 1903.¹³¹ The Salvation Army built a hall in 1940 which used until 1965. It when then used by the Baptist Church until 1968.



Figure 21. St. Mark's Church, Waroona 1949, since demolished. (SLWA 274881PD)

¹²⁷ Snell, p. 57.

¹²⁸ 'Drakesbrook to Waroona', p. 8.

¹²⁹ *Harvey-Waroona Mail*, 14 August 1941, p. 4. InHerit database, P03086 St Patrick's Catholic Church.

¹³⁰ 'Drakesbrook to Waroona', p. 11.

¹³¹ 'Drakesbrook to Waroona', p. 13. Snell, p. 57.

Recreation – Arts, Culture and Entertainment

Numerous clubs operate within the Shire of Waroona. These include (with dates of establishment): Agricultural Society (first Agricultural Show in 1925), Country Womens Association (1929), Lion's Club (1969), Playgroup (1976), Hamel Hall Restoration and Management Committee (1977), Waroona Historical Society (1982), Waroona Creative Arts Centre (1984), RSL operated from the Memorial Hall (since 1932) and the Memorial Site (since 1959).¹³²

Buffalo Hall opened in 1952 and Freemasons Lodge opened in 1948.¹³³

The Senior Citizens Welfare Committee commenced in 1967 and the Waroona branch of Australian Pensioner's League of WA opened in 1962.¹³⁴ The first Girl Guides groups in the area were held in late 1957 and several Scouts groups were created in the 1970s and 1980s.¹³⁵ From the 1970s, the Scout and Guide Hall commenced using the building constructed in the 1940s for the Salvation Army.¹³⁶

The Vision Splendid Gardens opened in 1985. It was designed and created by its owners, Ed and Bonny Brooks who started developing the garden in the 1940s. A scale model of the Sydney Harbour Bridge (built 1982) is a feature of the garden, which became a major tourist attraction in Waroona after the place opened. Other features included a Chinese Gazebo temple, garden bridge, wishing well, fountain weather cock, memorial and huge glasshouse. The two-storey residence was built around 1940.¹³⁷



Figure 22. Hamel Hall. (Waroona Historical Society)

¹³² Drakesbrook to Waroona', p. 33. Snell, p. 66ff.

¹³³ 'Drakesbrook to Waroona', p. 10. InHerit database, P03923 Masonic Lodge.

¹³⁴ Drakesbrook to Waroona', pp. 32-33.

¹³⁵ 'Drakesbrook to Waroona', p. 30.

¹³⁶ InHerit database, P04394, Scout/Guide Hall.

¹³⁷ InHerit database, P03092 Bonny's Vision Splendid Gardens.

Recreation – Sport

Sport plays a vital health and social role in the community. Numerous sporting clubs operate within the Shire of Waroona. They include: Rifle Club (established 1910), Tennis Club¹³⁸ (established before World War I; re-established 1931), Cricket Club (established 1931), Football Club (established 1931), Golf Club (established 1932), Darts Association (established late 1940s), Trout Society (1952-1965, formerly the Angling Club), Netball (established 1953), Amateur Basketball Association (established 1955), Bowling Club (established 1955, building opened 1958), Swimming Pool Trust Committee (1969-1998), Swimming Club (1970-1973 and 1998 onwards), Stock Car Club (1972-1988), Preston Beach Golf Club (1973), Waroona Aerobics (1983), Squash Club (established 1985), Softball Club (disbanded 1995) and Soccer Club (established 1998).¹³⁹

Several sporting facilities have been constructed such as the Waroona Golf Course in 1962 and the Preston Beach Golf Course in 1973.¹⁴⁰ New clubrooms for the Waroona Football Club opened in 1993 and the Waroona Cricket Club opened their new pavilion in 1995.¹⁴¹

Prior to the Drakesbrook Dam being built, the Old Pool between Waroona and Hamel was a very popular meeting place for families and young people. The community Swimming Pool was leased from 1941 but after it closed in 1959 there were no public swimming facilities.¹⁴² In 1997, earthworks for the new swimming pool commenced. Costs for the pool were the result of substantial public fundraising over many years, the Shire and a grant from the Department of Sports and Recreation.¹⁴³ The Waroona Recreation and Aquatic Centre opened on 14 February 1998.¹⁴⁴



Figure 23. Swimming at the Old Pool, c. 1940. (Waroona Historical Society)

¹³⁸ The earliest reference found to the Tennis Club was 1906, *Southern Times*, 12 June 1906, p. 5. *Harvey Murray Times*, 9 October 1931, p. 4.

¹³⁹ 'Drakesbrook to Waroona', pp. 19-27.

¹⁴⁰ 'Drakesbrook to Waroona', p. 11.

¹⁴¹ 'Drakesbrook to Waroona', p. 15.

¹⁴² 'Drakesbrook to Waroona', p. 10.

¹⁴³ 'Drakesbrook to Waroona', p. 16.

¹⁴⁴ 'Drakesbrook to Waroona', p. 16. 'Waroona Community Newsletter', January 2008.

Domestic Life

The first burial in the Drakesbrook Cemetery occurred in 1903.¹⁴⁵ The Cemetery appears to have been established prior to 1901.¹⁴⁶

To commemorate soldiers who lost their lives during World War I, construction commenced on the Memorial Hall in 1932.¹⁴⁷ Honour Boards were erected in the foyer.¹⁴⁸

In 1959 the RSL launched a public appeal and campaign on Anzac Day to raise the £400 required for a new war memorial.¹⁴⁹ The War Memorial was officially unveiled on 8 November 1959.¹⁵⁰ It included the names of those who lost their lives during World War I and World War II.¹⁵¹

In 1973, the Waroona Shopping Centre opened.¹⁵² It marked the first occasion where retail shops were grouped together rather than individual shops along the principal streets of Waroona.



Figure 24. 'Fouracres' farm at Peppermint Grove, 1907. (Waroona Historical Society)

145 'Drakesbrook to Waroona', p. 8. InHerit database, P03081 Waroona Cemetery.

146 *Southern Times*, 16 November 1901, p. 4 was the earliest reference found to the Cemetery. Further research on Reserve 4835 would confirm the date it was gazetted.

147 *West Australian*, 30 July 1932, p. 10. Plans for the Hall, SRO, S1457, Cons 5094, Item 0391.

148 *South Western Advertiser*, 21 October 1932, p. 1.

149 *Harvey Murray Times*, 17 April 1959, p. 1.

150 *Harvey Murray Times*, 1 May 1959, p. 1, 30 October 1959, p. 16 and 13 November 1959, p. 1.

151 InHerit database, P18403 War Memorial.

152 'Drakesbrook to Waroona', p. 11.

International Links

World War I

At the outbreak of World War I, Western Australians were enthusiastic in enlisting to join the war effort.¹⁵³ The population of the Waroona district would have been small but enlistment records indicate a strong response in the call for soldiers.¹⁵⁴

World War II

As evidenced across Western Australia, Waroona responded to the war effort with many localised events to raise funds or contribute to the war effort. Committees such as the 'Drakesbrook Patriotic Funds Committee' (also known as the 'Waroona Patriotic Funds Committee') were established to coordinate local efforts. Fundraising events such as the 'Win the War Rally'¹⁵⁵ and Red Cross Benefits¹⁵⁶ were created in addition to using traditional events, such as the Rifle Club Ball, to raise funds.¹⁵⁷ Although enlistments were a national process, a Committee was formed to assist local recruits with the enlistment process.¹⁵⁸ Several local residents served as the Volunteer Defence Corps and assisted war efforts by observing planes along the coast.¹⁵⁹ Many Italian men, particularly from the Hamel area, were interned on Wadjemup/Rottneest Island during World War II.¹⁶⁰

153 *Sunday Times*, 16 August 1914, p. 1 and *Western Mail*, 14 August 1914, p. 19.

154 National Archives of Australia database contains the names of at least 100 references to men enlisting for WWI and WWII who were either born in Waroona and/or enlisted in Waroona.

155 *Harvey-Waroona Mail*, 13 June 1940, p. 4.

156 *Harvey Murray Times*, 3 April 1941, p. 3.

157 *Harvey-Waroona Mail*, 1 August 1940, p. 4.

158 *Harvey-Waroona Mail*, 29 May 1941, p. 1.

159 Snell, p. 27.

160 Snell, p. 167.

COVID Pandemic

The worldwide COVID-19 pandemic led to lockdowns in Western Australia from 24 March 2020 when a range of national and international border restrictions were introduced. Various lockdowns occurred throughout 2021: 31 January – 5 February 2021¹⁶¹ and 24 – 27 April 2021¹⁶² and 29 June – 3 July 2021.¹⁶³ The health measures severely restricted travel movements and had a significant impact on tourism as well as a range of other businesses such as retail and hospitality.



Figure 25. War Memorial and Memorial Park. (element, 2023)

161 <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/01/Western-Australia-enters-five-day-lockdown-from-6pm-tonight.aspx>, accessed November 2022.

162 <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/04/Perth-and-Peel-to-enter-lockdown-from-12-01am-Saturday.aspx>, accessed November 2022.

163 <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/06/Perth-and-Peel-to-enter-lockdown-from-midnight-tonight.aspx>, accessed November 2022.

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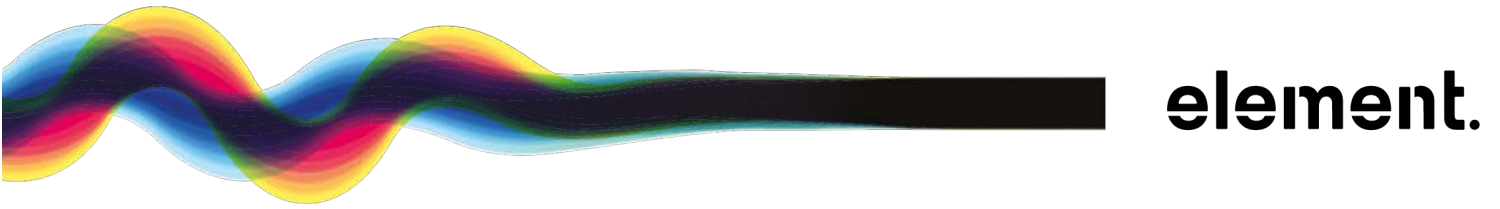
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element.
the art and science of place





Shire of Waroona Local Heritage Survey 2023 Review

Summary Report

July 2023

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			Name	Name	Signature
D1	11.05.23	Draft	Carmel Given, Fiona Atkins	Flavia Kiperman	
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ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Binjareb people of the Noongar nation as Traditional Owners of the lands, waters and skies within the Shire of Waroona.

We acknowledge and respect their enduring culture, their continuing connection to Country, their contribution to the life of the region, and Elders, past and present.

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1. Introduction

1.1 Background

The Shire of Waroona (the Shire) adopted its most recent Local Heritage Survey (LHS), then called a Municipal Heritage Inventory (MHI) in 2001. It was based upon a review of the Peel Region Municipal Heritage Inventory, prepared in 1995. The 2001 LHS was adopted by Council on 27 March 2001. An internal review of the LHS was prepared in 2008, but never adopted.

The Shire of Waroona Local Planning Scheme No. 7 (the Scheme) gazetted 17 December 1996 currently includes reference to a Heritage List which is required to be reviewed and updated in light of the 2023 LHS review. The current Heritage List was drawn from places in the 2001 LHS, and adopted in May 2019.

Since the last review the *Heritage Act 2018* (the Act) has been introduced, replacing the *Heritage of Western Australia Act 1990*, and the Department of Planning, Lands and Heritage (DPLH) has issued a new publication 'Guidelines for Local Heritage Surveys' (August 2022) (guidelines) to assist local governments with revision and updates to their LHS.

In 2023, the Shire engaged Element Advisory (**element**) to undertake a review to bring the 2001 LHS into line with the Act and guidelines. The process, methodology and outcomes of the review, completed in 2023, are summarised in this document.

1.2 Study Team

1.2.1 Element Advisory

Name and position	Role in project
Carmel Given - Associate Heritage	Project management Historical research Reporting
Fiona Atkins - Senior Consultant Heritage	Historical research Site photography
James Parker - Associate Planning & Spatial Analyst	Spatial analytics Place records
Lucy Hair – Sub-contractor historian	Thematic history research

1.2.2 Acknowledgements

Name and position	Role in project
Rhys Bloxside – Shire of Waroona Senior Infrastructure & Development Officer	Project lead Planning and Heritage List information Community consultation and management
Debra Tyler – President, Waroona Historical Society & Shire of Waroona Records Officer	Historical information and photographs

2. Methodology

The project has been an extremely collaborative effort involving the consultants and Shire officers (See Section 1.2 Study team). The following methodology was followed.

2.1.1 DPLH Heritage Grant

The Shire was successful in a grant application to the amount of \$20,000 from DPLH, and the Shire contributed the same.

2.1.2 Community engagement and call for nominations

An inception meeting was held on 28 September 2022. The Shire sent communications to owners of properties in the current LHS the following day, calling for comments. The Shire then put out a call to the wider community for new nominations, allowing for a two month period from late October 2022 up until Christmas.

In January 2023 the Shire forwarded to the consultants a list of 21 nominations from the Waroona Historical Society, and a list of 12 received from the Agricultural Society. Some of the places were repeated in both lists.

After an initial assessment to prioritise the list, and in line with the budgetary constraints which allowed for a limited number of new places for assessment in this review, a list of six places was agreed to, as per the table in Section 4.1. The rest of places are listed for a future review, and are in the table in Section 5.2.

2.1.3 Thematic History

As part of this project an updated Thematic History was prepared. The consultants recommended that the Shire adopt the newest historic themes using Menck, Clare, *A Thematic History of Western Australia*, published in September 2022 by the Heritage Council of Western Australia, DPLH. The Shire is one of the first local governments in the State to produce a Thematic History according to this new framework.

The first draft was submitted to the Shire in April 2023 for review and feedback. The document underwent a review and the final document was delivered to the Shire in May 2023.

2.1.4 Gap Analysis

As part of the Thematic History, a Gap Analysis exercise was undertaken to map all places within a matrix of themes and time periods. The summary matrix is at Appendix 1. This process has identified places that the Shire may wish to have assessed in future LHS reviews, also listed in the table in Section 5.2.

2.1.5 Site visits, assessment and research

element travelled to the Shire on 16 February 2023 and visited all sites in collaboration with the Shire officers. **element** used our own digital, secure cloud-based audit and data capture system, using ESRI's ArcGIS Online platform integrated with the Survey123 mobile application. The tool was used via mobile devices to undertake the site photography and collection of GIS data.

The heritage assessments were then undertaken in accordance with best practice and adherence to the following:

- The 'Australia ICOMOS Burra Charter' process (2013)
- 'Guidelines for Local Heritage Surveys' (DPLH, 2022)

- State Planning Policy 3.5 – Historic Heritage Conservation.

Detail of the assessment criteria is explained in Section 3.3.

After completion of historical research and other data updates, the digital Heritage Audit Survey tool was used to generate a PDF-format place record for each place. The place record includes the necessary GIS and other data as per the DPLH guidelines, an updated physical description of the place, an updated history including sources with hyperlinks, and historical photographs where available.

The draft place records were submitted to the Shire in May 2023. The Shire then advertised the draft LHS for comments. After review, the final place records were delivered to the Shire in July 2023.

2.1.6 Summary report

The Shire of Waroona Local Heritage Survey 2023 Summary Report was prepared in draft in May 2023. After revision, the final Summary report was issued in July 2023 (this document).

In the next steps the Shire officers will present the new LHS to Council for Adoption. Shire officers will then undertake to enter the updated data, including the six NEW places, into the DPLH database 'inHerit.'

3. Explanatory notes

3.1 Legislative requirements

Local governments are required to compile, maintain and review their LHS in accordance with the *Heritage Act 2018*. In accordance with Part 8 s. 103 (1):

A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Part 8 s. 104 of the Act outlines the purposes of the LHS that include:

(a) identifying and recording places that are, or may become, of cultural heritage significance in its district; and

(b) assisting the local government in making and implementing decisions that are in harmony with cultural heritage values; and

(c) providing a cultural and historical record of its district; and

(d) providing an accessible public record of places of cultural heritage significance to its district; and

(e) assisting the local government in preparing a heritage list or list of heritage areas under a local planning scheme.

3.2 Local, State and Aboriginal Cultural Heritage

The Aboriginal Heritage Register (DPLH) holds a database of places that the Shire could consider for inclusion in the LHS. While such places are protected under the *Aboriginal Cultural Heritage Act 2021*, and this takes precedence over the *Heritage Act 2018*, many places have a shared history with social value to the community and their significance can be assessed under the criteria for both Acts.

Local governments may include places in the LHS that are also of Aboriginal significance if these places have a shared history. The Shire contacted SWALSC in writing for advice, and also consulted with two local Noongar knowledge holders, Rob Jetta and John Michael. They agreed that in this review, only State and Local cultural heritage should be assessed, and that places of Aboriginal cultural heritage within the Shire are adequately protected under the *Aboriginal Cultural Heritage Act 2021*.

3.3 Assessment criteria explained

The LHS review includes a review of the assessment for each existing place and a new assessment of each nominated place. The assessment involves using a set of criteria as outlined in Table 1 in accordance with the 'Australia ICOMOS Burra Charter' (2013):

Table 1 – Burra Charter values

Burra Charter values	Explanation
AESTHETIC VALUE	It is significant in exhibiting particular aesthetic characteristics valued by the community of the Shire of Waroona.
HISTORIC VALUE	It is significant in the evolution or pattern of the history of the Shire of Waroona.

SCIENTIFIC VALUE	It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the Shire of Waroona.
SOCIAL VALUE	It is significant through association with a community or cultural group in the Shire of Waroona for social, cultural, educational or spiritual reasons.
RARITY	It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the Shire of Waroona.
REPRESENTATIVENESS	It is significant in demonstrating the characteristics of a class of cultural places or environments in the Shire of Waroona.

3.4 Classifications of significance explained

For the 2023 review the Shire agreed to revise the previously used classifications of significance to align with the new guidelines, and to add a Level 5 for Historic Sites. (Historic Sites may be of Exceptional significance through to Little significance, and hence a separate classification assists the Shire with the management of these complex places.)

The LHS Levels of Significance, correlating Classification and their Description, are summarised in Table 2.

Table 2 – LHS 2023 Classifications of Significance

Level of Significance	Classification	Description
Exceptional	1	Essential to the heritage of the Shire of Waroona. Rare or outstanding example.
Considerable	2	Very important to the heritage of the Shire of Waroona.
Some	3	Contributes to the heritage of the Shire of Waroona.
Little	4	Has elements or values worth noting for community interest but otherwise makes little contribution.
Historic Site	5	Has significance for its previous use and role in the Shire of Waroona.

3.5 Management Categories explained

In accordance with best practice, each place on the LHS is assigned a Management Category that recognises the Classification of Significance that a place has (i.e. Classification 1 = Category 1). The Management Category provides recommendations as to the extent of conservation and protection that should apply to each place.

A summary of the Management Categories and their implications is provided in Table 3.

Table 3 – LHS 2023 Management Categories

Category	Management Description	Management Statement
1	These places are the most important places to the local community, as well as being of significance to the State.	Conservation of the place is essential. The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place, and be in accordance with the Burra Charter and the Conservation Plan (if one exists for the place).
2	These places are very important to the Shire of Waroona for their role in the history of the area. They are the most important places to the local community,	Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings this means original fabric should be retained. Any alterations or extensions should reinforce the significance of the place.

	but not of significance to the State.	
3	These places are important for telling the story of the development and history of the Shire of Waroona.	Conservation of the place is desirable. The place should be retained and managed sensitively. For buildings this means original fabric should be retained wherever feasible, with a priority to the most significant view of the place. Any alterations or extensions should reinforce the significance of the place.
4	These places are worthy of noting for reference or community interest. Information on these places may inform other heritage initiatives such as interpretive signs, trails, research projects and education.	Conservation and monitoring of the place is not necessary. Should the place be proposed for demolition, or substantially altered so that its heritage values are lost, the Shire may request that the owner provide an Archival Record as a condition of approval of the development application.
5	These places have values that do not rely on tangible evidence or physical remains. They may have historic or social value, potential archaeological value, or provoke strong memories for the community.	Inclusion of this place in heritage initiatives, such as interpretive signs, trails, research projects and education, is recommended.

3.6 Scheme Heritage List explained

Another purpose of the LHS is to assist the local government in preparing a Heritage List under the local planning scheme, as required under Part 3 S8 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

For a local government to have statutory authority to manage the development of a heritage place, a place needs to be identified in the Heritage List under a Local Planning Scheme.

This report recommends that the places identified with the Classification of Significance 1, 2 and 3 form the scheme Heritage List.

Refer to Section 5.1 for the list.

The Shire will seek to update the Heritage List, taking into consideration the recommendations from the LHS. The addition of any new place to the Scheme Heritage List must be in accordance with the relevant processes outlined in Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

4. Outcomes of the Review

4.1 New nominations

The places in Table 4 were nominated for the 2023 review.

Table 4 – New nominations

InHerit No.	Name	No.	Address	Locality
*NEW	Hamel Railway Shed (fmr)	2	Allowrie Street	Hamel
*NEW	Waroona Kindergarten (fmr)	5	Eastcott Street	Waroona
*NEW	Old Swimming Pool (Historic Site)		Old Pool Road	Waroona
*NEW	Agricultural Show Grounds		South Western Highway	Waroona
*NEW	Olinda	130	South Western Highway	Waroona
*NEW	Drakesbrook Weir		Weir Road	Waroona

*Note: If/once adopted into the survey these places need to be entered into the DPLH inHerit database, whereby they will be allocated a unique reference number.

4.2 List of places for assessment

Taking the places in the 2001 LHS and adding the new nominations, the final list of places for assessment is as per Table 5 below.

Table 5 – Final list of places in the 2023 LHS in order of locality

InHerit No.	Name	No.	Address	Locality
NEW	Hamel Railway Shed (fmr)	2	Allowrie Street	Hamel
P03084	Hamel Nursery (fmr)	32	Burney Road	Hamel
P02692	Hamel Hall	68	Cornucopia Street	Hamel
P03093	Fouracre Cottage Ruin (Historic Site)		Forrest Highway	Lake Clifton
P08637	Lake Clifton Lime Works (fmr)		Newnham Road	Preston Beach
P08636	Yalgorup Tunnels (Historic Site)		Preston Beach Road	Preston Beach
P03082	Waterous Townsite (Historic Site)		Waterous Road	Wagerup
P03083	Wagerup Post Office Ruin (Historic Site)	184	Willowdale Road	Wagerup
P03091	Drakesbrook School (Historic Site)	21	de Hamel Street	Waroona
NEW	Waroona Kindergarten (fmr)	5	Eastcott Street	Waroona
P02687	Waroona Hotel	16	Fouracre Street	Waroona
P02686	Peel Laundry (fmr)	22	Fouracre Street	Waroona
P04394	Scout -Guide Hall (Historic Site)	38	Fouracre Street	Waroona
P03087	Nestle Factory (fmr)	1	McLarty Street	Waroona
P15927	Railway Cottages (fmr)	Lot 501	McNeill Road	Waroona
P08803	Brookside	215	McNeill Road	Waroona
P15926	Waroona Post Office	2	Millar Street	Waroona

P03081	Drakesbrook Public Cemetery		Mitchell Avenue	Waroona
NEW	Old Swimming Pool (Historic Site)		Old Pool Road	Waroona
P03092	Vision Splendid Gardens (fmr)	31-37	Parnell Street	Waroona
P03923	Masonic Lodge (Historic Site)	29	Parnell Street	Waroona
P14353	Waroona War Memorial and Memorial Park		South Western Highway	Waroona
P02691	Drakesbrook District Road Board (fmr)	86	South Western Highway	Waroona
P02688	Memorial Hall	94	South Western Highway	Waroona
P02690	Irrigation Offices (fmr)	93	South Western Highway	Waroona
NEW	Agricultural Show Grounds		South Western Highway	Waroona
P03086	St Patrick's Roman Catholic Church	84	South Western Highway	Waroona
P14790	Bank of New South Wales (fmr)	85	South Western Highway	Waroona
P15928	Allendene	111	South Western Highway	Waroona
NEW	Olinda	130	South Western Highway	Waroona
P03085	Lorne House	65	Thatcher Street	Waroona
NEW	Drakesbrook Weir		Weir Road	Waroona

4.3 Results of assessment process

4.3.1 Places allocated a different level of Classification of Significance

Only one place in the survey has been elevated from its 2001 classification of significance to a higher classification: Waroona Hotel.

Table 6 – Change of Classification to higher level

InHerit No.	Name	Address	Locality	Former classification	Revised classification
P02687	Waroona Hotel	16 Fouracre Street	Waroona	3 – Some Significance	2 – Considerable Significance

Reason:

New historical research has confirmed the date of the major refurbishment of the building to its current style and form (1940); the architectural firm (Baxter-Cox and Leighton); the builder (James T. Goodlet); and that the Inter-War Old English style is unique to the town. It is also recognised that the place has been the longest continuing licensed hotel in the town, operating since 1904.

Only one place in the survey has been amended from its 2001 classification of significance to a lower classification: Vision Splendid Gardens.

Table 7 – Change of Classification to lower level

InHerit No.	Name	Address	Locality	Former classification	Revised classification
P03092	Vision Splendid Gardens	31-37 Parnell Street	Waroona	3 – Some Significance	4 – Little Significance

Reason:

The place was a personal pursuit of the then owner, developed into a tourist attraction. Since a change of ownership in 2006 the gardens ceased being maintained, and the place was no longer operated as a tourist attraction. It has lost integrity and authenticity and holds no aesthetic or social value. It retains historical interest, and should be retained in the survey as an historical record and for research purposes.

4.3.2 Places lost since last review and changed to Classification 5 (Historic Site)

There are four places no longer extant since the last review. The place records should be retained in the LHS and the place reassigned to Classification 5 – Historic Site.

Table 8 – Places no longer extant

InHerit No.	Name	Address	Locality	Former classification	Revised classification	Reason
P03083	Wagerup Post Office	184 Willowdale Road	Wagerup	2- Considerable Significance	5 - Historic Site	Destroyed by bushfire (2015)
P03091	Drakesbrook School	21 de Hamel Street	Waroona	1 – Exceptional Significance	5 - Historic Site	Destroyed by fire (2005)
P03923	Masonic Lodge	29 Parnell Street	Waroona	4 -Little Significance	5 - Historic Site	Demolished (2016)
P04394	Scout-Guide Hall	38 Fouracre Street	Waroona	3 – Some Significance	5 - Historic Site	Demolished (2023)

4.3.3 Classification of places under 2023 Review

Table 9 – Places in order of Classification

InHerit No.	Name	No.	Address	Locality	Class
CLASSIFICATION 1 – EXCEPTIONAL SIGNIFICANCE					
P03084	Hamel Nursery (fmr)	32	Burney Road	Hamel	1
P15927	Railway Cottages (fmr)	Lot 501	McNeill Road	Waroona	1
CLASSIFICATION 2 – CONSIDERABLE SIGNIFICANCE					
P02692	Hamel Hall	68	Cornucopia Street	Hamel	2
P02687	Waroona Hotel	16	Fouracre Street	Waroona	2
P03087	Nestle Factory (fmr)	1	McLarty Street	Waroona	2
P08803	Brookside	215	McNeill Road	Waroona	2
P03081	Drakesbrook Public Cemetery		Mitchell Avenue	Waroona	2
P14353	Waroona War Memorial and Memorial Park		South Western Highway	Waroona	2
P02691	Drakesbrook District Road Board (fmr)	86	South Western Highway	Waroona	2
P02688	Memorial Hall	94	South Western Highway	Waroona	2
P02690	Irrigation Offices (fmr)	93	South Western Highway	Waroona	2
NEW	Agricultural Show Grounds		South Western Highway	Waroona	2
NEW	Drakesbrook Weir		Weir Road	Waroona	2
CLASSIFICATION 3 – SOME SIGNIFICANCE					
NEW	Waroona Kindergarten (fmr)	5	Eastcott Street	Waroona	3
P02686	Peel Laundry (fmr)	22	Fouracre Street	Waroona	3
P15926	Waroona Post Office	2	Millar Street	Waroona	3
P03086	St Patrick's Roman Catholic Church	84	South Western Highway	Waroona	3
P14790	Bank of New South Wales (fmr)	85	South Western Highway	Waroona	3
P15928	Allendene	111	South Western Highway	Waroona	3
NEW	Olinda	130	South Western Highway	Waroona	3
P03085	Lorne House	65	Thatcher Street	Waroona	3

CLASSIFICATION 4 – LITTLE SIGNIFICANCE					
NEW	Hamel Railway Shed (fmr)	2	Allowrie Street	Hamel	4
P03092	Vision Splendid Gardens (fmr)	31-37	Parnell Street	Waroona	4
CLASSIFICATION 5 – HISTORIC SITES					
P03093	Fouracre Cottage Ruin (Historic Site)		Forrest Highway	Lake Clifton	5
P08637	Lake Clifton Lime Works (fmr) (Historic Site)		Newnham Road	Preston Beach	5
P08636	Yalgorup Tunnels (Historic Site)		Preston Beach Road	Preston Beach	5
P03082	Waterous Townsite (Historic Site)		Waterous Road	Wagerup	5
P03083	Wagerup Post Office Ruin (Historic Site)	184	Willowdale Road	Wagerup	5
P03091	Drakesbrook School (Historic Site)	21	de Hamel Street	Waroona	5
P04394	Scout -Guide Hall (Historic Site)	38	Fouracre Street	Waroona	5
NEW	Old Swimming Pool (Historic Site)		Old Pool Road	Waroona	5
P03923	Masonic Lodge (Historic Site)	29	Parnell Street	Waroona	5

5. Recommendations

5.1 Places for the statutory Heritage List

Table 10 – All places in Classifications 1, 2 and 3 form the Heritage List

InHerit No.	Name	No.	Address	Locality	Class
P03084	Hamel Nursery (fmr)	32	Burney Road	Hamel	1
P15927	Railway Cottages (fmr)	Lot 501	McNeill Road	Waroona	1
P02692	Hamel Hall	68	Cornucopia Street	Hamel	2
P02687	Waroona Hotel	16	Fouracre Street	Waroona	2
P03087	Nestle Factory (fmr)	1	McLarty Street	Waroona	2
P08803	Brookside	215	McNeill Road	Waroona	2
P03081	Drakesbrook Public Cemetery		Mitchell Avenue	Waroona	2
P14353	Waroona War Memorial and Memorial Park		South Western Highway	Waroona	2
P02691	Drakesbrook District Road Board (fmr)	86	South Western Highway	Waroona	2
P02688	Memorial Hall	94	South Western Highway	Waroona	2
P02690	Irrigation Offices (fmr)	93	South Western Highway	Waroona	2
NEW	Agricultural Show Grounds		South Western Highway	Waroona	2
NEW	Drakesbrook Weir		Weir Road	Waroona	2
NEW	Waroona Kindergarten (fmr)	5	Eastcott Street	Waroona	3
P02686	Peel Laundry (fmr)	22	Fouracre Street	Waroona	3
P15926	Waroona Post Office	2	Millar Street	Waroona	3
P03086	St Patrick's Roman Catholic Church	84	South Western Highway	Waroona	3
P14790	Bank of New South Wales (fmr)	85	South Western Highway	Waroona	3
P15928	Allendene	111	South Western Highway	Waroona	3
NEW	Olinda	130	South Western Highway	Waroona	3
P03085	Lorne House	65	Thatcher Street	Waroona	3

5.2 Future reviews

5.2.1 Place-specific review

Places do not necessarily have to be 'old' to have local heritage significance. There are many places that are unique to the Shire or known only to locals that are valued and warrant recognition and protection.

During preparation of the Thematic History, a Gap Analysis mapping exercise was undertaken within a matrix of themes and time periods. (Appendix 1) It showed that there are gaps where history is recognised and discussed, but there are no places in the survey that relate to them or tell that story.

The consultants recommend that as resources allow, preferably in the next two years, the identified places in Table 11 should be assessed for inclusion in the Shire's LHS.

This is referred to as a place-specific review as per the DPLH guidelines. This means the 32 places assessed for this project are not required to be revisited, as there is unlikely to be any change. Nor is it necessary to update the thematic history.

Note that there may be other places, and the list at Table 11 is not exhaustive.

Table 11 – Places for future review (in order of locality)

Name	No.	Address	Locality
Former Prison Warder's house (1902?)		Allowrie Street	Hamel
Hamel Shop (fmr) (1946)	63	Fawcett Road	Hamel
Waroona Abattoirs (1958)			Hamel
Lake Clifton Tavern (1972)	3236	Old Coast Road	Lake Clifton
Wagerup townsite			Wagerup
Sliprails School (fmr) (relocated 1934)		Appleby Road	Waroona
'Unathana' Shearing Shed (19?)	1642	Coronation Road	Waroona
West Waroona School (Historic Site) (1923)	Lot 191	Coronation Road	Waroona
Row of shops, 12 Fouracre Street (c. 1915?)	12	Fouracre Street	Waroona
Infant Health Centre (fmr) (1954)	10	Henning Street	Waroona
Waroona Shire Office (1963)	52	Hesse Street (cnr Henning St)	Waroona
St Joseph's School (1943)	14	Millar Street	Waroona
Dom Della Franca's House (fmr) (c. 1940)	22	South Western Highway	Waroona
Waroona Town Fire Brigade (1959)	Reserve 24940	South Western Highway	Waroona
Bracey's Bakery & House (fmr) (c. 1929)	78	South Western Highway	Waroona
War Service Houses (1949)	Lots 9-12 (13-19)	Thatcher Street (cnr Eastcott St)	Waroona
Sr Smith's House (fmr) (c. 1945)	10	Thatcher Street	Waroona
Pisconeri House (fmr) No. 2 (c. 1950)	34	Thatcher Street	Waroona
Pisconeri House (fmr) No. 1 (1939)	52	Thatcher Street	Waroona
'Hilla Waters' Homestead (1913)			Waroona
Waroona Dam (1966)			Waroona

5.2.2 General review

A place-specific or ad hoc review in the next five years or less does not negate the requirement for the Shire to identify a target period for completion of the next general review. This is recommended in the guidelines to be in 10-15 years, or to coincide with a review of a local planning strategy or strategic community plan.

6. Appendix 1: Thematic History Gap Analysis matrix

Appendix 1 Shire of Waroona Local Heritage Survey Review 2023: Gap Analysis Matrix

COLOUR KEY: Places in 2001 Local Heritage Survey NEW places for assessment (2023) Recommended future review (within two years)

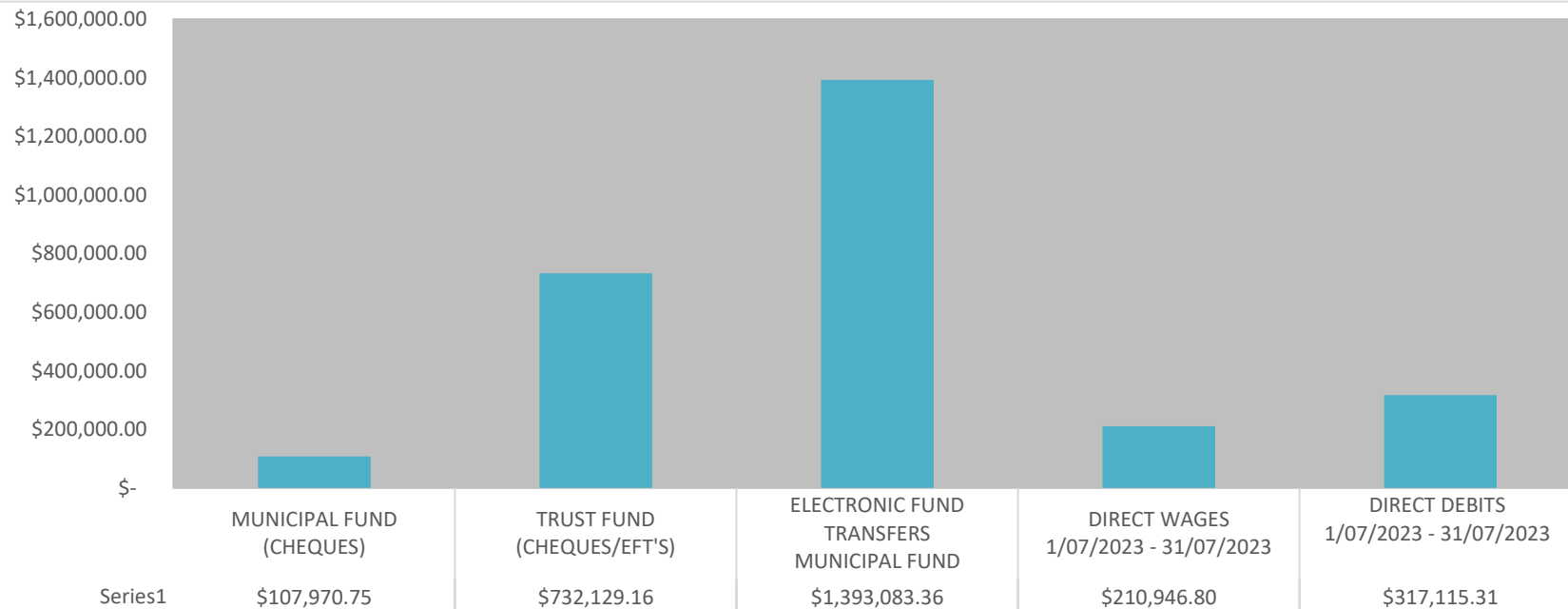
Key Themes	Up to 1893	1893-1930	1930-1970	1970-present
Environment				
Peopling WA	Fouracre Cottage Ruin (Historic Site) (1854)	Railway Cottages (fmr) (1896) Brookside (1900) 'Hilla Waters' Homestead (1913) Lorne House (1915) 'Unathana' Shearing Shed (19?) Wagerup Townsite (1890s?)	Allendene (1930) Olinda (1937) Pisconeri House (fmr) No. 1 (1939) Dom Della Franca's House (fmr) (c. 1940) St Smith's House (fmr) (c. 1945) War Service Houses, 13-19 Thatcher Street (1949) Pisconeri House (fmr) No. 2 (c. 1950)	
Economy	Yalgorup Tunnels (Historic Site) (1897)	Hamel Nursery (fmr) (1897) Former Prison Warden's house, Hamel (1902?) Waterous Townsite (Historic Site) (1897-1907) Lake Clifton Lime Works (fmr) (Historic Site) (1920) Bracey's Bakery & House (fmr) (c. 1929) Row of shops, 12 Fouracre Street (c. 1915?)	Nestle Factory (fmr) (1932) Peel Laundry (fmr) (1932) Bank of New South Wales (fmr) (1936) Waroona Hotel (1940) Hamel Shop (fmr) (1946) Waroona Abattoirs (Wynne Meat Industries) (1958)	Lake Clifton Tavern (1972)
Infrastructure		Hamel Railway Shed (fmr) (1915)	Drakesbrook Weir (1931) Irrigation Offices (fmr) (1940) Wagerup Post Office Ruin (Historic Site) (1946) Waroona Post Office (1954) Waroona Dam (1966)	
Social Services		Drakesbrook School (Historic Site) (1898) Drakesbrook Public Cemetery (1903) West Waroona School (Historic Site) (1923)	'Sliprails' School (fmr) (relocated) (1934) St Joseph's School (1943) Infant Health Centre (fmr) (1954) Waroona Town Fire Brigade (1959)	Waroona Kindergarten (fmr) (1973)
Governing			Drakesbrook District Road Board (fmr) (1933) Waroona Shire Office (1963)	
Cultural Life		Hamel Hall (1902) Agricultural Show Grounds (1925)	Memorial Hall (1932) Old Swimming Pool (Historic Site) (1940) Vision Splendid Gardens (fmr) (1940) St Patrick's Roman Catholic Church (1941) Scout -Guide Hall (Historic Site) (1941) Masonic Lodge (Historic Site) (1948)	
International Links			Waroona War Memorial and Memorial Park (1959)	

SUMMARY OF PAYMENTS FOR THE PERIOD 1/07/2023 TO 31/07/2023

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ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10141 - 10151	\$ 107,970.75
TRUST FUND (CHEQUES/EFT'S)	CHQ 11270	\$ 732,129.16
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	38941 - 39091	\$ 1,393,083.36
DIRECT WAGES 1/07/2023 - 31/07/2023	N/A	\$ 210,946.80
DIRECT DEBITS 1/07/2023 - 31/07/2023	N/A	\$ 317,115.31

GRAND TOTAL: \$ 2,761,245.38



List of Accounts Due & Submitted to Committee August 2023			
Municipal Funds Cheques July 2023			
Chq/EFT	Date	Name	Amount
10141	13/07/2023	SHIRE OF WAROONA	-96.50
10142	14/07/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-714.00
10143	14/07/2023	WATER CORPORATION	-4450.55
10145	20/07/2023	WATER CORPORATION	-2711.54
10147	28/07/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-714.00
10148	28/07/2023	SYNERGY	-17121.30
10149	28/07/2023	SHIRE OF WAROONA	-69848.32
10150	28/07/2023	WATER CORPORATION	-778.79
10151	31/07/2023	BULK BILLING CLERK DEPARTMENT OF TRANSPORT	-11535.75
			-\$ 107,970.75

Trust Fund Cheques/EFTs			
Chq/EFT	Date	Name	Amount
11270	26/07/2023	SHIRE OF WAROONA	-732129.16
			-\$ 732,129.16

Direct Debit Payments			
Direct Debit	Date	Name	Amount
DD21737.1	03/07/2023	DEPARTMENT OF TRANSPORT	-82618.75
DD21744.1	03/07/2023	IINET TECHNOLOGIES	-71.27
DD21742.1	04/07/2023	DEPARTMENT OF TRANSPORT	-6504.50
DD21748.1	05/07/2023	DEPARTMENT OF TRANSPORT	-4053.10
DD21755.1	06/07/2023	DEPARTMENT OF TRANSPORT	-4757.10
DD21761.1	07/07/2023	DEPARTMENT OF TRANSPORT	-4973.60
DD21735.1	10/07/2023	GOGO MEDIA	-75.90
DD21763.1	10/07/2023	DEPARTMENT OF TRANSPORT	-5814.90
DD21765.1	11/07/2023	DEPARTMENT OF TRANSPORT	-3257.90
DD21769.1	11/07/2023	HOST PLUS SUPERANNUATION FUND	-2354.83
DD21769.2	11/07/2023	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	-64.43
DD21769.3	11/07/2023	UNISUPER	-404.21
DD21769.4	11/07/2023	AWARE SUPER	-14832.69

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DD21769.5	11/07/2023 REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	-487.09
DD21769.6	11/07/2023 CBUS SUPERANNUATION	-489.79
DD21769.7	11/07/2023 AUSTRALIAN SUPER	-2094.92
DD21769.8	11/07/2023 AUSTRALIAN RETIREMENT TRUST	-522.00
DD21769.9	11/07/2023 TIDDY SF PTY LTD ATF TIDDY SUPER FUND	-115.60
DD21769.10	11/07/2023 AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	-218.89
DD21769.11	11/07/2023 COMMONWEALTH ESSENTIAL SUPER	-99.07
DD21772.1	12/07/2023 DEPARTMENT OF TRANSPORT	-1580.65
DD21779.1	13/07/2023 DEPARTMENT OF TRANSPORT	-6435.40
DD21782.1	14/07/2023 DEPARTMENT OF TRANSPORT	-2605.00
DD21789.1	17/07/2023 DEPARTMENT OF TRANSPORT	-1109.05
DD21791.1	18/07/2023 DEPARTMENT OF TRANSPORT	-61538.30
DD21801.1	19/07/2023 DEPARTMENT OF TRANSPORT	-4449.80
DD21808.1	20/07/2023 DEPARTMENT OF TRANSPORT	-2891.40
DD21704.1	21/07/2023 WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-69.73
DD21775.1	21/07/2023 TELAIR PTY LTD	-44.00
DD21820.1	21/07/2023 DEPARTMENT OF TRANSPORT	-6455.95
DD21824.1	24/07/2023 DEPARTMENT OF TRANSPORT	-4488.80
DD21822.1	25/07/2023 IINET TECHNOLOGIES	-127.93
DD21829.1	25/07/2023 DEPARTMENT OF TRANSPORT	-5659.90
DD21832.1	25/07/2023 HOST PLUS SUPERANNUATION FUND	-2358.66
DD21832.2	25/07/2023 COMMONWEALTH ESSENTIAL SUPER	-99.07
DD21832.3	25/07/2023 WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	-81.78
DD21832.4	25/07/2023 UNISUPER	-404.21
DD21832.5	25/07/2023 AWARE SUPER	-14417.29
DD21832.6	25/07/2023 REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	-520.71
DD21832.7	25/07/2023 CBUS SUPERANNUATION	-489.79
DD21832.8	25/07/2023 AUSTRALIAN SUPER	-2032.54
DD21832.9	25/07/2023 COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	-114.06
DD21834.1	25/07/2023 AWARE SUPER	-208.16
DD21832.10	25/07/2023 AUSTRALIAN RETIREMENT TRUST	-600.20
DD21832.11	25/07/2023 TIDDY SF PTY LTD ATF TIDDY SUPER FUND	-115.60

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DD21832.12	25/07/2023 AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	-221.97
DD21837.1	26/07/2023 DEPARTMENT OF TRANSPORT	-1763.35
DD21845.1	27/07/2023 DEPARTMENT OF TRANSPORT	-52556.95
DD21818.1	28/07/2023 AMPOL CARD	-291.03
DD21847.1	28/07/2023 DEPARTMENT OF TRANSPORT	-4786.45
DD21787.1	31/07/2023 TELAIR PTY LTD	-608.94
DD21854.1	31/07/2023 DEPARTMENT OF TRANSPORT	-4178.10
-\$		317,115.31

Municipal Electronic Funds Transfers			
Chq/EFT	Date	Name	Amount
EFT38941	07/07/2023	DRAKESBROOK DESPATCH	-44.00
EFT38942	07/07/2023	VICTOR'S GOURMET DELIGHTS	-13.50
EFT38943	07/07/2023	RENIER & CHRISTINE THEELEN	-59.40
EFT38944	07/07/2023	MAIA FINANCIAL	-6588.49
EFT38945	07/07/2023	ESTUARY BOBCATS	-5500.00
EFT38946	07/07/2023	CARMEN TYRER	-9.00
EFT38947	07/07/2023	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	-6952.00
EFT38948	07/07/2023	HUCKLEBERRY'S TANK AND WATER SERVICE	-240.00
EFT38949	07/07/2023	CITY & REGIONAL FUELS	-4999.66
EFT38950	07/07/2023	CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	-4964.81
EFT38951	07/07/2023	FRONTLINE TECHNOLOGY SERVICES	-10437.85
EFT38952	07/07/2023	HELLO PERTH	-242.00
EFT38953	07/07/2023	SAVAGE ST	-22.50
EFT38954	07/07/2023	BILL VANDERSTEEN	-17.91
EFT38955	07/07/2023	PETER FOEKEN	-82.12
EFT38956	07/07/2023	COUGAR SAND SUPPLIES	-556.60
EFT38957	07/07/2023	DAVREY GROWERS	-21.38
EFT38958	07/07/2023	KATHLEEN ELIZABETH COLE	-53.01
EFT38959	07/07/2023	ALANA RAINER	-74.70
EFT38960	07/07/2023	SCOPE BUSINESS IMAGING	-586.01
EFT38961	07/07/2023	LITTLE FARM HONEY - MAREE ELLIS	-213.00
EFT38962	07/07/2023	ELEMENT ADVISORY PTD LTD	-4972.00

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EFT38963	07/07/2023 LETITIA CLIFTON	-33.75
EFT38964	07/07/2023 HARVEY PLUMBING AND GAS	-1127.43
EFT38965	07/07/2023 TINA MAREE CURULLI	-36.00
EFT38966	07/07/2023 VESTONE CAPITAL	-24546.02
EFT38967	07/07/2023 SIRSIDYNIX	-3595.60
EFT38968	07/07/2023 MOZZEE PTY LTD	-528.00
EFT38969	07/07/2023 HELEN THERESE HENDERSON (art mirrors Australia)	-101.21
EFT38970	07/07/2023 LYNETTE ANNE CLARK	-14.25
EFT38971	07/07/2023 MARCIA EWING	-275.40
EFT38972	07/07/2023 PAMELA MARJETTA WATTS	-22.12
EFT38973	07/07/2023 SUMMERS LEGAL PTY LTD	-4185.50
EFT38974	07/07/2023 MONDAY.COM LTD	-28800.00
EFT38975	07/07/2023 SAPIO PTY LTD	-297.00
EFT38976	07/07/2023 AUSTRALIA POST (NEW)	-150.67
EFT38977	07/07/2023 GREG LUCAS	-109.39
EFT38978	07/07/2023 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-207.88
EFT38979	07/07/2023 VICTOR WEBB	-26.25
EFT38980	07/07/2023 AUSTRALIA DAY COUNCIL OF WA	-720.00
EFT38981	07/07/2023 DRAKESBROOK HOTEL MOTEL	-534.90
EFT38982	07/07/2023 HOBSONS FURNITURE STORE	-1400.00
EFT38983	07/07/2023 IT VISION	-374.53
EFT38984	07/07/2023 ISWEEP TOWN & COUNTRY	-528.00
EFT38985	07/07/2023 JASON SIGNMAKERS	-772.40
EFT38986	07/07/2023 LANDGATE	-112.80
EFT38987	07/07/2023 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-220.00
EFT38988	07/07/2023 MANDURAH PEEL REGION CHAMBER OF COMMERCE	-880.00
EFT38989	07/07/2023 McLEODS	-8856.04
EFT38990	07/07/2023 PERTH REGION TOURISM ORGANISATION	-1094.50
EFT38991	07/07/2023 PISCONERI FAMILY TRUST	-25197.40
EFT38992	07/07/2023 SUBARU MANDURAH	-362.00
EFT38993	07/07/2023 THE WEST AUSTRALIAN (HARVEY REPORTER)	-1843.24
EFT38994	07/07/2023 SHIRE OF MURRAY	-6535.09
EFT38995	07/07/2023 SOUTHERN LOCK & SECURITY	-147.00

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EFT38996	07/07/2023 WAROONA RURAL SERVICES	-315.85
EFT38997	07/07/2023 WAROONA IGA	-620.05
EFT38998	07/07/2023 WAROONA MITRE 10	-1350.23
EFT38999	07/07/2023 PAULINE BONNER	-25.20
EFT39000	07/07/2023 JEANETTE AUDINO (Beadsparklez)	-48.06
EFT39001	07/07/2023 BARBARA DAWN BENNETT	-56.00
EFT39002	07/07/2023 GAIL DIANNE CURTIS	-23.14
EFT39003	07/07/2023 CHRISTINE HYDE	-418.50
EFT39004	07/07/2023 ANITA MCCALL	-3.75
EFT39005	07/07/2023 SANDRA HEPTON	-31.50
EFT39006	07/07/2023 JENNIFER IRENE STOKES	-11.25
EFT39007	07/07/2023 DEBBIE ARMSTRONG	-3.00
EFT39008	13/07/2023 BUILDING COMMISSION (BUILDING AND ENERGY)	-3614.19
EFT39009	13/07/2023 BCITF	-2149.56
EFT39010	14/07/2023 COATES CIVIL CONSULTING	-3850.00
EFT39011	14/07/2023 OPTUS BILLING SERVICES	-202.20
EFT39012	14/07/2023 SAFEMASTER SAFETY PRODUCTS	-607.20
EFT39013	14/07/2023 CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	-633.91
EFT39014	14/07/2023 COMPLETE REFRIGERATION & AIR	-1584.55
EFT39015	14/07/2023 NAPA AUTO PARTS	-563.20
EFT39016	14/07/2023 HARVEY PLUMBING AND GAS	-224.40
EFT39017	14/07/2023 ARCHAE-AUS PTY LTD	-34782.22
EFT39018	14/07/2023 COMBINED ROOF SOLUTIONS	-1580.70
EFT39019	14/07/2023 WAROONA ROADHOUSE	-2495.03
EFT39020	14/07/2023 NATASA TUIVAGA-WILSON	-280.00
EFT39021	14/07/2023 J & K REED CONSTRUCTIONS	-65560.00
EFT39022	14/07/2023 AUSTRALIAN SERVICES UNION	-130.50
EFT39023	14/07/2023 CLEANAWAY	-30743.48
EFT39024	14/07/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-46.75
EFT39025	14/07/2023 FITZGERALD STRATEGIES	-5140.36
EFT39026	14/07/2023 HARVEY WATER	-21.33
EFT39027	14/07/2023 McLEODS	-2117.80
EFT39028	14/07/2023 THE WORKWEAR GROUP (PREVIOUSLY NEAT N' TRIM)	-36.00

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EFT39029	14/07/2023 OFFICEWORKS			-95.59
EFT39030	14/07/2023 PINJARRA BAKERY & PATISSERIE			-199.00
EFT39031	14/07/2023 CHILD SUPPORT AGENCY			-858.06
EFT39032	14/07/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE			-128.00
EFT39033	14/07/2023 SYNERGY - STREETLIGHT ACCOUNT			-8581.91
EFT39034	14/07/2023 D & A ENTERPRISES (WA) PTY LTD T/AS T & V FENCING			-4449.50
EFT39035	14/07/2023 WAROONA NEWS			-68.00
EFT39036	14/07/2023 WESTERN POWER			-101343.00
EFT39037	14/07/2023 HEALTHSAVE WAROONA PHARMACY			-16.00
EFT39038	14/07/2023 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)			-910.25
EFT39039	14/07/2023 WAROONA MITRE 10			-201.41
EFT39040	17/07/2023 NATIONAL AUSTRALIA BANK			-4600.61
	Chief Executive Officer	\$	245.10	
	Director Corporate and Community Services	\$	9.00	
	Director Infrastructure and Development Services	\$	1,236.00	
	Manager Corporate Services	\$	1,626.61	
	Manager Works and Waste Services	-\$	491.00	
	Manager Community and Communications	\$	206.00	
	Visitor Centre Manager	\$	780.40	
	Building Maintenance Coordinator	\$	596.50	
	Executive Assistant	\$	392.00	
EFT39041	20/07/2023 AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/AS ONE MUSIC			-776.72
EFT39042	20/07/2023 DATA 3			-2908.97
EFT39043	20/07/2023 T-QUIP			-383.90
EFT39044	20/07/2023 SEEK			-1045.00
EFT39045	20/07/2023 RETRO ROADS (TAGSAT PTY LTD)			-2773.87
EFT39046	20/07/2023 HELLO PERTH			-220.00
EFT39047	20/07/2023 MCG ARCHITECTS PTY LTD			-8965.00
EFT39048	20/07/2023 LOCKDOWN SECURITY			-825.00
EFT39049	20/07/2023 TEAM GLOBAL EXPRESS PTY LTD			-454.88
EFT39050	20/07/2023 ELEMENT ADVISORY PTD LTD			-5500.00
EFT39051	20/07/2023 CORSIGN			-92.40
EFT39052	20/07/2023 EPCAD			-10560.00

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EFT39053	20/07/2023 COMBINED ROOF SOLUTIONS	-2497.00
EFT39054	20/07/2023 ERIC PRESTON PTY LTD T/A KOLOR KODE	-82.50
EFT39055	20/07/2023 PHASE3 LANDSCAPE CONSTRUCTION PTY LTD	-20991.12
EFT39056	20/07/2023 CODEC PROJECT MANAGEMENT	-9240.00
EFT39057	20/07/2023 JIAHONG PENG	-82.80
EFT39058	20/07/2023 BOC GASES	-1271.48
EFT39059	20/07/2023 BENARA NURSERIES	-222.09
EFT39060	20/07/2023 HARVEY COURIER	-190.85
EFT39061	20/07/2023 JASON SIGNMAKERS	-190.30
EFT39062	20/07/2023 LGIS INSURANCE BROKING	-10650.38
EFT39063	20/07/2023 RIGGS AUTO CENTRE	-276.00
EFT39064	20/07/2023 DEPARTMENT OF PREMIER & CABINET - SLP/GAZETTE	-1947.60
EFT39065	20/07/2023 SYNERGY	-241.51
EFT39066	20/07/2023 SHIRE OF MURRAY	-4857.60
EFT39067	20/07/2023 SOU WESTOS CLEANING SERVICE	-264.00
EFT39068	20/07/2023 WAROONA DISTRICT HIGH SCHOOL	-280.00
EFT39069	20/07/2023 WOODBURY PLUMBING	-594.00
EFT39070	20/07/2023 WAROONA MITRE 10	-181.36
EFT39071	28/07/2023 PHILLIP WALTER JAMES BARKER	-250.00
EFT39072	28/07/2023 DRAKESBROOK DESPATCH	-44.00
EFT39074	28/07/2023 PETES TREEWORX	-3503.50
EFT39075	28/07/2023 RICHARD WILLIAM LEQUAIETERMAINE	-250.00
EFT39076	28/07/2023 COMPLETE REFRIGERATION & AIR	-375.93
EFT39077	28/07/2023 TEAM GLOBAL EXPRESS PTY LTD	-388.94
EFT39078	28/07/2023 ZACOR DESIGN PTY LTD	-4446.75
EFT39079	28/07/2023 TALITHA HUSTON	-904.00
EFT39080	28/07/2023 PHASE3 LANDSCAPE CONSTRUCTION PTY LTD	-624478.29
EFT39081	28/07/2023 AUSTRALIAN SERVICES UNION	-130.50
EFT39082	28/07/2023 IT VISION	-61033.16
EFT39083	28/07/2023 LGIS LIABILITY	-143014.08
EFT39084	28/07/2023 PLANT INVESTMENTS PTY LTD	-495.00
EFT39085	28/07/2023 PLANNING INSTITUTE AUSTRALIA WA DIV	-335.00
EFT39086	28/07/2023 CHILD SUPPORT AGENCY	-892.00

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EFT39087	28/07/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-128.00
EFT39088	28/07/2023 SHIRE OF MURRAY	-913.77
EFT39089	28/07/2023 ITVISION USER GROUP (Inc)	-770.00
EFT39090	28/07/2023 CAFE WAROONA	-96.95
EFT39091	28/07/2023 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	-21061.61
		-\$ 1,393,083.36

Electronic Fund Transfer - Direct Salaries & Wages		
Date	Name	Amount
11/07/2023	NATIONAL AUSTRALIA BANK	- 104,849.00
21/07/2023	NATIONAL AUSTRALIA BANK (ON OFF PAY)	- 1,823.40
25/07/2023	NATIONAL AUSTRALIA BANK	- 104,274.40
		-\$ 210,946.80

Total Municipal Fund Cheques	-	107,970.75
Total Trust Fund Cheques	-	732,129.16
Total Direct Debit	-	317,115.31
Total Electronic Funds	-	1,393,083.36
Total Direct Wages	-	210,946.80
		-\$ 2,761,245.38

CGP001 – Code of Conduct

1. Intention

To ensure an appropriate Code of Conduct is adopted, maintained and reviewed on an annual basis supported by administration documentation in the form of management guidelines.

2. Scope

This policy applies to:

- Elected members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Shire of Waroona, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

Council is required in accordance with section 5.104 of the *Local Government Act 1995* to adopt a Code of Conduct for council members, committee members and candidates.

The Chief Executive Officer is required in accordance with section 5.51A of the *Local Government Act 1995* to adopt a Code of Conduct for employees.

The *Local Government (Model Code of Conduct) Regulations 2021* and division 2 of the *Local Government (Administration) Regulations 1996* detail matters that must be covered in a code of conduct.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed biennially.

6. Associated Documents

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

- Department of Local Government, Sport and Cultural Industries: Disclosure of gifts and disclosure of interests relating to gifts.
- Department of Local Government, Sport and Cultural Industries: Gifts and Conflicts of Interests – Frequently Asked Questions
- Department of Local Government, Sport and Cultural Industries: Circular No 11-2019 – New Gifts Framework.

Division	Corporate & Governance
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Policy Number	CGP001				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Model Code of Conduct) Regulations 2021				
Related Shire Documents	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for Employees, Contractors and Volunteers HRMP002 – Induction Management Practice CGMP003 – Complaint About Alleged Breach of Code of Conduct - Council Members, Committee Members and Candidates Shire of Waroona Complaint Form				
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2025
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Amended to reflect updated legislation and reformatted.	OCM21/06/071
xxx	Amended to reflect updated legislation and associated and related documents.	xxx
Previous Policies		
CORP050 – Code of Conduct		

CGP002 – Elected Members Fees, Allowances and Reimbursements

1. Intention

To establish the parameters for the payment of elected members' fees, allowances and reimbursement of expenses.

2. Scope

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

3. Statement

Annual payments are to apply from the third Saturday in October each year or the date the election is held in a local government election year.

Elected members elected at an extra-ordinary elections are to be paid on a pro-rata basis.

3.1 Annual Attendance Fees

Elected members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.

Attendance fees are to be paid to elected members in two (2) equal instalments during the months of December and June.

Elected members who do not wish to receive attendance fees are to advise the Chief Executive Officer, annually in writing, prior to the payment months.

Elected members who resign or who are disqualified during their term of office are to reimburse Council that portion (if any) of attendance fees that have been paid in advance.

3.2 Shire President's and Deputy Shire President's Allowance

The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid biannually in arrears.

3.3 Information and Communications Technology Allowance

Elected members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.

The Information and Communications Technology Allowance is to be paid to elected members biannually in arrears.

3.4 Reimbursement of Expenses

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

1. Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations); and
2. Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA) or Department of Local Government, Sport & Cultural Industries accredited training seminars for elected members, subject to budgetary provisions.
3. Travel costs, meals and accommodation in attending Council approved training or events, subject to budgetary provisions.

Travel costs are defined as:

- (a) Travel from the elected member's normal residence within the Shire of Waroona boundary or address within the Shire of Waroona boundary at which the elected member is registered for Council elections;
- (b) Travel to and from meetings where the elected member is a Council representative/delegate and no reimbursements for travel are payable from another source; and
- (c) Vehicle parking costs.

Where practicable, elected members are encouraged to check on the availability (with sufficient notice) of a Council owned vehicle.

Elected members are to be reimbursed for child care costs incurred because of attendance at a Council meeting or a meeting of a committee of which he or she is also a member. The maximum amount of reimbursement that may be claimed for child care costs is to be pursuant to Part 8 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members. Claims under this clause are to be submitted at least quarterly, and within 7 days of the end of each quarter, that is, by 7 October, 7 January, 7 April and 7 July.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation, and the *Salaries and Allowances Act 1975* provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

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

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

Division	Corporate & Governance
Policy Number	CGP002
Contact Officer	Chief Executive Officer

Related Legislation		Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975			
Related Shire Documents		CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form			
Risk Rating	Medium	Review Frequency	Annually	Next Review	May 2024
Date Adopted		22/06/2004			OCM04/083

Amendments		
Date	Details of Amendment	Reference
22/08/2007	Updated as part of major policy review.	OCM07/146
22/11/2011	Updated as part of major policy review.	OCM11/11/143
18/12/2018	Updated as part of major policy review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
24/05/2022	Reviewed without amendment	OCM22/05/053
xxx	Reviewed with minor amendments to text.	xxx
Previous Policies		
CORP004 – Councillor Attendance Fees – Expenses CORP010 – Annual Communications and Technology Allowance CORP045 – Elected Members Fees and Allowances 1.6 – Councillor Attendance Fees/Expenses 1.18 – Annual Communications and Technology Allowance		

CGP003 – Elected Members and Chief Executive Officer Public Statements

1. Intention

To establish the parameters for written, oral and electronic public statements.

2. Scope

This policy applies to Elected Members and the Chief Executive Officer of the Shire of Waroona.

3. Statement

Section 2.8 of the *Local Government Act 1995* provides that the Shire President speaks on behalf of the Local Government. Section 5.41(f) provides for the Chief Executive Officer to speak on day-to-day matters and/or when the Shire President authorises.

Members of Council, outside their official capacity as members of the Council have the right to speak in public within the limits of the law. The performance of a role as Council member overlaps with a role of the public and imposes limitations on what would otherwise be a normal right to speak in public on local government affairs.

The principal limitation is that a Council member who is not the Shire President cannot speak on behalf of the Council, as per Section 2.8 of the *Local Government Act 1995*.

3.1 Shire President

When speaking to the media or otherwise in public the Shire President is the only member of Council who may speak on behalf of the Council.

When the Shire President is speaking to the media or otherwise in public but not officially speaking on behalf of the Council, the Shire President must make it clear that he/she is not speaking as Shire President or in any other Council capacity.

3.2 Deputy Shire President

The Deputy President may only speak to the media or otherwise in public on behalf of the Council in the circumstances set out in Section 5.34 of the *Local Government Act 1995*, being:

1. If the Shire President role is vacant; or
2. The Shire President is not available, or is unable or unwilling to perform the functions of Shire President.

The Deputy President must otherwise comply with the limits on the role of a Councillor when speaking to the media or otherwise in public.

3.3 Elected Members

An elected member may not speak to the media or otherwise in public on behalf of the Council or the operations of the Shire of Waroona.

When an elected member is speaking to the media or otherwise in public, he/she must make it clear that she/he is not speaking on behalf of the Council, but rather in the role of an elected member.

An elected member speaking on Council matters to the media or otherwise in public may identify himself/herself as an elected member of the Council but must avoid any suggestion or appearance of speaking on behalf of the Council.

3.4 Chief Executive Officer

It is part of the function of the Chief Executive Officer to speak on behalf of the Council if the Shire President agrees.

The Shire President may give agreement to the Chief Executive Officer speaking on behalf of the Council:

1. On a specific occasion; or
2. On a specific subject matter; or
3. On a specified category of occasions or a specified category of subjects when they arise.

Further to the above, the Chief Executive Officer may speak to the media or otherwise in public as to the Shire's affairs in performance of the Chief Executive Officer's functions under Section 5.41 of the *Local Government Act 1995*, including that of managing the day-to-day operations of the Shire. The Chief Executive Officer only requires the agreement of the Shire President when making statements of the kind which would ordinarily fall within the role of the Shire President as spokesperson of the Council.

Where appropriate, the Chief Executive Officer can further delegate the role to speak on a specific issue to an officer if it is related to their area of expertise and is deemed to add value, provided:

1. The Chief Executive Officer has already been given the authority to speak by the Shire President; or
2. It is within the day-to-day affairs of the Shire, for example a Library promotion.

3.5 Employees and Volunteers

All media enquiries to be referred to the Chief Executive Officer for action and/or appropriate delegation.

4. Oral and Electronic Statements

This Policy applies equally to statements in public whether they are communicated orally, in writing, electronically, or by any other means.

5. Media Releases

All written media releases must be approved by the Chief Executive Officer in consultation with the Shire President prior to release. Where one or the other is unavailable, responsibility is passed through to the next in line (i.e., Acting Chief Executive Officer and Deputy President).

6. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

7. Review

This policy is to be reviewed as required.

8. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP003				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	CGP002 – Social Media				
Risk Rating	Low	Review Frequency	As required	Next Review	Triennially
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
26/09/2017	Updated as part of major policy review.	OCM17/09/091
18/12/2018	Updated as part of major policy review.	OCM18/12/126
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
xxx	Amended as part of policy review – minor changes	xxx
Previous Policies		
CORP005 – Media Releases 1.7 – Media Releases		

CGP004 – Elected Members Continuing Professional Development

1. Intention

To ensure elected members meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an elected member of the Shire of Waroona.

2. Scope

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

3. Statement

Elected members must undertake and successfully complete the following prescribed professional development training modules titled “Council Member Essentials” within the period of 12 months from the day the elected member was elected, unless a prescribed exemption applies:

- Understanding Local Government
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

Elected members are also encouraged to nominate to attend other conferences and training opportunities to enhance and broaden their knowledge of local government issues to support the community.

The following are examples of other conferences or training opportunities, (the usual number of delegates is shown in parentheses, if applicable):

- National General Assembly of Local Government (Shire President and the Chief Executive Officer);
- WA Local Government Week (no more than four full registrations inclusive of the Shire President is permitted);
- Special “one off” conferences sponsored by WALGA or the Department of Local Government Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of Local Government;
- The Annual Road Congress;
- Conferences which advance the development of elected members in their role as Councillors; and
- Conferences of organisations on which an elected member has been elected or appointed as a delegate.

Council may authorise attendance at other conferences or training opportunities by more than the number of specified delegates, if a particular purpose or need arises.

Elected members are limited to attending three other conference or training opportunities each financial year, unless authorised by Council.

Requests to attend other conference or training opportunities are to be initiated by the elected members and are to be forwarded to the Chief Executive Officer prior to enrolment or registration.

The Chief Executive Officer is authorised to approve requests from elected members for attendance at other conferences or training opportunities, providing that:

- The cost does not exceed \$3,000 for any single instance and up to a total of \$4,000 in any 12-month period (financial year); and
- The other conference or training is organised by an identified, industry-recognised training provider.

The Chief Executive is authorised to expend funds on prescribed professional development training for elected members to meet statutory obligations.

Note: All monetary amounts where specified are Good and Service Tax (GST) exclusive.

3.1 Travel Arrangements

All booking arrangements for other conferences and training for elected members are coordinated through the Chief Executive's Office. Elected members should note the *Local Government Act 1995* precludes an elected member to pre-spend Shire funds.

Any airline travel for an elected member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the elected member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of the other conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Waroona will be notified to Council or Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

3.2 Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilisation;
- Reasonable laundry expenses; and
- Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

- Phone calls made outside the accommodation premises and for the purposes of the conference and/or Council business;
- Travel to and from the conference venue; and,
- Travel to and from all airport destinations.

In circumstances where entertainment on behalf of the Shire is expected or otherwise appropriate, the entertainment will be in accordance with guidelines established from time to time by the Chief Executive Officer and as determined by the judgement of the delegate, paid by the delegate, and presented to the Chief Executive Officer for subsequent authorisation for reimbursement upon return.

For other conferences and training that are of a one day or less duration, the previous night's accommodation is available subject to approval by the Chief Executive Officer. No advance is payable and any expenses incurred may be reimbursed on production of sufficient documentation.

All costs associated for prescribed professional development training, including travel, accommodation, meals and incidentals will be fully funded by the Shire. Prescribed training will be arranged by the office of the Chief Executive Officer to ensure statutory timeframes are achieved.

3.3 Cash Advances

An advance of \$200 may be made available upon request to the Chief Executive Officer to cover meals not included at other conference of training, or at prescribed professional development training. Alternatively, delegates at other conferences and training or attendees at prescribed training may elect to pay other expenses themselves and claim reimbursement from the Shire on presentation of the receipts.

Advances for expenses will be made no earlier than two weeks prior to the date of the commencement day of the other conferences and training or prescribed professional development training and expenditure reconciliation statements will be required within 14 days of return from the Conference.

3.4 Elected Member / Delegate Accompanying Person

Where an elected member or Shire officer is accompanied to other conferences or training, all costs for/or incurred by the accompanying person are to be borne by the elected member, or Shire officer or accompanying person, and not by the Shire.

The exception to the above being the cost of attending any official event dinner where partners would normally attend. An example of an official event is the Annual Local Government Week or Conference Gala dinner or 'sundowner' drinks at the event opening.

4. Reporting and Publishing

All elected members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other elected members.

If a report is not received within 30 days, the elected member may be ineligible for attendance at further conferences or training until the report is received.

A record of conferences or other training attended by elected members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by elected members in the financial year. This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

5. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

6. Review

This policy is to be reviewed annually.

7. Associated Documents

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

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

Division	Corporate & Governance				
Policy Number	CGP004				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996				
Related Shire Documents	CG6 – Elected Member Continuing Professional Development Application Form				
Risk Rating	Low	Review Frequency	Annually	Next Review	May 2024
Date Adopted	17/12/2019				OCM19/12/163

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
24/05/2022	Reviewed without amendment.	OCM22/05/053
xx	Reviewed without amendment.	xx
Previous Policies		
CORP014 – Councillor Attendance at Local Government Week CORP024 – Council Members Continuing Professional Development 1.15 – Training 1.24 – Councillor Attendance at Local Government Week		

CGP005 – Elected Member and Employee Recognition

1. Intention

To provide guidance for the recognition of elected members and employees who are retiring from council or ceasing their employment with the Shire of Waroona.

2. Scope

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

3. Statement

Council supports the provision of refreshments and farewells in the following circumstances:

1. All elected members on retirement from council;
2. All employees on retirement;
3. All employees on resignation; and,
4. When the Shire President or Chief Executive Officer decides the circumstances to be appropriate.

Council may provide official recognition of service by means of a suitable gift in the following circumstances:

1. All retiring elected members;
2. All employees who have been employed for not less than 12 months of service;
3. All employees who have been employed for less than 12 months at the recommendation of the appropriate Director and approved by the Chief Executive Officer; and
4. When the Chief Executive Officer decides the circumstance are appropriate.

A suitable gift may be presented to a maximum value of:

1. Between 0-2 years of service \$50.
2. Between 2-5 years of service \$100.
3. Between 5-10 years of service \$150.
4. Between 10-20 years of service \$200.
5. Over 20 years \$300.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Corporate & Governance			
Policy Number		CGP005			
Contact Officer		Chief Executive Officer			
Related Legislation		Nil			
Related Shire Documents		Nil			
Risk Rating	Low	Review Frequency	Triennially	Next Review	May 2026
Date Adopted		22/06/2004		OCM04/083	

Amendments		
Date	Details of Amendment	Reference
26/07/2005	Updated as part of major policy review.	OCM05/093
17/12/2019	Updated value of suitable gifts.	OCM19/12/163
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
xxxx	Reviewed with no amendments	xxx
Previous Policies		
CORP013 – Councillors and Staff Farewells and Presentations 1.5 – Recognition of Councillor Service		

CGP006 – Attendance at Events and Functions

1. Intention

To provide a framework for Elected Members and the Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or are paid by the local government. An effective framework provides transparency about the attendance at events by Elected Members and the CEO.

2. Scope

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

3. Statement

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert;
- Conference;
- Function;
- Sporting event; or
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

3.1 Pre-approved Events

To meet the policy requirements, tickets and/or invitations to events must be received by the Shire, as outlined in sub-clause 3.2(a)(i) in the case of any external groups or organisations, notwithstanding that attendance at the following by Elected Members and the CEO is pre-approved:

- Any public free event held within the Shire of Waroona district;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Waroona district;
- Shire hosted or run ceremonies, functions, tournaments or events;
- Shire sponsored ceremonies, functions, tournaments or events;
- Peel Chamber of Commerce and Industry Small Business Awards or similar awards for local businesses held within or outside the Shire of Waroona district;
- Community cultural events/festivals within the Shire of Waroona district;
- Opening or launch of an event or facility within the Shire of Waroona district; and,
- Other events where the Shire representation has been formally requested by invitation, including events from:
 - (a) Western Australian Local Government Association;
 - (b) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (c) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (ca) LG Professionals Australia (ABN 85 004 221 818);
 - (d) a department of the Public Service;
 - (e) a government department of another State, Territory or the Commonwealth; and
 - (f) a local government or regional local government.

All Elected Members and the CEO are entitled to attend pre-approved events. If there are more Elected Members than tickets or invitations provided, then the CEO after consultation with the Shire

President, shall determine attendance at their discretion. If there is a fee or any other cost associated with a pre-approved event, the fee or other cost will be paid for by the Shire out of the annual budget (either beforehand or by way of reimbursement). Any costs relating to accompanying partners to any preapproved event will be the responsibility of the relevant Elected Member or the CEO.

3.2 Non-pre-approved Events

(a) Provision of Tickets (Invitations)

- i. All invitations or offers of tickets for Elected Members or the CEO to attend an event must be in writing received no later than five business days prior to the event or the RSVP date (whichever occurs first), addressed to the Shire using formal position titles, and sent by mail to PO Box 20, Waroona WA or by e-mail to warshire@waroona.wa.gov.au;
- ii. Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995* and the associated Regulations.

(b) Approval of Attendance

- i. Events addressed to Elected Member will be assessed and authorised by the CEO.
- ii. Event Invitations for the CEO will be assessed and authorised by the Shire President.

(c) Considerations for Approval for a Non-pre-approved Event

Retrospective approval will not be given. In deciding on attendance at an event, consideration will be given to:

- i. who is providing the invitation or ticket to the event;
- ii. any justification provided by the applicant when the event is submitted for consideration;
- iii. the location of the event in relation to the Shire (within the district or outside of the district);
- iv. the role of the Elected Member or CEO attending the event (participant, observer, presenter) and the value of their contribution;
- v. the number of invitations/tickets received;
- vi. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation;
- vii. the direct benefit of attendance to the Shire;
- viii. alignment to the Shire's Strategic Objectives; and,
- ix. the number of Shire representatives already approved to attend.

(d) Payments in Respect of Attendance

- i. For any non-pre-approved event, where a member of the public is required to pay, unless it is a pre-approved event under sub-clause 3.1, the CEO and/or the Shire President will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend using the considerations provided in this sub-clause.
- ii. If the CEO and/or the Shire President determines that an Elected Member or CEO should attend a non-pre-approved event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation from the Shire's budget (either beforehand or by way of reimbursement).
- iii. Any costs relating to accompanying partners to any event will be the responsibility of the relevant Elected Member or the CEO, unless otherwise approved by a specific resolution of Council.

- iv. Where an invitation or ticket to an event is provided free of charge, the CEO may decide that the Shire contributes to appropriate expenses for attendance, such as travel and accommodation, including events outside the district, after applying the considerations provided in this sub-clause and making a determination.

Note: Any event that has not been pre-approved, is not submitted through an approval process, or is received personally, is considered a non-pre-approved event.

4. Other Matters Excluded

- (a) Where an Elected Member is appointed by Council to be directly involved with a local community/sporting group or not-for-profit organisation in an official capacity, this policy does not apply to the group or organisation's normal business activities.
- (b) The attendance by Shire employees at pre-approved or non-pre-approved events is determined by the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations remain applicable, as are any legislative provisions relating to conflict-of-interests.
- (c) The attendance by Shire employees at training or conferences at pre-approved or non-pre-approved events is determined by the appropriate Director or the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations remain applicable, as are any legislative provisions relating to conflict-of-interests.
- (d) Elected Member ongoing professional development and mandatory training paid for by the Shire.
- (e) CEO attendance at conferences or training paid for by the Shire to assist in achieving the organisation's goals and objectives.

5. Disclosure of Interest

Any gift received over \$300 is specifically excluded from the conflict-of-interest provisions if:

- (a) the gift relates to attendance at an event where attendance has been approved under this policy,
- (b) or the gift is made by any of the following specified entities, as prescribed by regulation 20B of the *Local Government (Administration) Regulations 1996*:
 - i. WALGA;
 - ii. Australian Local Government Association Limited;
 - iii. Local Government Professionals Australia WA;
 - iv. LG Professionals Australia;
 - v. a department of the Public Service;
 - vi. a government department of another State, a Territory or the Commonwealth; or
 - vii. a local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of Elected Member or CEO.

6. Gifts Generally

This policy provides guidance to Elected Members and the CEO when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered. Any contribution to travel or the provision of tickets, subject to the exceptions in section 5.83 of the *Local Government Act 1995*, must still be disclosed in writing to the CEO within 10 days of receipt, if over the value of \$300.

7. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

8. Review

This policy is to be reviewed biennially.

9. Associated Documents

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

- Department of Local Government, Sport and Cultural Industries – Operational Guidelines – Attendance at Events Policy, December 2019.
- Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions.
- Department of Local Government, Sport and Cultural Industries Circular No 11-2019 – New Gifts Framework.

Division		Corporate & Governance			
Policy Number		CGP006			
Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government Legislation Amendment Act 2019 Local Government (Administrations) Regulations 1996			
Related Shire Documents		CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form			
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2025
Date Adopted		17/12/2019		OCM19/12/163	

Amendments		
Date	Details of Amendment	Reference
25/05/2021	Amended to reflect updated legislation.	OCM21/05/060
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxxx	Updated as part of Biennial Review	xxxx
Previous Policies		
CORP007 – Attendance at Events and Functions 1.19 – Councillor Representation at ANZAC Day Service		

CGP013 – Risk Management

1. Intention

To demonstrate that the Shire of Waroona is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

The key objective of this policy is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes.

2. Scope

This policy applies throughout the district.

3. Statement

The Shire of Waroona recognises that risk is the possibility of unplanned or unanticipated events having an adverse effect on the achievement of the organisation's objectives, and recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors.

The Shire of Waroona considers risk management to be an essential management function in its operation as a progressive local government, and recognises risk management responsibility lies with the person who has the responsibility for the function, service or activity that gives rise to the risk.

The Shire's risk management framework aligns with the principles as outlined in the current International Standard *AS ISO 31000:2018*.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks.

Risk Management will be applied to decision making through all levels of Council and the Shire in relation to planning or executing any function, service or activity, particularly:

- Expenditure of large amounts of money;
- New strategies and procedures;
- Managing a project;
- Introducing significant change; and
- The management of sensitive issues.

4. Risk Management Objectives

1. The achievement of organisational goals and objectives.
2. To ensure community and employee health and safety within the Shire jurisdiction is not compromised.
3. Limited loss or damage to property and other assets.

4. Limited interruption to business continuity.
5. To define the Shire's tolerance to risk and communicate it throughout the Shire.
6. To communicate with the community about the Shire's approach to risk.
7. To protect the reputation of Council.

5. Responsibilities

5.1 Elected Members

- Ensuring a Risk Management Policy has been developed, adopted and communicated throughout the Shire;
- Reviewing the Risk Management Policy annually;
- Providing a vision upon which sound risk management practices and procedures can be based; and
- Providing adequate budgetary provisions for the maintenance of risk management strategies and procedures.

5.2 Chief Executive Officer and Executive Employees

- Establishing the risk tolerance level of the Shire for adoption by Council;
- Ensuring the development, management and communication of the risk management strategy for the Shire;
- Developing risk management skills through training and education; and
- Fulfilling the role of an internal Risk Management Committee.

5.3 Corporate Planning & Governance Officer

-
- Establishing and maintaining the risk register; and
- Coordinating regular reviews of the risk register.

5.4 Management Employees

- Identifying and assessing all the potential risks in their area of responsibility;
- Encouraging openness and honesty in the reporting and escalation of risks; and
- Ensuring all employees manage risks within their own work area.

5.5 Employees and Volunteers

- Actively participating in the risk management program and organisational performance review and evaluation program;
- Complying with all policies, procedures and practices relating to risk management;
- Attending risk management training;
- Conducting risk assessments during the performance of their daily duties, as required; and
- Alerting management to the risks that exist within their area.

6. Legislative and Strategic Context

Australian Standard ISO 31000:2018 Risk Management - Guidelines and the Local Government Act 1995 and the associated subsidiary legislation, provide the broad framework within which this policy operates.

7. Review

The Shire of Waroona will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends. Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored.

The reference to the current Australian risk standard in this policy will be automatically updated to reflect any changes in name or number.

This policy is to be reviewed annually.

8. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP013				
Contact Officer	Corporate Planning & Governance Officer				
Related Legislation	AS ISO 31000:2018 Risk Management - Guidelines Local Government Act 1995 Local Government (Audit) Regulations 1996				
Related Shire Documents	Risk Management Framework Risk Management Strategy 2020 – 2023				
Risk Rating	Medium	Review Frequency	Annually	Next Review	August 2024
Date Adopted	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
xxx	Updated responsibilities, and name of Australian standard.	xxx
Previous Policies		
CORP020 – Shire of Risk Management Policy CORP021 – Risk Management 1.27 – Shire of Waroona Risk Management Policy 1.40 – Risk Management		

CGP014 – Work Health and Safety

1. Intention

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

2. Scope

This policy applies to:

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

3. Statement

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

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

The Shire of Waroona recognises:

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

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

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

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

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP014				
Contact Officer	Senior Finance Officer				
Related Legislation	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard <i>Work Health and Safety Act 2020</i> and <i>Work Health and Safety (General) Regulations 2022</i>				
Related Shire Documents	Occupational Safety and Health Manual				
Risk Rating	High	Review Frequency	Annually	Next Review	Mar 2024
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
28/10/2014	Updated as part of major review.	OCM14/10/127
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
27/09/2022	Amended to reflect change of legislation: <ul style="list-style-type: none"> Policy title changed to CGP014 – Work Health and Safety Title <i>Occupational Health and Safety Act 1984</i> changed to <i>Work Health and Safety Act 2020</i>; <i>Occupational Health and Safety Regulations 1996</i> changed to <i>Work Health and Safety (General) Regulations 2022</i>; AS/NZS4801:2001 Occupational Health and Safety Management Systems changed to AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard 	OCM22/09/128
<date>	Reviewed without amendment.	<resolution number>
Previous Policies		
CORP028 – Occupational Safety and Health Statement CORP029 – Occupational Safety and Health Meetings 2.24 – Occupational Safety and Health Policy Statement 2.27 – Occupational Safety and Health Meetings 5.13 – Occupational Safety and Health		

CGP015 – Contracted Workers Risk and Insurance

1. Intention

To set out the insurances that contractors must carry in order that they are adequately covered and that the Shire of Waroona is therefore indemnified from claims arising from the actions of the contractor.

2. Scope

This policy applies to any external party involved in providing goods or services to the Shire of Waroona, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

Tender and contractual documentation should contain the clauses that are set out below:

1. The Contracted Worker shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the Contracted Worker or any default or negligence by the Contracted Worker irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Waroona.
2. The Contracted Worker shall indemnify and keep indemnified the Shire of Waroona from and against any loss or damage and against claims, demands, proceedings, costs, charges and expenses whatsoever arising out of any act or omission of the Contracted Worker or any default by the Contracted Worker irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Waroona.
3. The Contracted Worker shall, at the contracted workers own expense, procure and maintain and shall ensure that all Sub-Contractors procure and maintain the following insurances, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the Shire of Waroona and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them;
4. Public liability insurance must be provided by each contracted worker. The amount of liability is based on the risk level determined by the scope of works.
 - Low Risk – An amount of not less than \$5 million for any one accident or occurrence in the name of the Shire of Waroona and Contractor
 - Medium Risk – An amount of not less than \$10 million for any one accident or occurrence in the name of the Shire of Waroona and the Contractor
 - High Risk – An amount of not less than \$20 million for any one accident or occurrence in the name of the Shire of Waroona and the Contractor
5. Workers Compensation Insurance must be provided by contracted workers. It is recommended that Sole Traders provide personal accident insurance or Income Protection Insurance.

6. Professional Indemnity Insurance is required for professional consultants who provide advice as part of the contract. The nominal amount of Professional Indemnity Insurance is to be \$5 million.

A risk assessment may be undertaken by the Shire of Waroona to assess the minimum value of a negligence claim for a particular contract, plus 50% for dealing with the matter in court as the Professional Indemnity Insurance amount. In determining the maximum value note that insurance typically deals with the unexpected and so the maximum value should reflect the “possible” rather than the “likely” occurrence in the risk assessment process.

7. Third party property damage insurance of not less than \$20 million in respect of any motor vehicles, plant or equipment used in the performance of the contracted services.
8. If the Contractor or any Sub-Contractor employs any person or persons to perform the services or any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to the Shire of Waroona before the commencement of services.
9. If the Contractor or any Sub-Contractor employs any person or persons to perform the services or any part thereof, awareness and compliance with the Shire of Waroona occupational safety and health guidelines and policy must be provided and acknowledged.
10. Any other insurance which is required by the laws of the Commonwealth of Australia and the State of Western Australia and as amended by these guidelines following its review.
11. The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the Contractor under these guidelines.
12. The Contractor shall provide to the Shire of Waroona, prior to the commencement date, certificates of currency for all insurances that provide evidence of validity and currency of the insurance policies.

3.1 Termination

The Shire of Waroona may terminate its agreement with the Contractor immediately upon written notice to the Contractor if the Contractor fails to work with due diligence or expedition or makes a default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the Contractor or refuses or neglects to carry out any instruction which Council is empowered to give or make under these guidelines.

The Shire of Waroona may terminate its agreement with the Contractor immediately upon written notice to the Contractor if the Contractor enters bankruptcy or enters into liquidation, a Deed of Assignment, Deed of Arrangement or similar style process with creditors or commences to carry on business under a Receiver for the benefit of its creditors or any other party.

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP015				
Contact Officer	Senior Finance Officer				
Related Legislation	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022				
Related Shire Documents	CGMP010 – Contractor Induction CG16 – Contractor Induction Certification				
Risk Rating	High	Review Frequency	Annually	Next Review	May 2022
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
23/10/2012	Updated as part of major review.	OCM12/10/123
23/10/2015	Updated as part of major review.	OCM15/12/164
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<date>	Amendment to include contractor insurance requirements.	<resolution>
Previous Policies		
CORP039 – Contractors Risk and Insurance 5.12 – Contractors Risk and Insurance		

CGP016 – Legislative Compliance

1. Intention

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliances occur.

The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

2. Scope

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

3. Statement

Council recognises that it has a clear responsibility to ensure that the organisation complies with the relevant legislative requirements that are applicable to Shire of Waroona.

The Shire shall have in place suitable processes and procedures to ensure that legislative requirements are both complied with, and that these are completed within the relevant timeframes. Such structures, procedures and processes are to be integrated into the everyday running of the organisation.

These structures, procedures and processes aim to:

1. Develop and maintain a system for identifying the relevant legislative requirements that apply to the Council's and Shire's activities;
2. Assign responsibilities to respective employees for adherence with legislative requirements that are administered by their position or their section, and that appropriate compliance with the regulatory obligations are fully implemented within the organisation;
3. Provide sufficient induction and training for appropriate elected members, employees, volunteers and other relevant people where appropriate, with regard to any legislative requirements that may affect them, or that they have to deal with;
4. Provide employees with the resources to identify, and remain up-to-date with, new legislation or amendments that may occur.
5. Establish a mechanism for identifying any non-compliance, to rectify such non-compliance, and to appropriately record and report any non-compliance;
6. Ensure that where areas of major non-compliance occur, that such matters are reported to the Chief Executive Officer, and where appropriate the Shire's Auditor, and the Finance and Audit Committee.
7. Establish processes for dealing with new legislative compliance items, or where there are changes to legislative compliance items.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP016				
Contact Officer	Corporate Planning & Governance Officer				
Related Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	High	Review Frequency	Annually	Next Review	May 2024
Date Adopted	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<resolution date>	Amended Contact Officer title and some minor text.	<insert resolution>
Previous Policies		
CORP022 – Legislative Compliance 1.41 – Legislative Compliance		

CGP018 – Temporary Employment or Appointment of a Chief Executive Officer

1. Intention

To establish a policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Waroona's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

2. Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Waroona.

3. Statement

3.1 Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) Temporary **CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

3.2 Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of a Director are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of a Director is not included in the determination set out in Clause 3.2(2).

3.3 Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- (1) The CEO is authorised to appoint a Director in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Director's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Director is appointed as Acting CEO.

- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
 - (a) The Director Corporate & Community Services will be appointed as Acting CEO; or
 - (b) If the Director Corporate & Community Services is unable to act, the Director Infrastructure & Development Services will be appointed as Acting CEO; or
 - (c) If the Director Infrastructure & Development Services is unable to act, the Manager Corporate Services will be appointed as Acting CEO.
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3.4 Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) This clause applies to the following periods of extended leave:
 - (a) Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - (b) Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - (a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - (b) Conduct an external recruitment process in accordance with clause 5(1)(c).
- (2) The Shire President will liaise with the CEO, or in their unplanned absence the Director Corporate & Community Services to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (3) Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Director Corporate & Community Services.

3.5 Appoint Temporary CEO – Substantive Vacancy

- (1) In the event that the substantive CEO's employment with the Shire of Waroona is ending, the Council when determining to appoint a Temporary CEO may either:
 - (a) by resolution, appoint a Director as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - (b) by resolution, appoint a Director as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - (c) following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.

- (2) The President will liaise with the Director Corporate & Community Services to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Director Corporate & Community Services.

3.6 Remuneration and conditions of Acting or Temporary CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP018				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	triennially	Next Review	May 2026
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
27/04/2021	Amended to reflect updated legislation and reformatted.	OCM21/04/048
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxx	Content updated and aligned with WALGA Template Policy – Temporary Employment or Appointment of CEO	xxx
Previous Policies		



CORP041 – Temporary Employment or Appointment of a Chief Executive Officer
CORP041 – Acting Chief Executive Officer (CEO) Appointment

FP003 – Purchase Orders Authority

1. Intention

To provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

2. Scope

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

3. Statement

The following employee authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Council's adopted budget, policies and statutory requirements.

Position	Purchase Order Authority
Chief Executive Officer	General authority.
Director Corporate & Community Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Infrastructure & Development Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Manager Corporate Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Works & Waste Services	Specific authority to purchase budgeted directorate requirements up to \$59,999, including capital works. General Authority (outside of Directorate) up to \$7,500.
Manager Recreation Services	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, up to \$7,500. Authority does not extend to capital equipment purchases.
Manager Community & Communications	Authority to issue orders of an operational nature with relation to place & community development up to \$10,000 Authority does not extend to capital purchases.

Position	Purchase Order Authority
Senior Finance Officer	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
Coordinator Works & Services	Authority to issue orders of an operational nature with relation to works and services up to \$2,000
Building Maintenance Coordinator	Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000
Plant Mechanic	Authority to issue orders of an operational nature with relation to plant repairs, depot and workshop maintenance up to \$2,000
Parks & Gardens Co-ordinator	Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000. Authority does not extend to capital purchases.
Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of Community Development up to the value of \$1,000.
Asset and Works Support Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Works Depot Administration Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Executive Assistant	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$1,000.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger	Authority to issue orders for minor purchases and supplies associated with ranging control to the value of \$500.
Manager Ranger & Community Safety (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management and ranger services (including expenditure to support a direct emergency) up to a maximum value of \$10,000. Authority does not extend to capital purchases.
	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services up to a maximum of \$550

Position	Purchase Order Authority
Emergency Management Officer/Ranger Administration (Shire of Murray) & Administration Support Officer (Shire of Murray)	Authority does not extend to capital purchases.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP003				
Contact Officer	Director Corporate & Community Services				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
23/09/2008	Amended to reflect current employees.	OCM08/172
24/11/2009	Amended to reflect current employees.	OCM09/197
17/12/2009	Amended to reflect current employees.	OCM09/215
26/10/2010	Amended to reflect current employees.	OCM10/10/163
23/10/2012	Amended to reflect current employees.	OCM12/10/123
24/11/2015	Amended to reflect current employees.	OCM15/11/138
22/12/2015	Amended to reflect current employees.	OCM15/12/164
25/10/2016	Amended to reflect current employees.	OCM16/10/115
26/09/2017	Amended to reflect current employees.	OCM17/09/091

18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
24/03/2020	Amended to reflect current employees.	OCM20/03/039
27/04/2021	Amended to reflect current employees.	OCM21/04/045
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125
22/02/2022	Amended to reflect current employees.	OCM22/02/011
27/09/2022	Amended to: <ul style="list-style-type: none"> - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure. 	OCM27/09/125
xxx	Amendments to: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.	OCMxx/xx/xx
Previous Policies		
FIN011 – Purchase Orders – Authority for Issue		
3.7 – Purchase Orders – Authority for Issue		

FP014 – Financial Hardship

1. Intention

To give effect to our commitment to support members of the community who may be experiencing financial pressures, the Shire of Waroona recognises that certain financial challenges may result in financial hardship for ratepayers.

2. Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy.

It is a reasonable community expectation, as we deal with rising financial pressures that those with the capacity to pay rates will continue to do so. For this reason this policy is not intended to provide rate relief to ratepayers who are not able to provide evidence of financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

3. Statement

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering financial hardship, while treating all members of the community with respect and understanding at this difficult time.

3.1 Payment Difficulties, Hardship and Vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Waroona recognises that these financial pressures may increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

3.2 Financial Hardship

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;

- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with statutory responsibilities

3.4 Payment Arrangements

Payment arrangements facilitated in accordance with section 6.49 of the *Local Government Act 1995* are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past; and
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of Waroona of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

3.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

3.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid; and
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property; and
- May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

3.7 Debt Recovery

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the third due payment, the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year. Rates and service charge debts that remain outstanding at the end of that financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.8 Review of Decisions

The Shire will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

3.9 Communication and Confidentiality

The Shire will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party upon request.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP014				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	28/04/2020				OCM20/04/059

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<date>	Reviewed with minor amendments	<xxxx>



Previous Policies

FIN036 – Financial Hardship

FP025 – Depreciation of Non-current Assets

1. Intention

To set guidance on how depreciation methods and rates are calculated and applied to Shire of Waroona's non-current assets.

2. Scope

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

3. Statement

Depreciation for all Shire of Waroona assets shall be applied on a straight line basis where practical initially, using the rates applicable to the South West Region of WA, as listed in the previous Local Government Accounting Manual, as advised by the Department of Local Government, Sport & Cultural Industries.

Major Depreciation Periods are:

Buildings	40-60 years
Furniture & Equipment	3-20 years
Plant & Equipment	5-20 years
Bridges	60-90 years
Parks & Ovals	10-50 years
Drainage	60-90 years
Footpaths	20-50 years
Sealed Roads and Streets	
Construction	45-55 years
Bituminous Seals	15-25 years
Asphalt Seals	25-30 years
Unsealed roads	
Formed	10-15 years
Gravel	12-15 years

As per regulation 17A of the *Local Government (Financial Management) Regulations 1996* relating to Fair Value, all assets are to be revalued whenever the shire is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount and within a period of no more than five years after the day on which the asset was last valued or revalued. As a part of these revaluations, if the Shire is provided with remaining useful life from a licenced Valuer than these recommendations will be used to calculate each individual assets depreciation rate which will be used until that particular asset is once again revalued.

If however remaining useful life is not provided by the Valuer then the initial depreciation rate and an estimated useful life as prescribed in the previous WA Local Government Account manual will be used and condition and age will also factor into the assessment to calculate and appropriate depreciation rate.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP025				
Contact Officer	Director Corporate Services				
Related Legislation	AASB116 Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
24/11/2009	Amended to reflect current practices.	OCM09/197
25/06/2013	Amended to align with Local Government Accounting Manual.	OCM13/06/047
26/11/2013	Updated as part of major review.	OCM13/11/125
28/10/2014	Updated as part of major review.	OCM14/10/127
24/11/2015	Updated as part of major review.	OCM15/11/138
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxx	Amended to add reason for revaluation under 3. Statement and minor wording adjustments	OCMxx/xx/xx
Previous Policies		
FIN004 – Depreciation of Non-current Assets 3.1.4 – Depreciation of Non-current Assets		

IP012 – Supply of Materials to Residents

1. Intention

To provide guidance on the conditions under which the supply of various bulk materials to residents may occur.

2. Scope

This policy applies throughout the district.

3. Statement

Residents of the Shire of Waroona are allowed access to sand, gravel, limestone, aggregate and mulch stored at the Shire of Waroona Depot, subject to availability and if not required for Council purposes. Each volume of material taken shall be restricted to a utility or trailer load.

Manual loading of the materials shall not be permitted. Loading shall only be carried out by Council plant and personnel when they are available at the depot – normal operations of the works crew should not be interrupted. If necessary, arrangements should be made with the Manager Works and Waste Services.

Mulch will be available at no cost. Sand, gravel, and limestone will be charged at commercially competitive rates, in accordance with Council's approved Fees and Charges schedule.

Council shall take no responsibility for the suitability, quality and composition of any mulch material.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Infrastructure				
Policy Number	IP012				
Contact Officer	Manager Works and Waste Services				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	Triennially	Next Review	April 2026
Date Adopted	22/06/2004				OCM04/083

Amendments

Date	Details of Amendment	Reference
25/09/2007	Amended to reflect current employees.	OCM07/160
24/11/2015	Amended to reflect current employees.	OCM15/11/138
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxx	Amended to correct Manager Works & Waste Services title, and add sand to list of materials charged for.	OCMxxx
Previous Policies		
WKS013 – Supply of Materials to Residents 5.1 – Supply of Materials to Residents		



CGP001 – Code of Conduct

1. Intention

To ensure an appropriate Code of Conduct is adopted, maintained and reviewed on an annual basis supported by administration documentation in the form of management guidelines.

2. Scope

This policy applies to:

- Elected ~~m~~Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the ~~Council~~Shire of Waroona, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

Council is required in accordance with ~~s~~Section 5.104 of the *Local Government Act 1995* to adopt a Code of Conduct for council members, committee members and candidates.

The Chief Executive Officer is required in accordance with ~~s~~Section 5.51A of the *Local Government Act 1995* to adopt a Code of Conduct for employees.

The *Local Government (Model Code of Conduct) Regulations 2021* and ~~d~~Division 2 of the *Local Government (Administration) Regulations 1996* detail matters that must be covered in a code of conduct.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed biennially.

6. Associated Documents

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

- Department of Local Government, Sport and Cultural Industries: [Disclosure of gifts and disclosure of interests relating to gifts](#).
- [Department of Local Government, Sport and Cultural Industries](#): Gifts and Conflicts of Interests – Frequently Asked Questions
- Department of Local Government, Sport and Cultural Industries: Circular No 11-2019 – New Gifts Framework.

CGP001 – Code of Conduct



Division	Corporate & Governance				
Policy Number	CGP001				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 <u>Local Government (Model Code of Conduct) Regulations 2021</u>				
Related Shire Documents	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for Employees, Contractors and <u>Volunteers</u> CGMP001 – Induction of Councillors HRCGMP002 – Induction Management Practice of Employees and Volunteers CGMP003 – Complaint About Alleged Breach of Code of Conduct - Council Members, Committee Members and Candidates CGMP004 – Complaint About Council Service or Employee CG1 – Induction Certification Shire of Waroona Complaint Form CG2 – Complaint About Alleged Breach Form Code of Conduct for Council Members, Committee Members and Candidates CG3 – Complaint About Council Service or Employee Form				
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2025 ³
Date Adopted	18/12/2018				OCM18/12/126

Commented [AN1]: Note - we may need to change the code of conduct to state "worker" to be in line with the WHS legislation.

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Amended to reflect updated legislation and reformatted.	OCM21/06/071
xxx	Amended to reflect updated legislation and associated and related documents.	xxx
Previous Policies		
CORP050 – Code of Conduct		



CGP002 – Elected Members Fees, Allowances and Reimbursements

1. Intention

To establish the parameters for the payment of elected members' fees, allowances and reimbursement of expenses.

2. Scope

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

3. Statement

Annual payments are to apply from the third Saturday in October each year or the date the election is held in a local government election year.

Elected members elected at an extra-ordinary elections are to be paid on a pro-rata basis.

3.1 Annual Attendance Fees

Elected members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.

Attendance fees are to be paid to elected members in two (2) equal instalments during the months of December and June.

Elected members who do not wish to receive attendance fees are to advise the Chief Executive Officer, annually in writing, prior to the payment months.

Elected members who resign or who are disqualified during their term of office are to reimburse Council that portion (if any) of attendance fees that have been paid in advance.

3.2 Shire President's and Deputy Shire President's Allowance

The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid biannually in arrears.

3.3 Information and Communications Technology Allowance

Elected members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.

The Information and Communications Technology Allowance is to be paid to elected members biannually in arrears.

3.4 Reimbursement of Expenses



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

1. Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations); and
2. Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA) or Department of Local Government, Sport & Cultural Industries accredited training seminars for elected members, subject to budgetary provisions.
- ~~2.3.~~ Travel costs, meals and accommodation in attending Council approved training or events, subject to budgetary provisions.

Travel costs are defined as:

- (a) Travel from the elected member's normal residence within the Shire of Waroona boundary or address within the Shire of Waroona boundary at which the elected member is registered for Council elections;
- (b) Travel to and from meetings where the elected member is a Council representative/delegate and no reimbursements for travel are payable from another source; and
- ~~(c)~~ Vehicle parking costs.

Where practicable, elected members are encouraged to check on the availability (with sufficient notice) of a Council owned vehicle.

Elected members are to be reimbursed for child care costs incurred because of attendance at a Council meeting or a meeting of a committee of which he or she is also a member. The maximum amount of reimbursement that may be claimed for child care costs is to be pursuant to Part 8 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members. Claims under this clause are to be submitted at least quarterly, and within 7 days of the end of each quarter, that is, by 7 October, 7 January, 7 April and 7 July.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation, and the *Salaries and Allowances Act 1975* provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

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

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

Division	Corporate & Governance
Policy Number	CGP002
Contact Officer	Chief Executive Officer

Commented [AN1]: @Mark

Travel appears to be the only expense that Council has approved for reimbursement in accordance with 32. (1) Are there any others that we wish to include within this policy?

CGP002 – Elected Members Fees, Allowances and Reimbursements



Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975				
Related Shire Documents	CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form				
Risk Rating	Medium	Review Frequency	Annually	Next Review	May 2023 ⁴
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
22/08/2007	Updated as part of major policy review.	OCM07/146
22/11/2011	Updated as part of major policy review.	OCM11/11/143
18/12/2018	Updated as part of major policy review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
24/05/2022	Reviewed without amendment	OCM22/05/053
xxx	Reviewed with minor amendments to text.	xxx
Previous Policies		
CORP004 – Councillor Attendance Fees – Expenses CORP010 – Annual Communications and Technology Allowance CORP045 – Elected Members Fees and Allowances 1.6 – Councillor Attendance Fees/Expenses 1.18 – Annual Communications and Technology Allowance		

Commented [KP2]: Update following council adoption

CGP003 – Elected Members and Chief Executive Officer Public Statements

1. Intention

To establish the parameters for written, oral and electronic public statements.

2. Scope

This policy applies to Elected Members and the Chief Executive Officer of the Shire of Waroona. |

3. Statement

Section 2.8 of the *Local Government Act 1995* provides that the Shire President speaks on behalf of the Local Government. Section 5.41(f) provides for the Chief Executive Officer to speak on day-to-day matters and/or when the Shire President authorises.

Members of Council, outside their official capacity as members of the Council have the right to speak in public within the limits of the law. The performance of a role as Council member overlaps with a role of the public, and imposes limitations on what would otherwise be a normal right to speak in public on local government affairs.

The principal limitation is that a Council member who is not the Shire President cannot speak on behalf of the Council, as per Section 2.8 of the *Local Government Act 1995*.

3.1 Shire President

When speaking to the media or otherwise in public the Shire President is the only member of Council who may speak on behalf of the Council.

When the Shire President is speaking to the media or otherwise in public but not officially speaking on behalf of the Council, the Shire President must make it clear that he/she is not speaking as Shire President or in any other Council capacity.

3.2 Deputy Shire President

The Deputy President may only speak to the media or otherwise in public on behalf of the Council in the circumstances set out in Section 5.34 of the *Local Government Act 1995*, being:

1. If the Shire President role is vacant; or
2. The Shire President is not available, or is unable or unwilling to perform the functions of Shire President.

The Deputy President must otherwise comply with the limits on the role of a Councillor when speaking to the media or otherwise in public.

3.3 Elected Members



An elected member may not speak to the media or otherwise in public on behalf of the Council or the operations of the Shire of Waroona.

When an elected member is speaking to the media or otherwise in public, he/she must make it clear that she/he is not speaking on behalf of the Council, but rather in the role of an elected member.

An elected member speaking on Council matters to the media or otherwise in public may identify himself/herself as an elected member of the Council but must avoid any suggestion or appearance of speaking on behalf of the Council.

3.4 Chief Executive Officer

It is part of the function of the Chief Executive Officer to speak on behalf of the Council if the Shire President agrees.

The Shire President may give agreement to the Chief Executive Officer speaking on behalf of the Council:

1. On a specific occasion; or
2. On a specific subject matter; or
3. On a specified category of occasions or a specified category of subjects when they arise.

Further to the above, the Chief Executive Officer may speak to the media or otherwise in public as to the Shire's affairs in performance of the Chief Executive Officer's functions under Section 5.41 of the *Local Government Act 1995*, including that of managing the day-to-day operations of the Shire. The Chief Executive Officer only requires the agreement of the Shire President when making statements of the kind which would ordinarily fall within the role of the Shire President as spokesperson of the Council.

Where appropriate, the Chief Executive Officer can further delegate the role to speak on a specific issue to an officer if it is related to their area of expertise and is deemed to add value, provided:

1. The Chief Executive Officer has already been given the authority to speak by the Shire President; or
2. It is within the day-to-day affairs of the Shire, for example a Library promotion.

3.5 Employees and Volunteers

All media enquiries to be referred to the Chief Executive Officer for action and/or appropriate delegation.

4. Oral and Electronic Statements

This Policy applies equally to statements in public whether they are communicated orally, in writing, electronically, or by any other means.

5. Media Releases

All written media releases must be approved by the Chief Executive Officer in consultation with the Shire President prior to release. Where one or the other is unavailable, responsibility is passed through to the next in line (~~to~~ i.e., Acting Chief Executive Officer and Deputy President).

6. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

7. Review

This policy is to be reviewed as required.

8. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP003				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	CGP002 – Social Media CGMP006 – Public Statements CG5 – Media Release Form				
Risk Rating	Low	Review Frequency	As required	Next Review	When required Triennially
Date Adopted	22/06/2004 OCM04/083				

Commented [KP1]: Removed - no longer relevant

Amendments		
Date	Details of Amendment	Reference
26/09/2017	Updated as part of major policy review.	OCM17/09/091
18/12/2018	Updated as part of major policy review.	OCM18/12/126
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
xxx	Amended as part of policy review – minor changes	xxx
Previous Policies		
CORP005 – Media Releases		
1.7 – Media Releases		

Commented [KP2]: To be updated following council adoption



CGP004 – Elected Members Continuing Professional Development

1. Intention

To ensure elected members meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an elected member of the Shire of Waroona.

2. Scope

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

3. Statement

Elected members must undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the elected member was elected, unless a prescribed exemption applies:

- Understanding Local Government
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

Elected members are also encouraged to nominate to attend other conferences and training opportunities to enhance and broaden their knowledge of local government issues to support the community.

The following are examples of other conferences or training opportunities, (the usual number of delegates is shown in parentheses, if applicable):

- National General Assembly of Local Government (Shire President and the Chief Executive Officer);
- WA Local Government Week (no more than four full registrations inclusive of the Shire President is permitted);
- Special "one off" conferences sponsored by WALGA or the Department of Local Government Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of Local Government;
- The Annual Road Congress;
- Conferences which advance the development of elected members in their role as Councillors; and
- Conferences of organisations on which an elected member has been elected or appointed as a delegate.

Council may authorise attendance at other conferences or training opportunities by more than the number of specified delegates, if a particular purpose or need arises.

Elected members are limited to attending three other conference or training opportunities each financial year, unless authorised by Council.

Requests to attend other conference or training opportunities are to be initiated by the elected members and are to be forwarded to the Chief Executive Officer prior to enrolment or registration.

The Chief Executive Officer is authorised to approve requests from elected members for attendance at other conferences or training opportunities, providing that:



- The cost does not exceed \$3,000 for any single instance and up to a total of \$4,000 in any 12-month period (financial year); and
- The other conference or training is organised by an identified, industry-recognised training provider.

The Chief Executive is authorised to expend funds on prescribed professional development training for elected members to meet statutory obligations.

Note: All monetary amounts where specified are Good and Service Tax (GST) exclusive.

3.1 Travel Arrangements

All booking arrangements for other conferences and training for elected members are coordinated through the Chief Executive's Office. Elected members should note the *Local Government Act 1995* precludes an elected member to pre-spend Shire funds.

Any airline travel for an elected member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the elected member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of the other conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Waroona will be notified to Council or Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

3.2 Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilisation;
- Reasonable laundry expenses; and
- Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

- Phone calls made outside the accommodation premises and for the purposes of the conference and/or Council business;
- Travel to and from the conference venue; and,
- Travel to and from all airport destinations.

In circumstances where entertainment on behalf of the Shire is expected or otherwise appropriate, the entertainment will be in accordance with guidelines established from time to time by the Chief Executive Officer and as determined by the judgement of the delegate, paid by the delegate, and presented to the Chief Executive Officer for subsequent authorisation for reimbursement upon return.



For other conferences and training that are of a one day or less duration, the previous night's accommodation is available subject to approval by the Chief Executive Officer. No advance is payable and any expenses incurred may be reimbursed on production of sufficient documentation.

All costs associated for prescribed professional development training, including travel, accommodation, meals and incidentals will be fully funded by the Shire. Prescribed training will be arranged by the office of the Chief Executive Officer to ensure statutory timeframes are achieved.

3.3 Cash Advances

An advance of \$200 may be made available upon request to the Chief Executive Officer to cover meals not included at other conference of training, or at prescribed professional development training. Alternatively, delegates at other conferences and training or attendees at prescribed training may elect to pay other expenses themselves and claim reimbursement from the Shire on presentation of the receipts.

Advances for expenses will be made no earlier than two weeks prior to the date of the commencement day of the other conferences and training or prescribed professional development training and expenditure reconciliation statements will be required within 14 days of return from the Conference.

3.4 Elected Member / Delegate Accompanying Person

Where an elected member or Shire officer is accompanied to other conferences or training, all costs for/or incurred by the accompanying person are to be borne by the elected member, or Shire officer or accompanying person, and not by the Shire.

The exception to the above being the cost of attending any official event dinner where partners would normally attend. An example of an official event is the Annual Local Government Week or Conference Gala dinner or 'sundowner' drinks at the event opening.

4. Reporting and Publishing

All elected members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other elected members.

If a report is not received within 30 days, the elected member may be ineligible for attendance at further conferences or training until the report is received.

A record of conferences or other training attended by elected members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by elected members in the financial year. This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

5. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

6. Review

This policy is to be reviewed annually.



7. Associated Documents

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

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

Division	Corporate & Governance				
Policy Number	CGP004				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996				
Related Shire Documents	CG6 – Elected Member Continuing Professional Development Application Form				
Risk Rating	Low	Review Frequency	Annually	Next Review	May 2024 2023
Date Adopted	17/12/2019				OCM19/12/163

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
24/05/2022	Reviewed without amendment.	OCM22/05/053
xx	Reviewed without amendment.	xx
Previous Policies		
CORP014 – Councillor Attendance at Local Government Week CORP024 – Council Members Continuing Professional Development 1.15 – Training 1.24 – Councillor Attendance at Local Government Week		

Commented [KP1]: To be updated following council resolution

CGP005 – Elected Member and Employee Recognition

1. Intention

To provide guidance for the recognition of elected members and employees who are retiring from council or ceasing their employment with the Shire of Waroona.

2. Scope

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

3. Statement

Council supports the provision of refreshments and farewells in the following circumstances:

1. All elected members on retirement from council;
2. All employees on retirement;
3. All employees on resignation; and,
4. When the Shire President or Chief Executive Officer decides the circumstances to be appropriate.

Council may provide official recognition of service by means of a suitable gift in the following circumstances:

1. All retiring elected members;
2. All employees who have been employed for not less than 12 months of service;
3. All employees who have been employed for less than 12 months at the recommendation of the appropriate Director and approved by the Chief Executive Officer; and
4. When the Chief Executive Officer decides the circumstance are appropriate.

A suitable gift may be presented to a maximum value of:

1. Between 0-2 years of service \$50.
2. Between 2-5 years of service \$100.
3. Between 5-10 years of service \$150.
4. Between 10-20 years of service \$200.
5. Over 20 years \$300.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP005				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required Triennially	Next Review	May 2026 When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
26/07/2005	Updated as part of major policy review.	OCM05/093
17/12/2019	Updated value of suitable gifts.	OCM19/12/163
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
xxxx	Reviewed with no amendments	xxx
Previous Policies		
CORP013 – Councillors and Staff Farewells and Presentations 1.5 – Recognition of Councillor Service		

CGP006 – Attendance at Events and Functions

1. Intention

To provide a framework for Elected Members and the Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or are paid by the local government. An effective framework provides transparency about the attendance at events by Elected Members and the CEO.

2. Scope

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

3. Statement

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert;
- Conference;
- Function;
- Sporting event; or
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

3.1 Pre-approved Events

~~In order to~~To meet the policy requirements, tickets and/or invitations to events must be ~~still be~~ received by the Shire, as outlined in sub-clause 32.2.2(a)(i) in the case of any external groups or organisations, notwithstanding that attendance at the following by Elected Members and the CEO is pre-approved:

- Any public free event held within the Shire of Waroona district;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Waroona district;
- Shire hosted or run ceremonies, functions, tournaments or events;
- Shire sponsored ceremonies, functions, tournaments or events;
- Peel Chamber of Commerce and Industry Small Business Awards or similar awards for local businesses held within or outside the Shire of Waroona district;
- Community cultural events/festivals within the Shire of Waroona district;
- Opening or launch of an event or facility within the Shire of Waroona district; and,
- Other events where the Shire representation has been formally requested by invitation, including events from:
 - (a) Western Australian Local Government Association;
 - (b) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (c) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (ca) LG Professionals Australia (ABN 85 004 221 818);
 - (d) a department of the Public Service;
 - (e) a government department of another State, ~~a~~ Territory or the Commonwealth; and
 - (f) a local government or regional local government.

(f)

- All Elected Members and the CEO are entitled to attend pre-approved events. If there are more Elected Members than tickets or invitations provided, then the CEO after consultation with the Shire President, shall determine attendance at their discretion. If there is a fee or any other cost associated with a pre-approved event, the fee or other cost will be paid for by the Shire out of the annual budget (either beforehand or by way of reimbursement). Any costs relating to accompanying partners to any preapproved event will be the responsibility of the relevant Elected Member or the CEO.

3.2 ~~Non-Pre-Non-pre~~ approved Events

(a) Provision of Tickets (Invitations)

- i. All invitations or offers of tickets for Elected Members or the CEO to attend an event (~~must be in writing~~, received no later than five business days prior to the event or the RSVP date, ~~(whichever occurs first)~~, addressed to the Shire, using formal position titles, and sent by mail to PO Box 20, Waroona WA or by e-mail to warshire@waroona.wa.gov.au;
- ii. Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995* and the associated Regulations.

(b) Approval of Attendance

- i. Events addressed to Elected Member will be assessed and authorised by the CEO;
- ii. Event Invitations for the CEO will be assessed and authorised by the Shire President.

(c) Considerations for Approval for a ~~Non-Non-pre~~ approved Event

Retrospective approval will not be given. In ~~making a decision~~deciding on attendance at an event, consideration will be given to:

- i. who is providing the invitation or ticket to the event;
- ii. any justification provided by the applicant when the event is submitted for consideration;
- iii. the location of the event in relation to the Shire (within the district or outside of the district);
- iv. the role of the Elected Member or CEO attending the event (participant, observer, presenter) and the value of their contribution;
- v. the number of invitations/tickets received;
- vi. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation;
- vii. the direct benefit of attendance to the Shire;
- viii. alignment to the Shire's Strategic Objectives; and,
- ix. the number of Shire representatives already approved to attend.

(d) Payments in Respect of Attendance

- i. For any ~~non-non-pre~~ approved event, where a member of the public is required to pay, unless it is a pre-approved event under sub-clause 2.23.1, the CEO and/or the Shire President will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend using the considerations provided in this sub-clause.
- ii. If the CEO and/or the Shire President determines that an Elected Member or CEO should attend a ~~non-non-pre~~ approved event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation from the Shire's budget (either beforehand or by way of ~~later~~ reimbursement).
- iii. Any costs relating to accompanying partners to any event will be the responsibility of the relevant Elected Member or the CEO, unless otherwise approved by a specific resolution of Council.

- iv. Where an invitation or ticket to an event is provided free of charge, the CEO may decide that the Shire contributes to appropriate expenses for attendance, such as travel and accommodation, including events outside the district, after applying the considerations provided in this sub~~_~~clause and making a determination.

Note: Any event that ~~has not been~~ ~~is not~~ pre-approved, is not submitted through an approval process, or is received personally, is considered a non~~_~~pre-approved event.

4. Other Matters Excluded

- (a) Where an Elected Member is appointed by Council to be directly involved with a local community/sporting group or not~~_~~for~~_~~profit organisation in an official capacity, this policy does not apply to the group~~s~~ or organisation~~'s~~ normal business activities.
- (b) The attendance by Shire employees at pre-approved ~~or~~, non~~_~~pre-approved events is determined by the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations~~_~~ remain applicable, as are any legislative provisions relating to conflict~~_~~of~~_~~interests.
- (c) The attendance by Shire employees at training or conferences at pre-approved ~~or~~, non~~_~~pre-approved events is determined by the appropriate Director or the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations remain applicable, as are any legislative provisions relating to conflict~~_~~of~~_~~interests.
- (d) Elected Member ongoing professional development and mandatory training paid for ~~by~~ the Shire.
- (e) CEO attendance at conferences or training paid for by the Shire to assist in achieving the organisation~~'s~~ goals and objectives.

5. Disclosure of Interest

Any gift received over \$300 is specifically excluded from the ~~conflict of interest~~~~conflict-of-interest~~ provisions if:

- (a) the gift relates to attendance at an event where attendance has been approved under this policy,
- ~~(b) or the gift is made by any of the following from the pre-approved specified entities, as prescribed by regulation 20B of the Local Government (Administration) Regulations 1996:-~~
- ~~(b) —~~
- ~~i. Regulation 20B of the Local Government (Administration) Regulations 1996 prescribes the specified entities as WALGA; (but not LGIS)~~
- ~~ii. Australian Local Government Association Limited LGAA;~~
- ~~iii. Local Government Professionals Australia WA;~~
- ~~iv. LG Professionals Australia;~~
- ~~v. a department of the State Public Service;~~
- ~~vi. department, a Commonwealth, State or Territory government department of another State, a Territory or the Commonwealth; or~~
- ~~vii. a local government or regional local government.~~

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of Elected Member or CEO.

6. Gifts Generally

This policy provides guidance to Elected Members and the CEO when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered. Any contribution to travel or the provision of tickets, subject to the exceptions in section 5.83 of the *Local Government Act 1995*, must still be disclosed in writing to the CEO within 10 days of receipt, if over the value of \$300.

7. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

8. Review

This policy is to be reviewed biennially.

9. Associated Documents

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

- Department of Local Government, Sport and Cultural Industries – Operational Guidelines – Attendance at Events Policy, December 2019.
- Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions.
- Department of Local Government, Sport and Cultural Industries Circular No 11-2019 – New Gifts Framework.

Division		Corporate & Governance			
Policy Number		CGP006			
Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government Legislation Amendment Act 2019 Local Government (Administrations) Regulations 1996			
Related Shire Documents		CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form			
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2023 ⁵
Date Adopted		17/12/2019		OCM19/12/163	

Amendments		
Date	Details of Amendment	Reference
25/05/2021	Amended to reflect updated legislation.	OCM21/05/060
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxxx	Updated as part of Biennial Review	xxxx
Previous Policies		
CORP007 – Attendance at Events and Functions 1.19 – Councillor Representation at ANZAC Day Service		

CGP013 – Risk Management

1. Intention

To demonstrate that the Shire of Waroona is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

The key objective of this policy is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes.

2. Scope

This policy applies throughout the district.

3. Statement

The Shire of Waroona recognises that risk is the possibility of unplanned or unanticipated events having an adverse effect on the achievement of the organisation's objectives, and ~~also~~ recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors.

The Shire of Waroona considers risk management to be an essential management function in its operation as a progressive local government, and recognises risk management responsibility lies with the person who has the responsibility for the function, service or activity that gives rise to the risk.

The ~~Shire's~~ risk management framework ~~proposed~~, aligns with the principles as outlined in the current International Standard ~~AS~~ ISO ~~AS/NZS~~ 31000:2018.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks.

~~Risk Management~~ ~~It~~ will be applied to decision making through all levels of Council and the Shire in relation to planning or executing any function, service or activity. ~~particularly. In particular it will be applied to:~~

- Expenditure of large amounts of money;
- New strategies and procedures;
- Managing a project;
- Introducing significant change; and
- The management of sensitive issues.

4. Risk Management Objectives

1. The achievement of organisational goals and objectives.
2. To ensure community and employee health and safety within the Shire jurisdiction is not compromised.
3. Limited loss or damage to property and other assets.

4. Limited interruption to business continuity.
5. To define the Shire's tolerance to risk and communicate it throughout the Shire.
6. To communicate with the community about the Shire's approach to risk.
7. To protect the reputation of Council.

5. Responsibilities

5.1 Elected Members

- Ensuring a Risk Management Policy has been developed, adopted and communicated throughout the Shire;
- Reviewing the Risk Management Policy annually;
- Providing a vision upon which sound risk management practices and procedures can be based; and
- Providing adequate budgetary ~~provision~~ provisions for the maintenance of risk management strategies and procedures.

5.2 Chief Executive Officer and Executive Employees

- Establishing the risk tolerance level of the Shire for adoption by Council;
- ~~Ensuring the development,~~ and management and communication of the risk management strategy for the Shire;
- Developing risk management skills through training and education; and
- Fulfilling the role of ~~Establishing and maintaining a~~ an internal Risk Management Committee.

5.3 Corporate Planning & Governance Officer Risk Management Committee

- ~~Communicating the risk management strategy for the Shire;~~
- ~~Developing risk management skills through training and education;~~ and
- Establishing and maintaining the risk register; and
- Coordinating regular reviews of the risk register.

5.4 Management Employees

- Identifying and assessing all the potential risks in their area of responsibility;
- Encouraging openness and honesty in the reporting and escalation of risks; and
- Ensuring all employees manage risks within their own work area.

5.5 Employees and Volunteers

- Actively participating in the risk management program and organisational performance review and evaluation program;
- Complying with all policies, procedures and practices relating to risk management;
- Attending risk management training;
- Conducting risk assessments during the performance of their daily duties, as required; and
- Alerting management to the risks that exist within their area.

6. Legislative and Strategic Context

~~International Australian~~ Standard ISO AS/NZS31000:2018 Risk Management - Guidelines and the *Local Government Act 1995* and the associated subsidiary legislation, provide the broad framework within which this policy operates.

7. Review

The Shire of Waroona will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored.

The reference to the current International Australian risk standard in this policy will be automatically updated to reflect any changes in name or number.

This policy is to be reviewed annually.

8. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP013				
Contact Officer	Corporate Compliance Officer <u>Corporate Planning & Governance Officer</u>				
Related Legislation	AS ISO <u>ISO AS/NZS31000:2018 Risk Management - Guidelines</u> Local Government Act 1995 Local Government (Audit) Regulations 1996				
Related Shire Documents	Risk Management Framework Risk Management Strategy 2020 – 2023				
Risk Rating	Medium	Review Frequency	Annually	Next Review	August 2024 2
Date Adopted	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
xxx	<u>Updated responsibilities, and name of Australian standard.</u>	xxx
Previous Policies		
CORP020 – Shire of Risk Management Policy CORP021 – Risk Management 1.27 – Shire of Waroona Risk Management Policy 1.40 – Risk Management		

CGP014 – Work Health and Safety

1. Intention

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

2. Scope

This policy applies to:

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

3. Statement

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

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

The Shire of Waroona recognises:

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

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

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

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

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP014				
Contact Officer	Senior Finance Officer				
Related Legislation	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard <i>Work Health and Safety Act 2020</i> and <i>Work Health and Safety (General) Regulations 2022</i>				
Related Shire Documents	Occupational Safety and Health Manual				
Risk Rating	High	Review Frequency	Annually	Next Review	Mar 2024
Date Adopted	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
28/10/2014	Updated as part of major review.	OCM14/10/127
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
27/09/2022	Amended to reflect change of legislation: <ul style="list-style-type: none"> Policy title changed to CGP014 – Work Health and Safety Title <i>Occupational Health and Safety Act 1984</i> changed to <i>Work Health and Safety Act 2020</i>; <i>Occupational Health and Safety Regulations 1996</i> changed to <i>Work Health and Safety (General) Regulations 2022</i>; AS/NZS4801:2001 Occupational Health and Safety Management Systems changed to AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard 	OCM22/09/128
<date>	<u>Reviewed without amendment.</u>	<resolution number>
Previous Policies		
CORP028 – Occupational Safety and Health Statement CORP029 – Occupational Safety and Health Meetings 2.24 – Occupational Safety and Health Policy Statement 2.27 – Occupational Safety and Health Meetings 5.13 – Occupational Safety and Health		

Commented [KP1]: Insert resolution No. following council approval

CGP015 – Contracted Workers Risk and Insurance

1. Intention

To set out the insurances that contractors must carry in order that they are adequately covered and that the Shire of Waroona is therefore indemnified from claims arising from the actions of the contractor.

2. Scope

This policy applies to any external party involved in providing goods or services to the Shire of Waroona, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

Tender and contractual documentation should contain the clauses that are set out below:

1. The Contracted Worker shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the Contractor-Contracted Worker or any default or negligence by the Contracted Worker irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Waroona.
2. The Contracted Worker shall indemnify and keep indemnified the Shire of Waroona from and against any loss or damage and against claims, demands, proceedings, costs, charges and expenses whatsoever arising out of any act or omission of the Contracted Worker or any default by the Contracted Worker irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Waroona.
3. The Contracted Worker shall, at the contracted workers own expense, procure and maintain and shall ensure that all Sub-Contractors procure and maintain the following insurances, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the Shire of Waroona and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them;
4. Public liability insurance must be provided by each contracted worker. The amount of liability is based on the risk level determined by the scope of works for an amount of not less than \$20 million for any one accident or occurrence in the name of Council and the Contractor.
 - Low Risk – An amount of not less than \$5 million for any one accident or occurrence in the name of the Shire of Waroona and Contractor
 - Medium Risk – An amount of not less than \$10 million for any one accident or occurrence in the name of the Shire of Waroona and the Contractor
 - High Risk – An amount of not less than \$20 million for any one accident or occurrence in the name of the Shire of Waroona and the Contractor
5. Workers Compensation Insurance must be provided by contracted workers. It is recommended that Sole Traders provide personal accident insurance or Income Protection Insurance.
6. Professional Indemnity Insurance is required for professional consultants who provides provide advice as part of the contract. The nominally nominal amount of Professional Indemnity Insurance is to be \$5 million.



A risk assessment may ~~by be~~ undertaken by the Shire of Waroona to assess the minimum value of a negligence claim for a particular contract, plus 50% for dealing with the matter in court as the Professional Indemnity Insurance amount. In determining the maximum value note that insurance typically deals with the unexpected and so the maximum value should reflect the "possible" rather than the "likely" occurrence in the risk assessment process.

~~4.~~

~~5.7.~~ Third party property damage insurance of not less than \$20 million in respect of any motor vehicles, plant or equipment used in the performance of the contracted services.

~~6.8.~~ If the Contractor or any Sub-Contractor employs any person or persons to perform the services or any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to ~~Council~~the Shire of Waroona before ~~the~~ commencement of services.

~~7.9.~~ If the Contractor or any Sub-Contractor employs any person or persons to perform the services or any part thereof, awareness and compliance ~~of with~~ Council~~the Shire of Waroona~~ occupational safety and health guidelines and policy must be provided and acknowledged.

~~8.10.~~ Any other insurance which is required by the laws of the Commonwealth of Australia and ~~the~~ State of Western Australia and as amended by these guidelines following its review.

~~9.11.~~ The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the Contractor under these guidelines.

~~40.12.~~ The Contractor shall provide ~~Council~~ [to the Shire of Waroona](#), prior to the commencement date, certificates of currency for all insurances that ~~provides~~ [provide](#) evidence of validity and currency of the insurance policies.

3.1 Termination

~~Council~~ [The Shire of Waroona](#) may terminate its agreement with the Contractor immediately upon written notice to the Contractor if the Contractor fails to work with due diligence or expedition or makes [a](#) default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the Contractor or refuses or neglects to carry out any instruction which Council is empowered to give or make under these guidelines.

~~Council~~ [The Shire of Waroona](#) may terminate its agreement with the Contractor immediately upon written notice to the Contractor if the Contractor enters bankruptcy or enters into liquidation, a Deed of Assignment, Deed of Arrangement or similar style process with creditors or commences to carry on business under a Receiver for the benefit of its creditors or any other party.

4. Legislative and Strategic Context

The ~~Occupational Safety and Health Act 1984~~ [Work Health and Safety Act 2020](#) and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division		Corporate & Governance			
Policy Number		CGP015			
Contact Officer		Senior Finance Officer			
Related Legislation		Occupational Safety and Health Act 1984 Work Health and Safety Act 2020 Occupational Safety and Health Regulations 1996 Work Health and Safety (General) Regulations 2022			
Related Shire Documents		CGMP010 – Contractor Induction CG16 – Contractor Induction Certification			
Risk Rating	High	Review Frequency	Annually	Next Review	May 2022
Date Adopted		22/06/2004		OCM04/083	

Amendments		
Date	Details of Amendment	Reference
23/10/2012	Updated as part of major review.	OCM12/10/123
23/10/2015	Updated as part of major review.	OCM15/12/164
18/12/2018	Updated as part of major review.	OCM18/12/126

CGP014 – Occupational Safety and Health



22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<date>	<u>Amendment to include contractor insurance requirements.</u>	<resolution>
Previous Policies		
CORP039 – Contractors Risk and Insurance		
5.12 – Contractors Risk and Insurance		

Commented [KP1]: Insert council resolution number following council approval.

CGP016 – Legislative Compliance

1. Intention

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliances occur.

The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

2. Scope

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

3. Statement

Council recognises that it has a clear responsibility to ensure that the organisation complies with the relevant legislative requirements that are applicable to [Council Shire of Waroona](#).

The Shire shall have in place suitable processes and procedures to ensure that legislative requirements are both complied with, and that these are completed within the relevant timeframes. Such structures, procedures and processes are to be integrated into the everyday running of the organisation.

These structures, procedures and processes aim to:

1. Develop and maintain a system for identifying the relevant legislative requirements that apply to [the Council's and Shire's](#) activities;
2. Assign responsibilities to respective employees for adherence with legislative requirements that are administered by their position or their section, and that appropriate compliance with the regulatory obligations are fully implemented within the organisation;
3. Provide sufficient induction and training for appropriate elected members, employees, volunteers and other relevant people where appropriate, with regard to any legislative requirements that may affect them, or that they have to deal with;
4. Provide employees with the resources to identify, and remain up-to-date with, new legislation or amendments that may occur.
5. Establish a mechanism for identifying any non-compliance, to rectify such non-compliance, and to appropriately record and report any non-compliance;
6. Ensure that where areas of major non-compliance occur, that such matters are reported to the Chief Executive Officer, and [where appropriate the to Council's Shire's](#) Auditor, and [the](#) Finance and Audit Committee [where appropriate](#).
7. Establish processes for dealing with new legislative compliance items, or where there are changes to legislative compliance items.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

Commented [KP1]: Ash - where has this target been set, and by whom?

Commented [AN2R1]: Not sure. I believe it would stem from best practice taking into account that some errors are inevitable.



5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP016				
Contact Officer	Corporate Compliance Officer <u>Corporate Planning & Governance Officer</u>				
Related Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	High	Review Frequency	Annually	Next Review	August 2022 May 2024
Date Adopted	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<resolution date>	Amended Contact Officer title and some minor text.	<insert resolution>
Previous Policies		
CORP022 – Legislative Compliance 1.41 – Legislative Compliance		

CGP018 – Temporary Employment or Appointment of a Chief Executive Officer

1. Intention

~~To establish a policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Waroona's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.~~

~~To ensure effective management of the administration and Council is maintained at all times.~~

2. Scope

This policy applies ~~to the statutory position of during absences by the~~ Chief Executive Officer (CEO) of the Shire of Waroona, ~~as detailed in clause 3.4~~

3. Statement

3.1 Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

~~3.1.2~~ **Acting and Temporary CEO Requirements and Qualification**

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of ~~a Director~~ ~~insert Position Title/s~~ are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) ~~(3)~~ A person appointed to act in the position of ~~a Director~~ ~~insert Position Title/s~~ is not included in the determination set out in Clause ~~3.2~~(2).

3.3 Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- (1) ~~(1)~~ The CEO is authorised to appoint ~~the a Director~~ ~~insert Position Title/s~~ in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the ~~Director's~~ ~~insert Position Title/s~~ performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Director is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
 - ~~a-~~(a) The Director Corporate & Community Services will be appointed as Acting CEO; or
 - ~~b-~~(b) If the Director Corporate & Community Services is unable to act, the Director Infrastructure & Development Services will be appointed as Acting CEO; or
 - ~~c-~~(c) If the Director Infrastructure & Development Services is unable to act, the Manager Corporate Services ~~insert Position title (3)~~ will be appointed as Acting CEO.
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3.4 Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) ~~(1)~~ This clause applies to the following periods of extended leave:
 - (a) — Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - (b) — Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - ~~a-~~(a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - (b) Conduct an external recruitment process in accordance with clause 5(1)(c).
- ~~(2)~~ ~~(3)~~ The Shire [President / Mayor] President will liaise with the CEO, or in their unplanned absence the Director Corporate & Community Services ~~insert Position title~~ to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- ~~(3)~~ ~~(4)~~ Subject to Council's resolution, the Shire [President / Mayor] President will execute in writing the Acting CEO appointment with administrative assistance from the Director Corporate & Community Services ~~insert Position title~~.

3.5 Appoint Temporary CEO – Substantive Vacancy

- (1) In the event that the substantive CEO's employment with the Shire of Waroona ~~insert LG name~~ is ending, the Council when determining to appoint a Temporary CEO may either:
 - ~~a-~~(a) by resolution, appoint a Director ~~insert Position title~~ ~~e~~ as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - (b) by resolution, appoint a Director ~~insert Position title~~ ~~a~~ as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - ~~b-~~

(c) following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.

e-

- (2) The ~~President~~ ~~{President / Mayor}~~ will liaise with the Director Corporate & Community Services ~~{insert Position title}~~ to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The ~~President~~ ~~{President / Mayor}~~ is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Director Corporate & Community Services ~~{insert Position title}~~.

3.6 Remuneration and conditions of Acting or Temporary CEO

(1) ~~(1)~~ Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90 ~~<->~~ % of the cash component only of the substantive CEO's total reward package.

(2) ~~(2)~~ Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

(3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

~~The role of the Chief Executive Officer is considered to be crucial to achieving good governance and for fulfilling the functions prescribed in s.5.41 of the Local Government Act 1995 (the Act). The opportunity to act from time to time in that position is useful in the development of the executive leadership.~~

~~Council recognise that the Directors employed by the Shire under contract are suitably qualified and skilled to act in the position of Chief Executive Officer under this policy.~~

~~The role of the Chief Executive Officer is considered to be crucial to achieving good governance and for fulfilling the functions prescribed in s.5.41 of the Local Government Act 1995 (the Act). The opportunity to act from time to time in that position is useful in the development of the executive leadership.~~

~~Council recognise that the Directors employed by the Shire under contract are suitably qualified and skilled to act in the position of Chief Executive Officer under this policy.~~

3.2 Endorsing an Appointment

~~Council shall by adopting this policy endorse the appointment of an Acting Chief Executive Officer to exercise the powers and discharge the duties of the Chief Executive Officer for those periods when the Chief Executive Officer is:~~

- ~~(a) on annual, sick or long service leave for a period exceeding one week;~~
- ~~(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 thirty (30) consecutive working days in any one occasion.~~

~~The appointment of an Acting Chief Executive Officer shall be made from the Shire of Waroona Directors at the discretion of the Chief Executive Officer, and shall be in writing.~~

3.3—Emergency Provisions

~~In the case of the unavailability of the Chief Executive Officer due to an emergency, the Director Corporate Services is automatically appointed as the Acting Chief Executive Officer for a period of no more than six (6) months from commencement, and continuation is then subject to determination by Council, pursuant to the requirements of the Act.~~

3.4—Entitlements

~~A Director's employment conditions are not varied when Acting in the role of Chief Executive Officer, other than the appointed Director is entitled at the Chief Executive Officer's discretion, no greater than the salary equivalent to that of the Chief Executive Officer, during the Acting period.~~

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed ~~as triennially required~~.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP018				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required triennially	Next Review	When required May 2026
Date Adopted	18/12/2018			OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
27/04/2021	Amended to reflect updated legislation and reformatted.	OCM21/04/048
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxx	Content updated and aligned with WALGA Template Policy – Temporary Employment or Appointment of CEO	xxx
Previous Policies		

Commented [KP1]: Insert following council resolution

CGP018 – Temporary Employment or Appointment of a Chief Executive Officer



CORP041 – Temporary Employment or Appointment of a Chief Executive Officer
CORP041 – Acting Chief Executive Officer (CEO) Appointment

FP003 – Purchase Orders Authority

1. Intention

To provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

2. Scope

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

3. Statement

The following employee authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Council's adopted budget, policies and statutory requirements.

Position	Purchase Order Authority
Chief Executive Officer	General authority.
Director Corporate & Community Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Infrastructure & Development Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Manager Corporate Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Works & Waste Services	Specific authority to purchase budgeted directorate requirements up to \$59,999, including capital works. General Authority (outside of Directorate) up to \$7,500.
Manager Recreation Services	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, up to \$7,500. Authority does not extend to capital equipment purchases.
<u>Community Services Coordinator</u> <u>Manager Community & Communications</u>	Authority to issue orders of an operational nature with relation to place & community development up to \$5,000 <u>10,000</u> Authority does not extend to capital purchases.



Position	Purchase Order Authority
Senior Finance Officer	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
Coordinator Works & Services	Authority to issue orders of an operational nature with relation to works and services up to \$2,000
Building Maintenance Coordinator	Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000
Plant Mechanic	Authority to issue orders of an operational nature with relation to plant repairs, depot and workshop maintenance up to \$2,000
Parks & Gardens Co-ordinator	Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000. Authority does not extend to capital purchases.
Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of Community Development up to the value of \$1,000.
Asset and Works Support Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Works Depot Administration Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Executive Assistant	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of -\$550 \$1,000.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger	Authority to issue orders for minor purchases and supplies associated with ranging control to the value of \$500.
Manager Governance (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management (including expenditure to support a direct emergency) up to a maximum value of \$10,000. Authority does not extend to capital purchases.
Manager Ranger & Community Safety (Shire of Murray) Manager Ranger & Emergency Services (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management and ranger services (including expenditure to support a direct emergency) up to a maximum value of \$10,000. Authority does not extend to capital purchases.

Position	Purchase Order Authority
Ranger & Emergency Services Officer (Shire of Murray) Emergency Management Officer/Ranger Administration (Shire of Murray) & Administration Support Officer (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services and operation of the Emergency Services Levy (ESL) up to a maximum of \$550 Authority does not extend to capital purchases.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP003				
Contact Officer	Director Corporate & Community Services				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
23/09/2008	Amended to reflect current employees.	OCM08/172
24/11/2009	Amended to reflect current employees.	OCM09/197
17/12/2009	Amended to reflect current employees.	OCM09/215
26/10/2010	Amended to reflect current employees.	OCM10/10/163
23/10/2012	Amended to reflect current employees.	OCM12/10/123
24/11/2015	Amended to reflect current employees.	OCM15/11/138

FP003 – Purchase Orders



22/12/2015	Amended to reflect current employees.	OCM15/12/164
25/10/2016	Amended to reflect current employees.	OCM16/10/115
26/09/2017	Amended to reflect current employees.	OCM17/09/091
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
24/03/2020	Amended to reflect current employees.	OCM20/03/039
27/04/2021	Amended to reflect current employees.	OCM21/04/045
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125
22/02/2022	Amended to reflect current employees.	OCM22/02/011
27/09/2022	Amended to: <ul style="list-style-type: none"> - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure. 	OCM27/09/125
xxx	<u>Amendments ed to-correct: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.-</u>	OCMxx/xx/xx
Previous Policies		
FIN011 – Purchase Orders – Authority for Issue		
3.7 – Purchase Orders – Authority for Issue		

Commented [KP1]: Insert date of council resolution

FP014 – Financial Hardship

1. Intention

To give effect to our commitment to support ~~members of the whole community who may be experiencing financial pressures to meet the unprecedented challenges arising from the COVID-19 pandemic,~~ the Shire of Waroona recognises that ~~these certain financial~~ challenges ~~will may~~ result in financial hardship for ~~our~~ ratepayers.

2. Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; ~~and,~~
- ~~2. Rates and service charges levied for the 2020/21 financial year.~~

It is a reasonable community expectation, as we deal with ~~the effects of the pandemic rising financial pressures~~ that those with the capacity to pay rates will continue to do so. For this reason ~~the this~~ policy is not intended to provide rate relief to ratepayers who are not able to provide evidence of financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

3. Statement

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering **financial** hardship, while treating all members of the community with respect and understanding at this difficult time.

3.1 Payment Difficulties, Hardship and Vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Waroona recognises ~~the likelihood that COVID-19 will that these financial pressures may~~ increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

3.2 ~~Anticipated Financial Hardship due to COVID-19~~ Financial Hardship

~~The Shire recognises that many ratepayers are already experiencing financial hardship due to COVID-19. The Shire respects and anticipates the probability that additional financial difficulties will arise when their rates are received.~~

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.



3.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with statutory responsibilities

3.4 Payment Arrangements

Payment arrangements facilitated in accordance with section 6.49 of the *Local Government Act 1995* are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past; [and](#)
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of Waroona of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

3.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

3.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid; [and](#)
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property; [and](#)
- May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

3.7 Debt Recovery

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the third due payment, the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July ~~2024~~, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of ~~the 2024/2022~~ ~~that~~ financial year. Rates and service charge debts that remain outstanding at the end of ~~the 2024/22~~ ~~that~~ financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.8 Review of Decisions

The Shire will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

3.9 Communication and Confidentiality

The Shire will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party upon request.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP014				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	28/04/2020			OCM20/04/059	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071

FP014 – Financial Hardship



<date>

Reviewed with minor amendments

<xxxx>

Commented [KP1]: Insert resolution number following council approval

FP014 – Financial Hardship



Previous Policies
FIN036 – Financial Hardship

FP025 – Depreciation of Non-current Assets

1. Intention

To set guidance on how depreciation methods and rates are calculated and applied to [Council's Shire of Waroona's](#) non-current assets.

2. Scope

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

3. Statement

Depreciation for all [Council Shire of Waroona](#) assets shall be applied on a straight line basis where practical initially, using the rates applicable to the South West Region of WA, as listed in the [previous](#) Local Government Accounting Manual, as advised by the Department of Local Government, Sport & Cultural Industries.

Major Depreciation Periods are:

Buildings	40-60 years
Furniture & Equipment	3-20 years
Plant & Equipment	5-20 years
Bridges	60-90 years
Parks & Ovals	10-50 years
Drainage	60-90 years
Footpaths	20-50 years
Sealed Roads and Streets	
Construction	45-55 years
Bituminous Seals	15-25 years
Asphalt Seals	25-30 years
Unsealed roads	
Formed	10-15 years
Gravel	12-15 years

As per regulation 17A of the *Local Government (Financial Management) Regulations 1996* relating to Fair Value, all assets are to be revalued whenever the shire is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount and within a period of no more than five years after the day on which the asset was last valued or revalued, every three years. As a part of these revaluations, if [Council the Shire](#) is provided with remaining useful life from a licenced Valuer than these recommendations will be used to calculate each individual assets depreciation rate which will be used until that particular asset is once again revalued.

If however remaining useful life is not provided by the Valuer then the initial deprecation rate and an estimated useful life as prescribed in the [previous](#) WA Local Government Account manual will be used and condition and age will also factor into the assessment to calculate and appropriate depreciation rate.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

FP025 – Depreciation of Non-current Assets



5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP025				
Contact Officer	Director Corporate Services				
Related Legislation	AASB116 Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
24/11/2009	Amended to reflect current practices.	OCM09/197
25/06/2013	Amended to align with Local Government Accounting Manual.	OCM13/06/047
26/11/2013	Updated as part of major review.	OCM13/11/125
28/10/2014	Updated as part of major review.	OCM14/10/127
24/11/2015	Updated as part of major review.	OCM15/11/138
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
xxx	Amended to add reason for revaluation under 3. Statement and minor wording adjustments.	OCMxx/xx/xx
Previous Policies		
FIN004 – Depreciation of Non-current Assets		
3.1.4 – Depreciation of Non-current Assets		

Commented [KP1]: Insert date of council resolution

Mark Goodlet

From: WALGA <associationgovernance@walga.asn.au>
Sent: Tuesday, 18 July 2023 3:37 PM
To: Mark Goodlet
Subject: Notice of Proposed Amendments to the WALGA Constitution

[View this email in your browser](#)



2023 WALGA Annual General Meeting

Notice of Proposed Amendments to the Association Constitution

On 5 July, a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):

1. To consider a new Constitution to give effect to an alternate governance model; and
2. To amend the Constitution to retain the current governance model with necessary changes.

As per Clause 29 of the [Association Constitution](#), amendment of the Constitution requires a resolution passed by special majority of both State Council and Members at a General Meeting.

In compliance with Clause 29(2)(b) of the Constitution, [click the link below](#) to view the Notice of Proposed Amendments to the Association Constitution.

Notice of Proposed Amendments to the Association Constitution

Information contained in the Notice will also be included in the Agenda papers for the AGM, which will be distributed closer to the date.

The 2023 AGM will be held on **Monday, 18 September**.

A reminder also that AGM motions are due by **Friday, 4 August** and registration of Voting Delegates is due by **Friday, 8 September**.

For any enquiries relating to the 2023 WALGA AGM, please contact **Kathy Robertson, Executive Officer Governance** on 9213 2036 or email associationgovernance@walga.asn.au.



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Notice of Proposed Amendments to the Association Constitution

WALGA Annual General Meeting
Crown Perth
Monday, 18 September 2023

Notice of Proposed Amendments to the Association Constitution

The following Agenda items will be presented to Members for consideration at the 2023 WALGA Annual General Meeting (AGM) to be held on Monday, 18 September at Crown Perth.

As per Clause 29 of the [Association Constitution](#) (extracted below), amendment to the Constitution requires a resolution passed by a special majority of both State Council and Members at a General Meeting.

Clause 29 – Amendment to the Constitution

The Constitution of the Association may be altered, added to or repealed by:

- (1) *A resolution at any meeting of the State Council on the receipt of a special majority of not less than 75% of representatives as, being entitled to do so, vote in person or by their deputy representatives; and*
- (2) *A resolution at an Annual General Meeting or Special General Meeting passed by a majority of not less than 75% of delegates as, being entitled to do so, vote in person or duly authorize a proxy vote to be exercised on their behalf, provided that:*
 - a. *75% of Ordinary Members who are eligible to vote are present or represented; and,*
 - b. *The Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.*

On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):

1. To consider a new Constitution to give effect to an alternate governance model; and
2. To amend the Constitution to retain the current governance model with necessary changes.

Information contained in this Notice will also be included in the Agenda papers for the AGM, which will be distributed closer to the date.

This notice complies with the requirements of Clause 29(2)(b) of the [Association Constitution](#) that the WALGA Chief Executive Officer must give at least 60 days' notice of any proposal to alter the Constitution.

The item recommending a new Constitution to give effect to the alternate model will be presented first, as only one version of the Constitution can be endorsed. If that item does not receive 75 percent approval from Members, the item recommending amendments to the *current* Constitution but otherwise maintaining the current governance model will be presented. If the first item (for a new Constitution) is successfully passed by a special majority of Members, the second item will not be put to the vote.

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Proposed New WALGA Constitution

By Tony Brown, Executive Director Member Services

RECOMMENDATION

That a new WALGA Constitution giving effect to an alternate governance model be adopted, as per the attached.

VOTING REQUIREMENT: SPECIAL MAJORITY

Executive Summary

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
 1. To consider a new Constitution to give effect to an alternate governance model; and
 2. To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the first item, which considers a new Constitution to give effect to an alternate governance model for WALGA as per the [Best Practice Governance Review Final Report](#).
- The alternate governance model would establish a new Board above the existing State Council and Zone structure.
- Membership of the Board would be drawn from State Council representatives, as well as the option to appoint up to 3 'independent' Members.
- The Board would be responsible for the overall governance of WALGA, including financial oversight and strategic direction.
- The role of State Council under the new model would primarily be focused on policy development and advocacy priorities.

Attachment

- Proposed New WALGA Constitution

Background

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA's governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.

At the meeting on [1 March](#) this year, State Council resolved that:

1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA's governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*

3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:

- a. *Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
- b. *Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council [resolved](#) by special majority to put both versions to Members for consideration at the 2023 AGM.

Comment

This item (recommending a new Constitution to give effect to the alternate model) will be presented first, as only one version of the Constitution can be endorsed. If this item does not receive 75 percent approval from Members, the next item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will be presented.

If this item (for a new Constitution) is successfully passed by a special majority of Members, the second item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

Assistance was provided by legal firm, Jackson McDonald, in preparing the new constitution for the alternate model.

The following provides a summary of the governance structure under the alternate model, as established by the proposed new WALGA Constitution:

Body	Composition and Term	Role
Board	<p>Minimum of 8 up to a maximum of 11 Board members:</p> <ul style="list-style-type: none"> • President of State Council • Deputy President of State Council • 6 members elected from and by State Council members (3 from Metropolitan; 3 from Country) • Up to 3 ‘independent’ members appointed by the Board for their skills which can include Elected Members. State Council members are not eligible. <p>Board members elected for a 2 year term; maximum Board Tenure Limit is 8 years (4 terms).</p> <p>The President and Deputy President is limited to 2 terms, maximum limit of 4 years. This maximum is in addition to the Board Tenure Limit, which means a person serving as President or Deputy President (or both) could be a Board member for up to 16 years.</p>	<p>The President is the Chair and the Deputy President is the Deputy Chair. The Board is responsible for the overall governance of WALGA, strategic direction, financial oversight, approving the annual budget, appointing the CEO etc.</p> <p>The Board must consult with State Council before changing boundaries of the Constituencies and/or allocating Ordinary Members to Zones and Constituencies.</p> <p>All Board members have a deliberative vote and it makes decisions by simple majority vote, except to change the powers of the Association, or representation or voting rights on State Council or the number of Zones, which requires an Absolute Majority decision of both the Board and State Council. Amending the Constitution requires a Special Majority decision of the Board, before being put to Members. The Board will meet at least 6 times per year.</p>
State Council	<p>26 State Council members:</p> <ul style="list-style-type: none"> • The President elected from and by the 24 State Council Representatives (Ex officio). • 12 elected by and from Metropolitan Zones • 12 elected by and from Country Zones • The President of Local Government Professionals Australia WA (Ex-officio) – does not have a right to vote. <p>The Deputy President is elected from amongst and by the 24 State Council members from the alternative constituency to the President. (That is, if the President is from a Metropolitan Zone, the Deputy will be elected from the 12 Country Zone representatives).</p> <p>Once the President is elected, the Zone that they were elected to represent, appoints a replacement to State Council.</p>	<p>The President chairs State Council meetings but does not have a deliberative vote (has a casting vote). State Council elects the President, Deputy President and members to the Board.</p> <p>State Council considers matters referred to it by the Board for consultation or approval.</p> <p>State Council decisions are made by voting as per the current process. State Council will meet at least 3 times per year.</p> <p>State Council and the Board composition is based upon the principle that there should be equal representation from both Constituencies.</p>

Zones

<p>The primary State Council members elected by the Zones are the primary State Council members, the deputies may attend the State Council meetings and vote if the primary representative is unable to attend. Only primary State Council members are eligible to be elected to the Board. State Council members are not eligible to be appointed as an independent Board member. State Council members are elected for a two year term. There is no tenure limit for State Council members.</p>	
<p>There are:</p> <ul style="list-style-type: none"> • 5 Metropolitan Zones; and • 12 Country Zones. <p>The boundaries of the Zones (i.e. Metropolitan v Country) are determined by the Board (in consultation with State Council) and documented in the Corporate Governance Charter.</p> <p>The Zones comprise of representatives from Ordinary Members as determined by the Board (in consultation with State Council). The number of Zones and the number of representatives that may be elected by a Zone to State Council are determined by an Absolute Majority decision of both the Board and State Council.</p>	<p>The Zones elect members to State Council, as follows:</p> <ul style="list-style-type: none"> • Each Country Zone elects one primary representative and one deputy representative to State Council. • In the Metropolitan constituency: <ul style="list-style-type: none"> ○ The North Zone elects 3 primary representatives and a deputy for each to State Council. ○ The South Zone elects 3 primary representatives and a deputy for each to State Council. ○ The other 3 Zones each elect 2 primary representatives and a deputy for each to State Council.



Association Constitution

Adopted: 7 August 2001
Amended: 8 August 2004
6 August 2006
5 August 2007
6 August 2011
7 August 2013
3 August 2016
1 August 2018
20 September 2021
18 September 2023

Constitution

Preamble

This Constitution serves as the instrument for establishment of the Western Australian Local Government Association (WALGA).

WALGA marks the progression from a structure in which the Western Australian Municipal Association (WAMA) serves as a federation of three separate constituent Associations to a single association tasked with directly representing the needs and interests of all Western Australia.

The Constituent Associations of WAMA were: the Country Shire Councils' Association (dissolved in August 2003), the Country Urban Councils' Association (dissolved in August 2002) and the Local Government Association (dissolved in August 2003).

The establishment of WALGA in 2001 represents an evolution in the process by Local Government to promote more effective representation on behalf of its elected membership and the broader community.

Central to this process is the recognition of the sense of history and significant contribution of WAMA's constituent Associations, both in terms of the creation of WALGA and in the pursuit of aims and objectives on behalf of all Western Australian Local Governments as represented within this Constitution.

1. NAME

The name of the Association is ***“Western Australian Local Government Association”***.

2. INTERPRETATION

(1) Throughout this Constitution, if not inconsistent with the context:

“Absolute Majority” means, in relation to the Board, State Council or any General Meeting of the Association, a majority comprising enough of the Board Members, State Council Representatives or Delegates for the time being for their number to be more than 50% of the number of voting positions of Board Members, State Council Representatives or Delegates (whether Present and voting or not);

“Annual General Meeting” means the meeting convened under clause 22 of this Constitution;

“Association” means Western Australian Local Government Association (WALGA);

“Associate Member” means:

- in relation to the Association, those Members of the Association referred to in sub-clause 5(7) and those persons admitted as Associate Members of the Association in accordance with sub-clause 5(11); or
- in relation to a Zone, those Ordinary Members of the Association admitted as Associate Members of a Zone in accordance with sub-clause 14(10);

“Board” means the governing board of the Association established under clause 9;

“Board Member” means a member appointed or elected to the Board;

“Board Member Representative” means a State Council Representative elected to the Board under clause 18A or clause 19;

“Chief Executive Officer” means the Chief Executive Officer of the Association;

“Code of Conduct” means the written guidelines which define the minimum standards of professional conduct and integrity that are expected of all Board Members and State Council Representatives.

“Commissioner” means a commissioner appointed to a Local Government under sections 2.6(4) or 2.36A(3) of the Local Government Act;

“Constituency” means either or both of the Country Constituency and the Metropolitan Constituency (as the case may require);

“Corporate Governance Charter” means the instrument approved by the Board and used to implement good governance policies, procedures and practices;

“Councillor” has the same meaning as under the Local Government Act except that it includes a mayor or president elected by electors and includes a Commissioner;

“Country Constituency” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia as determined by the Board (in

consultation with State Council), the details of which are contained in the Corporate Governance Charter;

“Delegate” means a Councillor or officer nominated or appointed to represent an Ordinary Member and exercise voting entitlements at General Meetings of the Association pursuant to clauses 22 and 23 of this Constitution, or at a Zone meeting pursuant to clause 14 of this Constitution;

“Deputy President” means the Deputy President for the time being of the Association;

“Ex-officio” means a person or organisation who has an entitlement to membership of the State Council or another committee, by virtue of their office, but is not entitled to exercise a deliberative vote on any matter before the State Council or another committee;

“General Meeting” means an Annual General Meeting or a Special General Meeting (as the case requires).

“Independent Board Member” means a person appointed to the Board under clause 9(4);

“In Writing” means notice provided by posting or transmission in electronic form;

“Life Members” means those persons admitted as Life Members of the Association in accordance with sub-clause 5(9) of this Constitution;

“Local Government” means an entity constituted under Part 2 of the Western Australian Local Government Act;

“Local Government Act” means the Western Australian *Local Government Act 1995*;

“Local Government Professionals Australia WA” means the Western Australian Division of Local Government Professionals Australia;

“Member” means:

- in relation to the Association, a Local Government, organisation or person admitted to Ordinary, Life or Associate membership of the Association in accordance with the provisions of this Constitution; or
- in relation to a Zone, those Ordinary Members of the Association that are determined to be members of a Zone with sub-clauses 5(5), 5(6) and 14(2).

“Metropolitan Constituency” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia as determined by the Board (in consultation with State Council), the details of which are contained in the Corporate Governance Charter;

“Ordinary Meeting of the Board” means one of the six scheduled meetings of the Board referred to under clause 10(1);

“Ordinary Meeting of the State Council” means one of the three scheduled meetings of the State Council referred to under clause 12(1);

“Ordinary Member” means a Local Government admitted to membership of the Association in accordance with the provisions of this Constitution and includes a new Local Government created pursuant to a merger or amalgamation of existing Local

Governments that were Ordinary Members of the Association prior to the merger or amalgamation;

“President” means the President for the time being of the Association;

“Present” means attendance in person or by electronic means deemed suitable by the Chief Executive Officer;

“Secretariat” means the staff of the Association appointed from time to time by the Chief Executive Officer or, in the case of the Chief Executive Officer, by the Board;

“Special General Meeting” means the meeting convened under clause 23 of this Constitution.

“Special Majority” means, in relation to the Board or of any General Meeting of the Association, a majority comprising enough of the Board Members or the Delegates for the time being for their number to be at least 75% of the total number of Board Members or Delegates (whether Present and voting or not);

“Special Meeting of the Board” means any Board meeting that is not an Ordinary Meeting of the Board;

“Special Meeting of the State Council” means any State Council meeting that is not an Ordinary Meeting of the State Council;

“Simple Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the the State Council Representatives or Delegates for the time being for their number to be more than 50% of the number of State Council Representatives or Delegates that are Present;

“State Council” means the advisory policy council established pursuant to clause 11;

“State Council Representative” means a member on the State Council elected or appointed by the Constituencies in accordance with the provisions of sub-clauses 11(1) and 11(2) (or 17(4) as applicable) as the primary representative (and not as the deputy representative);

“Transitional Provisions” means those provisions of this Constitution appearing in Schedule Three;

“WALGA” means the Western Australian Local Government Association constituted under section 9.58 of the Local Government Act; and

“Zone” means a geographically based subdivision containing Ordinary Members and incorporated within a Constituency as determined under clause 14(3) and reflected in the Register of Zone Membership referred to in sub-clause 14(9).

(2) In this Constitution:

- (a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- (b) words meaning persons include natural persons, corporations and associations; and
- (c) the headings shall not affect the interpretation or construction of this Constitution.

3. OBJECTS

The objects of the Association shall be:

- (a) to provide a united voice for Local Government in Western Australia;
- (b) to promote the credibility and profile of Local Government;
- (c) to speak on behalf of Local Government in Western Australia;
- (d) to represent the views of the Association to the State and Federal Governments on financial, legislative, administration and policy matters;
- (e) to provide services to Local Government in Western Australia;
- (f) to promote Local Government issues of importance by involvement with national bodies;
- (g) to do all and any such other things as in the opinion of the Board may conveniently be carried on by the Association or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the members of the Association; and
- (h) to use the property and income of the Association solely for the promotion of the objects or purposes of the Association. No part of the property or income of the Association may be paid or otherwise distributed, directly or indirectly, to Members of the Association, except in good faith in the promotion of those objects or purposes.

4. POWERS

- (1) The Association shall have such specific powers as may be vested in it from time to time by the Ordinary Members or as amended under this Constitution. The initial powers of the Association are set out in the Register of Powers (Schedule One).
- (2) The powers of the Association may be added to, amended, withdrawn, modified or substituted in accordance with the provisions of sub-clauses 10(6) and 12(5).
- (3) The Chief Executive Officer shall keep an up-to-date copy of the Register of Powers which records all changes and the dates thereof. The Register of Powers shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.
- (4) Subject to obtaining the requisite majority support, the Association shall have general power to act in connection with all other matters in its discretion.
- (5) The Association may do all acts and things as are necessary, incidental or conducive to the attainment or execution of its objects and shall have all the powers conferred on an association constituted under section 9.58 of the Local Government Act including, but without limitation, power to:
 - (a) acquire hold and dispose of real and personal property;
 - (b) accept any gift of any real or personal property or any interest or estate in that property or disclaim the benefit of any such gift;
 - (c) sue and be sued; and
 - (d) do all things that bodies corporate may do.

5. MEMBERSHIP OF THE ASSOCIATION

- (1) Three classes of membership to the Association shall be available:
 - (a) Ordinary Membership;
 - (b) Associate Membership; and

- (c) Life Membership.
- (2) Ordinary Membership of the Association shall be open to all Local Governments.
- (3) Ordinary Membership shall be immediately conferred upon any new Local Government created by the merger of existing Local Governments that were Ordinary Members of the Association prior to the merger, provided that all membership fees and subscriptions owed to the Association up to the date of merger by the predecessor Local Government of that new Local Government have been paid.
- (4) An Ordinary Member shall belong to either the Metropolitan Constituency or the Country Constituency, but not both.
- (5) Subject to clause 5(6), the membership of Ordinary Members to Zones shall be determined from time to time by the Board in consultation with State Council.
- (6) The Board, on application from an Ordinary Member and in consultation with State Council, may resolve to permit an Ordinary Member to be a member of an alternate Constituency. In considering any application made pursuant to this subclause, the Board shall give regard to the reasons provided in support of the application and any views expressed by Ordinary Members within the two Constituencies. The Board may (in consultation with State Council) approve or refuse any application, advising accordingly and including any reason therefore.
- (7) Associate Members shall be:
- (a) the Local Government Professionals Australia WA; and
 - (b) any other Associate Member admitted to membership pursuant to sub-clause 5(11).
- (8) Associate Members are ineligible to vote at all meetings of the Association.
- (9) The Board from time to time will determine nominations for Life Membership of the Association.
- (10) Additional Ordinary Members may be admitted from time to time through a decision of the Board.
- (11) Any person or organisation seeking admission as an Associate Member shall make written application to the Chief Executive Officer. The Board or its delegate shall consider the application and may admit or refuse the applicant, advising accordingly including any reason therefore.
- (12) If an application for membership is granted, the membership shall commence upon payment of the appropriate subscription.
- (13) The Chief Executive Officer shall keep and maintain in an up-to-date condition a Register of the Members of the Association. The Register shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.

6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION

- (1) Membership of the Association may be terminated upon:

- (a) receipt by the Chief Executive Officer of not less than 3 months notice in writing from a Member requesting to withdraw from membership of the Association; or
 - (b) non-payment by a Member of the required subscription within three months of the date fixed by the Board for subscriptions to be paid, unless the Board decides otherwise; or
 - (c) expulsion of a Member in accordance with clause 30.
- (2) Pursuant to subclause 6(1), where the membership of an Ordinary Member is terminated, the Chief Executive Officer shall remove the name of the Ordinary Member from the Register of the Members of the Association and that Ordinary Member shall cease to be a Member of the Association.
- (3) A Member who withdraws from membership to the Association shall not be entitled to a refund of any portion of such subscription as the Member will have paid in advance for the period up to and including 30 June of that year.

7. BUDGET

- (1) The Association's Budget shall be prepared annually by the Chief Executive Officer in consultation with the Board, including such other Committees as the Board may deem expedient pursuant to clause 21.
- (2) The Budget shall be submitted to the Board for approval not later than 31 July prior to the financial year to which it relates.

8. SUBSCRIPTION

- (1) The annual subscriptions of all Members of the Association shall be as determined by the Board.
- (2) Subscription levels shall be submitted for approval by the Board together with the relevant Budget each year.
- (3) Subscriptions shall be due and payable on such date or dates as the Board may decide having regard to all relevant circumstances.

9. THE BOARD

- (1) The Board is the governing board of the Association, responsible for the management and affairs of the Association.
- (2) The Board may exercise all of the powers of the Association except those which must, under this Constitution, be exercised by the State Council or the Members at a General Meeting.
- (3) The Board must consist of a minimum of 8 and a maximum of 11 members, comprising the following:
- (a) The President;
 - (b) The Deputy President;
 - (c) 3 Board Member Representatives elected by State Council from amongst State Council Representatives from the Metropolitan Constituency;
 - (d) 3 Board Member Representatives elected by State Council from amongst State Council Representatives from the Country Constituency; and

- (e) up to 3 eligible Independent Board Members appointed by the Board from time to time on the basis of their skills, experience or background.
- (4) In respect of the appointment of an Independent Board Member, the Board may determine its own procedures and:
 - (a) a State Council Representative is not eligible to be appointed;
 - (b) a Councillor or, subject to clause 9(4)(a), any other person is eligible to be appointed, subject to meeting any additional eligibility criteria, qualification or experience requirements determined by the Board (if any); and
 - (c) the person appointed, holds office for a term of two years from the date of their appointment, and subject to this clause and clause 9(5), is eligible for re-appointment.
- (5) An Independent Board Member may not serve as an Independent Board Member for more than four consecutive terms.
- (6) A Board Member Representative, the President and Deputy President is elected by State Council for a term as determined under clauses 16 – 19.
- (7) A deputy representative of a Zone as elected to State Council is not eligible to be elected as a Board Member Representative.
- (8) Subject to clauses 9(9) and 9(10), a Board Member Representative may not serve as a Board Member Representative for more than four consecutive terms.
- (9) A person serving as the President or Deputy President may not serve in that role for more than two consecutive terms, but for the avoidance of doubt, may serve two consecutive terms as President and two consecutive terms as Deputy President.
- (10) The Board tenure limit for a Board Member Representative is separate and in addition to the tenure limit for the role of the President or Deputy President.

10. BOARD PROCEEDINGS

- (1) The Board must meet together for the dispatch of business not less than six times in each calendar year.
- (2) Ordinary Meetings of the Board shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (3) Special Meetings of the Board shall be called by the Chief Executive Officer by providing notice to Board Members of the date, time, place and purpose of the meeting upon the written request of the President or at least three Board Members.
- (4) Each Board Member Present shall be entitled to exercise one (1) deliberative vote on any matter considered by the Board (including the person presiding at the meeting).
- (5) Subject to clauses 10(6), 10(7) and 29(1), any resolution put forward at a Board meeting must be passed by a majority of Board Members Present.
- (6) The following resolutions shall not be passed by the Board unless they receive an Absolute Majority of the Board and of State Council:
 - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or

- (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
 - (c) any change to the number of Zones.
- (7) In the event of there being an equality of votes in respect of a matter considered by the Board, the person presiding at the meeting does not have a casting vote.
 - (9) At any meeting of the Board, at least 50% of Board Members in office (rounded up to the nearly whole number), Present and entitled to vote shall form a quorum.
 - (10) The President shall preside at all meetings of the Board.
 - (11) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the Board.
 - (12) In the absence of both of the President and Deputy President, or if they are unwilling or unable to preside, the Board shall choose a Board Member to preside at the Board meeting.
 - (13) The Board must establish a Corporate Governance Charter.
 - (14) The Board must establish a Code of Conduct to which all Board Members and State Council Representatives must comply.
 - (15) Subject to this Constitution, the Board Members Present at a Board meeting may determine the procedure and order of business to be followed at the Board meeting.
 - (16) The Board is responsible for establishment and review of the processes which are to be applied by the Zones to determine the election of their representatives and deputy representatives to the State Council.

11. STATE COUNCIL

- (1) The State Council is to be a policy advisory council. Members of the State Council are:
 - (a) 12 Councillors elected as primary representatives from amongst the Delegates to the Zones of the Metropolitan Constituency;
 - (b) 12 Councillors elected as primary representatives from amongst the Delegates to the Zones of the Country Constituency;
 - (c) The President (Ex-officio); and
 - (d) The President of Local Government Professionals Australia WA (Ex-officio).
- (2) The primary State Council Representatives and deputy representatives to the State Council shall be elected by Zones of the Constituencies from amongst the Delegates to the Zones (in accordance with the procedures set out in the Corporate Governance Charter) for a term commencing on the day of the first Ordinary Meeting of State Council immediately following the biennial Local Government elections and concluding on the day before the first Ordinary Meeting of State Council of the following biennial Local Government elections.
- (3) The Secretariat shall be the body responsible for coordinating the nominations and election processes by which the Zones of the Constituencies elect their primary representatives and deputy representatives to the State Council.

- (4) A deputy representative elected from amongst the Delegates to that Zone to act in the capacity of a primary representative unable to attend a meeting of the State Council shall exercise all rights of that representative at a State Council meeting, except that a deputy representative is not eligible to be elected as a Board Member Representative.
- (5) If for any reason, a primary representative or deputy representative is unable to hold office for the full period for which the primary representative or deputy representative was appointed to State Council, the affected Zone shall be entitled to fill that vacancy by appointing some other Councillor from within that Zone as a primary representative or deputy representative. The primary representative or deputy representative so appointed shall hold office on State Council for the balance of the term of the primary representative or deputy representative originally elected.
- (6) The State Council must conduct the elections for President, Deputy President and the Board Member Representatives, from amongst State Council Representatives in accordance with the provisions in this Constitution and ensure an equal representation from the Constituencies, at the first Ordinary Meeting of State Council following the biennial Local Government elections.

12. PROCEEDINGS OF STATE COUNCIL

- (1) The State Council must meet together for the dispatch of business not less than three times in each calendar year.
- (2) Ordinary Meetings of the State Council shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (3) Special Meetings of the State Council shall be called by the Chief Executive Officer by providing notice to State Council Representatives of the date, time, place and purpose of the meeting upon the written request of the President or at least one quarter of State Council Representatives.
- (4) Each State Council Representative shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any Ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.
- (5) Except as provided in this clause, all motions at a State Council meeting shall be passed by a Simple Majority of the State Council Representatives, or by their deputy representatives, Present and entitled to vote. The following resolutions shall not be passed by the State Council unless they receive an Absolute Majority of State Council:
 - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
 - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
 - (c) any change to the number of Zones.
- (6) At any meeting of the State Council, thirteen (13) State Council Representatives Present and entitled to vote shall form a quorum.
- (7) The President shall preside at all meetings of the State Council.

- (8) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the State Council. In presiding, the Deputy President shall be entitled to exercise one (1) deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter considered, shall exercise a casting vote.
- (9) In the absence of the President and Deputy President, or if they are unwilling or unable to preside, the State Council shall choose a State Council Representative to preside at the meeting of the State Council. The representative chosen to preside shall exercise a deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter being considered, shall exercise a casting vote.
- (10) State Council shall adopt Standing Orders that will apply to all meetings.

13. CHIEF EXECUTIVE OFFICER AND SECRETARIAT

- (1) The Board may appoint a Chief Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it deems appropriate and may terminate the appointment of the Chief Executive Officer.
- (2) The Board may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the Board determines and as set out in the Corporate Governance Charter or in Schedule Two. The Chief Executive Officer shall be responsible for the establishment and maintenance of a Register of Powers, Authorities, Discretions and Duties delegated by the Board.
- (3) Subject to the control of the Board, the Chief Executive Officer shall be solely responsible for the appointment of the staff of the Secretariat and the administration of the Association.
- (4) The Chief Executive Officer shall be the custodian of records, books, documents and securities of the Association.

14. ZONES

- (1) Ordinary Members of the Association shall be grouped into Zones of the Metropolitan and Country Constituencies.
- (2) Subject to clause 5(6), the membership of Ordinary Members to Zones shall be determined from time to time by the Board in consultation with State Council.
- (3) The number of Zones shall be determined from time to time by the Board and State Council under clauses 10(6)(c) and 12(5)(c) accordingly.
- (4) Each Ordinary Member of a Zone shall be entitled to be represented by a Delegate or Delegates elected or appointed by the Member to represent its interests. Zones shall determine the number of Delegates to which each Member is entitled to be represented by on the Zone.
- (5) The term of a person who is a Delegate of an Ordinary Member of a Zone expires when the person:

- (a) dies;
 - (b) ceases to be a Councillor of the Ordinary Member;
 - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
 - (d) becomes a member of State or Federal Parliament;
 - (e) is convicted of an offence under the *Local Government Act 1995*;
 - (f) is permanently incapacitated by mental or physical ill-health; or
 - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member.
 - (h) is a Councillor that has been suspended by the Minister for Local Government under part 8 of the Local Government Act.
- (6) The management and affairs of the Zone shall be vested in the Delegates that are elected or appointed to the Zone by each Member of the Zone.
- (7) The functions of each Zone shall be:
- (a) electing a representative or representatives and deputy representative or deputy representatives to the State Council;
 - (b) considering the State Council agenda;
 - (c) providing direction and/or feedback to their representative or representatives on the State Council; and
 - (d) any other functions deemed appropriate by the members of the Zone.
- (8) An application for change in membership between Zones may only be made by the Member seeking to change its membership and with the approval of the receiving Zone.
- (9) Applications for changes in membership between Zones shall be determined by the Board (in consultation with State Council). In considering such applications, the Board shall give regard to the reasons provided in support of the application and any views expressed by the Zones directly affected by the application and the views of State Council. The Board (in consultation with State Council) may approve or refuse any application, advising accordingly and including any reason therefore.
- (10) The Chief Executive Officer is to keep and maintain in an up-to-date condition a Register of Zone Membership, which may be varied from time to time by the Board. Upon request of an Ordinary Member, the Chief Executive Officer shall make the Register available for inspection by the representatives of an Ordinary Member during office hours and on reasonable notice.
- (11) A Zone may, from time to time, resolve to admit an Ordinary Member or Associate Member of the Association from outside their existing membership as an Associate Member of their Zone. In considering whether to admit an Ordinary Member or an Associate Member of the Association as an Associate Member of a Zone, the Zone shall give regard to the significance of communities of interest between the existing membership of the Zone and the Ordinary Member or Associate Member of the Association that is seeking to become an Associate Member of the Zone.
- (12) Subject to subclause (12), Zones shall determine the participation of any Associate Member admitted to the Zone, including the extent to which the representatives of an Associate Member may speak to and vote on matters considered by the Zone.
- (13) An Associate Member of a Zone may not:

- (a) nominate a delegate for election to any office of the Zone;
- (b) participate in an election held for any office bearer of the Zone; or
- (c) vote on any matter considered by the Zone requiring a 75% majority.

15. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

Prior to the Annual General Meeting, the President and Chief Executive Officer shall prepare the President's annual report and audited financial statements of the Association for presentation to Members at the Annual General Meeting.

16. ELECTION PROCEDURE

Any election, other than to elect the President or Deputy President, held by the Association shall be conducted as follows:

- i. the Chief Executive Officer or his/her delegate shall act as returning officer;
- ii. representatives are to vote on the matter by secret ballot;
- iii. votes are to be counted on the basis of "first-past-the post";
- iv. if the election is to fill one vacancy, the candidate who receives the greater or greatest number of votes is elected;
- v. if the election is to fill two or more vacancies, the candidates elected are –
 - 1. the candidate who receives the greatest number of votes; and
 - 2. the candidate who receives the next highest number of votes; and
 - 3. the candidate who receives the next highest number of votes,
 and so on up to the number of vacancies to be filled; and
- vi. if two or more candidates receive the same number of votes so that sub-section (d) or (e) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be Present to determine which candidate is elected.

17. ELECTION PROCEDURE – PRESIDENT AND DEPUTY PRESIDENT

An election to elect the President or Deputy President shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the-post";
- (d) the candidate who receives the greatest number of votes is elected;
- (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
- (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
- (g) when the meeting resumes, an election will be held in accordance with sub-sections (a), (b), (c) and (d);
- (h) if two or more candidates receive the same number of votes so that sub-section (d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be Present to determine which candidate is elected.

18. PRESIDENT

- (1) Subject to subclause 17(3) of this Constitution, the State Council shall elect the President from amongst the primary State Council Representatives.

- (2) The President shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for President and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections. .
- (3) A person, other than the incumbent President of the Association, shall not be eligible for election as President unless they have first been elected as a State Council Representative.
- (4) The Constituency from which the President is elected has the right to nominate a further representative to the State Council, with that representative being drawn from the same Zone and entitled to serve for the same term as their originally nominated representative.
- (5) Where the incumbent President seeks and is re-elected for a consecutive term, subject to clause 19(6), that person shall not hold office as President beyond two (2) full consecutive terms.

19. ROTATION OF PRESIDENCY

- (1) At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate Constituency to the incumbent President will be eligible to be elected.
- (2) At an election for the position of President conducted under Clause 19, only State Councillors from the alternate Constituency to the incumbent President will be eligible to be elected.

20. DEPUTY PRESIDENT

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its State Council Representatives, provided the Deputy President represents the alternate Constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for Deputy President and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections. .
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, subject to clause 19(6), that person shall not hold office as Deputy President beyond two (2) full consecutive terms.

21. BOARD MEMBER REPRESENTATIVES

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, and the election of the Deputy President pursuant to clause 18 of this

Constitution, the State Council shall elect 6 Board Member Representatives from amongst its State Council Representatives, provided that 3 are from the Metropolitan Constituency and 3 are from the Country Constituency.

- (2) The Board Member Representatives shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for the Board Member Representatives and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections.
- (3) Prior to expiration of a term of office, a Board Member Representative may seek re-election for a consecutive term.
- (4) Where a Board Member Representative seeks and is re-elected for a consecutive term, subject to clause 19(9), that person shall not hold office as Board Member Representative beyond four (4) full consecutive terms.

22. VACANCY – PRESIDENT, DEPUTY PRESIDENT AND BOARD MEMBER REPRESENTATIVES

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternative Constituency to that of the President just elected.
- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate Constituency to that of the President.
- (6) A State Council Representative elected to fill a vacancy of President or Deputy President pursuant to this clause 19 shall still be eligible for election for a subsequent two (2) full consecutive terms.
- (7) If a Board Member Representative is elected to fill a vacancy of President or Deputy President pursuant to this clause 19, their position as a Board Member Representative is declared vacant.

- (8) If the office of a Board Member Representative becomes vacant or if for any other reason the Board Member Representative is unable to take or hold office, then the State Council shall meet to elect from among their number a Board Member Representative who shall hold the office for the balance of the term of the Board Member Representative replaced, provided the new Board Member Representative represents the same Constituency as the Board Member Representative who is being replaced.
- (9) A State Council Representative elected to fill a vacancy of Board Member Representative pursuant to this clause 19 shall still be eligible for election for a subsequent four (4) full consecutive terms.

23. VACATION OF OFFICE

A person shall cease or be disqualified from being a Board Member, a representative or deputy representative on the State Council or from being President or Deputy President of the Association, if that person:

- (a) dies;
- (b) except in respect of an Independent Board Member, ceases to be a Councillor of the Ordinary Member;
- (c) resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) is a member of State or Federal Parliament;
- (e) is convicted of an offence under the Local Government Act;
- (f) is permanently incapacitated by mental or physical ill-health;
- (g) is absent from more than 3 consecutive Ordinary Board or Ordinary State Council meetings (as applicable);
- (h) except in respect of an Independent Board Member, is a member of a Local Government that ceases to be a member of the Association;
- (i) except in respect of an Independent Board Member, is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4);
- (j) is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the Local Government Act; or
- (k) is a candidate for election to State or Federal Parliament on or after the date the election writ is issued.

24. COMMITTEES AND SUB-COMMITTEES

- (1) The Board may from time to time as it may deem necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:
- (a) acquire, hold and dispose of real property;
 - (b) borrow money;
 - (c) set subscription levels; and
 - (d) progress any matter requiring a decision of the Board pursuant to sub-clause 10(6) of this Constitution.
- (2) The person or the members of any committee so appointed shall not be required to be representatives on the Board.

- (3) Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the Board.
- (4) Subject to the Corporate Governance Charter, each Committee shall elect a Chair from the members of the Committee.

25. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the Board, provided that such date occurs prior to 31 October each year.
- (2) The Chief Executive Officer shall give at least ninety (90) days' notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (3) At an Annual General Meeting, greater than one half of the Delegates of Ordinary Members who are eligible to vote and are Present constitute a quorum.
- (4) At each such Annual General Meeting the order of business shall be as follows:
 - (a) attendance, apologies and announcements;
 - (b) confirmation of minutes from last Annual General Meeting;
 - (c) adoption of President's annual report;
 - (d) consideration of annual financial statements; and
 - (e) consideration of Executive and Member motions.
- (5) In respect of the Annual General Meeting:
 - (a) a notice of motion may only be submitted by the Board or an Ordinary Member; and
 - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.
- (6) An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (7) Where the Board considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the Board may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the Board and the reasons for that decision.
- (8) Notwithstanding the provisions of sub-clause (7), the Board is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.

26. SPECIAL GENERAL MEETING

- (1) A Special General Meeting shall be called by the Chief Executive Officer upon the instructions of the Board or the written demand of not less than any twenty (20) Ordinary Members.
- (2) The Chief Executive Officer shall give at least thirty (30) days notice of any Special General Meeting by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall specify the nature of the business to be transacted at the Special General Meeting and shall be deemed to have been delivered immediately if transmitted electronically or on the second date after posting.
- (3) At a Special General Meeting, greater than one half of the Delegates of Ordinary Members who are eligible to vote and are Present constitute a quorum.
- (4) Where the Board considers that a direction or decision from a Special General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the Board may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the Board and the reasons for that decision.
- (5) Notwithstanding the provisions of sub-clause (4), the Board is required to give consideration to any direction or decision made at a Special General Meeting in its discharge of responsibilities and functions.

27. REPRESENTATION AND VOTING AT GENERAL MEETINGS

- (1) Subject to this Constitution, each Ordinary Member shall be entitled to be represented at any Annual General Meeting or Special General Meeting of the Association by two (2) Delegates.
- (2) A Delegate shall be entitled to one (1) deliberative vote at the Annual General Meeting or Special General Meeting of the Association.
- (3) A Delegate unable to attend any Annual General Meeting or Special General Meeting shall be entitled to cast a vote by proxy. A proxy shall be in writing and shall nominate the person in whose favour the proxy is given which person need not be a Delegate. Proxy authorisations shall be delivered to the Chief Executive Officer before the commencement of the General Meeting at which the proxy is to be exercised and shall be signed by the Delegate or by the Chief Executive Officer of the Ordinary Member that nominated the Delegate.
- (4) Except as provided in this Constitution, all matters considered at an Annual General Meeting or Special General Meeting of the Association shall be passed by a Simple Majority of the Ordinary Members' Delegates or by a duly authorised proxy vote exercised on their behalf.

28. MINUTES OF MEETINGS OF ASSOCIATION

- (1) The Chief Executive Officer must cause proper minutes of all proceedings of all General Meetings, Board meetings and State Council meetings to be taken and then to be entered within 30 days after the holding of each General Meeting, Board meeting or State Council meeting, as the case requires, in a minute book kept for that purpose.

- (2) The President must ensure that the minutes taken of a General Meeting, Board meeting or State Council meeting under sub-clause (1) are checked and signed as correct by the person who presided at the General Meeting, Board meeting or State Council meeting to which those minutes relate or by the person who presides at the next succeeding general meeting, Board meeting or State Council meeting, as the case requires.
- (3) When minutes have been entered as correct under this clause, they are, until the contrary is proved, evidence that:
 - (a) the General Meeting, Board meeting or State Council meeting to which they relate (in this sub-clause called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

29. AUDIT

- (1) At least once a year the Board shall cause the Association's accounts to be audited by a person or persons appointed by the Board or its delegated body.
- (2) The accounting records of the Association shall be open for inspection by the representatives of Ordinary Members during office hours and on reasonable notice.

30. BANKING

- (1) All moneys received by the Association shall be banked into an operating account established by the Board, in the name of the Association.
- (2) Payments drawn on the account and other documents relating to such account shall be authorised by the Chief Executive Officer and such other authorised persons as the Board may deem appropriate.
- (3)
 - (a) The operating account to be so established, may be utilised for the purposes of paying salaries and operating expenses and for other purposes authorised by a decision of the Board.
 - (b) The Board on the advice of the Chief Executive Officer, may appoint any member of the Secretariat to manage the operating account.

31. COMMON SEAL

- (1) The Association shall have a common seal on which its corporate name appears in legible characters.
- (2) The common seal of the Association must not be used without the approval of the Board and every use of that common seal must be recorded in the minutes of the Board meeting.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the Chief Executive Officer and any Board Member.
- (4) The common seal of the Association must be kept in the custody of the Chief Executive Officer or of such other persons as the Board from time to time decides.

32. AMENDMENT TO THE CONSTITUTION

The Constitution of the Association may be altered, added to or repealed by:

- (1) A Special Majority resolution at any meeting of the Board; and
- (2) A resolution at an Annual General Meeting or Special General Meeting passed by a Special Majority of Delegates or duly authorise a proxy vote to be exercised on their behalf, provided that:
 - (a) 75% of Ordinary Members who are eligible to vote are present or represented; and
 - (b) the Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.

33. EXPULSION OF MEMBERS

- (1) An Ordinary Member may be expelled from the Association by resolution at a meeting of the Board on the consent in writing to the proposition for expulsion being first received from not less than 75% of the Ordinary Members.
- (2) The Ordinary Member whom it is proposed to expel must receive at least sixty (60) days notice of the Board meeting referred to in sub-clause (1) and shall be given the opportunity of attending the meeting and being heard with respect to the motion for expulsion.
- (3) An Associate Member may be expelled by decision of the Board.

34. DISPUTES, MEDIATION AND ARBITRATION

- (1) The grievance procedure set out in this clause applies to disputes arising in connection with this Constitution between:
 - (a) a Member and another Member; or
 - (b) a Member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the dispute must, within ten (10) days, be referred initially to a panel to settle the dispute by mediation and if the dispute cannot be resolved, to arbitrate the dispute.
- (4) The panel shall be established by the Board having regard to the nature and circumstances of the dispute and shall comprise such number of persons as the Board may decide, being not less than three (3), who shall be drawn from amongst the following:
 - (a) Life Members of the Association;
 - (b) the President or Past Presidents of Local Government Professionals Australia WA;
 - (c) the Director General, Department of Local Government; or
 - (d) such other persons as the Board considers appropriately qualified having regard to the nature and circumstances of the dispute.

- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The panel, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) Any arbitration shall be conducted in accordance with the provisions of the *Commercial Arbitration Act 1985 (WA)* and, notwithstanding section 21 (1) of that Act, each disputant may be represented by a duly qualified legal practitioner or other representative.
- (8) If a matter proceeds to arbitration, then the decision of the panel shall be final and binding on the disputants.
- (9) Any mediation or arbitration conducted under this clause must be confidential and without prejudice.

35. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

The Board shall if instructed in writing by all of the Ordinary Members dissolve the Association and, after paying and discharging out of the Association's funds and assets all debts and liabilities, transfer the funds or realise the same and transfer the proceeds to any organisation or organisations constituted with similar objects to those of the Association and which organisation or organisations prohibit the distribution of property among the Ordinary Members thereof or in the absence of such an organisation as determined by a Judge of the Supreme Court.

36. TRANSITIONAL PROVISIONS

- (1) The Transitional Provisions shall apply in accordance with their terms as if set out in this Constitution in full.
- (2) In the case of any inconsistency between the Transitional Provisions and any other provision of this Constitution, the Transitional Provisions will prevail.
- (3) The Transitional Provisions shall have continuing force and effect in accordance with their terms.

SCHEDULE ONE

REGISTER OF POWERS

The powers of the Association on incorporation are the:

- (a) advocacy of Federal and State matters;
- (b) progression of Legislative Review;
- (c) management and pursuit of Local Government Act matters;
- (d) management and pursuit of Industrial (Labour) Relations matters;
- (e) direction of the Secretariat and management of the Association's offices; and
- (f) instigation of all things necessary to pursue and achieve the objectives of the Association.

In construing the above powers the following terms shall have the meanings set out opposite them:

- “Federal Affairs” means all matters from time to time under consideration by the Australian Local Government Association and all matters concerned with aspects of Federal legislation including all inter-governmental finance questions between Federal and State Governments but shall not extend to the intra-state distribution of grants;
- “Industrial (Labour) Relations” includes all issues concerned with conditions of employment within Local Government whether award or otherwise, personnel practices and training;
- “Legislative Review” means any review or proposed review of existing or proposed legislation whether State or Federal unless the Board resolves that it is of relevance only to one of either the metropolitan or country constituencies;
- “Local Government Act matters” means all questions pertaining to the provisions of the Local Government Act.

The above powers and definitions may be added to, amended, modified or substituted from time to time in accordance with clause 4 of the Constitution.

SCHEDULE TWO

REGISTER OF DELEGATED POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

Date	Committee/Person	Detail on Delegations
2 December 2015	Chief Executive Officer	<p>Chief Executive Officer delegated the authority to admit or refuse organisations seeking Associate Membership to WALGA on the basis that such organisations are:</p> <ul style="list-style-type: none"> • organisations constituted by Local Governments such as Regional Councils, Voluntary Regional Councils and Alliances; • not-for-profit organisations that can demonstrate a link or relationship with the Local Government sector, or • Government agencies, including Government Trading Entities.
4 December 2002	President Deputy President Chief Executive Officer	<p>Affixation of the Common Seal</p> <ul style="list-style-type: none"> • Affixation of the Association's common seal be undertaken upon the resolution of State Council except where it is impractical to obtain prior approval; • In instances where obtaining prior approval is impractical, authority to affix the common seal be delegated to the Chief Executive Officer and one of either the President or Deputy President; • A regular report be submitted to State Council "for noting" outlining all instances where the common seal has been used without prior resolution; and • WALGA give priority to preparing an appropriate instrument of delegation.
6 February 2002 6 June 2007 (Updated)	Honours Panel	<p>Honours Panel</p> <ul style="list-style-type: none"> • Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process. • Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually. • Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for. • Overseeing the annual budget set for the Association's Honours Program. • Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians. • Reviewing the Honours Policies and supporting documentation as deemed necessary.

SCHEDULE THREE TRANSITIONAL PROVISIONS

1. For the purposes of these Transitional Provisions:

“Effective Date” means 18 September 2023 OR the date of the Annual General Meeting at which the Members approved the amendments to this Constitution.

“Transition Date” means 6 December 2023 OR the date that the first Ordinary Meeting of State Council is held in December 2023 following the biennial Local Government elections.
2. These Transitional Provisions come into effect on and from the Effective Date.
3. With respect to those holding constitutionally recognised offices as at the Effective Date, the following provisions shall apply:
 - (a) Subject to clause 3(b) of this Schedule, the members of State Council remain in office until the day immediately before the Transition Date.
 - (b) The President and Deputy President remain in office until the newly formed State Council (as referred to in clause 4 of this Schedule) conducts its election on the Transition Date.
4. The election by the Zones for the primary State Council Representatives and deputy representatives to the State Council from amongst the Delegates to the Zones under clause 11(2) of the Constitution, shall be conducted in November 2023 to form the new State Council to take office on the Transition Date.
5. The Board is constituted at the conclusion of the elections conducted at the first Ordinary Meeting of State Council held on the Transition Date.
6. On and from the Effective Date until the close of the first Ordinary Meeting of State Council held on the Transition Date, all references to the Board, and its role, powers and functions as specified in the Constitution, are to be read as references to the State Council and may be exercised by State Council, and State Council remains the governing body of the Association during this period.
7. The Corporate Governance Charter and State Council Standing Orders in effect as at the Effective Date, remain in effect until the Transition Date. Upon the Transition Date:
 - (a) the Board is deemed to have approved the Corporate Governance Charter; and
 - (b) the State Council approves State Council Standing Orders,

to apply on and from the Transition Date, as tabled at the meeting, which have been amended to be consistent with the amendments made to the Constitution and to the governance structure of the Association.

Proposed Amendments to WALGA's Constitution

By Tony Brown, Executive Director Member Services

RECOMMENDATION

That the WALGA Constitution be amended to retain the current governance model but with necessary changes, as per the attached mark-up.

VOTING REQUIREMENT: SPECIAL MAJORITY

Executive Summary

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
 1. To consider a new Constitution to give effect to an alternate governance model; and
 2. To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the second item, which proposes amendments to the existing Constitution to make some necessary changes whilst still retaining the current governance model.
- The proposed changes are intended to address inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted by WALGA in 2001.

Attachment

- WALGA Constitution – Proposed Amendments Mark-Up

Background

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA's governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.

At the meeting on [1 March](#) this year, State Council resolved that:

1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA's governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*
3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:

- a. Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
- b. Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council resolved by special majority to put both versions to Members for consideration at the 2023 AGM.

Comment

This item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will only be presented to Members if the first item (recommending a new Constitution to give effect to the alternate model) does not receive 75 percent approval from Members.

If the first item (for a new Constitution) is successfully passed by a special majority of Members, this item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

The proposed amendments to the Constitution under this item will provide necessary changes, but otherwise retain the current governance model. The proposed changes are intended to fix inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted in 2001, as well as to address some potential issues that have been raised by State Council.

- There are several proposed amendments to the definitions contained in clause 2 Interpretation. In particular:
 - the inclusion of new definitions for “General Meeting”, “Ordinary Meeting” and “Special Meeting”; and
 - the refinement of the current definitions for “Constituency”, “Country Constituency” and “Metropolitan Constituency” to move away from defining boundaries by way of the Metropolitan Region Planning Scheme.
- The deletion of clause 9(2) in light of clause 12(2)(b), which empowers State Council to decide the “allocation or change in allocation of any representation or voting rights on the State Council”, rather than Members. Similarly, clause 14(3) to be amended to again empower State Council to decide the number of Zones, rather than the Members at a General Meeting.
- A new reason for disqualification has been included in clause 22(k) that refers to a State Councillor, Deputy State Councillor, President or Deputy President vacating their office

once they become a candidate for election to a State or Federal Parliament “on or after the date the election writ is issued”. This addition was prompted by State Council discussions in [September 2021](#) which resulted in similar changes to the Corporate Governance Charter.

- The deletion of clause 33(1)(c) as it deals with a non-Constitutional topic.
- In Schedule One, the meaning of subclause (f) was unclear and so has been deleted.
- The Register of Delegate Powers, Authorities, Discretions and Duties in Schedule Two has been amended to only include those powers as referred to in the Constitution, with those other powers to be captured in the Corporate Governance Charter.
- Finally, there has been a general tidy up of defined terms throughout the Constitution (that is, terms that are defined in clause 2 and require capitalization).



Association Constitution

Adopted: 7 August 2001
Amended: 8 August 2004
6 August 2006
5 August 2007
6 August 2011
7 August 2013
3 August 2016
1 August 2018
20 September 2021
[18 September 2023]

Constitution

Preamble

This Constitution serves as the instrument for establishment of the Western Australian Local Government Association (WALGA).

WALGA marks the progression from a structure in which the Western Australian Municipal Association (WAMA) serves as a federation of three separate constituent Associations to a single association tasked with directly representing the needs and interests of all Western Australia.

The Constituent Associations of WAMA were: the Country Shire Councils' Association (dissolved in August 2003), the Country Urban Councils' Association (dissolved in August 2002) and the Local Government Association (dissolved in August 2003).

The establishment of WALGA in 2001 represents an evolution in the process by Local Government to promote more effective representation on behalf of its elected membership and the broader community.

Central to this process is the recognition of the sense of history and significant contribution of WAMA's constituent Associations, both in terms of the creation of WALGA and in the pursuit of aims and objectives on behalf of all Western Australian Local Governments as represented within this Constitution.

1. NAME

The name of the Association is **“Western Australian Local Government Association”**.

2. INTERPRETATION

(1) Throughout this Constitution, if not inconsistent with the context:

“Absolute Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of voting positions of representatives or delegates (whether present and voting or not);

“Annual General Meeting” means the meeting convened under clause 22 of this Constitution;

“Association” means Western Australian Local Government Association (WALGA);

“Associate Member” means:

- in relation to the Association, those Members of the Association referred to in sub-clause 5(67) and those persons admitted as Associate Members of the Association in accordance with sub-clause 5(911); or
- in relation to a Zone, those Ordinary Members of the Association admitted as Associate Members of a Zone in accordance with sub-clause 14(9);

“Chief Executive Officer” means the Chief Executive Officer of the Association;

“Code of Conduct” means the written guidelines which define the minimum standards of professional conduct and integrity that are expected of all State Council members.

“Commissioner” means a commissioner appointed to a Local Government under sections 2.6(4) or 2.36A(3) of the Local Government Act ~~1995~~;

“Constituency” means the Country Constituency and the Metropolitan Constituency (as the case may require) such country and metropolitan groupings of Ordinary Members as the Association for the time being, may determine;

“Corporate Governance Charter” means the instrument approved by State Council and used to implement good governance policies, procedures and practices;

“Councillor” has the same meaning as under the Local Government Act ~~1995~~ except that it includes a mayor or president elected by electors and includes a Commissioner ~~appointed under section 2.6(4) or section 2.36A(3) of the Local Government Act 1995;~~

“Country Constituency” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia ~~not included within the boundaries of the Metropolitan Region Planning Scheme, as determined by State Council, the details of which are contained in the Corporate Governance Charter;~~

“Country Shire Councils’ Association” means ~~the Country Shire Councils’ Association constituted under section 9.58 of the Local Government Act 1995;~~

~~“Country Urban Councils’ Association” means the Country Urban Councils’ Association of Western Australia constituted under section 9.58 of the Local Government Act 1995;~~

“**Delegate**” means a ~~e~~Councillor or officer nominated or appointed to represent an Ordinary Member and exercise voting entitlements at General Meetings of the Association pursuant to clauses 22 and 23 of this Constitution, or ~~on~~ at a Zone meeting pursuant to clause 14 of this Constitution;

“**Deputy President**” means the Deputy President for the time being of the Association;

“**Ex-officio**” means a person or organisation who has an entitlement to membership of the State Council or another committee, by virtue of their office, but is not entitled to exercise a deliberative vote on any matter before the State Council or another committee;

“General Meeting” means an Annual General Meeting or a Special General Meeting (as the case requires);

~~“Governance Charter” means the written policy document that clearly defines the respective roles, responsibilities and authorities of the President, State Council members (individually and collectively) and the Chief Executive Officer in setting the direction, management and control of the Association.~~

“**In Writing**” means notice provided by posting or transmission in electronic form;

“**Life Members**” means ~~those members of the Association referred to in sub-clause 5(1) and~~ those persons admitted as Life Members of the Association in accordance with sub-clause 5(~~89~~) of this Constitution;

“**Local Government**” means an entity constituted under Part 2 of the Western Australian Local Government Act ~~1995~~;

“**Local Government Act**” means the Western Australian *Local Government Act 1995*;

~~“Local Government Association **WALGA**” means the Western Australian Local Government Association of Western Australia constituted under section 9.58 of the Local Government Act 1995;~~

“**Local Government Professionals Australia WA**” means the Western Australian Division of Local Government Professionals Australia;

“**Member**” means:

- in relation to the Association, a Local Government, organisation or person admitted to Ordinary, Life or Associate membership of the Association in accordance with the provisions of this Constitution; or
- in relation to a Zone, those Ordinary Members of the Association that are determined to be members of a Zone by State Council in accordance with sub-clause 14 (2); ~~or~~
- ~~a new Council created pursuant to a merger or amalgamation of existing Councils that were Ordinary Members of the Association prior to the merger or amalgamation.~~

“**Metropolitan Constituency**” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia ~~within the Metropolitan Region~~

Planning Scheme, as determined by State Council, the details of which are contained in the Corporate Governance Charter;

“**Ordinary Meeting**” means one of the four scheduled meetings of the State Council referred to under clause 10(1);

“Ordinary Member” means a Local Government admitted to membership of the Association in accordance with the provisions of this Constitution and includes a new Council-Local Government created pursuant to a merger or amalgamation of existing Councils-Local Governments that were Ordinary Members of the Association prior to the merger or amalgamation;

“President” means the President for the time being of the Association;

“Present” means attendance in person or by electronic means deemed suitable by the Chief Executive Officer

“Representative” means a member on the State Council elected or appointed by the country and metropolitan constituencies in accordance with the provisions of sub-clause 9(1) and 9(3);

“Secretariat” means the staff of the Association appointed from time to time by the Chief Executive Officer or, in the case of the Chief Executive Officer, by State Council ~~and includes the Chief Executive Officer;~~

“Special General Meeting” means the meeting convened under clause 25 of this Constitution.

“Special Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be at least 75% of the number of representatives or delegates (whether present and voting or not);

“**Special Meeting**” means any State Council meeting that is not an Ordinary Meeting of the State Council;

“Simple Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of representatives or delegates that are present;

“State Council” means the governing board of the Association established pursuant to clause 9; ~~and~~

“**WALGA**” means the Western Australian Local Government Association constituted under section 9.58 of the Local Government Act 1995; and

“Zone” means a geographically based subdivision containing Ordinary Members and incorporated within a country and metropolitan constituency. The country and metropolitan zones are set out in the Register of Zone Membership referred to in sub-clause 14(8).

(2) In this Constitution:

- (a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- (b) words meaning persons include natural persons, corporations and associations; and
- (d) the headings shall not affect the interpretation or construction of this Constitution.

3. OBJECTS

The objects of the Association shall be:

- (a) to provide a united voice for Local Government in Western Australia;
- (b) to promote the credibility and profile of Local Government;
- (e) to speak on behalf of Local Government in Western Australia;
- (f) to represent the views of the Association to the State and Federal Governments on financial, legislative, administration and policy matters;
- (i) to provide services to Local Government in Western Australia;
- (j) to promote Local Government issues of importance by involvement with national bodies;
- (k) to do all and any such other things as in the opinion of the State Council may conveniently be carried on by the Association or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the members of the Association; and
- (l) to use the property and income of the Association solely for the promotion of the objects or purposes of the Association. No part of the property or income of the Association may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

4. POWERS

- (1) The Association shall have such specific powers as may be vested in it from time to time by the Ordinary Members or as amended under this Constitution. The initial powers of the Association are set out in the Register of Powers (Schedule One).
- (2) The powers of the Association may be added to, amended, withdrawn, modified or substituted in accordance with the provisions of sub-clause 12(3).
- (3) The Chief Executive Officer shall keep an up-to-date copy of the Register of Powers which records all changes and the dates thereof. The Register of Powers shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.
- (4) Subject to obtaining the requisite majority support, the Association shall have general power to act in connection with all other matters in its discretion.
- (5) The Association may do all acts and things as are necessary, incidental or conducive to the attainment or execution of its objects and shall have all the powers conferred on an association constituted under section 9.58 of the *Local Government Act 1995* including, but without limitation, power to:
 - (a) acquire hold and dispose of real and personal property;

- (b) accept any gift of any real or personal property or any interest or estate in that property or disclaim the benefit of any such gift;
- (c) sue and be sued; and
- (d) do all things that bodies corporate may do.

5. MEMBERSHIP OF THE ASSOCIATION

- (1) Three classes of membership to the Association shall be available:
 - (a) Ordinary Membership;
 - (b) Associate Membership; and
 - (c) Life Membership.
- (2) Ordinary Membership of the Association shall be open to all ~~Western Australian~~ Local Governments.
- (3) Ordinary ~~m~~Membership shall be immediately conferred upon any new ~~Council~~ Local Government created by the merger of existing ~~Councils~~ Local Governments that were Ordinary Members of the Association prior to the merger, provided that all membership fees and subscriptions owed to the Association up to the date of merger by the predecessor ~~Councils~~ Local Government of that new ~~Council~~ Local Government have been paid.
- (4) An Ordinary Member shall belong to either the ~~m~~Metropolitan ~~e~~Constituency or the ~~e~~Country ~~e~~Constituency, but not both.
- (5) Subject to subclause (54), if an Ordinary Member has land both within and outside the Metropolitan Region Planning Scheme (MRPS), if the greater land area is in the MRPS, it will be deemed to be in the metropolitan constituency, otherwise it will be deemed to belong to the country constituency; or
- (6) State Council, on application from an Ordinary Member, may resolve to set aside the general rule prescribed in subclause (54) and permit an Ordinary Member to be a member of an alternate constituency. In considering any application made pursuant to this subclause, State Council shall give regard to the reasons provided in support of the application and any views expressed by Ordinary Members within the two constituencies. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (7) Associate Members shall be:
 - (a) the Local Government Professionals Australia WA; and
 - (b) any other Associate Member admitted to membership pursuant to sub-clause 5(11).
- (8) Associate Members are ineligible to vote at all meetings of the Association.
- (9) The State Council from time to time will determine nominations for Life Membership of the Association.
- (10) Additional Ordinary Members may be admitted from time to time on a simple majority resolution of the State Council.

- (11) Any person or organisation seeking admission as an Associate Member shall make written application to the Chief Executive Officer. The State Council or its delegate shall consider the application and may admit or refuse the applicant, advising accordingly including any reason therefore.
- (12) If an application for membership is granted, the membership shall commence upon payment of the appropriate subscription.
- (13) The Chief Executive Officer shall keep and maintain in an up-to-date condition a Register of the Members of the Association. The Register shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.

6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION

- (1) Membership of the Association may be terminated upon:
 - (a) receipt by the Chief Executive Officer of not less than 3 months notice in writing from a Member requesting to withdraw from membership of the Association; or
 - (b) non-payment by a Member of the required subscription within three months of the date fixed by the State Council for subscriptions to be paid, unless the State Council decides otherwise; or
 - (c) expulsion of a Member in accordance with clause 30.
- (2) Pursuant to subclause 6(1), where the membership of an Ordinary Member is terminated, the Chief Executive Officer shall remove the name of the Ordinary Member from the Register of the Members of the Association and that Ordinary Member shall cease to be a Member of the Association.
- (3) A Member who withdraws from membership to the Association shall not be entitled to a refund of any portion of such subscription as the Member will have paid in advance for the period up to and including 30 June of that year.

7. BUDGET

- (1) The Association's Budget shall be prepared annually by the Chief Executive Officer in consultation with the State Council, including such other Committees as the State Council may deem expedient pursuant to clause 21.
- (2) The Budget shall be submitted to the State Council for approval not later than 31 July prior to the financial year to which it relates.

8. SUBSCRIPTION

- (1) The annual subscriptions of all Members of the Association shall be as determined by the State Council.
- (2) Subscription levels shall be submitted for approval by the State Council together with the relevant Budget each year.
- (3) Subscriptions shall be due and payable on such date or dates as the State Council may decide having regard to all relevant circumstances.

9. STATE COUNCIL

- (1) The State Council is to be the governing board of the Association, responsible for the management and affairs of the Association. Members of the State Council shall include:
- (a) 12 Councillors elected as representatives from amongst the ~~e~~D~~e~~legates to the Zones of the ~~m~~M~~e~~tropolitan ~~e~~C~~o~~nstituency;
 - (b) 12 Councillors elected as representatives from amongst the ~~e~~D~~e~~legates to the Zones of the ~~e~~C~~o~~untry ~~e~~C~~o~~nstituency;
 - (c) The President (ex-officio); and
 - (d) The President of Local Government Professionals Australia WA (ex-officio).
- ~~(2) The metropolitan constituency and country constituency shall determine the allocation of representational positions on State Council between the Zones within each respective constituency.~~
- (3) Representatives and deputy representatives to the State Council shall be elected by Zones of the ~~metropolitan and country~~ ~~e~~C~~o~~nstituencies from amongst the ~~e~~D~~e~~legates to the Zones for a term commencing on the day of the first Ordinary Meeting of State Council immediately following the biennial Local Government elections and concluding on the day before the first Ordinary Meeting of State Council of the following biennial Local Government elections.
- (4) The State Council shall be the body responsible for establishment and review of the processes which are to be applied by the Zones of the metropolitan and country constituencies to determine the election of their representatives and deputy representatives to the State Council.
- (5) The Secretariat shall be the body responsible for coordinating the nominations and election processes by which the Zones of the ~~metropolitan and country~~ ~~e~~C~~o~~nstituencies elect their representatives and deputy representatives to the State Council.
- (6) A deputy representative elected from amongst the delegates to that Zone to act in the capacity of a representative unable to attend a meeting of the State Council shall exercise all rights of that representative.
- (7) If for any reason, a representative or deputy representative is unable to hold office for the full period for which the representative or deputy representative was appointed, the affected Zone shall be entitled to fill that vacancy by appointing some other Councillor from within that Zone as a representative or deputy representative. The representative or deputy representative so appointed shall hold office for the balance of the term of the representative or deputy representative originally elected.

10. PROCEEDINGS OF STATE COUNCIL

- (1) The State Council must meet together for the dispatch of business not less than four times in each year.
- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in

respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

- (3) At any meeting of the State Council, thirteen (13) representatives present and entitled to vote shall form a quorum.
- (4) The President shall preside at all meetings of the State Council.
- (5) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the State Council. In presiding, the Deputy President shall be entitled to exercise one (1) deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter considered, shall exercise a casting vote.
- (6) In the absence of the President and Deputy President, or if they are unwilling or unable to preside, the State Council shall choose a representative of the State Council to preside at the meeting of the State Council. The representative chosen to preside shall exercise a deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter being considered, shall exercise a casting vote.
- (7) The State Council shall establish a Corporate Governance Charter as the instrument to be used by State Council in implementing good governance policies, procedures and practices.
- (8) The State Council shall establish a Code of Conduct to which all State Council members must comply.
- (9) State Council shall adopt Standing Orders that will apply to all meetings.

11. NOTICE OF STATE COUNCIL MEETINGS

- (1) Ordinary Meetings of the State Council shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (2) Special Meetings of the State Council shall be called by the Chief Executive Officer by providing notice to State Councillors of the date, time, place and purpose of the meeting upon the written request of the President or at least one quarter of the representatives to the State Council.

12. RESOLUTIONS OF STATE COUNCIL

- (1) Except as provided in this clause, all motions concerning the affairs of the Association shall be passed by a simple majority of the representatives of the State Council or by their deputy representatives.
- (2) The following resolutions shall not be passed unless they receive a ~~s~~Special ~~m~~Majority ~~of not less than 75% of representatives~~ of the State Council or by their deputy representatives:
 - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
 - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or

- (c) any change to the membership of Ordinary Members to Zones.
- (3) The annual budget, including annual subscriptions, shall not be adopted unless passed by an absolute majority of representatives of the State Council or by their deputy representatives.

13. CHIEF EXECUTIVE OFFICER AND SECRETARIAT

- (1) The State Council may appoint a Chief Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it deems appropriate and may terminate the appointment of the Chief Executive Officer.
- (2) The State Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the State Council determines and the scope of which are set out in Schedule Two. The Chief Executive Officer shall be responsible for the establishment and maintenance of a Register of Powers, Authorities, Discretions and Duties delegated by the State Council.
- (3) Subject to the control of the State Council, the Chief Executive Officer shall be solely responsible for the appointment of the staff of the Secretariat and the administration of the Association.
- (4) The Chief Executive Officer shall be the custodian of records, books, documents and securities of the Association.

14. ZONES

- (1) Ordinary Members of the Association shall be grouped into Zones of the ~~m~~Metropolitan and ~~e~~Country ~~e~~Constituencies.
- (2) The membership of Ordinary Members to Zones shall be determined from time to time by State Council.
- (3) The number of Zones shall be determined from time to time by ~~the Ordinary Members of the Association at a Special or Annual General Meeting~~State Council.
- (4) Each Ordinary ~~m~~Member of a Zone shall be entitled to be represented by a ~~d~~Delegate or ~~d~~Delegates elected or appointed by the ~~m~~Member to represent its interests. Zones shall determine the number of ~~d~~Delegates to which each ~~m~~Member is entitled to be represented by on the Zone.
- (4a) The term of a person who is a ~~d~~Delegate of a ~~m~~Member of a Zone expires when the person:
- (a) dies;
 - (b) ceases to be a Councillor of the Ordinary Member;
 - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
 - (d) becomes a member of State or Federal Parliament;
 - (e) is convicted of an offence under the *Local Government Act 1995*;
 - (f) is permanently incapacitated by mental or physical ill-health; or
 - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member.

- (h) is a Councillor that has been suspended by the Minister for Local Government under part 8 of the *Local Government Act 1995*.
- (5) The management and affairs of the Zone shall be vested in the ~~e~~D~~e~~legates that are elected or appointed to the Zone by each ~~m~~M~~e~~mber of the Zone.
- (6) The functions of each Zone shall be:
- (a) electing a representative or representatives and deputy representative or deputy representatives to the State Council;
 - (b) considering the State Council agenda;
 - (c) providing direction and/or feedback to their representative or representatives on the State Council; and
 - (d) any other functions deemed appropriate by the members of the Zone.
- (7) An application for change in membership between Zones may only be made by the ~~m~~M~~e~~mber seeking to change its membership and with the approval of the receiving Zone.
- (8) Applications for changes in membership between Zones shall be determined by the State Council. In considering such applications, State Council shall give regard to the reasons provided in support of the application and any views expressed by the Zones directly affected by the application. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (9) The Chief Executive Officer is to keep and maintain in an up-to-date condition a Register of Zone Membership, which may be varied from time to time by State Council. Upon request of an Ordinary Member, the Chief Executive Officer shall make the Register available for inspection by the representatives of an Ordinary Member during office hours and on reasonable notice.
- (10) A Zone may, from time to time, resolve to admit an Ordinary Member or Associate Member of the Association from outside their existing membership as an Associate Member of their Zone. In considering whether to admit an Ordinary Member or an Associate Member of the Association as an Associate Member of a Zone, the Zone shall give regard to the significance of communities of interest between the existing membership of the Zone and the Ordinary Member or Associate Member of the Association that is seeking to become an Associate Member of the Zone.
- (11) Subject to subclause (12), Zones shall determine the participation of any Associate Member admitted to the Zone, including the extent to which the representatives of an Associate Member may speak to and vote on matters considered by the Zone.
- (12) An Associate Member of a Zone may not:
- (a) nominate a delegate for election to any office of the Zone;
 - (b) participate in an election held for any office bearer of the Zone; or
 - (c) vote on any matter considered by the Zone requiring a 75% majority.

15. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

Prior to the Annual General Meeting, the President and Chief Executive Officer shall prepare the President's annual report and audited financial statements of the Association for presentation to Members at the Annual General Meeting.

16. ELECTION PROCEDURE

Any election other than to elect the President or Deputy President held by the Association shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of “first-past-the post”;
- (d) if the election is to fill one vacancy, the candidate who receives the greater or greatest number of votes is elected;
- (e) if the election is to fill two or more vacancies, the candidates elected are –
 - (i) the candidate who receives the greatest number of votes; and
 - (ii) the candidate who receives the next highest number of votes; and
 - (iii) the candidate who receives the next highest number of votes,
 and so on up to the number of vacancies to be filled; and
- (f) if two or more candidates receive the same number of votes so that sub-section (d) or (e) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

1716A. ELECTION PROCEDURE – PRESIDENT AND DEPUTY PRESIDENT

An election to elect the President or Deputy President shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of “first-past-the-post”;
- (d) the candidate who receives the greatest number of votes is elected;
- (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
- (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
- (g) when the meeting resumes, an election will be held in accordance with sub-sections (a), (b), (c) and (d);
- (h) if two or more candidates receive the same number of votes so that sub-section (d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

187. PRESIDENT

- (1) Subject to subclause 17(3) of this Constitution, the State Council shall elect a President from amongst those of its members that are representatives from the Zones of the metropolitan and country constituencies or were originally elected to State Council in that capacity.
- (2) The President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The President’s term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) A person, other than the incumbent President of the Association, shall not be eligible for election as President unless they have first been elected by the metropolitan or country constituencies as a representative on the State Council.

- (4) The metropolitan or country constituency from which the President is elected has the right to nominate a further representative to the State Council, with that representative being drawn from the same ~~z~~Zone and entitled to serve for the same term as their originally nominated representative.
- (5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

197A. ROTATION OF PRESIDENCY

- (1) At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- (2) At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.

2018. DEPUTY PRESIDENT

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its ~~m~~Metropolitan and ~~e~~Country representatives, provided the Deputy President represents the alternate ~~e~~Constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The Deputy President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

2119. VACANCY – PRESIDENT AND DEPUTY PRESIDENT

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.

- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19 (5) will be conducted for the office of Deputy President from amongst representatives of the alternative ~~e~~Constituency to that of the President just elected.
- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate ~~e~~Constituency to that of the President.
- (6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 19 shall still be eligible for election for a subsequent two (2) full consecutive terms.

2220. VACATION OF OFFICE

A person shall cease or be disqualified from being a representative or deputy representative on the State Council or from being President or Deputy President of the Association, ~~or from attending State Council in an ex-officio capacity,~~ if that person:

- (a) dies;
- (b) ceases to be a Councillor of the Ordinary Member;
- (c) resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) is a member of State or Federal Parliament;
- (e) is convicted of an offence under the *Local Government Act 1995*;
- (f) is permanently incapacitated by mental or physical ill-health;
- (g) is absent from more than 3 consecutive ordinary State Council meetings;
- (h) is a member of a Local Government that ceases to be a member of the Association;
- (i) is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); ~~or~~
- (j) is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the *Local Government Act 1995*; ~~or~~
- (k) is a candidate for election to State or Federal Parliament on or after the date the election writ is issued.

2324. COMMITTEES AND SUB-COMMITTEES

- (1) The State Council may from time to time as it may deem necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:
 - (a) acquire, hold and dispose of real property;
 - (b) borrow money;
 - (c) set subscription levels; and
 - (d) progress any matter requiring a resolution of the State Council pursuant to sub-clauses 12(2) or 12(3) of this Constitution.

- (2) The person or the members of any committee so appointed shall not be required to be representatives on the State Council.
- (3) Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the State Council.
- (4) Subject to the Corporate Governance Charter, Each Committee shall elect a Chair from the members of the Committee.

2422. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the State Council, provided that such date occurs prior to 31 October each year.
- (2) The Chief Executive Officer shall give at least ninety (90) days' notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (3) At an Annual General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) At each such Annual General Meeting the order of business shall be as follows:
 - (a) attendance, apologies and announcements;
 - (b) confirmation of minutes from last Annual General Meeting;
 - (c) adoption of President's annual report;
 - (d) consideration of annual financial statements; and
 - (e) consideration of Executive and Member motions.
- (5) In respect of the Annual General Meeting:
 - (a) a notice of motion may only be submitted by the State Council or an Ordinary Member; and
 - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.
- (6) An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (7) Where the State Council considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.

- (8) Notwithstanding the provisions of sub-clause (7), the State Council is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.

2523. SPECIAL GENERAL MEETING

- (1) A Special General Meeting shall be called by the Chief Executive Officer upon the instructions of the State Council or the written demand of not less than any twenty (20) Ordinary Members.
- (2) The Chief Executive Officer shall give at least thirty (30) days notice of any Special General Meeting by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall specify the nature of the business to be transacted at the Special General Meeting and shall be deemed to have been delivered immediately if transmitted electronically or on the second date after posting.
- (3) At a Special General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) Where the State Council considers that a direction or decision from a Special General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.
- (5) Notwithstanding the provisions of sub-clause (4), the State Council is required to give consideration to any direction or decision made at a Special General Meeting in its discharge of responsibilities and functions.

2624. REPRESENTATION AND VOTING AT GENERAL MEETINGS

- (1) Subject to this Constitution, each Ordinary Member shall be entitled to be represented at any Annual General Meeting or Special General Meeting of the Association by two (2) ~~d~~Delegates.
- (2) A ~~d~~Delegate shall be entitled to one (1) deliberative vote at the Annual General Meeting or Special General Meeting of the Association.
- (3) A ~~d~~Delegate unable to attend any Annual General Meeting or Special General Meeting shall be entitled to cast a vote by proxy. A proxy shall be in writing and shall nominate the person in whose favour the proxy is given which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer before the commencement of the general meeting at which the proxy is to be exercised and shall be signed by the ~~d~~Delegate or by the Chief Executive Officer of the Ordinary Member that nominated the ~~d~~Delegate.
- (4) Except as provided in this Constitution, all matters considered at an Annual General Meeting or Special General Meeting of the Association shall be passed by a ~~s~~Simple ~~m~~Majority of the Ordinary Members' ~~d~~Delegates or by a duly authorised proxy vote exercised on their behalf.

- (5) At any Annual General Meeting or Special General Meeting of the Association, greater than one half of the ~~e~~D~~e~~legates who are eligible to vote must be present to form a quorum.

2725. MINUTES OF MEETINGS OF ASSOCIATION

- (1) The Chief Executive Officer must cause proper minutes of all proceedings of all ~~g~~G~~e~~neral ~~m~~M~~e~~etings and State Council meetings to be taken and then to be entered within 30 days after the holding of each ~~g~~G~~e~~neral ~~m~~M~~e~~eting or State Council meeting, as the case requires, in a minute book kept for that purpose.
- ~~(2) The President must ensure that the minutes taken of a general meeting or State Council meeting under sub-clause (1) are checked and signed as correct by the person who presided at the general meeting or State Council meeting to which those minutes relate or by the person who presides at the next succeeding general meeting or State Council meeting, as the case requires.~~
- (~~2~~3) When minutes have been entered ~~and signed~~ as correct under this clause, they are, until the contrary is proved, evidence that-
- (a) the ~~g~~G~~e~~neral ~~m~~M~~e~~eting or State Council meeting to which they relate (in this sub-clause called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

2826. AUDIT

- (1) At least once a year the State Council shall cause the Association's accounts to be audited by a person or persons appointed by the State Council or its delegated body.
- (2) The accounting records of the Association shall be open for inspection by the representatives of Ordinary Members during office hours and on reasonable notice.

2927. BANKING

- (1) All moneys received by the Association shall be banked into an operating account established by the State Council, in the name of the Association.
- (2) Payments drawn on the account and other documents relating to such account shall be authorised by the Chief Executive Officer and such other authorised persons as the State Council may deem appropriate.
- (3)
 - (a) The operating account to be so established, may be utilised for the purposes of paying salaries and operating expenses and for other purposes authorised by a resolution of the State Council.
 - (b) The State Council on the advice of the Chief Executive Officer, may appoint any member of the Secretariat to manage the operating account.

3028. COMMON SEAL

- (1) The Association shall have a common seal on which its corporate name appears in legible characters.

- (2) The common seal of the Association must not be used without the approval of the State Council and every use of that common seal must be recorded in the minutes of the State Council meeting.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the Chief Executive Officer, the President and the Deputy President.
- (4) The common seal of the Association must be kept in the custody of the Chief Executive Officer or of such other persons as the State Council from time to time decides.

3129. AMENDMENT TO THE CONSTITUTION

The Constitution of the Association may be altered, added to or repealed by:

- (1) A resolution at any meeting of the State Council on the receipt of a ~~not less than 75%~~ sSpecial mMajority of representatives or by their deputy representatives; and
- (2) A resolution at an Annual General Meeting or Special General Meeting passed by a Special mMajority of ~~not less than 75% of dDelegates~~ or duly authorise a proxy vote to be exercised on their behalf, provided that:
 - (a) 75% of Ordinary Members who are eligible to vote are present or represented; and
 - (b) the Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.

320. EXPULSION OF MEMBERS

- (1) An Ordinary Member may be expelled from the Association by resolution at a meeting of the State Council on the consent in writing to the proposition for expulsion being first received from not less than 75% of the Ordinary Members.
- (2) The Ordinary Member whom it is proposed to expel must receive at least sixty (60) days notice of the State Council meeting referred to in sub-clause (1) and shall be given the opportunity of attending the meeting and being heard with respect to the motion for expulsion.
- (3) An Associate Member may be expelled by resolution of State Council.

331. DISPUTES, MEDIATION AND ARBITRATION

- (1) The grievance procedure set out in this clause applies to disputes arising in connection with this Constitution between:
 - (a) a member and another member; or
 - (b) a member and the Association; ~~or~~
 - ~~(c) if the Association provides services to non-members, those non-members who receive services from the Association, and the Association.~~
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the dispute must, within ten (10) days, be referred initially to a panel to settle the dispute by mediation and if the dispute cannot be resolved, to arbitrate the dispute.
- (4) The panel shall be established by the State Council having regard to the nature and circumstances of the dispute and shall comprise such number of persons as the State Council may decide, being not less than three (3), who shall be drawn from amongst the following:
 - (a) Life Members of the Association;
 - (b) the President or Past Presidents of Local Government Professionals Australia WA;
 - (c) the Director General, Department of Local Government; or
 - (d) such other persons as the State Council considers appropriately qualified having regard to the nature and circumstances of the dispute.
- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The panel, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) Any arbitration shall be conducted in accordance with the provisions of the *Commercial Arbitration Act 1985 (WA)* and, notwithstanding section 21 (1) of that Act, each disputant may be represented by a duly qualified legal practitioner or other representative.
- (8) If a matter proceeds to arbitration, then the decision of the panel shall be final and binding on the disputants.
- (9) Any mediation or arbitration conducted under this clause must be confidential and without prejudice.

342. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

The State Council shall if instructed in writing by all of the Ordinary Members dissolve the Association and, after paying and discharging out of the Association's funds and assets all debts and liabilities, transfer the funds or realise the same and transfer the proceeds to any organisation or organisations constituted with similar objects to those of the Association and which organisation or organisations prohibit the distribution of property among the Ordinary Members thereof or in the absence of such an organisation as determined by a Judge of the Supreme Court.

SCHEDULE ONE

REGISTER OF POWERS

The powers of the Association on incorporation are the:

- (a) advocacy of Federal and State matters;
- (b) progression of Legislative Review;
- (c) management and pursuit of Local Government Act matters;
- (d) management and pursuit of Industrial (Labour) Relations matters;
- (e) direction of the Secretariat and management of the Association's offices; and
- ~~(f) appointment of delegates in the case of joint appointment from amongst the metropolitan and country constituencies; and~~
- (gf) instigation of all things necessary to pursue and achieve the objectives of the Association.

In construing the above powers the following terms shall have the meanings set out opposite them:

- “Federal Affairs” means all matters from time to time under consideration by the Australian Local Government Association and all matters concerned with aspects of Federal legislation including all inter-governmental finance questions between Federal and State Governments but shall not extend to the intra-state distribution of grants;
- “Industrial (Labour) Relations” includes all issues concerned with conditions of employment within Local Government whether award or otherwise, personnel practices and training;
- “Legislative Review” means any review or proposed review of existing or proposed legislation whether State or Federal unless the State Council resolves that it is of relevance only to one of either the metropolitan or country constituencies;
- “Local Government Act matters” means all questions pertaining to the provisions of the Local Government Act.

The above powers and definitions may be added to, amended, modified or substituted from time to time in accordance with clause 4 of the Constitution.

SCHEDULE TWO

REGISTER OF DELEGATED POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

Date	Committee/Person	Detail on Delegations
2 December 2015	Chief Executive Officer	Chief Executive Officer delegated the authority to admit or refuse organisations seeking Associate Membership to WALGA on the basis that such organisations are: <ul style="list-style-type: none"> • organisations constituted by Local Governments such as Regional Councils, Voluntary Regional Councils and Alliances; • not-for-profit organisations that can demonstrate a link or relationship with the Local Government sector, or • Government agencies, including Government Trading Entities.
1 June 2011	Chief Executive Officer	Authorisation of Expenditure Authorising all expenditures as approved in the budget, subject to: <ul style="list-style-type: none"> • all Chief Executive Officer compensation, outside of normal monthly remuneration being authorised by the President; and • all business-related expenses paid to the Chief Executive Officer being authorised or ratified by the President
27 March 2019	Chief Executive Officer	Reallocations of Budget Subject to compliance with budgetary policies / limitations set by State Council, the CEO may reallocate budget allocations between activity areas up to a maximum amount of \$20,000 between State Council meetings, with such amendments to be reported to the next meeting of the Finance and Services Committee detailing the amount and reasons.
4 December 2002	President Deputy President Chief Executive Officer	Affixation of the Common Seal <ul style="list-style-type: none"> • Affixation of the Association's common seal be undertaken upon the resolution of State Council except where it is impractical to obtain prior approval; • In instances where obtaining prior approval is impractical, authority to affix the common seal be delegated to the Chief Executive Officer and one of either the President or Deputy President; • A regular report be submitted to State Council "for noting" outlining all instances where the common seal has been used without prior resolution; and • WALGA give priority to preparing an appropriate instrument of delegation.
6 February 2002 6 June 2007 (Updated)	Finance and Services Committee Insurance Board Municipal Waste Advisory Council Honours Panel Selection Committee	Finance and Services Committee On behalf of State Council, and in accordance with any policies, directions or limitations set by State Council, undertake the following functions: <ul style="list-style-type: none"> • Determining key directions in relation to the establishment and/or development of new and current business opportunities that result in the delivery of outputs which enhance the financial and operational capacity of members and the Association. • Adoption of business plans for the Association's service delivery units that deliver the key objectives within the Association's Strategic Plan, with regular monitoring of outcomes against agreed performance indicators. • Oversee the financial management of the Association, including the recommendation of a draft annual Governance Budget to State Council, long term financial planning, monitoring/assessment of financial reports, approving and/or recommending budgetary reallocations to State Council, committing or reallocating reserve funds for special purposes, and auditing and presentation of the Association's annual accounts. • Internal audit including monitoring/assessing compliance against financial and asset management and internal control policies. • Oversee the delivery of business development, business management, human resource management and information management and corporate services. • Establish a risk governance structure which ensures that management has implemented sound risk management policies and procedures across the Association, and which is regularly reviewed. • Establish risk management and internal control performance indicators that are regularly evaluated through internal and external audit processes. • Regularly report to State Council on the key activities and major decisions of the Committee.

		<p>Local Government Self Insurance Schemes Board</p> <ul style="list-style-type: none"> • To provide the overall strategic direction of the Schemes. • To recommend the appointment of the Scheme Manager to State Council. • To monitor the financial performance of the Schemes. • To ensure the compliance of the Schemes with the law • To ensure the proper management of risk. • Communicating between the Scheme Manager and Stakeholders. • To establish business plans for the Schemes with ongoing review. • To establish performance indicators and set achievable targets in consultation with the Scheme Manager. • To monitor the performance of the Scheme Manager's management of Scheme operations against key performance indicators. • To require the Scheme Manager to put forward policy recommendations on key operational issues for the Services, including reinsurance, deductibles, level of contributions, levels of policy cover, investments, provisioning (reserves), risk management, rehabilitation etc, and to adopt policies on these issues and keep them under review. • To make procedural determinations on process which are to be followed for the resolution of major claims. • To satisfy itself that satisfactory reinsurance cover has been obtained for the Schemes for each Fund year. • To accept members into the Schemes, with authority to place conditions for admission to membership, with authority for the Board to delegate this power to the Scheme Manager. • To consider the advice of the Scheme Manager and make determinations on the levying of additional contributions on the Scheme Members where the Board considers such action to be necessary, and on the disbursement of surpluses. • To consider the advice of the Scheme Manager and make determinations on the application of penalty loadings or other directives to members of the Schemes who have failed to comply with reasonable risk management standards or taken on additional risk exposures. • To approve annual budgets, financial statements and annual reports for the Schemes. • To appoint Scheme bankers, actuaries, auditors, legal panels, investment advisors and other service providers as required. • To consider actuaries reports and set reserves. • To consider auditors reports. • To review the findings of Scheme performance reviews and customer satisfaction surveys. • To adopt and keep under review Scheme Rules and Policy Wordings. • To undertake such inquiries and seek such reports and information on the Schemes operations as the Board deems fit. • To satisfy itself that the Scheme Manager maintains appropriate professional indemnity, public liability and other appropriate insurance policies that indemnify WALGA and the Schemes against Scheme Manager negligence. <p>Municipal Waste Advisory Council (MWAC)</p> <p>Representing the Western Australian Local Government Association in all matters relating to municipal waste management through delegation of appropriate powers and expenditure of budgeted funds, except the powers to acquire, hold and dispose of real property; borrow money; and set subscription levels. This delegation is further defined by the following:</p> <ul style="list-style-type: none"> • Decisions consistent with an existing formal Policy Statement of the Association can be made without reference to State Council. • Decisions on issues where there is not an existing formal Policy Statement of the Association, may be made without prior reference to State Council – all decisions of this nature will be referred to State Council as soon as practicable for endorsement. • Changes to the membership and voting entitlements of the Municipal Waste Advisory Council must be adopted by State Council prior to taking effect. <p>The objectives of the Municipal Waste Advisory Council Strategic Plan as amended from time to time define the primary areas of activity of the Council. The objectives of the current Strategic Plan are:</p> <ul style="list-style-type: none"> • Maintain MWAC as a credible, active and effective peak body in the area of waste management; • Facilitate and encourage cooperative linkages between Local, State and Federal Government, Regional Councils, Industry and the Community. • Promote economically sound, environmentally safe and socially acceptable waste management and minimisation strategies. • Represent Local Governments' view on waste management issues. • Coordinate and initiate research on waste management issues.
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		<p>Honours Panel</p> <ul style="list-style-type: none"> Overseeing the Association’s annual Honours Program with delegated power from the State Council during the entire process. Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually. Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for. Overseeing the annual budget set for the Association’s Honours Program. Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians. Reviewing the Honours Policies and supporting documentation as deemed necessary. <p>Selection Committee</p> <ul style="list-style-type: none"> Oversee the nominations and selection processes in accordance with the objectives and framework endorsed by the State Council. Call for and assess nominations for vacancies on Boards and Committees on the basis of objective selection criteria. Ensure that all steps in the selection process are completed before existing appointments to Boards and Committees expire. Make advisory recommendations to the State Council concerning the selection of applicants for vacancies on Boards and Committees which have been previously identified by State Council as being of strategic importance to the Association, including providing reasons for recommendations. For vacancies on boards and committees that have been identified as the highest strategic priority to Local Government, institute a process of formal interviews in the selection of candidates to ensure that the best person for the vacancy is recommended to State Council. Resolve upon preferred applicants for vacancies on Boards and Committees which have not been identified by State Council as being of strategic importance to the Association, including providing reasons for decision. Provide routine reports to State Council on the exercise of all delegated decision making authority concerning the selection process. Establish key performance indicators and set achievable targets for the Association’s selection process. Review the process for the selection of applicants for vacancies on Boards and Committees and the delegations provided to the Selection Committee annually or biennially. Develop and implement measures to increase the awareness and understanding of the selection process amongst the Association’s membership.
<p>1 October 2002</p>	<p>Selection Committee</p>	<p>Nominations for Boards and Committees</p> <p>That the President be given authority to co-opt persons for vacancies where no nominations were received.</p>
<p>4 December 2002</p>	<p>Local Government Self Insurance Schemes Board Joint Venture Management Committee</p>	<p>Local Government Self Insurance Schemes</p> <p>In relation to the roles, relationships and responsibilities between the LGIS Management Committee and the Local Government Self Insurance Schemes Board:</p> <ul style="list-style-type: none"> The name of the LGIS Management Committee be formally amended to ‘Joint Venture Management Committee’. The roles for the Local Government Self Insurance Schemes Board be: <ul style="list-style-type: none"> providing the overall strategic direction of the Schemes; recommending appointment of the Scheme Manager to State Council; monitoring/evaluating Scheme Manager performance; monitoring the financial performance of the Schemes; ensuring compliance of the Schemes with the law; the proper management of risk; and communicating between the Scheme Manager and Stakeholders. The roles for the Joint Venture Management Committee be: <ul style="list-style-type: none"> policy oversight for the Municipal Insurance Broking Service (MIBS); monitoring the market share achieved by MIBS, by Council and by insurance type; and development of new insurance services or the enhancement of existing services and presenting such proposals to the WALGA Finance and Services Committee. All responsibility for managing the contractual relationship between the Association and JLT reside with the WALGA Finance and Services Committee. All relevant documentation be amended accordingly to reflect these changes. Membership to the Joint Venture Management Committee comprise the President and CEO of WALGA or their nominees, the CEO or nominee of JLT and another senior officer of JLT.