



# APPENDICES

**19 December 2023**

**ORDINARY COUNCIL MEETING**

## INDEX

Item	Appendix Title	Page
11.1.1 A	Environmental Management Strategy 2023-2033	3
11.1.1 B	WALGA Draft Climate Change Policy Statement	46
11.1.1 C	Local Government Emissions Inventory Guide (ID-660583)	58
11.1.2 A	Volunteer Bush Fire Brigade Policy No. 1 – DFES Policies, Directives, Standard Operating Procedures and Standard Administrative Procedures	76
11.1.2 B	Volunteer Bush Fire Brigade Policy No. 2 - Catering	78
11.2.1	Monthly Creditor Reports – November 2023	81
11.2.2	Monthly Agenda Report 23-24 November 2023	91
11.2.3	Proposed Shire of Waroona Cat Amendment Local Law 2023	110
11.2.4	Draft Waroona Bush Fire Brigades Local Law	111
11.2.5 A	CGP022 - Social Media policy - with Tracked Changes	147
11.2.5 B	CGP022 - Social Media policy - PROPOSED	151
11.2.6 A	Register of Delegations - with Tracked Changes	155
11.2.6 B	Register of Delegations - Proposed	295
11.3.1 A	Draft Sport & Recreation Master Plan	435
11.3.1 B	S&R Master Plan Update	529
11.3.1 C	Waroona North Structure Plan	562
11.3.1 D	Clubs Waroona North Feedback	688
11.3.1 E	Waroona North Sport and Recreation Concept Plan	702
11.3.2	Consultation and ATM Requirements	703
11.3.4	Community Partnership Agreement	705



# **Environmental Management Strategy 2023 – 2033**

**SHIRE OF WAROONA**

## About this document

The Environmental Management Strategy incorporates all the functions and land related asset classes as a part of an overall framework that provides for the sustainable management of the natural environment.

The objective of the Strategy is to present information about the Shire's natural and land assets, provide evidence of responsible management and compliance, and summarise required resourcing to meet the communities' environmental goals, in addition to the Shire of Waroona's legislated obligations.

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

*“The Shire of Waroona stretches from sea to scarp between the Indian Ocean and the Darling Scarp, featuring pristine beaches, coastal lakes, fertile farmlands and peaceful jarrah forests. Covering a total area of 835km<sup>2</sup>, the Shire includes the localities of Waroona, Hamel, Lake Clifton and Preston Beach”.*

Document Control		
Date	Details	Author
19/12/2023	Draft for Adoption by Council	Karen Oborn

## Contents

Waroona – Past, Present & Into the Future.....	5
Chief Executive Officer’s Message.....	6
About the Environmental Management Strategy .....	8
Our Shire .....	9
Our Council.....	10
Our Staff .....	11
Service Areas .....	12
Links to Corporate Strategies.....	14
Vision, Mission & Values.....	15
Vision .....	15
Mission.....	15
Values .....	15
Focus Areas & Aspirations.....	16
Environmental Management Overview.....	17
Purpose.....	17
Asset Valuation Summary.....	18
Leased Assets.....	18
Vested Land.....	18
Theme One: ‘Shire Council Strategic Environmental Management Objectives’ .....	19
Decarbonisation: .....	19
Revenue generating enterprises from Actuated Carbon Credit programs; .....	19
Waste Minimization .....	20
Waste 2 Energy and e-waste recycling programs (rare earth recovery):.....	20
Resource Efficiency:.....	20
Theme Two: Sustainable Business and Green Industry .....	21
Renewable Energy: .....	21
Green Industry:.....	21
Conversion of existing industries: .....	22

Theme Three: ‘Other Agency and NGO Environmental Partnerships’ .....	23
Environmental Conservation:.....	23
Biodiversity and Biosecurity:.....	24
Coastal Care and Conservation:.....	24
Theme Four: ‘Community Environmental Management and Sustainability’ .....	25
Water-Wise Initiatives:.....	25
Climate Change Mitigation:.....	26
Sustainable Development:.....	26
Community Education and Eco-Tourism:.....	26
Bush Fire Mitigation and Vegetation Management:.....	26
Biodiversity Strategy for the Shire of Waroona .....	27
Future Demand.....	29
Political Factors .....	29
Economic Factors.....	29
Social Factors.....	29
Demographic Change.....	30
Changes in Technology .....	31
New Assets from Growth.....	31
Legislation .....	31
Tourism Growth.....	31
Climate Change.....	31
Demand Planning.....	31
Demand Management Strategies .....	32
Risk Management .....	33
Risk Management Guide .....	33
Sustainability Principles .....	36
Program Actions .....	37



## Waroona – Past, Present & Into the Future

Waroona has provided a home for generations, from the days when Indigenous Australians roamed the coastal areas in spring and summer, and the hills in autumn and winter.

Settlers began to arrive in the area in the late 1830's, although Drakesbrook (later to be known as Waroona) did not come into its own until the Pinjarra to Picton railway line was opened in 1893. The town catered to the needs of the mill workers with a post office, general store, blacksmith, a number of hotels come boarding houses, churches, doctor and dentist.

The farms supplied butter, fruit and vegetables for the men of the mills, and chaff for the horse teams that hauled the logs. As is many of the small towns of the time, dances, picnics and football formed the core of social life within the community and to this day Waroona still proves to be a successful sporting and extremely social community.

Today, agriculture, mining, manufacturing and tourism are important contributors to the local economy.

Waroona is an evolving district that services the diverse, social and economic needs of a growing community. The strong agricultural heritage will continue to guide any future district developments, particularly in Waroona and Hamel, and its enviable location on the Indian Ocean and along with the Yalgorup National Park will, influence future considerations for Preston Beach and Lake Clifton.

The population is expected to grow over the next thirty years. With this growth comes challenges, but smart planning and a focus on broadening the economic base will open up significant opportunities for tourism, commercial investment, employment and education.

The long-term vision for Waroona is to create a district distinctive by its creativity, liveliness, activity and vibrancy, attracting new investment, seizing opportunities to develop and expand its business sector, and encourage innovation and collaboration, while providing an enticing array of lifestyle attractions.

The Shire of Waroona is excited about its future.

## Chief Executive Officer's Message

The Shire of Waroona provides assets for the community including roads, bridges, buildings, drainage, footpaths and public open space. The Shire also manages the natural environment. Careful planning and coordination of local government assets is fundamental to the economic and social wellbeing of our communities. Sustainably managed and diverse natural ecosystems, coastal areas and public open spaces, make possible our wide range of lifestyle choices and standards of living. The Environmental Management Strategy is a summary of the functions and land related asset classes, forming a part of an overall framework that provides for the sustainable management of the natural environment.



The objective of the Strategy is to present information about the Shire's natural and land assets, provide evidence of responsible management and compliance, and summarise required resourcing to meet the communities' environmental goals, in addition to the Shire of Waroona's legislated obligations.

To ensure progress toward the outlined objectives and actions, collaboration with relevant stakeholders, agencies, and the community will be essential for successful implementation. The organisational structure for the Environmental portfolio, is designed to be customer centric, with four thematic sub-portfolios, focused on who is coordinating the related objectives. This plan also outlines the Shire of Waroona's implementation actions.

These four themes are –

1. **Shire Council Strategic Environmental Management Objectives**
2. **Sustainable Business and Green Industry**
3. **Other Agency and NGO Environmental Partnerships**
4. **Community Environmental Management and Sustainability**

The Environment Management Strategy is reviewed annually, at which time it is amended and extended as new issues are identified and priorities change. Once again, I would like to acknowledge the input received from individuals within our organisation who have assisted greatly in the preparation of this document. The Council and Staff remain committed to creating an environment that supports moderate, high quality, sustainable growth, whilst seeking to *“Protect and Enhance our existing Natural Assets, Waterways, Bushland, and Biodiversity”*.

**Mark Goodlet**  
**Chief Executive Officer**





## About the Environmental Management Strategy

The Environmental Management Strategy incorporates all the functions and related land use asset classes, as part of an overall framework that provides for the sustainable management of the environment. The objective of the Strategy is to present information about the Shire's natural and land assets, provide evidence of responsible management and compliance, and summarise required resourcing to meet the communities' environmental goals, in addition to the Shire of Waroona's legislated obligations.

Integrated Planning & Reporting Framework	
<b>Strategic Community Plan</b>	Community vision, strategic direction, long and medium-term priorities and resourcing implications with a horizon of 10 years.
<b>Corporate Business Plan</b>	4-year delivery program, aligned to the Strategic Community Plan and accompanied by 4-year financial projections.
<b>Annual Budget</b>	Financial plan for the current year.

Informing Strategies	
<b>Long Term Financial Plan</b>	10-year financial plan.
<b>Asset Management Plans</b>	Approach to managing assets to deliver chosen service levels.
<b>Workforce Plan</b>	Shaping the workforce to deliver organisational objectives now and in the future.
<b>Place &amp; Area Specific Plans</b>	Any other informing strategies – including this Environmental Management Strategy.

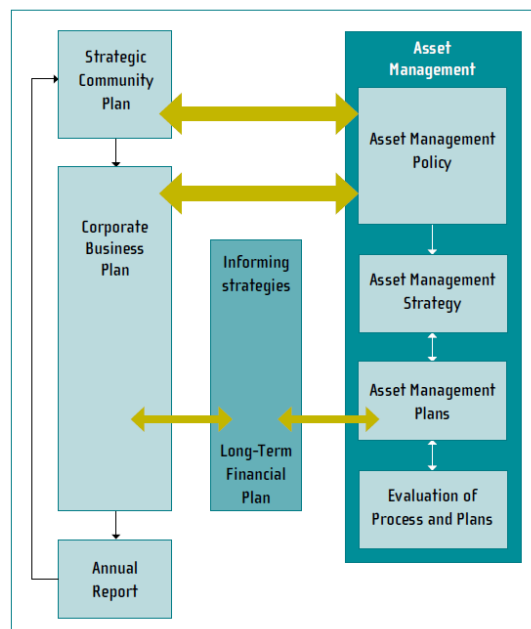


Figure 1: Elements of the Integrated Planning & Reporting Framework. Source: Department of Local Government, Sport & Cultural Industries.

## Our Shire

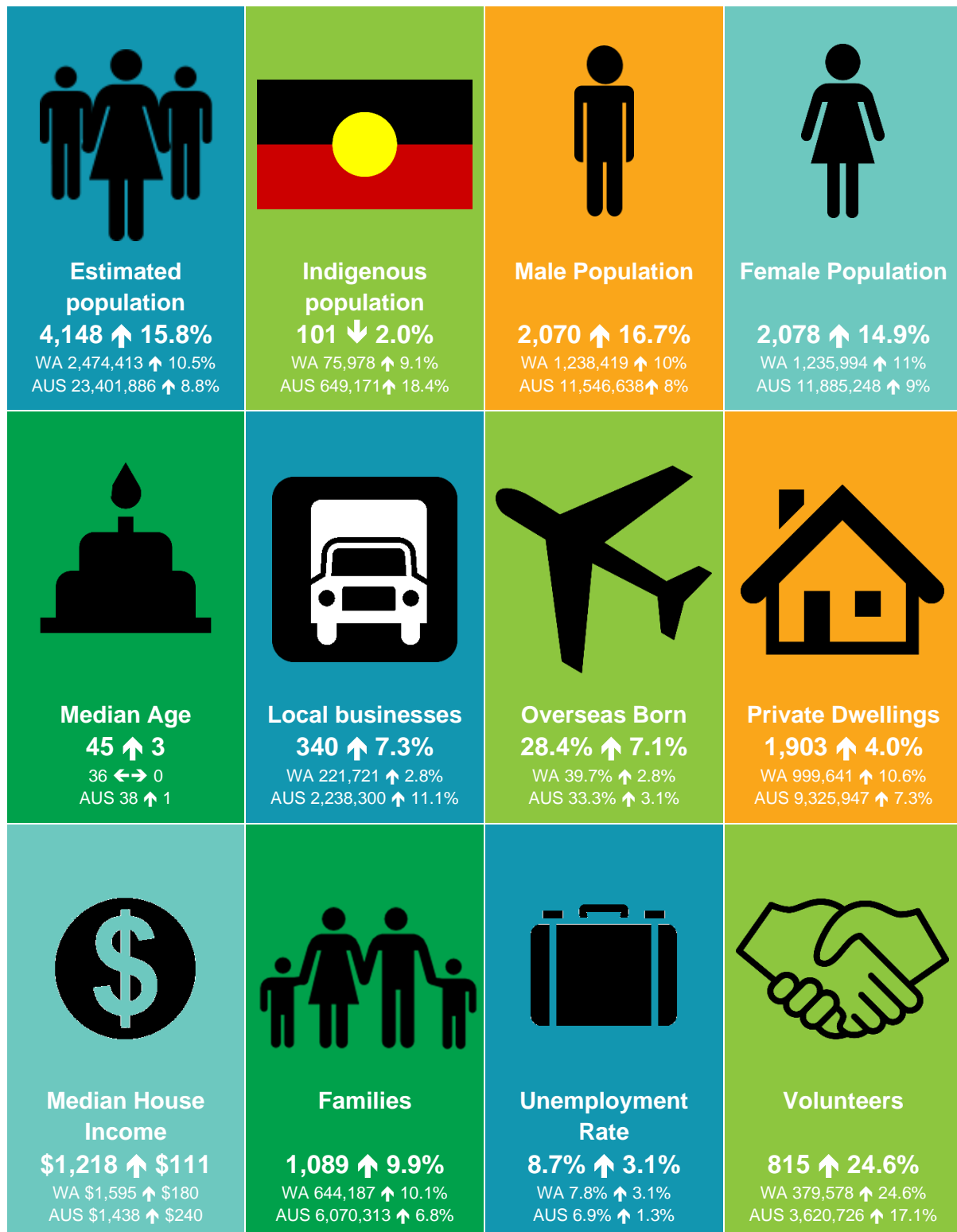


Figure 2: Shire of Waroona Statistics. Source: Australian Bureau of Statistics 2016 Census.

## Our Council

---



**Cr Mike Walmsley**  
Shire President



**Cr Naomi Purcell**  
Deputy Shire President



**Cr John Mason**



**Cr Karen Odorisio**



**Cr Dion Pisconeri**



**Cr Laurie Snell**



**Cr Vince Vitale**

## Our Staff



**Mark Goodlet**  
Chief Executive Officer

- Strategy
- Elections
- Major Projects
- Council Services
- Business Improvement



**Ashleigh Nuttall**  
Director Corporate & Community Services

- Finance
- Human Resources
- Governance
- Risk Management
- Information Technology
- Customer Service
- Library Services
- Community Development
- Recreation Services
- Tourism



**Karen Oborn**  
Director Infrastructure & Development Services

- Technical Services
- Works & Services
- Waste Management
- Community Safety & Rangers
- Planning & Development Services
- Regulatory & Building Services
- Environmental Services
- Asset Management

## Service Areas

The Shire of Waroona is responsible for a range of functions, facilities and services including:

- Services to properties and the community;
- Regulatory services;
- General administration; and
- Process of government

Office of the Chief Executive Officer		
Department	Services	
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Integrated planning and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Master planning</li> </ul>
<b>Elections</b>	<ul style="list-style-type: none"> <li>• Elections</li> </ul>	
<b>Major Projects</b>	<ul style="list-style-type: none"> <li>• Major projects</li> </ul>	
<b>Council Services</b>	<ul style="list-style-type: none"> <li>• Council services</li> </ul>	
<b>Business Improvement</b>	<ul style="list-style-type: none"> <li>• Continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Business management</li> </ul>
Corporate & Community Services		
Department	Services	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Budgeting</li> <li>• Finance / Accounting</li> <li>• Loans / Investments</li> <li>• Grants management</li> </ul>	<ul style="list-style-type: none"> <li>• Rates</li> <li>• Payroll</li> <li>• Asset accounting / management</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Human resources management</li> <li>• Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce planning</li> <li>• Workplace health and safety</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Delegations</li> <li>• Registers</li> </ul>	<ul style="list-style-type: none"> <li>• Audit</li> <li>• Local laws</li> </ul>
<b>Risk</b>	<ul style="list-style-type: none"> <li>• Insurance</li> <li>• Risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Business continuity</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Information technology</li> <li>• Records</li> <li>• Freedom of information</li> </ul>	<ul style="list-style-type: none"> <li>• Public information disclosure</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• Licensing</li> <li>• Facility bookings</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing / Engagement and media</li> </ul>
<b>Library Services</b>	<ul style="list-style-type: none"> <li>• Library services</li> </ul>	
<b>Community Development</b>	<ul style="list-style-type: none"> <li>• Place attraction</li> <li>• Community development</li> </ul>	<ul style="list-style-type: none"> <li>• Events</li> </ul>
<b>Recreation Services</b>	<ul style="list-style-type: none"> <li>• Recreation services</li> </ul>	<ul style="list-style-type: none"> <li>• Club development</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• Visitor Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Tourism</li> </ul>

Infrastructure & Development Services		
Department	Services	
<b>Technical Services</b>	<ul style="list-style-type: none"> <li>• Design and investigation</li> <li>• Asset management</li> <li>• Subdivision and development application referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Extractive industry</li> <li>• Grants management (assets)</li> </ul>
<b>Works &amp; Operations</b>	<ul style="list-style-type: none"> <li>• Buildings</li> <li>• Parks and gardens</li> <li>• Maintenance, capital and operations</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Plant and fleet</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>• Collection services</li> </ul>	<ul style="list-style-type: none"> <li>• Disposal services</li> </ul>
<b>Community Safety</b>	<ul style="list-style-type: none"> <li>• Emergency services</li> <li>• Bushfire Mitigation</li> <li>• Bush Fire Brigades</li> </ul>	<ul style="list-style-type: none"> <li>• Closed circuit television</li> <li>• Community Safety Services</li> </ul>
<b>Planning Services</b>	<ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Statutory planning</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental planning</li> <li>• Heritage services</li> </ul>
<b>Regulatory Services</b>	<ul style="list-style-type: none"> <li>• Building approvals</li> <li>• Environmental health services</li> </ul>	<ul style="list-style-type: none"> <li>• Ranger services</li> <li>• Preston Beach volunteer rangers</li> </ul>
<b>Environmental Services</b>	<ul style="list-style-type: none"> <li>• Reserves, Native Vegetation and Foreshore Management</li> </ul>	<ul style="list-style-type: none"> <li>• Biosecurity and pest control</li> <li>• Biodiversity and Conservation</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>• Asset Management Planning &amp; Programming</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Management Program Delivery</li> </ul>

In order to develop the Shire of Waroona's strategic vision to ***continually care for, protect and enhance our environment for the generations to come, by seeking to protect and Enhance our existing Natural Assets, Waterways, Bushland, and Biodiversity.*** This strategy provides guidance and direction for Environmental Services such as

- **Biosecurity and Pest Control**
- **Biodiversity and Conservation**
- **Street Trees, Verges, Parks and Gardens**
- **Reserves, Native Vegetation and Foreshore Management**

The Shire of Waroona Environmental Management themes align with the Shire of Waroona's organisational structure in figure 3 below, indicating the flow of aligned strategic decision making;

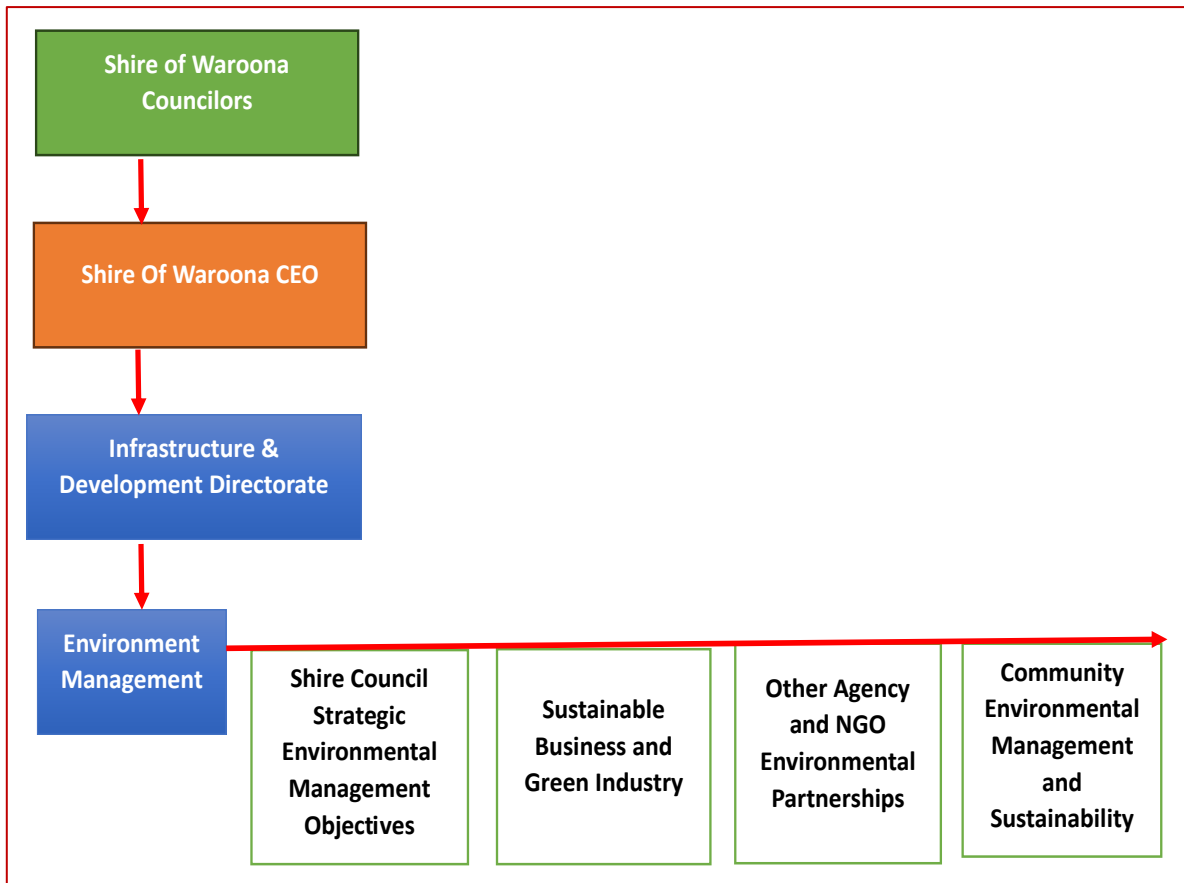


Figure 3: Shire of Waroona's organisational structure – extract.

## Links to Corporate Strategies

The Environmental Management Strategy is prepared under the direction of the vision, goals and objectives in the Strategic Community Plan. This Strategy is a crucial component of the Shire planning process, linking with the following documents:

- Strategic Community Plan 2020 – 2030;
- Corporate Business Plan 2022 – 2026;
- Long Term Financial Plan 2022 – 2032;
- Workforce Plan 2020 – 2024;
- Preston Beach Foreshore Management Plan
- Related Shire Policies and Local Laws; and
- Asset Management Plans and Delivery Programs.



## Vision, Mission & Values

---

### Vision

The Shire of Waroona will create a sense of place and identity, embracing creativity, our natural environment and a strong and diverse economy.

### Mission

We will be an organisation, with a can-do attitude that strives for service excellence, continued improvement and a commitment to outcomes.

### Values

Our values are A REALITY:

- A** – Accountable
- R** – Respect
- E** – Excellence
- A** – Accessible
- L** – Leadership
- I** – Innovative
- T** – Transparent
- Y** – Yours

## Focus Areas & Aspirations



## Environmental Management Overview

The Shire of Waroona is responsible for providing a number of community focused services. In doing so, the Shire must ensure that its assets and community facilities are maintained in accordance with well-developed asset management programs and strategic forward plans to enable these services to meet community needs. Asset management is recognised as a practicable and financially responsible means of managing Council's assets by ensuring that the assets continue to provide a specified level of service delivery to defined standards over their entire life. Each Asset Management Plan informs the works program for that Asset class. The works programs are reviewed as a part of the budget planning process.

The Shire of Waroona plans for and implements a range of local Strategic Community Objectives, as well as Federal State and Regional Environmental outcomes. This **Environmental Management Strategy** forms an informing Strategy in the Shire of Waroona's *'Integrated Planning and Reporting'* framework. Forming the - Land, Reserves, Native Vegetation & Foreshore Asset Management Plan, which includes assets such as the Drakesbrook Weir, Waterways, Camping Grounds, Reserves, Native Vegetation, Woodlands, Coastal dunes and Foreshores.

### Purpose

The purpose of the Environmental Management Strategy is two- fold:

1. To plan for and implement Strategic Community Objectives:
  - **SCP Objective 3.1:** Protect and Enhance our existing Natural Assets, Waterways, Bushland, and Biodiversity.
  - **SCP Objective 3.2:** Proactively manage resources and practice sustainability through responsible management of water, energy, fire control and waste.

And

2. To plan for and implement as Federal State and Regional Environmental priorities within the Local Governments remit.

This strategy provides strategic and operational structure and guidance, in achieving the implementation of aligned deliverables, with regard to Environmental Management objectives. This Environmental Management Strategy encompasses various facets of sustainability and environmental stewardship, aiming to make the Shire of Waroona a model for sustainable living and development in Western Australia. Regular monitoring and evaluation should be conducted. To ensure progress toward the outlined objectives and actions. Collaboration with relevant stakeholders, agencies, and the community will be essential for successful implementation. The organisational structure for the Environmental portfolio, is designed to be customer centric, with four thematic sub-portfolios, focused on who is coordinating the related objectives. This plan also outlines the Shire of Waroona's implementation actions.

These four themes are –

1. **Shire Council Strategic Environmental Management Objectives**
2. **Sustainable Business and Green Industry**
3. **Other Agency and NGO Environmental Partnerships**
4. **Community Environmental Management and Sustainability**

## Asset Valuation Summary

Asset Group	Replacement Cost	Fair Value (Depreciated Value)	Annual Depreciation Expense 21/22
Plant & Equipment	\$3,860,779	\$2,851,672	\$216,785
Land	\$20,051,000	\$20,051,000	0
Buildings (revalued)	\$42,847,500	\$24,345,505	\$369,774
Roads Infrastructure	\$82,279,385	\$75,801,295	\$1,684,241
Furniture & Equipment	\$352,498	\$170,203	\$44,508
Other Infrastructure	\$18,282,348	\$15,551,142	\$699,414
<b>TOTAL</b>	<b>\$167,673,510</b>	<b>\$138,770,817</b>	<b>\$3,014,772</b>

Table 1: Summary of asset costs, values and expenses 21/22 Asset register. Source: Shire of Waroona.

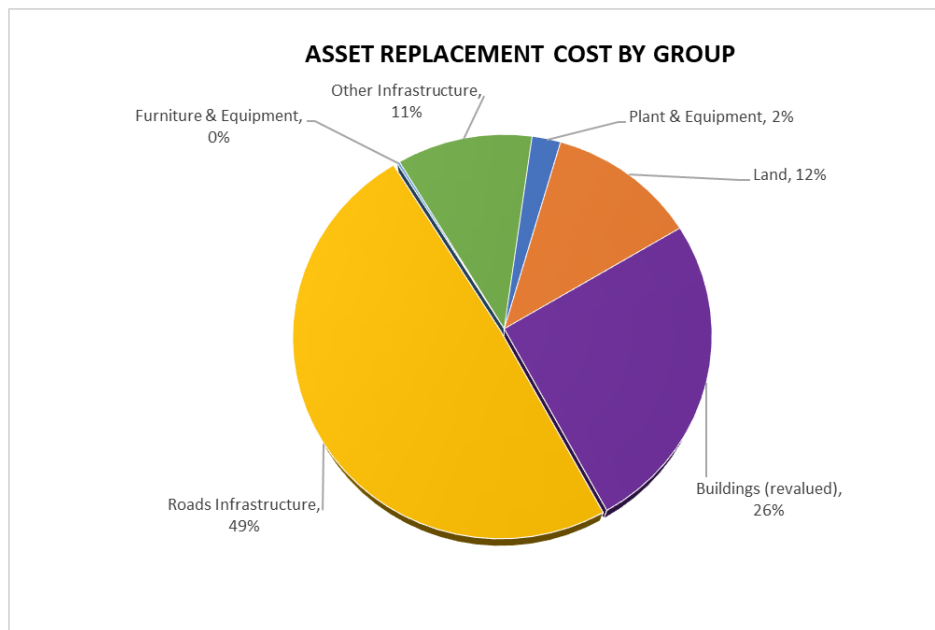


Figure 4: Graph of asset replacement costs by asset type in Asset Register. Source: Shire of Waroona.

### Leased Assets

The Shire leases a number of land and building assets to third parties, predominantly community groups and sporting clubs.

### Vested Land

The Shire has a number of Crown reserves for which it holds management orders. All improvements on vested land are accounted for in the appropriate asset register.

## Theme One: 'Shire Council Strategic Environmental Management Objectives'

---

The first theme in the Environmental Management Portfolio is - 'Shire Council Strategic Environmental Management Objectives'.

### Focus Areas:

The focus areas for this theme within the Shire of Waroona's Environmental Management Strategy are;

- a) decarbonisation, lowering carbon emissions and increasing offsets to achieve neutral carbon level in the community and region;
- b) revenue generating enterprises from Actuated Carbon Credit programs;
- c) achieving waste minimization targets through reducing reusing and recycling of inert waste;
- d) waste to energy and e-waste recycling programs; and
- e) reducing organisational and community consumption of water, fuel and energy resources.

### Programs and initiatives

Each focus area has an objective, work program and initiatives. These include;

#### Decarbonisation:

**Objective:** To reduce carbon emissions and achieve carbon neutrality in the community and region.

#### Actions -

1. Conduct a greenhouse gas emissions inventory for the Shire.
2. Develop a Climate Action Plan to set emission reduction targets.
3. Promote energy efficiency and renewable energy adoption in the community.

#### Revenue generating enterprises from Actuated Carbon Credit programs;

**Objective:** To reduce carbon emissions and restore the natural environment, while generating income from Carbon Credits.

#### Actions -

1. Explore carbon offset projects such as reforestation and wetland restoration.
2. Participate in carbon credit markets to generate revenue.

## Waste Minimization

**Objective:** To achieve waste minimization targets through the 3Rs - Reduce, Reuse, and Recycle.

### Actions -

1. Support waste reduction campaigns and education programs.
2. Expand recycling and composting infrastructure and progress towards landfill closure.
3. Support businesses in adopting sustainable packaging practices.
4. Support and Establish recycling programs.
5. Promote the circular economy and local recycling industries.

## Waste 2 Energy and e-waste recycling programs (rare earth recovery):

**Objective:** To achieve waste minimization targets through the 3Rs - Reduce, Reuse, and Recycle.

### Actions -

1. Implement waste reduction campaigns and education programs.
2. Establish e-waste collection and recycling programs.
3. Promote the circular economy and local recycling industries.
4. Implement and support Waste 2 Energy initiatives.

## Resource Efficiency:

**Objective:** To reduce water, fuel, and energy consumption in the Shire's operations and in the community.

### Actions -

1. Retrofit Shire buildings with energy-efficient technologies.
2. Encourage water-saving practices in landscaping and agriculture.
3. Support community energy efficiency programs.
4. Invest in renewable energy for Shire facilities.
5. Support incentives for electric vehicle adoption.

## Theme Two: Sustainable Business and Green Industry

The second theme in the Environmental Management Portfolio is – ‘**Sustainable Business and Green Industry**’.

### Focus Areas:

The focus areas for this theme within the Shire of Waroona’s Environmental Management Strategy are;

- a) promoting and supporting the development of renewable energy and renewable energy facilities;
- b) supporting the development of green industries; and
- c) promoting and supporting the conversion of existing industries to renewable energy and environmentally friendly practices.

### Programs and initiatives

Each focus area has an objective, work program and initiatives. These include;

#### Renewable Energy:

**Objective:** To support the development of renewable energy projects and facilities.

##### Actions -

1. Develop and implement Renewable Energy Facilities Policy and Guidelines.
2. Identify suitable sites for renewable energy projects and include in Planning Strategy and Scheme.
3. Facilitate permits and approvals for renewable energy installations.
4. Attract renewable energy companies to the Shire.
5. Encourage microgrid development for energy resilience.

#### Green Industry:

**Objective:** To support the development of renewable industries and eco-friendly practices.

##### Actions -

1. Support incentives and grants for green technology development.
2. Identify suitable sites for green industry development and include in Planning Strategy and Scheme.
3. Advocate for sustainable manufacturing and production methods.
4. Support and Facilitate workforce training in eco-friendly practices.
5. Develop green industrial zones.

## Conversion of existing industries:

**Objective:** To support the transition of existing industries to renewable and eco-friendly practices.

### Actions -

1. Support incentives and grants for green technology adoption.
2. Collaborate with local industries to reduce environmental impact.
3. Promote sustainable manufacturing and production methods.
4. Facilitate workforce training in eco-friendly practices.
5. Promote solar panel installations in residential and commercial areas.





## Theme Three: 'Other Agency and NGO Environmental Partnerships'

The third theme in the Environmental Management Portfolio is - 'Other Agency and NGO Environmental Partnerships'.

### Focus Areas:

The focus areas for this theme within the Shire of Waroona's Environmental Management Strategy are;

- a) promoting and supporting local and regional environmental conservation restoration and protection that supports the retention, conservation and protection of Peel waterways as well as native flora and fauna:
  - including the species within the Northern Jarrah Forrest including rare and endangered endemic orchids, and Threatened Ecological Communities (TEC's) such as:
    - Tuart woodlands,
    - Banksia woodlands,
    - Northern Jarrah Forrest
    - Endemic Kingias,&
    - all three species of black cockatoos, possums, bats, frogs, snakes, and birds which are listed under Migratory Bird Agreements as well as Ramsar Wetland Agreements.
- b) promoting and supporting local and regional biodiversity and biosecurity; and
- c) promoting and supporting Coastal care and conservation including dune protection and restoration, managing vehicles accessing the beach.

### Programs and initiatives

Each focus area has an objective, work program and initiatives. These include;

### Environmental Conservation:

**Objective:** To support local and regional environmental conservation efforts.

#### Actions -

1. Collaborate with environmental organisations for conservation and protection projects and programs.
2. Support and collaborate on the restoration and protection of Peel waterways and native flora and fauna habitats.
3. Support conservation initiatives for rare and endangered and endemic flora and fauna, as well as habitats for black cockatoos, possums, bats, frogs, snakes, and migratory birds under agreements – including RAMSAR Listed Wetlands
4. Enhance conservation efforts and protection mechanisms in Tuart woodlands, Northern Jarrah Forest, and Banksia woodlands.

### Biodiversity and Biosecurity:

**Objective:** To enhance local and regional biodiversity and address biosecurity challenges.

**Actions -**

1. Develop and implement biodiversity strategy and enhancement programs.
2. Support and collaborate with local biosecurity agencies to prevent and manage invasive species.
3. Monitor and manage pest species and diseases within Local Governments remit.
4. Policies and local laws to support biodiversity and biosecurity initiatives.

### Coastal Care and Conservation:

**Objective:** To protect manage and restore the coastal environment.

**Actions -**

1. Implement dune protection and restoration programs.
2. Regulate vehicle access to beaches to minimize environmental impact.
3. Develop and enforce beach conservation policies and local laws.
4. Educate the community on coastal conservation.



## Theme Four: 'Community Environmental Management and Sustainability'

The fourth theme in the Environmental Management Portilio is - '**Community Environmental Management and Sustainability**'.

### Focus Areas:

The focus areas for this them within the Shire of Waroona's Environmental Management Strategy are;

- a) implementing and supporting local and regional water wise initiatives, including waterwise streetscape planning;
- b) implementing and supporting climate change mitigation and cooling programs including increasing urban tree canopy levels and replacing roadside lawn verges with native gardens;
- c) developing a local planning strategy, scheme and policy's that support the sustainable development of the built and natural environment. Conservation and protection of landscape and waterways as well as native flora and fauna, for future generations;
- d) the development and implementation of an eco-tourism strategy with trails and nature based recreation developments; and
- e) undertaking Bush Fire mitigation and vegetation management that protects the built and natural assets as well as conserves native vegetation.

*Noting that the Shire of Waroona requires that all 'burning off' is conducted via, 'cool', controlled, low impact burns to preserve native flora and fauna, as well as tree canopy. Empirical evidence has clearly shown that 'hot' burns can kill off trees as well as native vegetation and fauna. Resulting in an increase in 'weed' and understory density and therefore increase future fuel loads. "Hot" burns, are considered 'clearing', which is 'works' under the planning regulations and requires a written approved development application. Where the burn area is in an area of native vegetation, mosaic style 'cool' burns are also mandatory.*

### Programs and initiatives

Each focus area has an objective, work program and initiatives. These include;

### Water-Wise Initiatives:

**Objective:** To promote water conservation in the community.

#### **Actions -**

1. Encourage water-efficient landscaping and irrigation practices.
2. Support incentives for rainwater harvesting and greywater reuse.
3. Implement water-wise education programs.
4. Monitor and protect water catchment zones.
5. Develop and implement waterwise streetscape programs.

### Climate Change Mitigation:

**Objective:** To mitigate the impacts of climate change and enhance urban greenery.

**Actions -**

1. Increase urban tree canopy through tree planting programs.
2. Support the replacement of roadside lawn verges with native gardens.
3. Develop and promote climate-resilient landscaping practices.
4. Engage in climate adaptation planning aligning the local planning policies, scheme and strategy.

### Sustainable Development:

**Objective:** To support sustainable development in the built and natural environment.

**Actions -**

1. Develop a local planning strategy and policy that promotes sustainability, preserves remnant vegetation and water catchment zones through zoning regulations - including townscape revitalisation and planning, preserving remanent vegetation and water catchment zones as well as protecting the amenity of the Darling Scarp, Coastline and townsite areas;
2. Foster sustainable urban design and townscape revitalization.
3. Encourage sustainable building practices and materials.

### Community Education and Eco-Tourism:

**Objective:** To provide community education and promote environmental values through eco-tourism and nature-based recreation.

**Actions -**

1. Develop eco-tourism trails and recreational facilities.
2. Promote local attractions, natural beauty, and wildlife.
3. Collaborate with tourism operators to enhance eco-friendly tourism.
4. Educate tourists on responsible nature engagement.

### Bush Fire Mitigation and Vegetation Management:

**Objective:** To protect lives as well as both built and natural assets while conserving native vegetation.

**Actions -**

1. Develop and implement bushfire mitigation strategies and ongoing mitigation.
2. Support the BFB's and DFES in undertaking controlled burns and vegetation management for ecosystem health, based on current best practice information.
3. Collaborate with fire authorities for coordinated responses.
4. Support programs and projects to educate the community on bushfire preparedness.

## Biodiversity Strategy for the Shire of Waroona

---

*Biological diversity or “biodiversity” is the variety of life forms, including plants, animals, microorganisms and the ecosystems of which they are a part. Biodiversity encompasses all living things and, importantly, the functions and processes that link and sustain them. At a visual level, we see biodiversity in our local landscapes, natural systems, vegetation and wildlife. Biodiversity is part of all life on earth and is essential for life. It provides us with the foundation of our health and wellbeing as well as shaping our quality of life, providing recreation opportunity, economic sustainability, social values, visual aesthetics, amenity and also by connecting us with our cultural history.*

The following steps outline the approach the Shire of Waroona will undertake to Protect and Enhance our existing Natural Assets, Waterways, Bushland, and Biodiversity.

### 1. Assessment and Mapping of Biodiversity

- Conduct a comprehensive biodiversity assessment and mapping exercise to identify key areas of biodiversity significance within the Shire of Waroona, including the Northern Jarrah Forest, Tuart woodlands, Banksia woodlands, Endemic Kingias, and other threatened ecological communities.

### 2. Conservation and Management of Priority Species

- Support the identifying and prioritizing of the conservation and management of key native flora and fauna species, including the three species of black cockatoos, possums, bats, frogs, snakes, and birds listed under Migratory Bird Agreements and Ramsar Wetland Agreements.
- Support the implementation of habitat restoration and protection measures tailored to the specific needs of each priority species, considering their ecological requirements and migration patterns.

### 3. Protected Areas and Reserves

- Establish and expand protected areas and reserves within the Shire of Waroona to safeguard critical habitats and ensure the preservation of biodiversity.
- Collaborate with landholders, conservation organizations, and government agencies to secure conservation easements and acquire land for these protected areas.

### 4. Community Engagement and Education

- Raise awareness and foster a sense of responsibility among the local community for the conservation of biodiversity.
- Raise awareness and foster a sense of responsibility among the local community for the conservation of the ‘urban canopy’ and verge vegetation to provide habitat for native flora and fauna, promoting “every tree matters” and “waterwise” initiatives.
- Support workshops, educational programs, and community events to inform residents about the importance of protecting native flora and fauna.
- Encourage citizen science initiatives to involve the community in data collection and monitoring efforts.

## 5. Threat Mitigation

- Develop strategies to mitigate potential threats to biodiversity, such as habitat loss, invasive species, pollution, and climate change.
- Implement measures to reduce human-wildlife conflicts, especially in areas where human activities overlap with critical wildlife habitats.

## 6. Sustainable Land Management

- Promote sustainable land management practices among landowners, farmers, and other stakeholders to minimize negative impacts on biodiversity.
- Encourage the adoption of eco-friendly farming methods and habitat restoration techniques.

## 7. Collaboration and Partnerships

- Collaborate with local, regional, and national conservation organizations, research institutions, and government agencies to share resources, expertise, and data.
- Engage in partnerships to fund and implement conservation projects.

## 8. Monitoring and Evaluation

- Establish a robust monitoring and evaluation framework to track the effectiveness of the biodiversity strategy.
- Regularly assess the status of priority species and ecological communities to make informed decisions about the need for adaptive management.

## 9. Policy and Legislation

- Advocate for the implementation and strengthening of policies and legislation that support biodiversity conservation at the local, regional, and national levels.
- Engage with policymakers to ensure that biodiversity concerns are adequately addressed in all relevant planning processes.

## 10. Sustainable Tourism

- Develop and promote ecotourism opportunities that highlight the Shire's unique biodiversity.
- Ensure that tourism activities are conducted sustainably and do not negatively impact native flora and fauna.
- By implementing this Biodiversity Strategy for the Shire of Waroona, the community can actively contribute to the retention, conservation, and protection of native flora and fauna, safeguarding the region's biodiversity for future generations.

## Future Demand

---

The Environmental Management Strategy considers a 10 year planning horizon and therefore the factors that may influence the potential demand of assets must be recognised over this time. The ability to predict future demand for services enables the Shire to plan ahead and identify the best way of meeting that demand. This section identifies the effect of expected growth and consequent demand on the Shire's environmental assets and provides commentary on the varying factors that may be subject to change and affect the demand for services that rely on this network.

Drivers affecting demand include political factors, economic factors, social factors, changes in demographics, changes in technology, new assets from growth, legislation changes, tourism growth and climate change.

### Political Factors

Local government policy changes, as well as State government service reallocation, can often affect the demand for community services, including environmental management. These services then often require infrastructure and compliance services to support them. Whilst several policies could potentially affect demand, it is thought that those concerning infrastructure funding would potentially have the greatest impact on the Shire.

For example, a cut in funding would place more pressure on municipal revenue to maintain biosecurity and public facilities in natural areas. This could result in lower levels of service being delivered to the community. Conversely, increases in funding could also have a distinct effect, as they often require construction of new assets.

### Economic Factors

The Shire currently features a relatively small residential population, with the majority of residents located in Waroona. The economic base of the Shire is strongly influenced by alumina refining at Wagerup, with other important industries including agriculture, mining, manufacturing and aged care service.

Predicted growth in the Peel region will see increased demand for new infrastructure, and greater wear on existing infrastructure as the population expands, as well as impacts on the natural environment. This will likely result in higher costs to the Shire as asset lives will be reduced, and the costs of administering sustainable environmental services increases.

### Social Factors

The last national census revealed that the population of the Shire is 4,148. It is expected to increase to 4,340 by 2021, 4,485 by 2026, and 4,700 by 2031, at an annual growth rate of approximately 0.85%. The WA Planning Commission predicts that the population will increase to 18,230 by 2050.

The statistical data suggests that an 8% population growth will occur in the Shire of Waroona over the life of this asset management plan. Therefore, it is expected that due to an increase in population, there will be an effect on existing infrastructure and service demand. This may result in assets not providing an appropriate level of service to the community if it is not managed correctly.

## Demographic Change

Factors affecting demand for infrastructure include population growth, changes in demographics, seasonal factors, vehicle ownership, customer preferences and expectations. If the Shire does not plan for population growth and manage the future urban form of the Shire, growth pressures and unfavourable patterns of development can have serious impacts on the community. These include a lack of access to essential infrastructure and services and increased response times for emergency services.

Age Group	2016		2031		Difference between 2016 and 2031
	#	%	#	%	#
0 – 4	223	5.4	320	6.8	+97
5 – 9	254	6.1	290	6.2	+36
10 – 14	296	7.2	260	5.5	-36
15 – 19	245	5.9	240	5.1	-5
20 – 24	178	4.3	230	4.9	+52
25 – 29	177	4.3	260	5.5	+83
30 – 34	220	5.3	270	5.7	+50
35 – 39	217	5.3	270	5.7	+53
40 – 44	227	5.5	270	5.7	+43
45 – 49	296	7.2	270	5.7	-26
50 – 54	326	7.9	230	4.9	-96
55 – 59	311	7.5	250	5.3	-61
60 – 64	304	7.4	300	6.4	-4
65 – 69	295	7.1	310	6.6	+15
70 – 74	179	4.3	300	6.4	+121
75 – 79	186	4.5	240	5.1	+54
80 – 84	102	2.5	205	4.4	+103
85+	96	2.3	185	3.9	+89
<b>TOTAL</b>	<b>4,148</b>	<b>100.0</b>	<b>4,700</b>	<b>100.0</b>	<b>+552</b>

Table 2: Comparison of ages between 2016 and 2031. Source: WA Planning Commission.

With an increase in the number of retirees moving to the area and the increase in life expectancy, the ageing population is expected to increase the Shire's need for appropriate facilities and infrastructure to cater for this age demographic. This may necessitate significant upgrade or development of infrastructure, as well as possible greater maintenance requirements. An ageing population will mean a greater need for aged care facilities and disability access. Increase in age of population will also require improvements to public transport infrastructure and services.



## Changes in Technology

Changes in material and construction techniques could lead to improved service levels and asset standards, and ultimately reduced maintenance requirements. However, it is difficult to predict whether newer materials, construction and maintenance techniques will affect demand.

## New Assets from Growth

The new assets required to meet growth will be acquired from land developments and constructed by the Shire. Acquiring these new assets will commit the Shire to fund ongoing operations and maintenance costs for the period that the service provided from the asset is required.

## Legislation

The Shire is bound to meet a range of legislative requirements which if altered, could affect the Shire's management obligations. A current legislative driver of change is the amendment of the *Local Government Act 1995*. The Act promotes integrated planning and ensures that long term financial planning, asset management planning and workforce planning become standard business practices for all local governments. This means that a majority of WA local governments will have to notably improve their current practices and processes, which the Shire is currently working towards.

## Tourism Growth

Tourism can have a significant effect on assets. An increase in tourism will result in higher utilisation of assets, and this in turn would mean the Shire will incur higher costs for asset maintenance, upgrade and replacement.

## Climate Change

There is increasing evidence that the Earth's climate is changing, which will have direct and indirect impacts on assets. This could be from a range of factors including changing climatic conditions, increasing rainfall, rising sea levels, and fluctuations in seasons.

## Demand Planning

Demand management actively seeks to modify customer demands for services in order to:

- Optimise the utilisation / performance of existing assets;
- Reduce or defer the need for new assets;
- Meet the organisation's strategic objectives;
- Deliver a more sustainable service; and
- Respond to stakeholder needs

It is vital to the success of this strategy that demand factors be analysed comprehensively, and their impact quantified in terms of the following:

- The effect of the growth of the asset network;
- Any possible future need to increase or decrease infrastructure; and
- The implementation of non-asset solutions, such as managing demand.

In addition to the factors mentioned above, risk affects demand for services and consequently the following must be taken into account:

- The methodology and accuracy of forecasts;
- The currency of forecasts;
- The uncertainty of forecasts; and
- Any unforeseen natural factors.

The forecasts for the Shire of Waroona indicate steady population growth in the area. This growth trend is expected to cause an increase in the asset base due to the creation of new assets, as a result of increased demand.

### Demand Management Strategies

Demand management strategies provide alternatives to the creation of new assets through modifying customer demands. A key long-term strategy is to manage demand so that there are funds in place for the renewal, operation and maintenance of future services. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Effective strategies maximise the utilisation of existing assets through consolidating services or disposing of assets that are surplus to requirements, and are discussed in later in this strategy.

The Shire of Waroona may need to carefully analyse and establish alternatives to the use of traditional assets in some circumstances where the relative demand cannot justify the replacement of some assets.

## Risk Management

The Shire of Waroona is committed to identifying, measuring and managing risks in order to capitalise on opportunities and achieve the objectives of the Council's strategic plans.

To achieve this, the Shire has adopted a risk management framework aligned to AS/NZS ISO 31000.2018 Risk Management – Principles and Guidelines. The framework, which is comprised of a Risk Management Policy and Strategy, provides a coordinated and systematic process for managing risks, integrating risk management into everyday decision making and business planning.

A Business Continuity Plan also compliments this framework, ensuring that the Shire can continue to provide essential services to stakeholders in the event of a crisis or major incident.

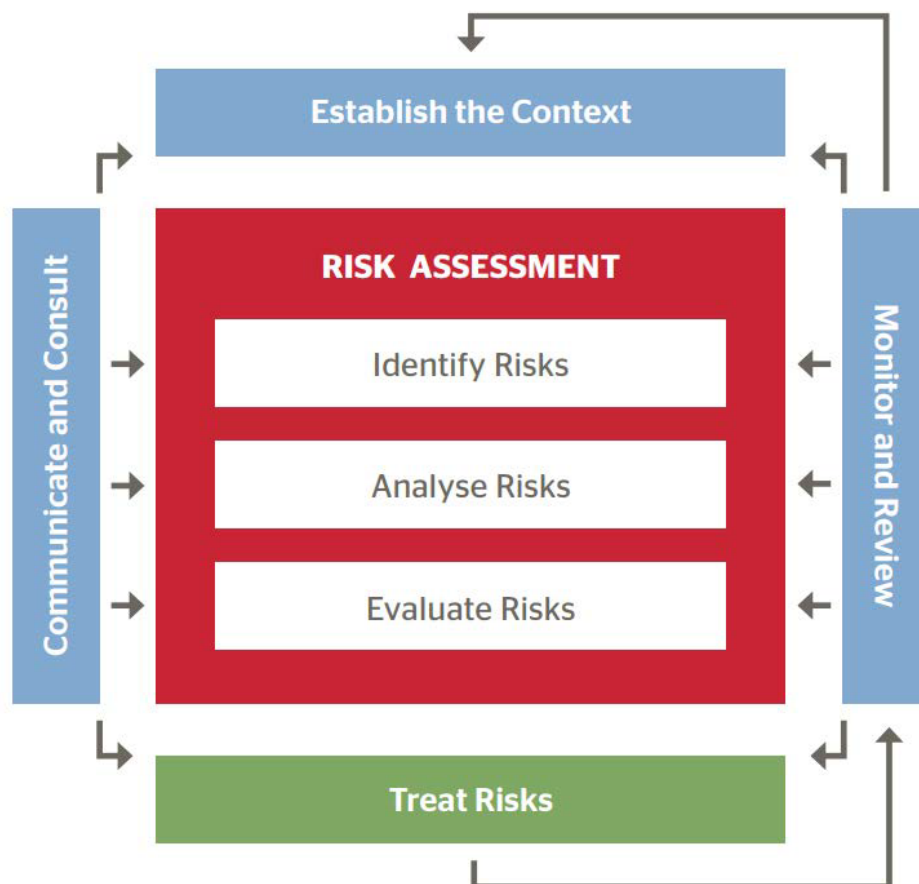


Figure 3: Risk Management Framework. Source: AS/NZS ISO 31000.2018 Risk Management - Principles and Guidelines.

### Risk Management Guide

The following guide summarises the Shire's risk management framework

# Risk Management Guide



## Introduction to Risk Management

The Shire of Waroona has adopted an organisational enterprise risk management approach. Risks must be managed during day to day operations to ensure objectives are achieved and exposure to liability is minimised. Effective management of risk provides assurance to stakeholders that there is:

- A reduced likelihood of litigation
- Adequate controls to regulate the Shire's risk exposure
- Protection of the community's health and safety
- Strategies in place to minimise disruption to core services

## Responsibilities

The adopted Risk Management Policy ensures an organisational approach through the delegation of responsibility to all levels.

**Council:** Provision of adequate resources to implement risk process and strategies.

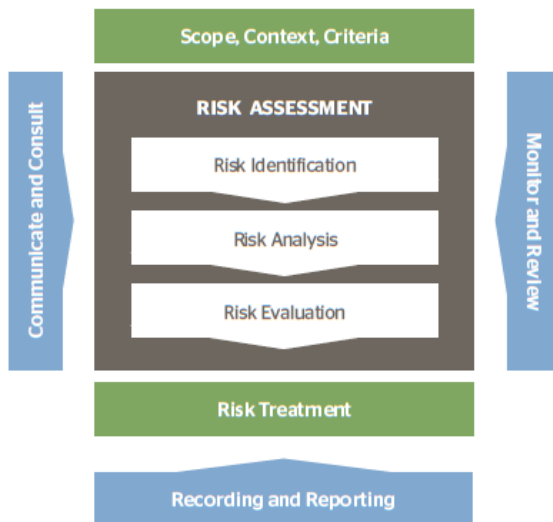
**CEO and Executive:** Recommending the risk tolerance level of the Shire to Council. Establishment of a Risk Management Committee. Ensuring the development and management of the Shire's risk.

**Managers:** Identifying and assessing all potential risks within their area.

**All Staff:** Active participation in the risk management program. Conducting risk assessments during the performance of their daily duties.

## Risk Framework

The Shire of Waroona has embraced risk management through a Risk Management Policy, procedures and reporting mechanisms. Risk management processes are guided by ISO 31000:2018. The following diagram illustrates the full risk management cycle according to this standard:



## Risk Control Rating

**Excellent:** Doing more than would reasonably be expected under the circumstances.

**Adequate:** Doing what would be reasonably be expected under the circumstances.

**Inadequate:** Doing less than would reasonably be expected under the circumstances.

## Risk Management Process

### 1 | Establish the Context

Define the subject of the risk assessment, i.e. the activity, strategy, service, function etc. and determine the level of context, i.e. Strategic, operational or project. Identify the stakeholders who should be included and/or consulted during the risk assessment.

### 2 | Identify Risks

What can happen that could:

- Impede the achievement of the organisation's objectives
- Cause a stakeholder to lodge a complaint or initiate legal action
- Result in a financial loss
- Comprise the safety or health of the community
- Damage the environment now or in the future

Where and when could these events occur?

Why and how could they happen?

### 3 | Analyse Risks

Evaluate existing controls:

- Are there any current practices that might prevent the risk from occurring or lower the consequence of that risk?

Determine the consequence and likelihood of the risk occurring after any current controls.

Assess the overall risk level using the risk matrix.

### 4 | Evaluate Risks

With regard to the organisational risk tolerance level, decide if further treatments are necessary to reduce the risk to an acceptable level.

### 5 | Treat Risks

- Identify options for treating risks with negative outcomes
- Assess risk treatment options
- Prepare and implement treatment plans

### 6 | Monitor and Review

Record the risk management process, monitor and review regularly to ensure that the treatments are still effective and are still within the risk tolerance level.

## Shire of Waroona's General Categories of Risk

Category	Possible Risk Area
<b>Financial</b>	Projects going over budget, legal costs, insurance claims, overpayments, inappropriate use of resources
<b>Environmental</b>	Regulatory compliance, contamination, inadequate environmental practices in processes and procedures
<b>Operational</b>	Adverse effects on core business, business continuity, human resource risks, loss of knowledge
<b>Reputational</b>	Public perception, poor customer service, sub standard works, corruption, misuse of confidential information
<b>Health</b>	Exposure to health risks, injuries to the public within Council buildings or on Council property
<b>Project</b>	Delays start or completion, variations to scope or budget, insufficient funds

Reviewed December 2020

### Consequence Rating

Level	Description	Financial Impact	Health	Reputation	Operation	Environment	Project
1	Insignificant	Less than \$10 000	Near miss/negligible injuries or health effect	Low impact, low profile, minor complaint	Little impact - objectives still achieved with minimum extra cost or inconvenience	Contained, little and reversible impact managed by on site personnel	Insignificant impact on the project. It is not possible to measure the impact on the project as it is minimal
2	Minor	\$10 000 to \$50 000	Minor injury or health effect/First aid treatment	Heightened concern by community, several complaints	Inconvenient delays - partial achievement of objectives with some compensating action taken	Contained, minor damage or contamination that is reversible and managed by on site personnel	<5% deviation in scope, scheduled end-date or project budget requiring manager approval
3	Moderate	\$50 000 to \$250 000	Moderate injury or health effect/Medical treatment	Low level local news profile	Significant delays to major deliverables - additional costs required and/or time delays to achieve objectives. Adverse impacts on KPIs and targets	Contained, significant contamination and damage that is reversible, managed by on site personnel	5-10% deviation in scope, scheduled end-date or project budget requiring senior management approval
4	Major	\$250 000 to \$1 million	Serious health effect, death or extensive injuries	Major coverage in local media, low profile in state media	Unable to achieve corporate objectives or statutory obligations resulting in significant visible impact on service provision such as closure of facilities	Uncontained, significant contamination and damage that is reversible but requires third party assistance, minor breach of legislation	10-25% deviation in scope, scheduled end-date or project budget requiring restructuring of project and senior management or Council approval
5	Catastrophic	More than \$1 million	Multiple deaths or severe permanent disabilities	High state or national news profile	Organisation unable to function	Extensive contamination and damage that is irreversible, major breach of legislation	>25% deviation in scope, scheduled end-date or project budget requiring the project to be deferred or redeveloped

### Level of Risk (Risk Matrix)

Level	Description	Probability
5	Almost Certain	Expected to occur in most circumstances > More than once per year or greater than 90% chance
4	Likely	Will probably occur in most circumstances > At least once per year or between 60% and 90%
3	Possible	Should occur at some time > At least once in three years or between 30% and 60%
2	Unlikely	Could occur at some time > At least once in ten years or between 5% and 30%
1	Rare	May occur, only in exceptional circumstances > Less than once in fifteen years or less and 5%

### Level of Risk (Risk Matrix)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain 5	M (5)	H (10)	H (15)	E (20)	E (25)
	Likely 4	M (4)	M (8)	H (12)	H (16)	E (20)
	Possible 3	L (3)	M (6)	M (9)	H (12)	H (15)
	Unlikely 2	L (2)	M (4)	M (6)	M (8)	H (10)
	Rare 1	L (1)	L (2)	L (3)	M (4)	M (5)

L Low    M Moderate    H High    E Extreme

### Risk Acceptance Criteria

Risk Level	Descriptor	Action Required	Criteria for Risk Acceptance	Review Frequency		Risk Owner	
				Strategic/Operational	Project Risks	Strategic/Operational	Project Risks
Low	Acceptable	Accept the risk	Risk acceptable	Annual	If the scope/context changes	Operational Manager	Project Manager
Moderate	Monitor	Monitor the risk but consider risk treatments	Risk acceptable with adequate controls	Semi-annual	If the scope/context changes	Operational Manager	Project Manager
High	Treat	Treat the risk. Reduce either the likelihood, consequence or both by improving existing controls or adding new controls	Risk acceptable with excellent controls	Quarterly	Monthly	Executive Management	Steering Committee where relevant or Project Director
Extreme	Treat	Treat the risk. Reduce either the likelihood, consequence or both by improving existing controls or adding new controls	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible	Monthly	Monthly	CEO	Steering Committee where relevant or Project Director

## Sustainability Principles

When assessing risks and making land use decision, based on the “Natural Step Framework”, risk framework, sustainability principle will be applied to any action by asking –

**Q: is this action going to do harm to the environment in any of these four ways?**

<b>Sustainability Principle ...</b>
<b>Ensuring the Tasks or Activities <u>do not</u> result in systematically increasing:</b>
<b>1. concentrations of substances [taken] from the earth’s crust</b>
<b>2. concentrations of substances produced by society [that are not organic and / or cannot be recycled]</b>
<b>3. degradation of [native flora, fauna, and or ecosystems and or landscapes, including townscapes and urban canopy] by physical means [or result in their decline]</b>
<b>4. [social or economic injustice] and in that society, there are no structural obstacles to people’s health, influence, competence, impartiality and meaning.</b>

If the answer is Yes to any of these four questions –

Then avoidance or mitigation strategies, must be developed and assessed by the Shire of Waroona’s environmental and development team prior to any activity occurring. The principal-based risk assessment also aligns with the Shire of Waroona’s existing Risk Framework.

## Program Actions

REF	Theme	Details of Actions	Actions Taken – as at 9/10/2023
T1A	Decarbonisation	Conduct a greenhouse gas emissions inventory for the Shire.	Commenced reviewing the WALGA template. Will develop a plan and delivery project.
T1A	Decarbonisation	Develop a Climate Action Plan to set emission reduction targets.	Have started reviewing practices and working on planning options.
T1A	Decarbonisation	Promote energy efficiency and renewable energy adoption in the community.	
T1B	Revenue generating enterprises	Explore carbon offset projects such as reforestation and wetland restoration.	
T1B	Revenue generating enterprises	Participate in carbon credit markets to generate revenue.	
T1C	waste	Support waste reduction campaigns and education programs.	
T1C	waste	Expand recycling and composting infrastructure and progress towards landfill closure.	
T1C	waste	Support businesses in adopting sustainable packaging practices.	
T1C	waste	Support and Establish recycling programs.	
T1C	waste	Promote the circular economy and local recycling industries.	
T1D	waste	Support waste reduction campaigns and education programs.	
T1D	waste	Establish e-waste collection and recycling programs.	
T1D	waste	Promote the circular economy and local recycling industries.	
T1D	waste	Implement and support Waste 2 Energy initiatives.	
T1E	Resource Efficiency	Retrofit Shire buildings with energy-efficient technologies.	
T1E	Resource Efficiency	Encourage water-saving practices in landscaping and agriculture.	
T1E	Resource Efficiency	Support community energy efficiency programs.	
T1E	Resource Efficiency	Invest in renewable energy for Shire facilities.	

T1E	Resource Efficiency	Support incentives for electric vehicle adoption.	
T2A	Renewable Energy:	Develop and implement Renewable Energy Facilities Policy and Guidelines.	Shire Renewable Energy Facilities Policy and Guidelines have been implemented.
T2A	Renewable Energy:	Identify suitable sites for renewable energy projects and include in Planning Strategy and Scheme.	
T2A	Renewable Energy:	Facilitate permits and approvals for renewable energy installations.	Shire Renewable Energy Facilities Policy and Guidelines have been implemented.
T2A	Renewable Energy:	Attract renewable energy companies to the Shire.	CEO and Shire President advocating for district.
T2A	Renewable Energy:	Encourage microgrid development for energy resilience.	
T2B	Green Industry	Support incentives and grants for green technology development.	
T2B	Green Industry	Identify suitable sites for green industry development and include in Planning Strategy and Scheme.	
T2B	Green Industry	Advocate for sustainable manufacturing and production methods.	
T2B	Green Industry	Support and Facilitate workforce training in eco-friendly practices.	
T2B	Green Industry	Develop green industrial zones.	To be included in new Local Scheme & Strategy
T2C	Conversion of existing industry	Support incentives and grants for green technology adoption.	
T2C	Conversion of existing industry	Collaborate with local industries to reduce environmental impact.	
T2C	Conversion of existing industry	Promote sustainable manufacturing and production methods.	
T2C	Conversion of existing industry	Facilitate workforce training in eco-friendly practices.	
T2C	Conversion of existing industry	Promote solar panel installations in residential and commercial areas.	
T3A	Conservation Partnerships	Collaborate with environmental organisations for conservation and protection projects and programs.	The Shire partners with a number of environmental organisations.
T3A	Conservation Partnerships	Support and collaborate on the restoration and protection of Peel waterways and native flora and fauna habitats.	The Shire partners with a number of environmental organisations.



T3A	Conservation Partnerships	Support conservation initiatives for rare and endangered and endemic flora and fauna, as well as habitats for black cockatoos, possums, bats, frogs, snakes, and migratory birds under agreements – including RAMSAR Listed Wetlands	The Shire partners with a number of environmental organisations.
T3A	Conservation Partnerships	Enhance conservation efforts and protection mechanisms in Tuart woodlands, Northern Jarrah Forest, and Banksia woodlands.	The Shire partners with a number of environmental organisations.
T3B	Biodiversity and Biosecurity	Develop and implement biodiversity strategy and enhancement programs.	Developed
T3B	Biodiversity and Biosecurity	Support and collaborate with local biosecurity agencies to prevent and manage invasive species.	The Shire partners with a number of environmental organisations.
T3B	Biodiversity and Biosecurity	Monitor and manage pest species and diseases within Local Governments remit.	The Shire partners with a number of environmental organisations.
T3B	Biodiversity and Biosecurity	Policies and local laws to support biodiversity and biosecurity initiatives.	
T3C	Coast Care & Conservation	Implement dune protection and restoration programs.	The Shire undertakes dune protection works and partners with a number of environmental organisations.
T3C	Coast Care & Conservation	Regulate vehicle access to beaches to minimize environmental impact.	A management option study has been undertaken. This will be reviewed and presented to Council for their consideration.
T3C	Coast Care & Conservation	Develop and enforce beach conservation policies and local laws.	The public place local law addresses these matters and has been implemented. These regulations are enforced by Ranger Services.
T3C	Coast Care & Conservation	Educate the community on coastal conservation.	The volunteer Rangers and other groups deliver ongoing public information and education.
T4A	Water Wise	Encourage water-efficient landscaping and irrigation practices.	
T4A	Water Wise	Support incentives for rainwater harvesting and greywater reuse.	
T4A	Water Wise	Implement water-wise education programs.	
T4A	Water Wise	Monitor and protect water catchment zones.	
T4B	Climate Change Mitigation	Increase urban tree canopy through tree planting programs.	
T4B	Climate Change Mitigation	Support the replacement of roadside lawn verges with native gardens.	
T4B	Climate Change Mitigation	Develop and promote climate-resilient landscaping practices.	
T4B	Climate Change Mitigation	Engage in climate adaptation planning aligning the local planning policies, scheme and strategy.	To be included in new Local Scheme & Strategy

T4C	Sustainable Development	Develop a local planning strategy and policy that promotes sustainability, preserves remnant vegetation and water catchment zones through zoning regulations - including townscape revitalisation and planning, preserving remanent vegetation and water catchment zones as well as protecting the amenity of the Darling Scarp, Coastline and townsite areas;	To be included in new Local Scheme & Strategy
T4C	Sustainable Development	Foster sustainable urban design and townscape revitalization.	To be included in new Local Scheme & Strategy
T4C	Sustainable Development	Encourage sustainable building practices and materials.	To be included in new Local Scheme & Strategy
T4D	Community Education & Eco-tourism	Develop eco-tourism trails and recreational facilities.	
T4D	Community Education & Eco-tourism	Promote local attractions, natural beauty, and wildlife.	
T4D	Community Education & Eco-tourism	Collaborate with tourism operators to enhance eco-friendly tourism.	
T4D	Community Education & Eco-tourism	Educate tourists on responsible nature engagement.	
T4E	Bush Fire Mitigation and Vegetation Management	Develop and implement bushfire mitigation strategies.	The Shire undertakes bush fire mitigation works on an ongoing basis.
T4E	Bush Fire Mitigation and Vegetation Management	Support the BFB's and DFES in undertaking controlled burns and vegetation management for ecosystem health, based on current best practice information.	
T4E	Bush Fire Mitigation and Vegetation Management	Collaborate with fire authorities for coordinated responses.	
T4E	Bush Fire Mitigation and Vegetation Management	Educate the community on bushfire preparedness.	
BDS1	Assessment and mapping	Conduct biodiversity assessment and mapping exercise to identify key areas of biodiversity significance within the Shire of Waroona, including the Northern Jarrah Forest, Tuart woodlands, Banksia woodlands, Endemic Kingias, and other threatened ecological communities.	Some GIS mapping is in place. In addition mapping has been completed detailing the % of vegetation types remaining in the Shire and their locations.
BDS2	Conservation and Management of Priority Species	Support the identifying and prioritizing of the conservation and management of key native flora and fauna species, including the three species of black cockatoos, possums, bats, frogs, snakes, and birds listed under Migratory Bird Agreements and Ramsar Wetland Agreements.	

BDS2	Conservation and Management of Priority Species	Support habitat restoration and protection measures tailored to the specific needs of each priority species, considering their ecological requirements and migration patterns.	
BDS3	Protected Areas and Reserves	Establish and expand protected areas and reserves within the Shire of Waroona to safeguard critical habitats and ensure the preservation of biodiversity.	
BDS3	Protected Areas and Reserves	Collaborate with landholders, conservation organizations, and government agencies to secure conservation easements and acquire land for these protected areas.	
BDS4	Community Engagement and Education	Raise awareness and foster a sense of responsibility among the local community for the conservation of biodiversity.	
BDS4	Community Engagement and Education	Support workshops, educational programs, and community events to inform residents about the importance of protecting native flora and fauna.	
BDS4	Community Engagement and Education	Encourage citizen science initiatives to involve the community in data collection and monitoring efforts.	
BDS5	Threat Mitigation	Develop strategies to mitigate potential threats to biodiversity, such as habitat loss, invasive species, pollution, and climate change.	
BDS5	Threat Mitigation	Implement measures to reduce human-wildlife conflicts, especially in areas where human activities overlap with critical wildlife habitats.	
BDS6	Sustainable Land Management	Promote sustainable land management practices among landowners, farmers, and other stakeholders to minimize negative impacts on biodiversity.	
BDS6	Sustainable Land Management	Encourage the adoption of eco-friendly farming methods and habitat restoration techniques.	
BDS7	Collaboration Partnerships and	Collaborate with local, regional, and national conservation organizations, research institutions, and government agencies to share resources, expertise, and data.	
BDS7	Collaboration Partnerships and	Engage in partnerships to fund and implement conservation projects.	
BDS8	Monitoring and Evaluation	Establish a robust monitoring and evaluation framework to track the effectiveness of the biodiversity strategy.	
BDS8	Monitoring and Evaluation	Regularly assess the status of priority species and ecological communities to make informed decisions about the need for adaptive management.	
BDS9	Policy and Legislation	Advocate for the implementation and strengthening of policies and legislation that support biodiversity conservation at the local, regional, and national levels.	

BDS9	Policy and Legislation	Engage with policymakers to ensure that biodiversity concerns are adequately addressed in all relevant planning processes.	
BDS10	Sustainable Tourism	Develop and promote ecotourism opportunities that highlight the Shire's unique biodiversity.	
BDS10	Sustainable Tourism	Ensure that tourism activities are conducted sustainably and do not negatively impact native flora and fauna.	
BDS10	Sustainable Tourism	By implementing this Biodiversity Strategy for the Shire of Waroona, the community can actively contribute to the retention, conservation, and protection of native flora and fauna, safeguarding the region's biodiversity for future generations.	

## REF:

- <https://walga.asn.au/policy-advocacy/our-policy-areas/environment/climate-change/templates-and-tools>
- Shire of Waroona Strategic Community Plan.
- Shire of Waroona Corporate Business Plan.
- Shire of Waroona Renewable Energy Policy & Guidelines.
- WALGA Carbon Assessment Guidelines & Template.
- Shire of Wyndam – biodiversity policy
- City of Bunbury – biodiversity strategy
- Chat GPT 2023





# Climate Change Policy Statement

*Draft – March 2018*

**Version tracking**

<b>Version number</b>	<b>Date</b>	<b>Author</b>	<b>Comments / Modifications</b>
1	February 2018	Laura Simes	Major revision of 2009 Climate Change Policy Statement.

ONE70  
LV1, 170 Railway Parade  
West Leederville WA 6007

(08) 9213 2000

## 1.0 Policy Statement

### Local Government acknowledges:

- I. The science is clear: climate change is occurring now, and human activities are the dominant cause.
- II. Climate change threatens human societies and the Earth's ecosystems.
- III. Climate change requires urgent action to mitigate against catastrophic climate change and to adapt to the climate change that is now unavoidable.
- IV. Mitigation and adaptation strategies must be efficient, effective and equitable.
- V. A failure to adequately address this climate change emergency places an unacceptable burden on future generations.

**Local Government is committed** to acting on climate change, and are already active in climate change mitigation and adaptation, but an effective response to climate change requires strong action, leadership and coordination at all levels of government.

**Local Government is calling for** adequate Commonwealth and State policies, programs and funding to underpin climate change action, in particular, for climate change adaptation.

## 2.0 Rationale

### 2.1 The science is clear

**Local Government supports the scientific consensus that climate change is happening now, and human activities are the dominant cause.**

Local Government cites the *Fifth Assessment Report*, the latest report of the consensus-based Intergovernmental Panel on Climate Change (IPCC), which finds:

*Warming of the climate system is unequivocal, and since the 1950s, many of the observed changes are unprecedented over decades to millennia. The atmosphere and ocean have warmed, the amounts of snow and ice have diminished, sea level has risen, and the concentrations of greenhouse gases have increased<sup>1</sup>.*

*Most aspects of climate change will persist for many centuries even if emissions of CO<sub>2</sub> are stopped<sup>2</sup>.*

*Surface temperatures will remain approximately constant at elevated levels for many centuries after a complete cessation of net anthropogenic CO<sub>2</sub> emissions. Due to the long time scales of heat transfer from the ocean surface to depth, ocean warming will continue for centuries. Depending on the scenario, about 15 to 40% of emitted CO<sub>2</sub> will remain in the atmosphere longer than 1,000 years. It is virtually certain that global*

<sup>1</sup> IPCC (2013). Summary for Policymakers. In: Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA at 4. Available at: <https://www.ipcc.ch/report/ar5/>.

<sup>2</sup> As above, at 27.



*mean sea level rise will continue beyond 2100, with sea level rise due to thermal expansion to continue for many centuries<sup>3</sup>.*

Local Government also cites a recent CSIRO study which determined “*there is less than 1 chance in 100,000 that global average temperature over the past 60 years would have been as high without human-caused greenhouse gas emissions*”, that is, a certainty of 99.999% that humans are driving climate change<sup>4</sup>.

## 2.2 Climate change is a global threat, and Australia has committed to being part of the solution

As a signatory to the Paris Agreement and the Sustainable Development Goals (SDGs), Australia has committed to taking action on climate change and to ensuring that mitigation and adaptation action is equitable and consistent with the aims of the SDGs.

**Local Government is committed to meeting international obligations through Australia’s participation in protocols and agreements established under the UNFCCC, including but not limited to the Paris Agreement and successor international treaties.**

**Local Government notes** the Paris Agreement expressly recognises the importance of engagement at all levels of government<sup>5</sup>, and **are committed** to contributing to national and international emissions reduction targets to achieve the Paris Agreement goal of limiting global temperature rise to well below 2° Celsius and to pursue efforts to limit the temperature increase even further to 1.5° Celsius.

However, **Local Government acknowledges** that current worldwide commitments under the Paris Agreement are insufficient to achieve even the 2° Celsius goal<sup>6</sup>. Australia is a developed country with amongst the highest per capita emissions in the world<sup>7</sup>. Recognising this, **Local Government demands the Federal Government commit to a more ambitious target.**

**Local Government recognises** that both the impacts of climate change and the policy responses required to contribute to the avoidance of dangerous climate change have significant equity implications. These equity considerations have domestic and international

<sup>3</sup> As above, at 28.

<sup>4</sup> P Kocic, M Howden & S Crimp (CSIRO) (2014). “99.999% certainty humans are driving global warming: new study”, *The Conversation*, 4 September 2014. Available at: <https://theconversation.com/99-999-certainty-humans-are-driving-global-warming-new-study-29911>.

<sup>5</sup> United Nations / Framework Convention on Climate Change (2015) *Adoption of the Paris Agreement*, 21<sup>st</sup> Conference of the Parties, Paris: United Nations at 2. Available at: [http://unfccc.int/files/home/application/pdf/paris\\_agreement.pdf](http://unfccc.int/files/home/application/pdf/paris_agreement.pdf).

<sup>6</sup> Climate Action Tracker (Climate Analytics, Ecofys & NewClimate Institute) (2018). “Improvement in warming outlook as India and China move ahead, but Paris Agreement gap still looms large”. 13 November 2017. Available at: <http://climateactiontracker.org/publications/briefing/288/Improvement-in-warming-outlook-as-India-and-China-move-ahead-but-Paris-Agreement-gap-still-looms-large.html>.

<sup>7</sup> Australia has the highest per capita emissions of the OECD countries, and is seventh in the world after Kuwait, Brunei, Qatar, Belize, Oman and Bahrain: CAIT Climate Data Explorer (World Resources Institute) (2018). *GHG Emissions Totals Excluding Land Use Change and Forestry Per Capita 2014*. Available at: <http://cait.wri.org/historical>.

dimensions, implications for both present and future generations, and for the survival of other species.

**Local Government supports an equitable transition to a carbon constrained world:**

- **globally**, the right of developing countries to increase their share of global wealth in ways that remain within the ecological capacities of the planet;
- **domestically**, the need to equitably share the cost of climate change adaptation and mitigation and ensure socioeconomically disadvantaged groups receive adequate support.

**Local Government supports the United Nations Sustainable Development Goals, and support climate change action as part of a broader sustainable development agenda.**

### **2.3 Local Government is already acting on climate change, but all levels of Government must act**

Climate change is a key issue for Local Governments that impacts almost all aspects of their operations and responsibilities. Local Government has, for a number of years, been actively engaged in a range of climate change mitigation and adaptation activities, together with education and encouraging awareness and behaviour change amongst residents.

**Local Government stresses that climate change is a matter of national significance, and is a direct responsibility of both the State and Federal Governments. The State and Federal Governments have an obligation to address climate change in cooperation with Local Governments, and in consultation with the Australian community as a whole.**

There is currently little in the way of long-term State and Commonwealth plans or resources directed to climate change action. There is a particularly significant policy vacuum within the Western Australian Government, with negligible demonstrated or coordinated leadership or long-term planning.

Australia and the world is already seeing a broad scale shift away from fossil fuels towards energy efficient and renewable technologies that includes widespread uptake of rooftop

solar<sup>8</sup>, battery storage<sup>9</sup>, energy trading<sup>10</sup>, virtual power plants<sup>11</sup> and electric vehicles.<sup>12</sup> The market, business, insurers, many Local Governments, and (other) State Governments are moving in this direction. Local Governments are calling on the Western Australian and Federal Governments to catch up, to remove regulatory barriers, to support and accelerate the movement towards a low carbon, energy efficient and sustainable society.

#### **Local Government calls on the State and Federal Governments to:**

- **take a strong leadership and coordination role;**
- **engage in long-term planning on climate change;**
- **ensure all action is evidence-based, and guided by the scientific consensus on climate change;**
- **consider amending their investment strategies and /or policies to invest in financial institutions which do not fund fossil fuel, directly or indirectly, subject to minimum credit risk and portfolio exposure limits; and**
- **embed climate change mitigation and adaptation in the Government projects and policies** (including procurement, land management, development etc.).

#### **Local Government seeks State and Federal Government cooperation in:**

- removing existing barriers to climate mitigation actions by Local Governments;
- actively supporting Local Governments to take mitigation and adaptation actions where appropriate, without placing undue liability for the delivery of such actions on Local Governments;
- taking direct responsibility for the delivery of mitigation actions, adaptation and resilience planning in areas that lend themselves to centralised coordination at State or Federal level; and
- partnering with and resourcing Local Governments to deliver community emissions reduction programs that are most effectively implemented at the Local Government level.

<sup>8</sup> See for example: A Bruce & I MacGill. "FactCheck Q&A: is Australia the world leader in household solar power?" The Conversation. 28 March 2016. Available at: <https://theconversation.com/factcheck-qanda-is-australia-the-world-leader-in-household-solar-power-56670>.

<sup>9</sup> See for example: N Harmsen. "Elon Musk's giant lithium ion battery completed by Tesla in SA's Mid North". ABC News. 24 November 2017. Available at: <http://www.abc.net.au/news/2017-11-23/worlds-most-powerful-lithium-ion-battery-finished-in-sa/9183868>; Climate Council. *Renewables and Storage Powering Australia*. 2018. Available at: <https://www.climatecouncil.org.au/uploads/d4a4f17c09c83d03f13234051e3e77d8.pdf>.

<sup>10</sup> See for example: K Diss, "Blockchain technology fuels peer-to-peer solar energy trading in Perth start-up". ABC News. 11 October 2017. Available at: <http://www.abc.net.au/news/2017-10-11/blockchain-technology-fuels-peer-to-peer-energy-trading-start-up/9035616>.

<sup>11</sup> See for example: C Chang. "South Australian government strikes deal with Tesla to install free batteries to 50,000 homes". *News.com.au*. 5 February 2018. Available at: <http://www.news.com.au/technology/innovation/south-australian-government-strikes-deal-with-tesla-to-install-free-batteries-to-50000-homes/news-story/fd04731350da176c374383f3fb25e947/>.

<sup>12</sup>A Gray. "Countries are announcing plans to phase out petrol and diesel cars. Is yours on the list?" *World Economic Forum*. 26 September 2017. Available at: <https://www.weforum.org/agenda/2017/09/countries-are-announcing-plans-to-phase-out-petrol-and-diesel-cars-is-yours-on-the-list/>.

State Government leadership is required in the following areas:

- a **‘joined up government’ approach to climate change**, so that climate change action is coordinated and cohesive throughout State Government, with clear lines of responsibility, and accountability for required actions;
- **climate change adaptation and building resilience**, which requires an overarching strategic view, and a strategic approach to progressing and funding action (eg, actions arising from Local Government coastal hazard mapping and adaptation planning);
- **driving mass LED public lighting retrofits**, which is an area where regulatory hurdles and unaligned incentives continue to hinder action by Local Governments;
- undertaking a major revision and update to the **Western Australian Government’s Climate Change Strategy**<sup>13</sup>;
- ensuring that **statutory planning policies** are consistent with climate change mitigation priorities (eg, maintaining urban forest to reduce heat island effect, best practice building energy efficiency etc); and
- in the absence of effective State-level climate change policy, the **Environmental Protection Authority must take a greater regulatory role** in assessing and recommending conditions to mitigate the greenhouse gas emissions associated with major projects within the Environment Impact Assessment process.<sup>14</sup>

Local Government has, in the past, been key delivery agents of Australian Government mitigation programs. **Local Government calls on the State and Federal Governments to implement climate change policy and programs that take advantage of the substantial emissions reductions that can be achieved by Local Governments and their communities.**

## 2.4 Local Government urges effective mitigation action

**Local government recognises that we are in a state of climate emergency which requires urgent action.**

**Local Government is committed** to reducing operational GHG emissions and supporting the reduction of GHG emissions in the community.

**Local Government recognises** that Australia has the capacity to contribute to global climate change mitigation, by reducing emissions now, in a way that creates positive opportunities for communities, industries and our economic sustainability.

**Local Government acknowledges** a successful response to the challenge of climate change requires cross-sectoral action by government, business and the community.

<sup>13</sup> Western Australian Government (2012). *Adapting to our Changing Climate*. Available at: <https://www.der.wa.gov.au/images/documents/your-environment/climate-change/adapting-to-our-changing-climate-october-2012.pdf>.

<sup>14</sup> See commentary on State climate change in the EPA’s *Annual Report 2016-2017* at 38-40. Available here: [http://www.epa.wa.gov.au/sites/default/files/Annual\\_reports/EPA%20Annual%20Report%202016-2017.pdf](http://www.epa.wa.gov.au/sites/default/files/Annual_reports/EPA%20Annual%20Report%202016-2017.pdf).

**Local Government considers** a wide range of policy measures - from regulatory intervention and market-based mechanisms (such as an emissions trading scheme) through to voluntary schemes, education and behaviour change programs - are required to successfully achieve appropriate and adequate emission reduction targets.

In the absence of an effective market-based mechanism at the Federal level, **Local Government calls on the Federal Government** to introduce an interim greenhouse trigger under the Environment Protection and Biodiversity Conservation legislation.<sup>15</sup>

Local Governments can be key delivery agents for mitigation projects, including, but not limited to:

- renewable energy projects (small scale and large scale);
- energy efficiency projects (eg, mass LED public lighting retrofits);
- waste management;
- enabling take-up of new renewable and sustainable technologies; and
- accelerating the take up of low or zero emissions vehicles (within Local Government fleets, but also more broadly, eg, through the installation of more electric vehicle charging stations).

## 2.5 Local Government urges effective adaptation and resilience planning

**Local Government stresses** that the effects of climate change are now unequivocally being felt, as they respond to current effects of climate change, and plan for a changed climate into the future.

**Local Government is committed** to contributing to the common goal of ensuring that Western Australia's human communities and natural ecosystems have the resources and other assistance necessary to enable them to build maximum resilience and adapt to climate change impacts that are now understood to be unavoidable.

**Local Government asserts** that it is the responsibility of all spheres of Australian Government to ensure that all current regulation and policies take into consideration the likely impact of climate change on current and future human settlements, natural resources and ecosystems and facilitate adaptation to these. These policies should include but not be limited to those pertaining to disaster relief, national security, infrastructure and land use planning, water, energy, housing, health, transport, environment and energy.

**Local Government notes** there are few policies, programs and limited funding for coastal adaptation in Western Australia, but this is not sufficient, and there is currently only *minimal* capacity and resourcing to adapt to other effects of climate change, such as changes in

---

<sup>15</sup> As recommended in the A Hawke *Independent review of the EPBC Act 1999*, at 12. Available here: <http://www.environment.gov.au/system/files/resources/5f3fdad6-30ba-48f7-ab17-c99e8bcc8d78/files/fact-sheet-5-climate-change.pdf>.

temperature and rainfall, extreme weather events such as heatwaves, bushfires and floods, along with flow-on effects such as the health impacts of climate change<sup>16</sup>.

Local Governments simply do not have the financial capacity to shoulder the financial cost of protection measures required in response to rising sea levels and more frequent extreme weather events. This must be a shared responsibility. **Local Government demands** that adequate funding be provided by the State Government for hazard and risk mapping, together with the priority adaptation measures identified through this process. The State Government should follow the examples of other States, such as New South Wales and Queensland, who have devoted substantially more resources for this purpose (noting both States have significantly less coastline than Western Australia<sup>17</sup>).

**Local Government is calling for effective adaptation and resilience planning, by all levels of government, including:**

- ensuring the Western Australian planning system adequately incorporates consideration of climate change effects and adaptation issues;
- hazard identification and planning beyond coastal planning, into current and expected effects of changes change on extreme weather events, bushfires, biodiversity, health etc.;
- sustainable management of water resources;
- providing greater certainty for Local Governments in knowing what action is necessary to manage their own risk and liability flowing from adaptation planning decisions;
- a State-Wide Coastal Hazard Map, and coastal management legislation in Western Australia to define and establish principles, objects, actions, roles and responsibilities for integrated coastal zone management;
- a formalised coordinated approach, potentially in the form of a State/Local Government partnership agreement or an Intergovernmental Agreement taking in all levels of government, establishing consistent and coordinated principles, objectives and actions across Australia;
- adequate assistance, including funding, for Local Governments engaged in adaptation action.

**Local Government is calling for emergency management and disaster relief policies that adequately incorporate climate change in their planning and implementation.**

Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) financial measures need to provide funding to reinstate a damaged or destroyed asset to a more disaster resilient standard, where this is an appropriate and cost effective response based on likely recurrence of the disaster event.

<sup>16</sup> For a summary of Western Australian adaptation policies, refer to 'Western Australian Local Government action on climate change' in Appendix - Background Information below.

<sup>17</sup> As above.

## Appendix

### Background Information

**Intergovernmental Panel on Climate Change (IPCC):** is the international body for assessing the science related to climate change. IPCC assessments provide a scientific basis for governments at all levels to develop climate related policies, and they underlie negotiations at the UN Climate Conferences. IPCC reports undergo multiple rounds of drafting and review to ensure they are comprehensive and objective and produced in an open and transparent way. Thousands of other experts contribute to the reports by acting as reviewers, ensuring the reports reflect the full range of views in the scientific community.

**Paris Agreement:** The first-ever universal, legally binding global climate deal, adopted by 195 countries at the UNFCCC Conference of Parties in Paris, December 2015. It aims to respond to the global climate change threat by keeping a global temperature rise this century well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5°C. It aims for global greenhouse gases to peak as soon as possible, and seeks to foster resilience and climate adaptation. Full text of the Paris Agreement is available [here](#). As of November 2017, all 195 countries have signed on to the Paris Agreement. The United States of America has indicated an intention to withdraw (it is unable to withdraw until November 2020). Further information tracking country ratifications and targets is available [here](#).

**Sustainable Development Goals (SDGs):** In September 2015, 193 countries (including Australia) agreed to the United Nations 17 Sustainable Development Goals (SDGs) and 169 targets. The SDGs are a successor to the Millennium Development Goals, but unlike the Millennium Development Goals, relate to all developed and emerging countries, as well as developing countries. They aim to end poverty, hunger and inequality, take action on climate change and the environment, improve access to health and education, build strong institutions and partnerships, and more. Aims include climate action (Goal 13), affordable and clean energy (Goal 7), responsible consumption and production (Goal 12) and sustainable cities and communities (Goal 11). For further information on how the SDGs are relevant to Local Governments, see the Global Network of Cities, Local and Regional Government (UCLG) publication "The Sustainable Development Goals: What Local governments need to know", available [here](#).

**United Nations Framework Convention on Climate Change (UNFCCC):** an international environmental treaty adopted on 9 May 1992. The UNFCCC objective is to "stabilise greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system".

**Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA):** provides a range of financial relief measures to assist communities to recover from an eligible natural disaster event, jointly funded by the Western Australian and Australian Governments, which reimburses Local Governments for the restoration and replacement of

essential public assets owned by a local government to the extent necessary to restore the asset to the equivalent of its pre-disaster standard.

**Western Australian Local Government action on climate change:** WA Local Governments have, for a number of years, been actively engaged in a range of climate change mitigation and adaptation activity, together with education and encouraging awareness and behaviour change amongst residents. Many Local Governments have made voluntary commitments or pledges in relation to climate change, including the following:

Pledge	Description	Number of Local Government Participants
<b>Local Government Climate Change Declaration</b>	Developed by WALGA. A voluntary opportunity for Local Governments to demonstrate their political commitment to locally appropriate climate change adaptation and mitigation action. <sup>18</sup>	40 (representing 65% of the WA population)
<b>Divesting from fossil fuels</b>	Commitment to shift money out of banks that fund fossil fuels. <sup>19</sup>	12 (representing 30% of the WA population)
<b>Compact of Mayors</b>	A coalition of city leaders around the world committed to addressing climate change. <sup>20</sup>	4
<b>Cities Power Partnership</b>	Launched July 2017 by the Climate Council, aims to celebrate and accelerate emission reductions and clean energy in Australian towns and cities. <sup>21</sup>	10

In the past, Western Australian Local Governments have been key delivery agents of Commonwealth Government climate change mitigation programs, such as the Community Energy Efficiency Program (CEEP), the Local Government Energy Efficiency Program (LGEEP) and the Cities for Climate Protection (CCP) Program that was delivered by ICLEI with Commonwealth Government support. The LGEEP and CEEP grants assisted Local Governments in undertaking a wide range of building energy efficiency, LED public lighting and geothermal projects.

<sup>18</sup> For further information see here: <http://walga.asn.au/Policy-Advice-and-Advocacy/Environment/Climate-Change.aspx>.

<sup>19</sup> For a list of Australian Local Governments that have committed to divest see here: <http://gofossilfree.org.au/fossil-free-councils/>. Not listed are City of Bayswater, City of Subiaco and the Shire of Mundaring, which have also recently committed to divest.

<sup>20</sup> Cities of Joondalup, Perth, Melville and Mandurah. Further information about the Compact of Mayors available here: <https://www.compactofmayors.org/>.

<sup>21</sup> Local Governments participating in the Cities Power Partnership are shown on the map here: <http://citiespowerpartnership.org.au/power-partners/>.



Program	Program dates	WA Local Government participants
Cities for Climate Protection	1999-2006	30
Local Government Energy Efficiency Program (LGEEP)	2011-2014	50 (includes 1 WALGA grant)
Community Energy Efficiency Program (CEEP)	2011-2016	15 (includes 1 WALGA grant)
Emissions Reduction Fund (ERF)	2014-present	2 (both transitioned from the Carbon Farming Initiative)

Adaptation is a current issue for Local Government, particularly as the effects of climate change are now unequivocally being felt, and Local Governments are in a position where they need to be planning for further effects of climate change in the future. The Western Australian State Government provides around \$1.3 million funding per year under the CoastWest, Coastal Management Plan Assistance Program and Coastal Adaptation and Protection programs. In contrast, the New South Wales State Government (with a coastline one sixth the length of Western Australia), is providing \$63 million over five years. The Queensland State Government (with a coastline a little over half the length of Western Australia) provides \$12 million dollars over three years. The Western Australian state planning system has encompassed coastal adaptation planning, this has not yet been expanded to deal with other current and expected issues such as changes in temperature, rainfall and extreme weather events (including floods), heatwaves and bushfires.



# A GUIDE TO DEVELOPING A LOCAL GOVERNMENT CORPORATE EMISSIONS INVENTORY



# CONTENTS

- 1 Introduction ..... 5**
- 2 Purpose: Why is your Local Government developing a Corporate Emissions Inventory? ..... 6**
- 3 Accreditation: Will your Local Government be seeking accreditation of its Corporate Emissions Inventory? ..... 7**
- 4 Determining Your Emission Boundary..... 8**
  - a. Emissions Scope: What Scope of emissions will your Local Government report? ..... 8
  - b. Setting the Emissions Boundary: What is your Local Government's emissions boundary? ..... 9
- 5 Developing a Reporting Standard ..... 10**
  - a. Collecting Data ..... 10
- 6 Calculating Emissions ..... 12**
- 7 Reporting ..... 13**
- 8 Further Resources ..... 14**
- 9 Appendix 1 – Sample Reporting Standard ..... 15**



## Acknowledgement

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth) on the land of the Whadjuk Noongar People where WALGA is located, and we acknowledge and pay respect to Elders past and present.

WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

**WALGA would like to acknowledge the Cities of Cockburn and Swan for their expertise and contribution in putting this resource together for the sector.**

**PHOTO CREDITS:** Cover photo – Solar array, Cockburn ARC (courtesy City of Cockburn); facing page – recharging the EV (WALGA)



# 1 INTRODUCTION

**WALGA, working with the Cities of Cockburn and Swan, has developed this short guideline for Local Government Officers to develop a basic corporate emissions inventory. It is intended to be an introductory resource for Local Governments looking to undertake their own emissions tracking and reporting.**

This document provides an overview of why a Local Government would develop an emissions inventory, and the key steps to the process. The guideline explains the step-by-step process of measuring emissions, collecting data, calculating emissions, and reporting on the organisation's emissions.

Local Governments can follow the steps in this guide to establish a baseline of their corporate emissions; track their emissions over time; monitor the effectiveness of emissions reduction initiatives; enhance their environmental accountability; and/or develop an organisational emissions reduction strategy.

This guideline may be particularly useful for those Local Governments who have limited capacity to engage a consultant to develop an emissions inventory. The guideline aims to present the process in a clear and simple way, to enable Local Governments to undertake the process in-house.

PHOTO: LED street lighting (WALGA)

## 2 PURPOSE: WHY IS YOUR LOCAL GOVERNMENT DEVELOPING A CORPORATE EMISSIONS INVENTORY?

### Reasons for developing an emissions inventory could include:

- **Legislative requirement:** for example, [National Greenhouse and Energy Reporting](#).
- **To meet stakeholder expectations:** for example, a Council resolution or extensive community feedback.
- **Accreditation:** for example, Net Zero or Carbon Neutral (see Section 3).
- **Measure impact:** for example, to track the impact of emission reduction initiatives and determine best value for money emission reduction strategies.
- **Data:** for example, to provide data to inform grant applications and funding requests.

A Local Government's reason(s) for developing an inventory will inform the degree of detail and verification required.

PHOTO: Broome Landfill (WALGA)



# 3 ACCREDITATION: WILL YOUR LOCAL GOVERNMENT BE SEEKING ACCREDITATION OF ITS CORPORATE EMISSIONS INVENTORY?

**A Local Government may wish to have its emissions inventory accredited by a third party, which offers credibility that the inventory is accurate, reliable and prepared in accordance with recognised reporting standards and guidelines.**

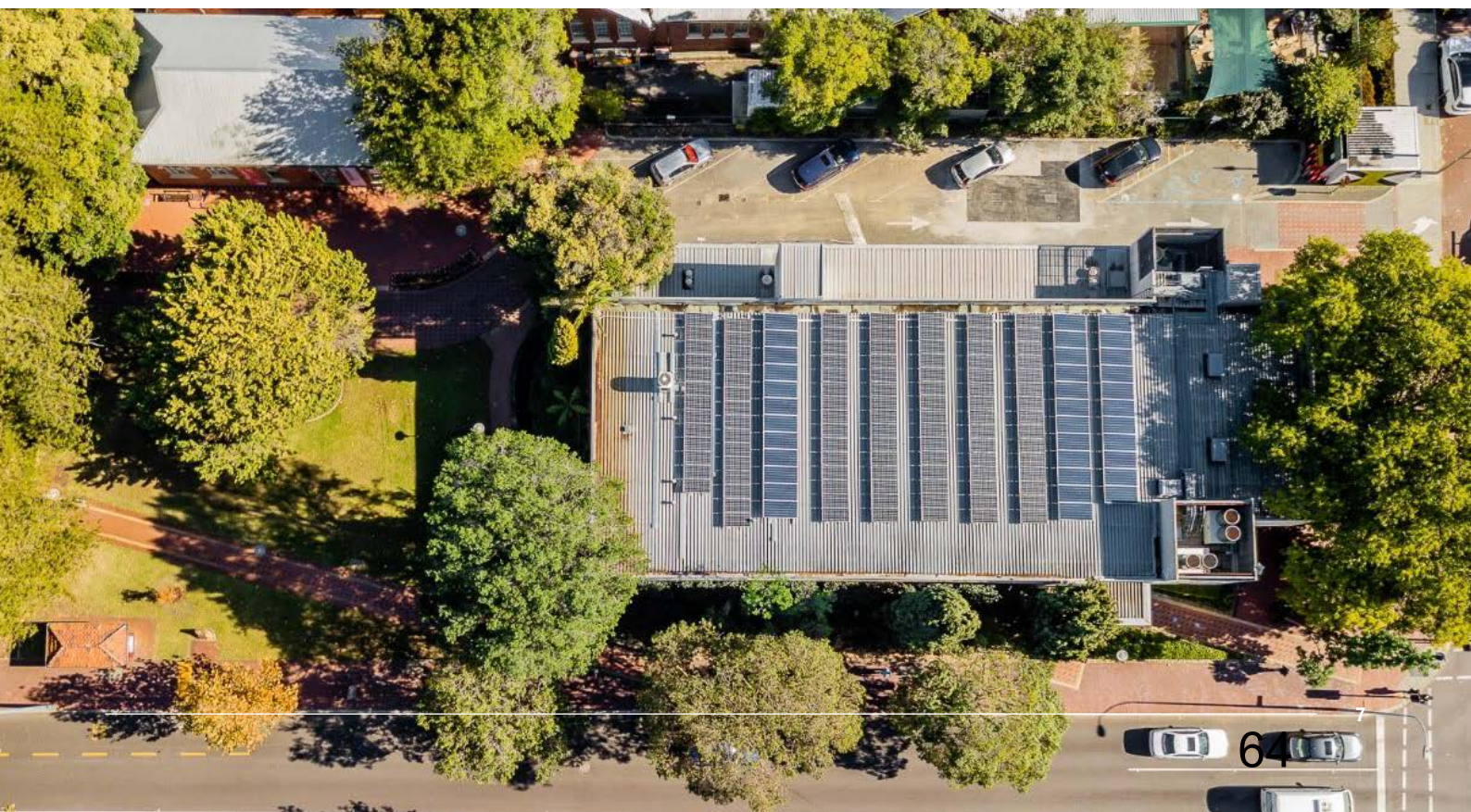
If seeking accreditation, the framework of a reputable standard or accreditation should be used to increase the credibility of the inventory and subsequent report.

[Climate Active](#) is a Federal Government initiative that oversees a rigorous accreditation process, and offers one of the most reputable accreditations in Australia. The 'Climate Active Carbon Neutral Standard for Organisations' is a voluntary standard to seek Climate Active certification, and defines the steps of:

- **Measure:** Calculate emissions
- **Reduce:** Develop and implement an emissions reduction strategy
- **Offset:** Purchase offsets to compensate for remaining emissions
- **Validate:** Arrange independent validation
- **Report:** Publish a public statement of the organisation's carbon neutral claim

If a Local Government is not seeking accreditation, it can still follow the above steps of measure, reduce, and offset. The validation process can be costly and is not required if a Local Government is not seeking accreditation.

**PHOTO:** Solar system, City of Subiaco administration building (Courtesy City of Subiaco)





# 4 DETERMINING YOUR EMISSION BOUNDARY

This section outlines how a Local Government can measure its emissions. To do so, it is important to understand the source of these emissions and the different types of emissions that the organisation creates in its operations and wider value chain.

In developing its emissions inventory, a Local Government must determine where the greatest reduction opportunities exist. From there, it can begin collecting emissions data from across the organisation.

The following steps outline how to determine which emission sources to include in a corporate inventory, and how to collect/capture emissions data.

## a. Emissions Scope: What Scope of emissions will your Local Government report?

Emission Scopes are defined by the National Greenhouse and Energy Reporting Scheme (NGERS):

- **Scope 1:** Direct emissions that occur directly as a result of activity at a facility over which entities have a high level of control (e.g. fuel combustion in vehicles, gas combustion in buildings).
- **Scope 2:** Indirect emissions from a facility's consumption of electricity, heating, cooling or steam that is generated offsite (e.g. purchased electricity from the SWIS).
- **Scope 3:** Indirect emissions not included in Scope 2 occurring in the organisation's value chain. These emissions occur at sources or facilities not owned or controlled by the entity (e.g. Western Power street lighting). These sources have no pre-set boundaries, so when considering which of these to report on appropriate limits must be set (inclusions and exclusions) to obtaining data with regards to effort, time and cost.

Figure 1, below, illustrates the Scope types of different emission sources. Table 1 on the next page identifies some typical emission sources for Local Governments.

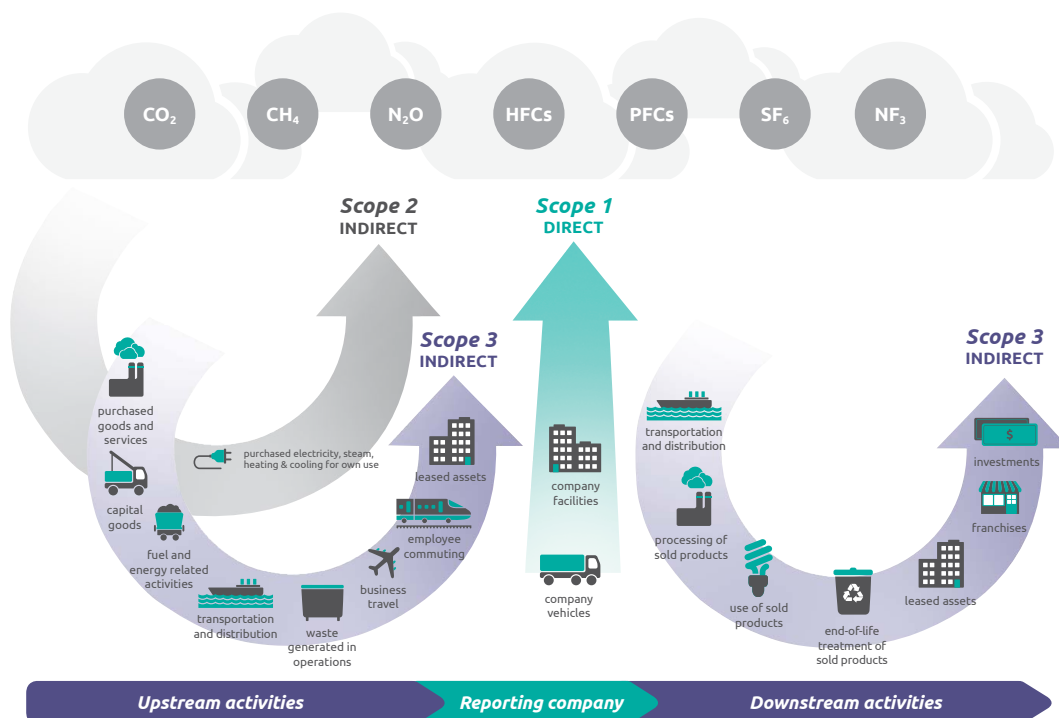


Figure 1 The Scope types of various emission sources (Image source: GHG Protocol)

<b>Scope 1</b>	• Fuel (diesel and petrol) combustion for transport and stationary energy (e.g. fleet, generators, parks equipment)
	• Natural gas combustion in Local Government owned and operated facilities
	• Greenhouse gas emissions from a Local Government owned and operated Landfill
	• Lubricants (Oil and Grease)
	• Fugitive emissions (Refrigerant leakage)
<b>Scope 2</b>	• Purchased electricity for Council owned and operated facilities, including any Council-owned streetlighting
<b>Scope 3</b>	• Purchased electricity for Western Power street lighting (Local Government owned street lighting is Scope 2)
	• Business flights
	• Paper consumption
	• Contractor Fuel usage
	• Water use
	• Corporate waste
	• Transport fuels (downstream)
	• Natural gas (downstream)
	• Lubricants
	• Taxis
	• Accommodation
	• Employee Commuting
	• Asphalt/Concrete

**Table 1** Examples of typical Local Government emission sources from different Scope types

The Scope for an emissions source determines how the emissions are to be calculated. Scope inclusions and exclusions should be set in accordance with the intentions (carbon accounting drivers identified in Section 2) of the organisation, and the relevance and materiality of each emissions source.

For example, if an organisation is reporting its emissions to comply with Australian regulations, it may choose not to include any emissions under Scope 3. Climate Active's [‘Technical Guidance’ resource](#) offers further advice on determining the relevance of different emission sources for inclusion in the emissions boundary.

### **b. Setting the Emissions Boundary: What is your Local Government’s emissions boundary?**

A Local Government must determine its emissions boundary. This outlines what emissions the organisation wants to (or needs to) measure. An inventory should aim to represent major

emissions under the organisation’s operational control. The emissions created by some sources may be so small that they are not worth calculating, given they will not be the focus of any mitigation action and the emission estimates are too small to be reliable.

Councils will need to research the specific needs of their own organisation, as typical emission sources and their operational control can differ between Local Governments. For example, some local governments own and operate a landfill facility while others use a facility run by others, and some local governments operate a mechanical workshop to maintain their fleet while others have their fleet serviced at a business. With each of these examples, the local government could decide that a significant emissions source not under their operation control is within their emission boundary.

# 5 DEVELOPING A REPORTING STANDARD

**It is strongly recommended that once the decisions above have been resolved, the resulting information is captured in a Reporting Standard for your local government. This enables consistency in calculation methodology such that annual comparison of emission data can occur. It also ensures that this information is elevated from officer knowledge to corporate knowledge. This is good practise for all local authorities but of particular importance to local authorities with adopted emission targets with timeframes spanning multiple decades.**

Ideally, it is also recommended that this standard should be endorsed by senior management such that there is corporate agreement of the methodology and agreement on where the responsibility for data collection lies. This can assist in ensuring a smooth process of emission data collation.

It is important to keep a reporting standard as succinct as possible so it may be useful to consider supporting the standard with reporting guidelines that carry further details.

A Reporting Standard should include the following;

- **Purpose**
- **Objective**
- **Scope/Boundary**
- **Data required** including form of data, when required and responsibility for collection of data
- **Emission factor sources** particularly for Scope 3 emission factors not found in the National Greenhouse Account Factors.
- **Calculation methodologies** particularly when estimation or uplift has been used

An abridged version of a reporting standard is attached as Appendix 1 to this document. In the interest of brevity, the content of this standard has been reduced to provide the minimum information required for a corporate operating policy. This policy is supported by an emission reporting guideline that provides additional information to officers undertaking an emission inventory.

## a. Collecting Data

### i. Baseline: What is your baseline year?

A baseline year is a reference point in time against which future emission reductions are measured. In creating a corporate emissions inventory, a Local Government will need to determine a baseline year to compare the organisation's emissions reduction progress over time, and to set emissions reduction targets against. To ensure it is a relevant baseline, select a year that is 'typical', or the most recent year for which verifiable carbon emissions data is available. If this is the first year that the organisation is collecting inventory data, this year can be the baseline.

### ii. Data Sources: Who are your data sources and stakeholders?

Staff responsible for developing the emissions inventory will need to work across the organisation to liaise with the right people to access the required emissions data, including areas such as finance, fleet, asset/building management, waste services, and recreation. These staff should clearly explain why they are requesting the data, and the time period that they require data for. This can be the most time-consuming part of the process, especially if the organisation doesn't have an existing data management system for this purpose. A reporting standard, protocol, or procedure is a valuable way to document and gain corporate acceptance of the agreed process.

Some typical sources of data are:

- **kL of Fuel** – fuel cards, onsite bowser measurement
- **kWh of Electricity** – supplier invoices
- **GJ of Gas** – supplier invoices
- **Tonnes of waste deposited in landfill** – weighbridge data

The following section outlines how to collate the data that has been received from across the organisation.

### iii. Data Capture: How will you organise your data?

Depending on a Local Government's available resources and size, it may choose to purchase a data management software platform, or collate the data in an Excel spreadsheet.

Having a basic understanding of greenhouse gas accounting is a valuable skill, not only for calculating emissions, but also to understand what's happening in the background of a data management platform and understanding the output. If using a data management platform, the step to allocate asset names and categories will also be required.

Data management platforms vary in cost and the services they provide. Many Local Governments that are already tracking their emissions use a variety of platforms; WALGA has a [preferred supplier panel](#) with expertise on these. Some services will request data directly from utilities on a Local Government's behalf and produce graphs to meet requirements. However, if staff are confident using Excel this can be done in-house.

### iv. Using MS Excel

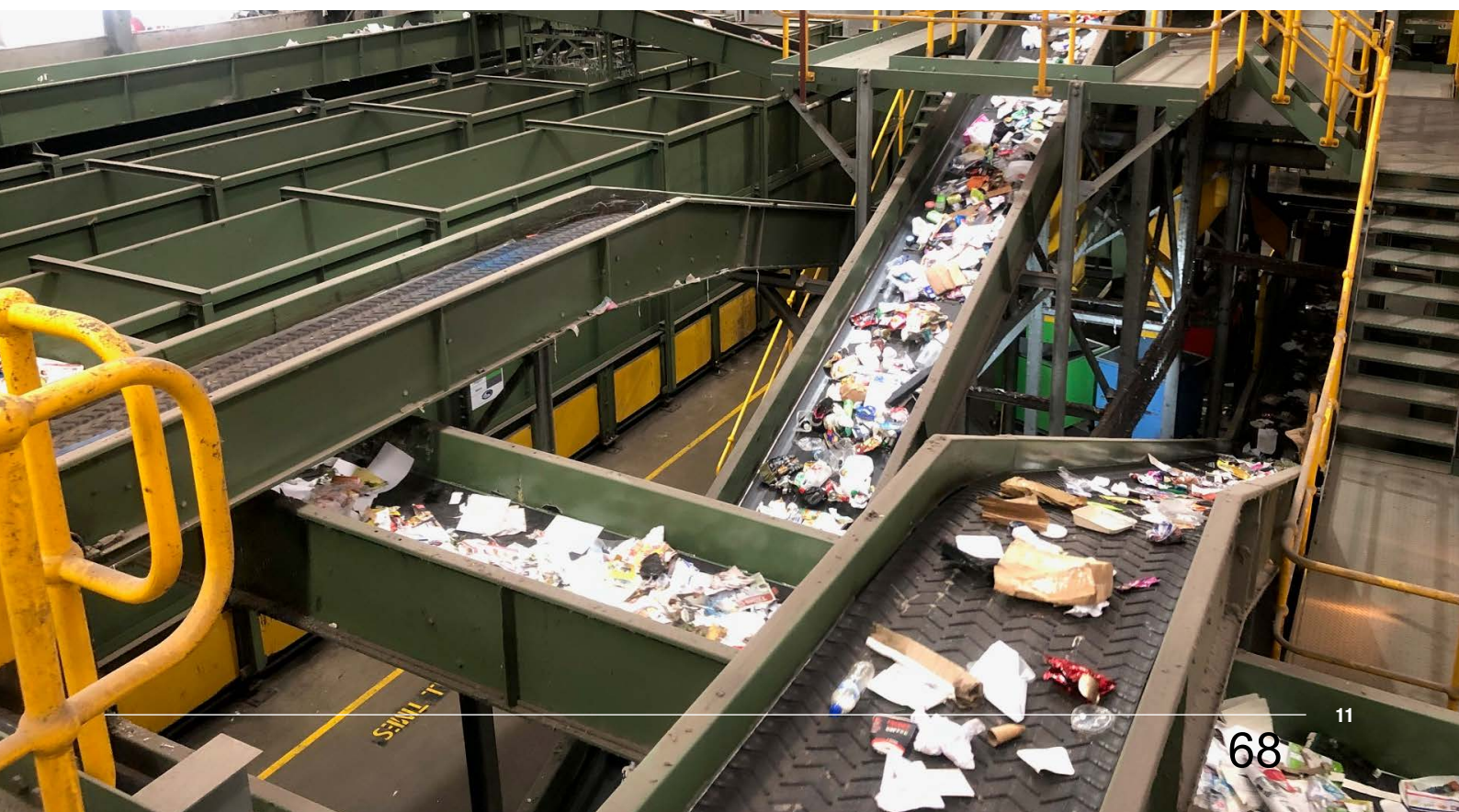
Excel offers the option of collating emissions data in-house and free of charge. If using Excel, it is suggested to use a separate Excel workbook for each year. The raw data that has been collected for each emissions source (e.g. electricity, gas, fuel) should be placed in separate worksheet tabs. A copy of each worksheet should be made so that additional information can be added to one, and raw data kept intact.

To make sense of your data, you will likely need to add asset names and categories (e.g. recreation, civic, parks, heavy fleet, light fleet).

Once the data is organised, manual equations or Excel's 'Pivot Tables' function might be used to summarise and graph your data.

An example Excel spreadsheet template can be found [here](#). Please note that this is only an example, intended to illustrate a basic layout for calculating emissions. Local Governments may need to make adjustments to this based on their individual needs.

PHOTO Southern Metropolitan Regional Council – Regional Resource Recovery Centre (WALGA)



# 6 CALCULATING EMISSIONS

Once data has been collated, emissions can be calculated. Using the data that has been collected, the emissions in tonnes of carbon dioxide equivalent (t CO<sub>2</sub>-e) can be calculated according to the [NGERS Measurement Determination and National Greenhouse Account Factors \(emission factors\)](#).

These documents include instructions, equations, and helpful examples. Local Governments should:

- **Download the most recent emission factors** (National Greenhouse Account Factors) document from the [website](#). Follow the instructions and examples within this document for calculating the emissions of different sources. Download the Excel workbook of tables from the same website; this consolidates all data tables that are included in the relevant Account Factors document and is helpful to use when making calculations.
 

*Tip: Keep the tables that are relevant to the Local Government's inventory, and paste the relevant equations from the Account Factors document onto each worksheet to help you create the correct equations in Excel. Use the data in the tables with the equations to complete the calculations.*
- Where required, ensure **unit conversions** are correct (e.g., GJ to kW).
 

*Tip: A unit conversion table is included in the National Greenhouse Account Factors document.*
- Ensure **equations** are followed correctly (e.g., aggregation of emission factors).
 

*Tip: Work through the examples first to ensure you understand the equations correctly.*

*Tip: Make sure that you have selected the correct emission factors for the emission source. This is particularly relevant for Stationary fuel usage vs Transport fuel usage.*
- Ensure **units of measurement** (e.g., kWh, kL, GJ), and **order of magnitude** (e.g., kilograms vs tonnes, MWh vs kWh) are correct.

Commonly required calculations for Local Governments and the related tables (for 2022 Account Factors) include:

- **Section 2.2 Estimating emissions from stationary energy sources**
  - » Electricity (Table 1) – Use WA/SWIS data values.
  - » Stationary combustion of gaseous fuels (Table 3) – e.g. Natural gas distributed in a pipeline.
  - » Stationary combustion of liquid fuels (Table 6) – e.g. Automotive gasoline/petrol, diesel, LPG. (Note: stationary use includes generators, unlicensed machinery, etc.).
- **Section 2.3 Estimating emissions from transport fuels**
  - » Transport fuel emissions (Table 7) – e.g. Gasoline, diesel, LPG.
- **Section 4 Waste Emissions** – This is more complicated. Follow the relevant section in the NGERS Account Factors or engage a consultant.

# 7 REPORTING

**Once the organisation's emissions have been calculated, findings should then be reported on. The structure of the report depends on the Local Government's purpose and intentions, and on what level of detail the organisation is comfortable releasing (if to be made public).**

Reports should be written for the intended reader (internal or external), and graphs and tables should be used to enhance readability. The report may be published on the organisation's website for public access and accountability, or may be kept as an internal document for Council to review and track progress against. Some suggested report sections include:

- **Executive Summary:** Summary, overview, or key points
- **Methodology and Data Sources:**
  - » Overview of the emissions boundary, with justifications for any excluded sources that stakeholders might expect to be included.
  - » Outline the methodology, data sources and data capture systems used.
- **Corporate Emissions Summary/Profile:**
  - » Summary of total organisation emissions from the baseline year to current. If reporting on the baseline year, provide a summary of this.
  - » Explanation of any significant changes not attributed to emissions reduction actions.
  - » Total annual emissions organised by source type (e.g. petrol, diesel, electricity, gas).
  - » Total annual emissions organised by activity or department (e.g. fleet, recreation, community buildings, parks).
  - » Top 10 highest emitting sites (individual locations e.g. depot, pool, Council office).
  - » Emissions by source in greater detail (e.g. top 10 electricity and/or gas consuming sites).
  - » Break down any areas of particular interest.
- **Recommendations:** Depending on the purpose of the inventory, reporting can be used to make recommendations (e.g. future emissions reduction strategies, actions or targets).

The inventory could also include:

- **Renewable energy production:** If a Local Government produces its own renewable energy, it is important to track this information. This allows the Local Government to capture the quantity of their renewable energy percentages. If a Local Government knows what fuel source their renewable energy product has replaced, they can state this as 'estimated avoided emissions'. Alternatively, renewable energy generation can simply be stated as the percentage of energy provided by renewables (e.g. 10% of the City of Stirling's total energy demand is supplied by geothermal heating).
- **Water use:** If using a data management software platform, the organisation might include water in the data collection process for efficiency, and report separately (e.g. via Waterwise Councils).
- **Community emissions estimate from [Climate Snapshot](#):** Providing an estimate of community emissions can help to justify the need for emissions reduction efforts. It can identify key emission sources within the community, and help to build collective momentum towards achieving emissions targets.
- **Summary** of current or completed emissions reduction projects.

## 8 FURTHER RESOURCES

[Sustainability Victoria - Organisational Carbon Accounting for Local Governments](#)

[Climate Active – Tools and resources](#)

[Australian Photovoltaic Institute – Solar PV density and capacity map by postcode and LGA](#)

[Cities Power Partnership](#)

Examples of Local Government corporate emissions reduction strategies:

- [Town of Bassendean Corporate Emissions Reduction Strategy 2022-24](#)
- [City of Stirling Corporate Sustainable Energy Action Plan 2020-2030](#)
- [City of Subiaco Corporate Carbon Reduction Plan 2020-2030](#)
- [Banyule City Council Corporate Emissions Reduction Plan](#)
- [City of Melville Community Outcome Reporting Dashboard](#) – An example of an innovative method of presenting data from a variety of sources (including emissions data), along with the goals and targets that the City is working towards.

# 9 APPENDIX 1

## Sample Reporting Standard

*Please note that the following template is an actual example and is tailored to the operations of the Local Government it originated from. Adapting it to your local authority will require further amendment.*

### 1. PURPOSE

The purpose of this management practise is to provide clear guidance to (City/Town/Shire) staff to allow consistent calculation of the (City/Town/Shire's) corporate greenhouse emission profile and to allow reporting of this emission profile to our community in a transparent and replicable manner. This guideline forms part of a commitment by the (insert name) to account for its greenhouse emissions with transparency and in line with community expectation.

### 2. OBJECTIVE

The objectives of this management practise are to;

- Ensure the (City/Town/Shire) is able to provide relevant annual emission data to our community.
- Support the (City/Town/Shire) in pursuing a commitment to emission reduction over an extended timeframe by providing a consistent and clear measurement process that can be undertaken by any officer with sufficient knowledge ensuring useful comparison between years can occur within the duration of the commitment period.
- Prepare the (City/Town/Shire) for any future obligations that may arise in this policy area.

### 3. SCOPE

The scope of this management practise is limited to (City/Town/Shire) corporate emissions only. These emissions arise as a direct or indirect result of Council operations only and do not include other emissions arising within the Swan

community and/or the (City/Town/Shire) municipal boundary.

This management practise and accompanying guideline have been developed in compliance with relevant industry standards. As a result, while the (City/Town/Shire) is not currently seeking accreditation against these industry standards, this reporting guideline would provide evidence if the (City/Town/Shire) chose to seek accreditation in the future.

### 4. PRACTICE

To ensure that the (City/Town/Shire) is able to meet the objectives listed in clause 2 above, the following management and reporting practices are required to be undertaken by relevant (City/Town/Shire) staff.

#### 4.1 Emission data to be collected.

The emission sources for which data is to be collected annually are listed in column 1 of table 1 of this management practice.

#### 4.2 Form of data required

The recommended and agreed collection methods and activity data units required are listed in column 2 of table 1 of this management practice.

#### 4.3 Responsible Business unit

Responsibility for data collection and submission rests with the relevant manager of the business units identified in column 3 of Table 1. This responsibility can be delegated to specific staff and should be periodically reviewed (particularly following any future restructuring exercises), to ensure ongoing continuity of data provision.

#### 4.4 When is data required to be provided

In order to meet the (City/Town/Shire)'s objective of annual emission reporting in a timely manner, the officer responsible for collating (City/Town/Shire) emission data will request data for the previous financial year via an email request to the responsible business unit managers listed in column 3 of Table 1 in July of each calendar year.

#### 4.5 Responsibility for collation

The responsibility for collating annual emission data for the (City/Town/Shire) rests with the (insert name) business unit. This business unit is also responsible for periodic review of the (City/Town/Shire)'s Emission Reporting Guideline including calculation and estimation methodologies, review of exclusion rationale and for ensuring that all relevant emission factors required for this process are updated on an annual basis.

#### 4.6 Responsibility for publishing annual emission data

The responsibility for publishing annual emission data for the (City/Town/Shire) rests with the (insert name) business unit in consultation with Executive and Council.

#### 4.7 Further Information

For further information on the (City/Town/Shire)'s approach to the collection and calculation of corporate emission data, please refer to the Emission Reporting Guideline.



TABLE 1

GHG Emission Source	Activity data to be collected	Source for the activity data
<b>Scope 1</b>		
Vehicle Transport Fuels (Gasoline)	Litres of Fuel used annually	Consumption data derived annually from the (City/Town/Shire)'s Fleet Management system  <b>(Insert Business Unit Name)</b>
Vehicle Transport Fuels (Diesel)		
Small engine ULP usage		Annual Fuel purchase to tank <b>(Insert Business Unit Name)</b>
Small engine diesel usage		Annual Fuel purchase to tank <b>(Insert Business Unit Name)</b>
Natural Gas	<ul style="list-style-type: none"> <li>Total Consumption [MJ] used annually</li> </ul>	Billing Data captured into the Energy Management Platform <b>(Insert Business Unit Name)</b>
Lubricants (Oil)	<ul style="list-style-type: none"> <li>Volume (L) of oil used in the reporting period</li> </ul>	Stocked item (City/Town/Shire) maintenance stores <b>(Insert Business Unit Name)</b>
Lubricants (Grease)	<ul style="list-style-type: none"> <li>Weight (Kg) of grease used in the reporting period</li> </ul>	Stocked item (City/Town/Shire) maintenance stores <b>(Insert Business Unit Name)</b>
<b>Scope 2</b>		
<b>Electricity (Council)</b>  <i>Emissions produced through the electricity used by buildings that Council owns and occupies</i>	<ul style="list-style-type: none"> <li>Total Consumption (kWh)</li> </ul>	Billing Data captured into the Energy Management Platform <b>(Insert Business Unit Name)</b>
<b>Scope 3</b>		
<b>Street Lighting<sup>1</sup></b>  <i>Emissions produced through the electricity used by street lights that Council pays the bills for</i>	<ul style="list-style-type: none"> <li>Total Consumption (kWh) arising from unmetered supply</li> </ul>	Billing Data captured into the Energy Management Platform <b>(Insert Business Unit Name)</b>
<b>Contractor Fuels</b>  <i>Where council contracts other companies to undertake works for them that use large amounts of fuel, Council should report the emissions for the fuel use as their Scope 3 emissions.</i>	Largest three suppliers to be sampled  <b>Traffic management</b> Days onsite  <b>Gravel delivery</b> Tonnage  <b>Tree Pruning</b> Days onsite	<b>(Insert Business Unit Name)</b>
<b>Water use</b>  <i>Emissions produced through the processes associated with delivery of water to Council facilities, and disposal of wastewater</i>	<ul style="list-style-type: none"> <li>Water volume consumed (kL)</li> </ul>	Utility bills from the water retailer provided through the (City/Town/Shire)'s Waterwise Council Program  <b>(Insert Business Unit Name)</b>

1. Street lighting can be reported as a Scope 2 or 3 emission for councils depending on if they fall under council's operation control. Any metered open space lighting that Council own and maintain is to be included as scope 2; however, all other streetlights are scope 3.

GHG Emission Source	Activity data to be collected	Source for the activity data
<b>Corporate Waste</b> <i>Emissions created from the waste produced at Councils' sites</i>	Total quantities of waste going to landfill per week/average number of employees on site  Kg per person x 50 weeks per year.	(Insert Business Unit Name)
<b>Transport Fuels</b>	Litres of Fuel used annually	Activity data sourced from Scope 1 entries
<b>Natural Gas</b>	Total Consumption [MJ] used annually	Activity data sourced from Scope 1 entries
<b>Lubricants</b>	Volume (L) of oil used in the reporting period	Activity data sourced from Scope 1 entries
<b>Grease</b>	Weight (Kg) of grease used in the reporting period	Activity data sourced from Scope 1 entries
<b>Flights</b> <i>All flights taken by Councillors and (City/Town/Shire) staff when travelling on business.</i>	<ul style="list-style-type: none"> <li>No. of (City/Town/Shire) passengers</li> <li>Date of travel</li> <li>Departure and arrival location</li> </ul>	(Insert Business Unit Name)
<b>Taxis</b>	Estimate kilometres travelled in Taxi from monthly billing data	(Insert Business Unit Name)
<b>Employee commuting (vehicle)</b>	Survey to provide a snapshot of how staff commutes to and from Council office locations over a defined period. This should include modes of transport, distance travelled, vehicle fuel efficiencies and fuel types (including electricity).	Annual Employee travel survey  (Insert Business Unit Name)
<b>Employee commuting (public transport)</b>	Data required is km travelled for each mode of travel. Typically, surveys ask for main mode of travel, days/week used and estimate of km travelled. For e.g. <ul style="list-style-type: none"> <li>Travel card #</li> <li>Date/Time</li> <li>Transaction type: touch on / off</li> <li>Service: Tram, Bus, Train</li> <li>Zone</li> <li>Cost</li> </ul>	Annual Employee travel survey  (Insert Business Unit Name)
<b>Asphalt/Concrete (vehicle)</b>	Tonnes of Asphalt laid m <sub>3</sub> of concrete laid	(Insert Business Unit Name)
<b>Accommodation</b> <i>Accommodation used by Councillors and (City/Town/Shire) staff when travelling on business.</i>	<ul style="list-style-type: none"> <li>The location of the accommodation.</li> <li>Number of nights stayed</li> </ul>	(Insert Business Unit Name)



## VBFB Policy 1 – DFES Policies, Directives, Standard Operating Procedures and Standard Administrative Procedures

### 1.0 Intention

The intention of this policy is to identify any Department of Fire and Emergency Services (DFES) Policies, Directives, Standard Operating Procedures and Standard Administrative Procedures that are relevant to the administration, management and operations of the Shire of Waroona bush fire brigade volunteers.

### 2.0 Scope

This policy applies to all Shire of Waroona bush fire brigade volunteers when carrying out their duties.

### 3.0 Statement

The following DFES Doctrines, Standard Operating Procedures and Standard Administrative Procedures are relevant to the Shire of Waroona bush fire brigade volunteers and are to be treated as Shire of Waroona Volunteer Bush Fire Brigade Policies.

Document Type	Document Reference Number	Document Title
Policy	POLICY005	Child Safe Child Friendly Organisation Standards
Policy	POLICY071	Working With Children Check Policy
Directive	3.2	Incident Control
Directive	3.4	Structural Fire
Directive	3.5	Bushfire
Directive	3.11	Air Operations
Standard Operating Procedure	2.1.2	Mobilising
Standard Operating Procedure	3.2.3	Making Safe Rules for Departure
Standard Operating Procedure	3.2.4	Incident Communications
Standard Operating Procedure	3.2.5	Communications Planning
Standard Operating Procedure	3.2.6	T Cards and Incident Management Boards
Standard Operating Procedure	3.2.7	Red Flag Warnings
Standard Operating Procedure	3.2.11	Strike Team Task Force Resources
Standard Operating Procedure	3.4.8	Electrical Hazards
Standard Operating Procedure	3.5.1	Bushfire Response
Standard Operating Procedure	3.5.2	Diesel Particulate Diffusers Regeneration During Bushfire Firefighting
Standard Operating Procedure	3.5.5	Use of Class A Foam at Incidents
Standard Operating Procedure	3.5.6	Structural Triage
Standard Operating Procedure	3.5.7	Employment of Task Forces/Strike Teams at the RUI
Standard Operating Procedure	3.5.8	Immediate Street Assessment at the RUI
Standard Operating Procedure	3.5.9	Structural Defence at the RUI
Standard Operating Procedure	3.5.10	Crew Safety at Bushfires
Standard Operating Procedure	3.5.11	Entrapment at Bushfire

Standard Operating Procedure	3.2.12	Tree Removal at Bushfires
Standard Operating Procedure	3.5.13	Operating within Registered UXO Sites
Standard Operating Procedure	3.5.14	Dieback Hygiene
Standard Operating Procedure	3.5.15	Exposure to Bushfire Smoke
Standard Operating Procedure	3.11.1	Aerial Suppression Response
Standard Administrative Procedure	3.1.B	Basis of Allocation Operational Radios
Standard Administrative Procedure	3.1.D	Telephone Warning System
Standard Administrative Procedure	3.1.J	Recovery
Standard Administrative Procedure	3.1.K	Incident Documentation
Standard Administrative Procedure	3.2.B	Information and Warnings
Standard Administrative Procedure	3.2.C	Incident Action Planning
Standard Administrative Procedure	3.3.B	Hydrant Servicing
Standard Administrative Procedure	3.17.B	Fireworks Applications

#### 4.0 Legislative and Strategic Context

Under the *Work Health and Safety Act 2020*, the Shire has a legal obligation to ensure the health, safety and welfare of its volunteers who attend emergency incidents, training and other tasks.

#### 5.0 Review

This policy may be amended from time to time as and when DFES amend their Doctrines, Standard Operating Procedures and Standard Administrative procedures.

#### 6.0 Associated Documents

Nil.

<b>Division</b>		<b>Corporate &amp; Governance</b>			
<b>Policy Number</b>		VBFB Policy 1 – DFES Policies, Directives, Standard Operating Procedures Standard Administrative Procedures			
<b>Contact Officer</b>		Rhys Bloxsidge, Senior Safety and Development Officer			
<b>Related Legislation</b>		Work Health and Safety Act 2020			
<b>Related Shire Documents</b>					
<b>Risk Rating</b>	Moderate	<b>Review Frequency</b>	As required	<b>Next Review</b>	As required
<b>Date Adopted</b>		Click or tap to enter a date.			<< Enter OCM Number >>

Amendments		
Date	Details of Amendment	Reference
Click or tap to enter date.	<< Enter details of amendment >>	<< Enter OCM Number >>
Previous Policies		
<< Enter previous policy number and title >>		

## VBFB Policy 2 – Catering

### 1.0 Intention

The Shire is responsible for providing catering services to all bush fire brigade volunteers who attend an emergency incident or training in situations where Department of Fire and Emergency Services is not present or otherwise has not agreed to provide catering. In these situations, catering costs are covered under the Local Government Grant Scheme. This policy sets out the system in which the Shire will provide catering to its bush fire brigade volunteers.

In situations where DFES have agreed to provide catering, DFES Standard Operating Procedure 3.2.10 *Incident Catering* will be followed by DFES.

### 2.0 Scope

This policy applies to all Shire of Waroona bush fire brigade volunteers and staff during emergency incidents and training when the Shire is responsible for the provision of catering.

### 3.0 Statement

#### Meals and Refreshment Requirements during Emergency Incidents

The Shire will use a meal grade system when ordering catering for volunteers during an emergency incident. The following refreshments and meal grades apply.

Grade	Meal / Refreshment Type
1	Water (as requested).
2	Light meals (sandwiches, rolls) (working between 3 and 6 hrs)
3	Substantial meals (nutritional value considered) (working over 6 hrs)

Refreshment packs, such as sustenance bars, nuts, etc are to be organised and supplied by brigades at their own cost. Substantial meals are to be provided where possible around normal mealtimes (7am, 12 noon, 6pm, 12 midnight) or as determined by the Officer in Charge. Light meals may be provided in between these times.

#### Meal and Refreshment Requirements During Training

The Shire of Waroona is to provide morning tea, lunch and afternoon tea during day-long courses.

#### Procurement of Refreshments and Meals During Emergency Incidents

Authority for meals and refreshments at a Shire led incident lies with the Officer in Charge (OIC).

The OIC may instruct a brigade officer or other member to organise order and/or collect meals and refreshments as needed. Alternative confirmation authority may be sought from the Deputy Chief Bushfire Control Officer or Community Emergency Services Officer.

As a first option suppliers identified by the Shire are to be used. Contact the Shire's Community Emergency Services Officer for these suppliers. Otherwise local suppliers should be used where practicable when ordering refreshments and meals.

A receipt for all purchases is to be kept and provided to the Shire's Community Emergency Services Officer. Where the Shire's account or credit card isn't able to be used for the purchase, the purchaser is to contact the Shire's Community Emergency Services Officer for reimbursement of expenses.

#### Considerations of the Officer in Charge during Emergency Incidents

The following should be considered by the Officer in Charge during emergency incidents:

- At what time did the crew last eat a substantial meal?
- What time is the next meal required?
- What grade of meal is required?
- Any special dietary, allergen, or religious requirements?
- How many volunteers need to be catered for?
- The duration of the incident.
- The location of catering (i.e. travel time).
- The time required for preparation of meals once on site.

#### 4.0 Legislative and Strategic Context

Under the *Work Health and Safety Act 2020*, the Shire has a legal obligation to ensure the health, safety and welfare of its volunteers who attend emergency incidents and training. Part of this includes the sustenance of volunteers at incidents or training.

#### 5.0 Review

This policy is to be reviewed as required.

#### 6.0 Associated Documents

Nil.

Policy Number. – Policy Title.



<b>Division</b>	<b>Corporate &amp; Governance</b>				
<b>Policy Number</b>	VBFB Policy 2				
<b>Contact Officer</b>	Rhys Bloxsidge, Senior Infrastructure and Development Officer				
<b>Related Legislation</b>	Work Health and Safety Act 2020				
<b>Related Shire Documents</b>					
<b>Risk Rating</b>	Moderate	<b>Review Frequency</b>	As required	<b>Next Review</b>	July 24
<b>Date Adopted</b>	Click or tap to enter a date. << Enter OCM Number >>				

Amendments		
Date	Details of Amendment	Reference
Click or tap to enter date.	<< Enter details of amendment >>	<< Enter OCM Number >>
Previous Policies		
<< Enter previous policy number and title >>		

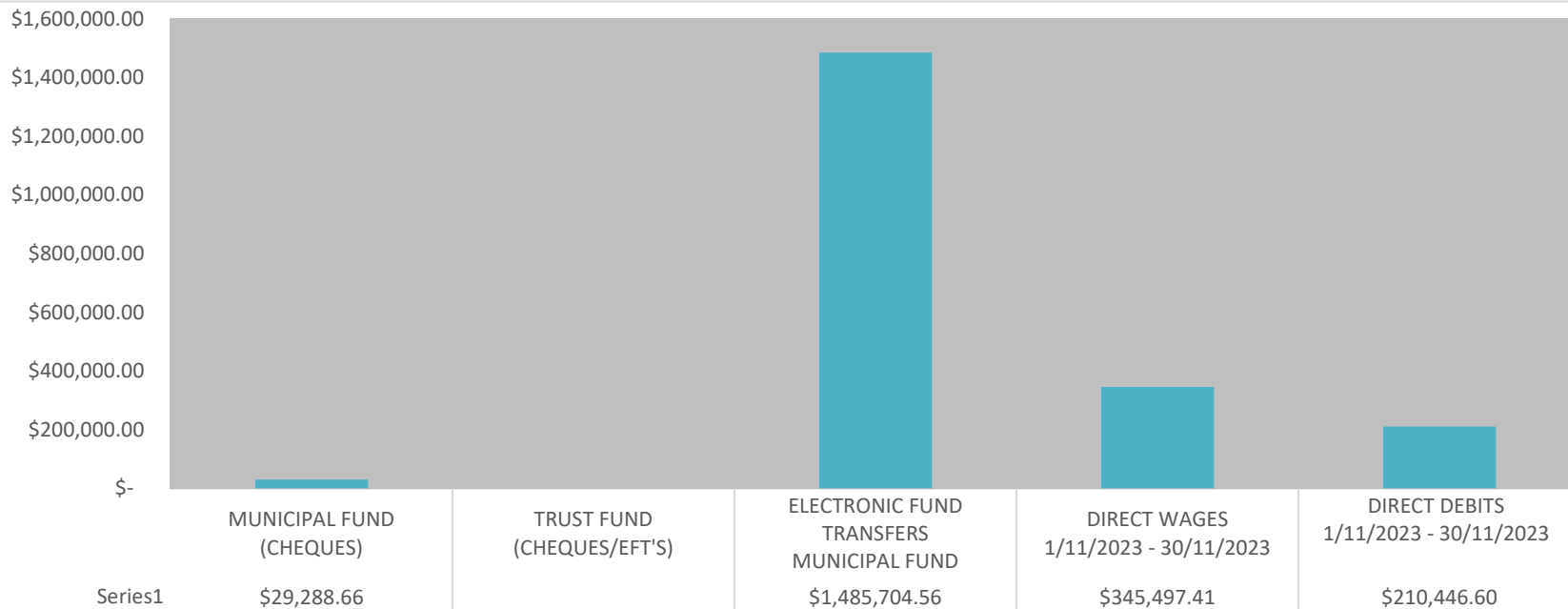




## SUMMARY OF PAYMENTS FOR THE PERIOD 1/11/2023 TO 30/11/2023

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10185 - 10196	\$ 29,288.66
TRUST FUND (CHEQUES/EFT'S)		
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	39560 - 39776	\$ 1,485,704.56
DIRECT WAGES 1/11/2023 - 30/11/2023	N/A	\$ 345,497.41
DIRECT DEBITS 1/11/2023 - 30/11/2023	N/A	\$ 210,446.60

**GRAND TOTAL: \$ 2,070,937.23**



<b>List of Accounts Due &amp; Submitted to Committee December 2023</b>			
<b>Municipal Funds Cheques November 2023</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
10185	02/11/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-764.00
10186	02/11/2023	SYNERGY	-359.71
10187	10/11/2023	SYNERGY	-5309.23
10188	10/11/2023	SHIRE OF WAROONA	-60.00
10189	10/11/2023	HELEN CARRIE WALMSLEY	-203.05
10190	16/11/2023	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY (ACMA)	-114.00
10191	16/11/2023	SYNERGY	-475.19
10192	16/11/2023	WATER CORPORATION	-11383.20
10193	24/11/2023	PETTY CASH - please pay cash	-245.75
10194	24/11/2023	SHIRE OF WAROONA - SUNDRY DEBTORS	-764.00
10195	24/11/2023	SYNERGY	-8096.75
10196	30/11/2023	SYNERGY	-1513.78
			<b>-\$ 29,288.66</b>
<b>Trust Fund Cheques/EFTs</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
NIL			
			<b>\$ -</b>
<b>Direct Debit Payments</b>			
<b>Direct Debit</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
DD22137.1	22/11/2023	WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-2.50
		<b>Waroona West Fire Brigade</b>	
	31/10/2023	Card Fee - Ref: 7583	\$ 2.50
DD22165.1	02/11/2023	BEAM SUPERANNUATION FUND	-24232.62
DD22174.1	01/11/2023	DEPARTMENT OF TRANSPORT	-4620.15
DD22176.1	08/11/2023	GOGO MEDIA	-75.90
DD22178.1	02/11/2023	DEPARTMENT OF TRANSPORT	-3167.05
DD22181.1	03/11/2023	DEPARTMENT OF TRANSPORT	-2199.20
DD22187.1	06/11/2023	DEPARTMENT OF TRANSPORT	-3993.40
DD22192.1	07/11/2023	FLEET CARE PTY LTD	-2169.92
DD22194.1	07/11/2023	DEPARTMENT OF TRANSPORT	-5555.45
DD22203.1	08/11/2023	DEPARTMENT OF TRANSPORT	-8956.45
DD22208.1	09/11/2023	DEPARTMENT OF TRANSPORT	-3261.00
DD22210.1	13/11/2023	DEPARTMENT OF TRANSPORT	-10490.45
DD22212.1	13/11/2023	DEPARTMENT OF TRANSPORT	-776.35
DD22217.1	14/11/2023	DEPARTMENT OF TRANSPORT	-2165.05
DD22220.1	15/11/2023	DEPARTMENT OF TRANSPORT	-6220.10

DD22222.1	29/11/2023	TELAIR PTY LTD		-1131.70
DD22225.1	16/11/2023	DEPARTMENT OF TRANSPORT		-12458.15
DD22228.1	17/11/2023	DEPARTMENT OF TRANSPORT		-4109.55
DD22232.1	20/11/2023	DEPARTMENT OF TRANSPORT		-3262.45
DD22239.1	22/11/2023	BEAM SUPERANNUATION FUND		-24323.38
DD22247.1	28/11/2023	AMPOL CARD		-1150.52
		<b>Preston Beach Fire Brigade</b>		
	05/10/2023	Fuel - Ref: E026693	\$ 145.53	
	12/10/2023	Fuel - Ref: E031846	\$ 85.23	
	15/10/2023	Fuel - Ref: E032080	\$ 126.00	
	19/10/2023	Fuel - Ref: E032425	\$ 94.55	
	21/10/2023	Fuel - Ref: E055003	\$ 125.02	
	22/10/2023	Fuel - Ref: E017023	\$ 167.55	
	22/10/2023	Fuel - Ref: E017024	\$ 17.82	
	24/10/2023	Fuel - Ref: E032716	\$ 103.80	
	25/10/2023	Fuel - Ref: E032831	\$ 160.22	
	28/10/2023	Fuel - Ref: E033059	\$ 124.80	
		<b>Total</b>	<b>\$ 1,150.52</b>	
DD22249.1	21/11/2023	DEPARTMENT OF TRANSPORT		-20903.40
DD22256.1	22/11/2023	DEPARTMENT OF TRANSPORT		-4600.50
DD22259.1	23/11/2023	DEPARTMENT OF TRANSPORT		-7037.10
DD22262.1	24/11/2023	DEPARTMENT OF TRANSPORT		-7785.65
DD22271.1	27/11/2023	DEPARTMENT OF TRANSPORT		-6647.20
DD22277.1	28/11/2023	DEPARTMENT OF TRANSPORT		-6478.95
DD22280.1	30/11/2023	BEAM SUPERANNUATION FUND		-23651.96
DD22283.1	29/11/2023	DEPARTMENT OF TRANSPORT		-3820.15
DD22288.1	30/11/2023	DEPARTMENT OF TRANSPORT		-5200.35
			<b>-\$</b>	<b>210,446.60</b>
<b>Municipal Electronic Funds Transfers</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>		<b>Amount</b>
EFT39560	02/11/2023	BUNNINGS MANDURAH		-428.60
EFT39561	02/11/2023	KLEEN WEST DISTRIBUTORS		-2562.40
EFT39562	02/11/2023	COTTAGE & ENGINEERING SURVEYS		-4162.00
EFT39563	02/11/2023	PUBLIC LIBRARIES WA		-250.00
EFT39564	02/11/2023	ESTUARY BOBCATS		-45567.50
EFT39565	02/11/2023	HEATLEYS SAFETY & INDUSTRIAL		-285.25
EFT39566	02/11/2023	T-QUIP		-1280.50
EFT39567	02/11/2023	OPTUS BILLING SERVICES		-1443.98
EFT39568	02/11/2023	CITY & REGIONAL FUELS		-11172.57
EFT39569	02/11/2023	DE NADA ENGINEERING SURVEYS PTY LTD		-220.00

EFT39570	02/11/2023 SURVEYING SOUTH	-2673.00
EFT39571	02/11/2023 WHITCROFT IT	-607.50
EFT39572	02/11/2023 MCG ARCHITECTS PTY LTD	-8937.50
EFT39573	02/11/2023 SEA 2 SCARP AIR CONDITIONING & REFRIGERATION SERVICES	-440.00
EFT39574	02/11/2023 TEAM GLOBAL EXPRESS PTY LTD	-707.20
EFT39575	02/11/2023 EPCAD	-8427.38
EFT39576	02/11/2023 SAPIO PTY LTD	-27573.32
EFT39577	02/11/2023 THE REC WAROONA	-1029.00
EFT39578	02/11/2023 AUSTRALIAN SERVICES UNION	-130.50
EFT39579	02/11/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-262.76
EFT39580	02/11/2023 GOLDEN GLASS	-1254.00
EFT39581	02/11/2023 SOUTH WEST ISUZU	-423.06
EFT39582	02/11/2023 KENNARDS HIRE	-886.00
EFT39583	02/11/2023 LANE FORD (WA AUTOMOTIVE)	-49863.05
EFT39584	02/11/2023 PEEL H2O SOLUTIONS	-1801.65
EFT39585	02/11/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-136.00
EFT39586	02/11/2023 ST JOHN AMBULANCE ( BELMONT )	-345.75
EFT39587	02/11/2023 WAROONA NEWS	-115.85
EFT39588	02/11/2023 WURTH AUSTRALIA PTY LTD	-1820.20
EFT39589	02/11/2023 COMBINED ROOF SOLUTIONS	-2046.00
EFT39590	06/11/2023 AUSTRALIA POST (NEW)	-1974.97
EFT39591	10/11/2023 NATALIE DALE VALLANCE T/A MUCHEA TREE FARM	-433.00
EFT39592	10/11/2023 DRY KIRKNESS (AUDIT) PTY LTD	-1650.00
EFT39593	10/11/2023 WAROONA JUNIOR FOOTBALL CLUB	-165.00
EFT39594	10/11/2023 CORNERSTONE LEGAL	-1100.00
EFT39595	10/11/2023 PETES TREEWORX	-8184.00
EFT39596	10/11/2023 BUILDING COMMISSION (BUILDING AND ENERGY)	-1887.33
EFT39597	10/11/2023 T-QUIP	-1615.20
EFT39598	10/11/2023 D & E DIESEL SERVICES	-58032.61
EFT39599	10/11/2023 SURVEYING SOUTH	-3861.00
EFT39600	10/11/2023 SJ TRAFFIC MANAGEMENT	-22851.40
EFT39601	10/11/2023 SUSANN ELIZABETH PERCIVAL	-799.00
EFT39602	10/11/2023 SCOPE BUSINESS IMAGING	-1242.02
EFT39603	10/11/2023 HARVEY PLUMBING AND GAS	-2921.71
EFT39604	10/11/2023 JOSH COWLING PHOTOGRAPHY	-630.00
EFT39605	10/11/2023 FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL	-4640.03
EFT39606	10/11/2023 WAROONA ROADHOUSE	-2398.41
EFT39607	10/11/2023 ROBYN CLARKE (MLA)	-180.00
EFT39608	10/11/2023 MEERILINGA CHILDREN AND COMMUNITY FOUNDATION INC	-72.62
EFT39609	10/11/2023 PERTH MEDICAL VOLUNTEERS INC	-762.30

EFT39610	10/11/2023 A & L PRINTERS PTY LTD	-1205.00
EFT39611	10/11/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-525.93
EFT39612	10/11/2023 DE ROSAS HIGHWAY MOTORS	-109.15
EFT39613	10/11/2023 GYMCARE	-1846.91
EFT39614	10/11/2023 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-588.00
EFT39615	10/11/2023 LGIS LIABILITY	-141443.66
EFT39616	10/11/2023 RIGGS AUTO CENTRE	-362.00
EFT39617	10/11/2023 THE WEST AUSTRALIAN (HARVEY REPORTER)	-2664.83
EFT39618	10/11/2023 SHIRE OF MURRAY	-11553.60
EFT39619	10/11/2023 SOU WESTOS CLEANING SERVICE	-594.00
EFT39620	10/11/2023 WESTERN POWER	-5891.70
EFT39621	10/11/2023 WAROONA IGA	-843.92
EFT39622	10/11/2023 MITRE 10	-669.20
EFT39623	16/11/2023 VICTOR'S GOURMET DELIGHTS	-113.63
EFT39624	16/11/2023 PETES TREEWORX	-4222.64
EFT39625	16/11/2023 RENIER & CHRISTINE THEELEN	-699.30
EFT39626	16/11/2023 COATES CIVIL CONSULTING	-770.00
EFT39627	16/11/2023 ESTUARY BOBCATS	-13158.75
EFT39628	16/11/2023 HEATLEYS SAFETY & INDUSTRIAL	-630.92
EFT39629	16/11/2023 AUDREY ALISON CRABB (PAPILLON GLASS)	-48.75
EFT39630	16/11/2023 D & E DIESEL SERVICES	-4241.77
EFT39631	16/11/2023 SURVEYING SOUTH	-1881.00
EFT39632	16/11/2023 EQUIPPED EARTHWORKS	-22759.00
EFT39633	16/11/2023 HELLO PERTH	-1072.50
EFT39634	16/11/2023 TRICIA MICHELLE DALLING	-33.75
EFT39635	16/11/2023 EVERLYN STURGES	-247.50
EFT39636	16/11/2023 PETER FOEKEN	-59.63
EFT39637	16/11/2023 LOCKDOWN SECURITY	-225.00
EFT39638	16/11/2023 COUGAR SAND SUPPLIES	-1233.46
EFT39639	16/11/2023 WAROONA WAGERUP YARLOOP MEALS ON WHEELS	-1000.00
EFT39640	16/11/2023 DAVREY GROWERS	-104.25
EFT39641	16/11/2023 KATHLEEN ELIZABETH COLE	-153.63
EFT39642	16/11/2023 TEAM GLOBAL EXPRESS PTY LTD	-606.44
EFT39643	16/11/2023 ZINNIA FLORAL DESIGNS	-145.00
EFT39644	16/11/2023 LITTLE FARM HONEY - MAREE ELLIS	-180.75
EFT39645	16/11/2023 LETITIA CLIFTON	-90.00
EFT39646	16/11/2023 PENELOPE ELLIOTT (Hidden Gem Designs)	-37.45
EFT39647	16/11/2023 TINA MAREE CURULLI	-94.50
EFT39648	16/11/2023 TOTAL TOOLS MANDURAH	-20.80
EFT39649	16/11/2023 HELEN THERESE HENDERSON (art mirrors australia)	-90.00
EFT39650	16/11/2023 NAME BADGES INTERNATIONAL	-72.49

EFT39651	16/11/2023 LYN MANIZ	-25.88
EFT39652	16/11/2023 SAMSON BROOK SOUTH (FAIRY WREN) (PETA HOGARTH)	-26.25
EFT39653	16/11/2023 LYNETTE ANNE CLARK	-21.38
EFT39654	16/11/2023 DALE TARRANT	-441.00
EFT39655	16/11/2023 MARCIA EWING	-279.90
EFT39656	16/11/2023 PAMELA MARJETTA WATTS	-30.00
EFT39657	16/11/2023 HELEN GRACE PRATT	-20.70
EFT39658	16/11/2023 GREG LUCAS	-234.85
EFT39659	16/11/2023 NATASA TUIVAGA-WILSON	-300.00
EFT39660	16/11/2023 VICTOR WEBB	-81.75
EFT39661	16/11/2023 HIP POCKET WORKWEAR	-138.42
EFT39662	16/11/2023 J & K REED CONSTRUCTIONS	-70197.60
EFT39663	16/11/2023 SUCCESSFUL PROJECTS	-712.25
EFT39664	16/11/2023 W.L PRANGNELL	-10873.50
EFT39665	16/11/2023 TIMBER INSIGHT	-13901.14
EFT39666	16/11/2023 ROOF ACCESS WA PTY LTD	-4968.70
EFT39667	16/11/2023 ALTRONIC DISTRIBUTORS PTY LTD	-10.00
EFT39668	16/11/2023 CLEANAWAY	-41172.93
EFT39669	16/11/2023 CURTIS ELECTRICAL CONTRACTING PTY LTD	-975.57
EFT39670	16/11/2023 DE ROSAS HIGHWAY MOTORS	-323.40
EFT39671	16/11/2023 JR & A HERSEY PTY LTD	-586.63
EFT39672	16/11/2023 HARVEY COURIER	-94.41
EFT39673	16/11/2023 IT VISION	-628.32
EFT39674	16/11/2023 ISWEEP TOWN & COUNTRY	-2937.00
EFT39675	16/11/2023 INKSPOT PRINTING	-71.50
EFT39676	16/11/2023 JASON SIGNMAKERS	-1214.00
EFT39677	16/11/2023 SOUTH WEST ISUZU	-473.51
EFT39678	16/11/2023 LANDGATE	-30.50
EFT39679	16/11/2023 MJB INDUSTRIES	-7643.57
EFT39680	16/11/2023 McLEODS	-10605.65
EFT39681	16/11/2023 PFD FOOD SERVICES PTY LTD	-2752.30
EFT39682	16/11/2023 PEEL H2O SOLUTIONS	-255.40
EFT39683	16/11/2023 PISCONERI FAMILY TRUST	-11777.40
EFT39684	16/11/2023 ROYAL LIFESAVING SOC OF AUST	-74.25
EFT39685	16/11/2023 RIGGS AUTO CENTRE	-3630.00
EFT39686	16/11/2023 SYNERGY - STREETLIGHT ACCOUNT	-17812.82
EFT39687	16/11/2023 ST JOHN AMBULANCE ( BELMONT )	-515.27
EFT39688	16/11/2023 SHIRE OF MURRAY	-5174.40
EFT39689	16/11/2023 SOUTHERN LOCK & SECURITY	-38.25
EFT39690	16/11/2023 MOORE AUSTRALIA (WA) PTY LTD	-275.00
EFT39691	16/11/2023 WAROONA SMASH REPAIRS	-750.00

EFT39692	16/11/2023 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)			-671.55
EFT39693	16/11/2023 WAROONA SEPTICS			-49.50
EFT39694	16/11/2023 MITRE 10			-174.53
EFT39695	16/11/2023 CAFE WAROONA			-1504.25
EFT39696	16/11/2023 AUDREY ISOBEL SMITH			-94.50
EFT39697	16/11/2023 PAULINE BONNER			-43.20
EFT39698	16/11/2023 JEANETTE AUDINO (Beadsparklez)			-135.27
EFT39699	16/11/2023 CHRISTINE HYDE			-744.75
EFT39700	16/11/2023 SANDRA HEPTON			-147.15
EFT39701	16/11/2023 JANET BURNE			-405.00
EFT39702	16/11/2023 JENNIFER IRENE STOKES			-28.13
EFT39703	21/11/2023 NATIONAL AUSTRALIA BANK			-4961.64
<b>Chief Executive Officer</b>				
	29/09/2023 Fairfax Media - Ref: 74564723271		\$	17.00
	27/10/2023 NAB Card Fee - Ref: 74557043300		\$	9.00
		<b>Total CEO</b>	<b>\$</b>	<b>26.00</b>
<b>Director Corporate and Community Services</b>				
	03/10/2023 Waroona Licensing Centre - Ref: 01532153595		\$	261.00
	27/10/2023 NAB Card Fee - Ref: 74557043300		\$	9.00
		<b>Total DCCS</b>	<b>\$</b>	<b>270.00</b>
<b>Manager Corporate Services</b>				
	03/10/2023 Google Australia - Ref: 74773883274			\$399.17
	20/10/2023 Officeworks - Ref: 74363963292			\$44.80
	27/10/2023 NAB Card Fee - Ref: 74557043300			\$9.00
		<b>Total MCS</b>	<b>\$</b>	<b>452.97</b>
<b>Director Infrastructure and Development Services</b>				
	09/10/2023 Local Government Professionals - Ref: 74940523278			\$1,450.00
	12/10/2023 Swan Towing - Ref: 74466023284		\$	1,001.00
	27/10/2023 NAB Card Fee - Ref: 74557043300		\$	9.00
		<b>Total DIDS</b>		<b>\$2,460.00</b>
<b>Visitor Centre Manager</b>				
	09/10/2023 Toa Café Mandurah - Ref: 74742723278		\$	45.00
	27/10/2023 NAB Card Fee - Ref: 74557043300		\$	9.00
		<b>Total VCM</b>	<b>\$</b>	<b>54.00</b>

<b>Building Maintenance Coordinator</b>		
26/10/2023	Altronics Distributors Perth - Ref: 01608220836	\$ 10.00
27/10/2023	Reece Australia - Ref: 01115562488	\$ 610.68
27/10/2023	NAB Card Fee - Ref: 74557043300	\$ 9.00
	<b>Total BMC</b>	<b>\$ 629.68</b>
<b>Executive Assistant</b>		
03/10/2023	Pinjarra Bakery - Ref: 74773883275	\$ 105.90
13/10/2023	Kitchen Warehouse - Ref: 74564453285	\$ 57.30
27/10/2023	NAB Card Fee - Ref: 74557043300	\$ 9.00
	<b>Total EA</b>	<b>\$ 172.20</b>
<b>Manager Community and Communications</b>		
06/10/2023	Sportspower Pinjarra - Ref: 01643314028	\$ 100.00
09/10/2023	Magic Barn Fairy Garden - Ref: 74064143279	\$ 50.00
10/10/2023	BB Australia - Ref: 74773883281	\$ 50.00
26/10/2023	Shire of Waroona - Ref: 01303133675	\$ 99.45
27/10/2023	NAB Card Fee - Ref: 74557043300	\$ 9.00
	<b>Total MCC</b>	<b>\$ 308.45</b>
<b>Manager Works and Waste Services</b>		
02/10/2023	Ascent Footwear - Ref: 74201333272	\$ 229.99
12/10/2023	Mitre 10 Waroona - Ref: 01410142740	\$ 100.40
23/10/2023	Auto One Pinjarra - Ref: 74249233294	\$ 248.95
27/10/2023	NAB Card Fee - Ref: 74557043300	\$ 9.00
	<b>Total MWWS</b>	<b>588.34</b>
EFT39704	22/11/2023 HOLCIM AUSTRALIA PTY LTD T/A HUMES	-6139.41
EFT39705	24/11/2023 PETES TREEWORX	-4255.63
EFT39706	24/11/2023 CR KAREN ODORISIO	-100.00
EFT39707	24/11/2023 P & A MACKENZIE PTY LTD	-457.21
EFT39708	24/11/2023 CR CHARLIE CLARKE	-100.00
EFT39709	24/11/2023 FUEL TECHNOLOGY	-1199.00
EFT39710	24/11/2023 THE DISTRIBUTORS PERTH	-1051.15
EFT39711	24/11/2023 TEAM GLOBAL EXPRESS PTY LTD	-145.56
EFT39712	24/11/2023 HARVEY PLUMBING AND GAS	-509.21
EFT39713	24/11/2023 CORSIGN	-114.40
EFT39714	24/11/2023 AUS CLEAN WA PTY LTD (CLEANING SERVICES)	-3135.00
EFT39715	24/11/2023 SLR CONSULTING AUSTRALIA PTY LTD	-9486.70



EFT39716	24/11/2023 PHASE3 LANDSCAPE CONSTRUCTION PTY LTD	-368797.74
EFT39717	24/11/2023 PHASE3 RETENTION BONDS	-3852.74
EFT39718	24/11/2023 ANDERSON CONSTRUCTION	-250.00
EFT39719	24/11/2023 AUSTRALIAN SERVICES UNION	-130.50
EFT39720	24/11/2023 COCA -COLA AMATIL (AUST) PTY LTD	-981.76
EFT39721	24/11/2023 DE ROSAS HIGHWAY MOTORS	-1721.42
EFT39722	24/11/2023 HAMEL NURSERY	-290.00
EFT39723	24/11/2023 NOVUS WINDSCREEN REPAIRS	-2960.00
EFT39724	24/11/2023 OFFICEWORKS	-433.13
EFT39725	24/11/2023 PLANT INVESTMENTS PTY LTD	-594.00
EFT39726	24/11/2023 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-136.00
EFT39727	24/11/2023 LARRY RUSSELL SCOTT	-100.00
EFT39728	24/11/2023 TELSTRA LIMITED	-903.00
EFT39729	24/11/2023 UPTON, RG & CO	-629.00
EFT39730	24/11/2023 WORK CLOBBER	-125.10
EFT39731	24/11/2023 WAROONA RURAL SERVICES	-5261.19
EFT39732	24/11/2023 WA RANGERS ASSOCIATION	-65.00
EFT39733	24/11/2023 MITRE 10	-156.50
EFT39734	24/11/2023 JOHN ANTHONY MASON	-100.00
EFT39735	24/11/2023 CR VINCE VITALE	-100.00
EFT39736	24/11/2023 LAKE CLIFTON PROPERTIES PTY LTD	-180.00
EFT39737	27/11/2023 COLLEEN ARCHIBALD	-160.00
EFT39738	27/11/2023 SYLVIA ANITA BURDEN	-587.70
EFT39739	30/11/2023 BUNNINGS MANDURAH	-767.78
EFT39740	30/11/2023 KLEEN WEST DISTRIBUTORS	-700.81
EFT39741	30/11/2023 DATA 3	-8234.67
EFT39742	30/11/2023 B&B STREET SWEEPING PTY LTD	-6256.25
EFT39743	30/11/2023 MANDURAH TROPHIES	-298.00
EFT39744	30/11/2023 T-QUIP	-337.75
EFT39745	30/11/2023 DEPARTMENT OF PLANNING, LANDS AND HERITAGE	-280.00
EFT39746	30/11/2023 SURVEYING SOUTH	-495.00
EFT39747	30/11/2023 GREENACRES TURF GROUP	-3979.50
EFT39748	30/11/2023 TECHNOLOGY ONE	-2365.00
EFT39749	30/11/2023 ANW ENTERPRISES PTY LTD T/AS MUDDY CREEK	-1306.14
EFT39750	30/11/2023 SJ TRAFFIC MANAGEMENT	-19536.28
EFT39751	30/11/2023 WAROONA HARVEY BUS SERVICES	-192.50
EFT39752	30/11/2023 WH LOCATION SERVICES T/A ABAXA PTY LTD	-21596.30
EFT39753	30/11/2023 LOCKDOWN SECURITY	-1974.50
EFT39754	30/11/2023 WOODS OF THE WEST	-87.50
EFT39755	30/11/2023 TEAM GLOBAL EXPRESS PTY LTD	-437.56
EFT39756	30/11/2023 ELEMENT ADVISORY PTD LTD	-16500.00

EFT39757	30/11/2023	BATTERY FORCE PTY LTD	-862.00
EFT39758	30/11/2023	INDIANIC GROUP PTY LTD	-5445.00
EFT39759	30/11/2023	EPCAD	-3564.00
EFT39760	30/11/2023	SPOTLIGHT PTY LTD	-88.20
EFT39761	30/11/2023	SHANE STUART BLACK	-216.85
EFT39762	30/11/2023	AMAZON WEB SERVICES AUSTRALIA PTY LTD	-342.59
EFT39763	30/11/2023	CODEC PROJECT MANAGEMENT	-21120.00
EFT39764	30/11/2023	HUNGRY BEAR TAKEAWAY	-568.50
EFT39765	30/11/2023	E.P DRAFFIN MANUFACTURING PTY LTD	-6697.68
EFT39766	30/11/2023	OUR FUTURES INSTITUTE	-1433.00
EFT39767	30/11/2023	AMD CHARTERED ACCOUNTANTS	-1650.00
EFT39768	30/11/2023	ARROW BRONZE	-1257.98
EFT39769	30/11/2023	CJD EQUIPMENT PTY LTD	-280.43
EFT39770	30/11/2023	CHARLES HULL CONTRACTING	-116235.90
EFT39771	30/11/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	-87461.27
EFT39772	30/11/2023	SOUTH WEST ISUZU	-284.25
EFT39773	30/11/2023	PRESTIGE PRODUCTS	-339.40
EFT39774	30/11/2023	TELSTRA LIMITED	-29.00
EFT39775	30/11/2023	UPTON, RG & CO	-121.55
EFT39776	30/11/2023	MITRE 10	-1574.57
			<b>-\$ 1,485,704.56</b>
<b>Electronic Fund Transfer - Direct Salaries &amp; Wages</b>			
<b>Date</b>	<b>Name</b>	<b>Amount</b>	
01/11/2023	National Australia Bank	\$115,079.62	
22/11/2023	National Australia Bank	\$113,866.35	
29/11/2023	National Australia Bank	\$116,551.44	
			<b>\$ 345,497.41</b>
<b>Total Municipal Fund Cheques</b>		-	<b>29,288.66</b>
<b>Total Trust Fund Cheques</b>		-	<b>-</b>
<b>Total Direct Debit</b>		-	<b>210,446.60</b>
<b>Total Electronic Funds</b>		-	<b>1,485,704.56</b>
<b>Total Direct Wages</b>		-	<b>345,497.41</b>
			<b>-\$ 2,070,937.23</b>



# MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2023

# SHIRE OF WAROONA

## MONTHLY FINANCIAL REPORT



### SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

#### FOR THE PERIOD ENDED 30 NOVEMBER 2023

Statement of Financial Activity by nature & type	2
Statement of Financial Position	3
Note 1 Basis of preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of material variances	6
Note 4 Graphical Representation	7
Note 5 Cash and financial assets	8
Note 6 Reserve accounts	9
Note 7 Capital disposals and acquisitions	10 - 11
Note 8 Grants, subsidies and contributions	12
Note 9 Receivables	13
Note 10 Payables	14
Note 11 Rating information	15
Note 12 Information on borrowings	16
Note 13 Budget amendments	17
Note 14 Trust fund	18

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

SHIRE OF WAROONA  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 NOVEMBER 2023

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	8	5,812,751	5,812,751	5,797,934	(14,817)	(0%)	
Grants, Subsidies and Contributions	8	547,585	177,625	250,163	72,538	29%	▲
Fees and Charges		1,762,065	1,369,304	1,450,926	81,622	6%	▲
Interest Earnings		200,750	46,145	58,246	12,101	21%	▲
Other Revenue		179,700	112,830	60,429	(52,401)	(87%)	▼
Profit on Asset Disposal	10	92,269	3,463	0	(3,463)	(100%)	▼
Fair value adjustments to financial assets at fair value		0	0	0	0		
		<b>8,595,120</b>	<b>7,522,118</b>	<b>7,617,698</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(4,192,034)	(1,789,978)	(1,774,697)	(15,281)	(1%)	
Materials and Contracts		(4,162,701)	(1,741,820)	(1,245,371)	(496,449)	(40%)	▼
Utilities Charges		(430,915)	(186,644)	(131,169)	(55,475)	(42%)	▼
Depreciation (Non-Current Assets)		(3,444,024)	(1,390,950)	(828,762)	(562,188)	(68%)	▼
Finance Costs		(59,765)	(29,080)	(3,877)	(25,203)	(650%)	▼
Insurance Expenses		(269,610)	(269,612)	(227,587)	(42,025)	(18%)	▼
Other Expenditure		(232,623)	(71,065)	(111,637)	40,572	36%	▲
Loss on Asset Disposal	10	(9,450)	0	0	0		
		<b>(12,801,122)</b>	<b>(5,479,149)</b>	<b>(4,323,100)</b>	<b>1,156,049</b>		
Non-cash amounts excluded from operating activities		<b>3,319,673</b>	0	1,532,862	<b>1,532,862</b>		
<b>Amount attributable to operating activities</b>		<b>(886,329)</b>	<b>2,042,969</b>	<b>4,827,460</b>	<b>2,784,491</b>		
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions		7,253,961	2,728,288	3,111,676	383,388	12%	▲
Proceeds from disposal of assets	10	323,182	0	0	0		
		<b>7,577,143</b>	<b>2,728,288</b>	<b>3,111,676</b>	<b>(383,388)</b>		
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment		(1,924,528)	(590,200)	(1,084,028)	493,828	46%	▲
Payments for construction of infrastructure		(7,788,646)	(4,417,416)	(2,993,507)	(1,423,909)	(48%)	▼
		<b>(9,713,174)</b>	<b>(5,007,616)</b>	<b>(4,077,535)</b>	<b>930,081</b>		
<b>Amount attributable to investing activities</b>		<b>(2,136,031)</b>	<b>(2,279,328)</b>	<b>(965,859)</b>	<b>1,313,469</b>		
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures		100,000	0	0	0		
Transfer from reserve		383,000	0	0	0		
		<b>483,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Outflows from financing activities</b>							
Repayment of borrowings		(133,706)	0	(38,789)	(38,789)	100%	▼
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(193,538)	0	0	0		
		<b>(327,244)</b>	<b>0</b>	<b>(38,789)</b>	<b>(38,789)</b>	100%	
<b>Amount attributable to financial activities</b>		<b>155,756</b>	<b>0</b>	<b>(38,789)</b>	<b>(38,789)</b>	100%	
<b>MOVEMENT IN SURPLUS DEFICIT</b>							
Surplus or deficit at the start of the financial year		2,866,604	0	2,866,604	2,866,604		
Amount attributable to operating activities		(886,329)	2,042,969	4,827,460	2,784,491		
Amount attributable to investing activities	0	(2,136,031)	(2,279,328)	(965,859)	1,313,469		
Amount attributable to financing activities		155,756	0	(38,789)	(38,789)	100%	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>(236,359)</b>	<b>6,689,416</b>	<b>6,925,775</b>		

SHIRE OF WAROONA  
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Note	30-Jun-23	31-Oct-23
<b>Current Assets</b>			
Cash and cash equivalents	2	6,942,669	9,783,874
Trade and other receivables		1,428,867	2,025,717
Inventories		19,536	0
Other assets		9,107	478,028
<b>Total Current Assets</b>		<b>8,400,179</b>	<b>12,287,620</b>
<b>Non-Current Assets</b>			
Trade and other receivables		10,734	10,734
Other financial assets		61,117	61,117
Property, plant and equipment		47,244,611	48,019,174
Infrastructure		101,779,702	106,836,846
Right of use assets		213,494	213,494
<b>Total non-current assets</b>		<b>149,309,658</b>	<b>155,141,364</b>
<b>TOTAL ASSETS</b>		<b>157,709,837</b>	<b>167,428,985</b>
<b>Current Liabilities</b>			
Trade and other payables		2,546,158	1,544,189
Other liabilities		707,822	1,774,420
Lease liabilities		92,903	92,903
Borrowings	12	128,791	90,002
Employee related provisions		723,371	723,371
<b>Total Current Liabilities</b>		<b>4,199,045</b>	<b>4,224,885</b>
<b>Non-current Liabilities</b>			
Lease liabilities		120,591	120,591
Borrowings	12	1,533,043	1,533,043
Employee related provisions		49,605	49,605
<b>Total non-current Liabilities</b>		<b>1,703,239</b>	<b>1,703,239</b>
<b>TOTAL LIABILITIES</b>		<b>5,902,284</b>	<b>5,928,124</b>
<b>NET ASSETS</b>		<b>151,807,553</b>	<b>161,500,861</b>
<b>Equity</b>			
Retained surplus		14,014,839	21,125,212
Reserve accounts		2,290,330	2,290,329
Revaluation surplus		135,502,385	138,085,320
<b>Total Equity</b>		<b>151,807,553</b>	<b>161,500,861</b>

FOR THE PERIOD ENDED 30 NOVEMBER 2023

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

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

**Local Government Act 1995 requirements**

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

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

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

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

**The Local Government Reporting Entity**

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

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

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 annual budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 2: Statement of Financial Activity Information**

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2022	Year to Date 30 September 2023
<b>Current assets</b>		
Cash and cash equivalents	6,942,669	9,783,874
Trade and other receivables	485,211	1,002,230
Inventories	19,536	0
Other assets	9,107	478,028
<b>Total current assets</b>	<b>7,456,523</b>	<b>11,264,133</b>
<b>Current liabilities</b>		
Trade and other payables	(1,591,768)	(509,967)
Other liabilities	(707,822)	(1,774,420)
<b>Total current liabilities</b>	<b>(2,299,590)</b>	<b>(2,284,387)</b>
<b>Net current assets</b>	<b>5,156,933</b>	<b>8,979,746</b>
<b>less: Total adjustments to net current assets</b>	<b>(2,290,330)</b>	<b>(2,290,330)</b>
<b>Closing funding surplus/deficit</b>	<b>2,866,604</b>	<b>6,689,416</b>

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

2b. Non-cash amounts excluded from operating activities	YTD Budget (a)	YTD Actual (b)
<b>Adjustments to operating activities</b>		
Less: Profit on asset disposals	(92,269)	0
Less: Fair value adjustment to financial assets	0	0
Add: Non-cash contributions	0	704,100
Add: Loss on asset disposals	9,450	0
Add: Depreciation	3,444,024	828,762
Add: Movement in employee provisions	(41,532)	0
<b>Total current assets</b>	<b>3,319,673</b>	<b>1,532,862</b>

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

**Adjustments to net current assets**

Less: Reserve accounts	(2,100,868)	(2,290,329)
<b>Total adjustments to net current assets</b>	<b>(2,100,868)</b>	<b>(2,290,329)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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



FOR THE PERIOD ENDED 30 NOVEMBER 2023

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

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

**3.1 Revenue from operating activities****The following activities were identified as having a material variance in accordance with Council Policy:****Grants, subsidies and contributions**

Income is higher than budgeted due budget profile settings.

**Fees and Charges**

Income is higher than budgeted due to budger profile settings for fees and charges.

**Interest Revenue**

Income is higher than anticipated due to budget profile settings for interest earnings.

**Other Revenue**

Income is lower than anticipated due to budget profile settings for other revenue.

**Profit on asset disposals**

Income is lower than anticipated due to budget profile settings for sale of assets.

**3.2 Expenditure from operating activities****The following activities were identified as having a material variance in accordance with Council Policy:****Materials and contracts**

Expenses are lower due to delays in project expenditure and budget profile settings.

**Utility charges**

Utility charges are lower due to budget profile settings.

**Depreciation**

Depreciation costs are lower due to early agenda cut-off, depreciation for Oct to be calculated and applied.

**Insurance**

Insurance costs are lower due to budget profile settings.

**Other expenditure**

Other expenditure funds are higher than budgeted due to budget profile settings.

**3.3 Inflows from investing activities****The following activities were identified as having a material variance in accordance with Council Policy:****Proceeds from capital grants, subsidies and contributions**

Income is higher than budgeted due to grant income received earlier than expected.

**#### Outflows from investing activities****The following activities were identified as having a material variance in accordance with Council Policy:****Payments for property, plant and equipment**

Expenditure is lower than budgeted due to budget profile settings.

**Payments for construction of infrastructure**

Expenditure is lower than budgeted due to budget profile settings.

**#### Inflows from financing activities****The following activities were identified as having a material variance in accordance with Council Policy:**

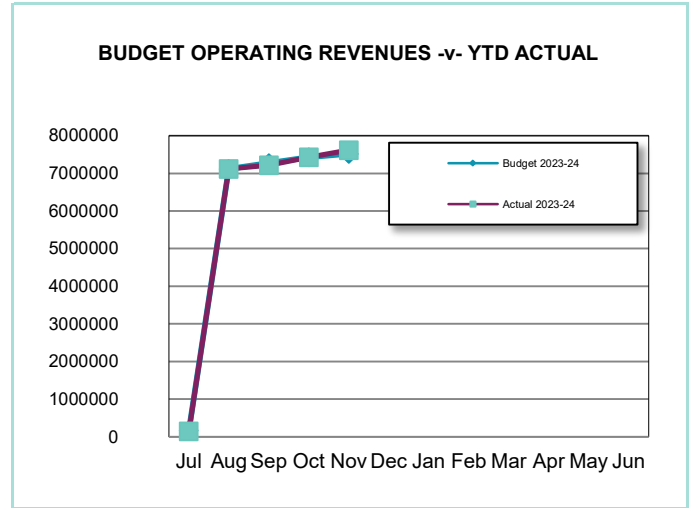
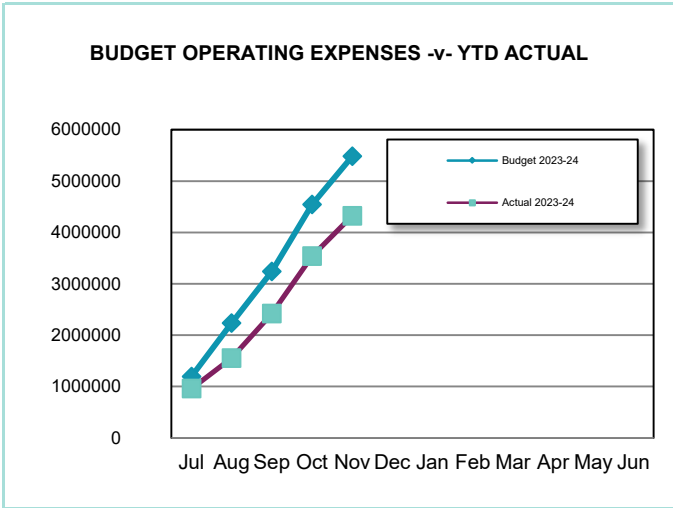
Nil

**#### Outflows from financing activities****The following activities were identified as having a material variance in accordance with Council Policy:**

Nil

**NOTE 4 - Graphical Representation - Source Statement of Financial Activity**

**OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION**



Comments/Notes - Operating Expenses & Revenues

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 5: Cash and Financial Assets**

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Account		2,987,188				2,987,188	NAB	
Cash on Hand		1,750				1,750	NAB	
Trust Account				115,819		115,819	NAB	
<b>(b) Term Deposits</b>								
Sporting Reserve	5.40%		74,849			74,849	NAB	3/01/2024
Building Asset Maintenance Reserve	5.40%		102,203			102,203	NAB	3/01/2024
Recreation Centre Building Maintenance Reserve	5.40%		72,895			72,895	NAB	3/01/2024
Preston Beach Volunteer Rangers Reserve	5.40%		69,789			69,789	NAB	3/01/2024
Emergency Assistance Reserve	5.40%		110,387			110,387	NAB	3/01/2024
Works Depot Redevelopment	5.40%		83,618			83,618	NAB	3/01/2024
Council Building Construction Reserve	5.40%		172,137			172,137	NAB	3/01/2024
Information Technology Reserve	5.40%		100,887			100,887	NAB	3/01/2024
Footpath Construction Reserve	5.40%		33,190			33,190	NAB	3/01/2024
Plant Reserve	5.40%		238,681			238,681	NAB	3/01/2024
Staff Leave Reserve	5.40%		15,408			15,408	NAB	3/01/2024
Strategic Planning Reserve	5.40%		20,795			20,795	NAB	3/01/2024
Waste Management Reserve	5.40%		1,099,481			1,099,481	NAB	3/01/2024
History Book Reprint Reserve	5.40%		10,848			10,848	NAB	3/01/2024
Risk & Insurance Reserve	5.40%		9,601			9,601	NAB	3/01/2024
Drakesbrook Cemetery Reserve	5.40%		75,561			75,561	NAB	3/01/2024
<b>(c) Investments</b>								
Trust Term Deposit 1	4.13%			500,000		500,000	Bendigo	4/12/2023
Trust Term Deposit 2	4.78%			500,000		500,000	Bendigo	2/04/2024
Trust Term Deposit 3	5.10%			1,000,000		1,000,000	NAB	3/01/2024
Muni Deposit 1	4.10%				1,000,000	1,000,000	Bendigo	6/02/2024
Muni Deposit 2	4.13%				500,000	500,000	Bendigo	4/12/2023
Muni Deposit 3	4.83%				1,000,000	1,000,000	Bendigo	6/03/2024
Muni Deposit 4	4.10%				1,000,000	1,000,000	Bendigo	6/12/2023
Muni Deposit 5	4.36%				800,000	800,000	Bendigo	12/01/2024
Muni Deposit 6	4.48%				500,000	500,000	Bendigo	3/01/2024
<b>TOTAL</b>		<b>2,988,938</b>	<b>2,290,330</b>	<b>2,115,819</b>	<b>4,800,000</b>	<b>12,195,088</b>		

**KEY INFORMATION**

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

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

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

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 6: Cash Backed Reserve**

Reserve Name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$			\$	\$	\$	\$	\$
Sporting	74,849	0	0	0	74,849	74,849	0	0	0	74,849
Council Building Maintenance	102,203	0	42,000	0	144,203	102,203	0	0	0	102,203
Rec Centre Building Maintenance	72,895	0	0	0	72,895	72,895	0	0	0	72,895
Preston Beach Volunteer Rangers	69,789	0	12,882	0	82,671	69,789	0	0	0	69,789
Emergency Assistance	110,387	0	0	0	110,387	110,387	0	0	0	110,387
Works Depot Redevelopment	83,618	0	0	0	83,618	83,618	0	0	0	83,618
Council Building Construction	172,137	0	0	(15,000)	157,137	172,137	0	0	0	172,137
Information Technology	100,887	0	0	0	100,887	100,887	0	0	0	100,887
Footpath Construction	33,190	0	0	0	33,190	33,190	0	0	0	33,190
Plant Replacement	238,681	0	0	(113,000)	125,681	238,681	0	0	0	238,681
Staff Leave	15,408	0	0	0	15,408	15,408	0	0	0	15,408
Strategic Planning	20,795	0	0	(20,000)	795	20,795	0	0	0	20,795
Waste Management	1,099,481	0	138,206	(200,000)	1,037,687	1,099,481	0	0	0	1,099,481
History Book Reprint	10,848	0	450	0	11,298	10,848	0	0	0	10,848
Risk & Insurance	9,601	0	0	0	9,601	9,601	0	0	0	9,601
Drakesbrook Cemetery	75,561	0	0	(35,000)	40,561	75,561	0	0	0	75,561
<b>Total</b>	<b>2,290,330</b>	<b>0</b>	<b>193,538</b>	<b>(383,000)</b>	<b>2,100,868</b>	<b>2,290,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,290,330</b>

FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 7: Capital Disposals and Acquisitions**

Profit(Loss) of Asset Disposal				Disposals		Current Budget		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog	\$	\$	\$	
5204	0	0	0	CA	Officer vehicle	35,000	0	(35,000) ▼
0574	0	0	0	Gov	Officer vehicle	53,000	0	(53,000) ▼
0924	0	0	0	L,O & PS	Ranger vehicle	67,916	0	(67,916) ▼
0924	0	0	0	L,O & PS	Ranger vehicle	55,000	0	(55,000) ▼
0924	0	0	0	L,O & PS	ATV - Volunteer rangers	18,000	0	(18,000) ▼
7154	0	0	0	R & C	Officer vehicle	34,000	0	(34,000) ▼
3534	0	0	0	Trans	Officer vehicle	44,976	44,976	0
3554	0	0	0	Trans	Tandem tip truck	266,000	0	(266,000) ▼
3554	0	0	0	Trans	Mower	20,000	0	(20,000) ▼
3554	0	0	0	Trans	Mazda BT-TO Ute (P0036)	40,000	0	(40,000) ▼
3554	0	0	0	Trans	Holden Colorado Single Cab (P0112)	42,000	0	(42,000) ▼
3554	0	0	0	Trans	Holden Colorado Single Cab (P0107)	38,987	0	(38,987) ▼
3554	0	0	0	Trans	Holden Colorado Single Cab (P0113)	40,000	0	(40,000) ▼
	0	0	0		<b>TOTALS</b>	<b>754,879</b>	<b>44,976</b>	<b>(709,903)</b>

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$	
				<b>Property, Plant &amp; Equipment</b>				
677,549	0	0	677,549		Land and Buildings	796,149	844,365	48,216 ▲
0	313,000	0	313,000		Plant & Equipment	998,879	218,418	(780,461) ▼
0	0	0	0		Furniture & Equipment	38,500	21,245	(17,255) ▼
				<b>Infrastructure</b>				
1,548,001	0	0	1,548,001		Roadworks	2,226,827	386,726	(1,840,101) ▼
4,852,921	0	450,000	5,302,921		Other Infrastructure	5,561,819	2,571,563	(2,990,256) ▼
<b>7,078,471</b>	<b>313,000</b>	<b>450,000</b>	<b>7,841,471</b>		<b>Totals</b>	<b>9,622,174</b>	<b>4,042,317</b>	<b>(5,579,857)</b>

Contributions				Land & Buildings		Current Budget		
Grants/Cont	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$	Prog	Description	\$	\$	\$
0	0	0	0	CA	Preston Beach ablution plumbing work	25,000	0	(25,000) ▼
139,346	0	0	139,346	CA	DPIRD building renovations & redesign	139,346	707,202	567,856 ▲
0	0	0	0	E & W	Senior Citizens fascia and gutters	25,000	0	(25,000) ▼
357,170	0	0	357,170	Gov	Administration Office - disability access	357,170	0	(357,170) ▼
0	0	0	0	Health	Community Resource Centre - Roof repairs	12,000	0	(12,000) ▼
181,033	0	0	181,033	L,O & PS	Preston Beach Bush Fire Brigade Shed	181,033	134,787	(46,246) ▼
0	0	0	0	R & C	Waroona Public Library - Roof repairs	25,000	0	(25,000) ▼
0	0	0	0	R & C	Roof Repairs at the Rec Centre	31,600	2,376	(29,224) ▼
0	0	100,000	100,000	O,P & S	Land development - Preston Beach	100,000	0	(100,000) ▼
<b>677,549</b>	<b>0</b>	<b>0</b>	<b>677,549</b>		<b>Totals</b>	<b>796,149</b>	<b>844,365</b>	<b>48,216</b>

FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 7: Capital Disposals and Acquisitions**

Contributions				Plant & Equipment		Current Budget		
Grants	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance (Under)Over
0	200,000	0	200,000	CA	Refuse Site CAT Compactor	200,000	172,960	(27,040) ▼
0	0	0	0	CA	New vehicle - Parks & Gardens	20,000	0	(20,000) ▼
0	0	0	0	E & W	Replace MCCA vehicle	35,000	0	(35,000) ▼
0	0	0	0	Gov	Replace DCCA vehicle	53,000	0	(53,000) ▼
0	0	0	0	L,O & PS	Replace ranger vehicles	140,916	0	(140,916) ▼
0	0	0	0	R & C	Replace MRS vehicle	34,000	0	(34,000) ▼
0	0	0	0	Trans	Replace MWWS vehicle	44,976	44,976	(0) ▼
0	113,000	0	113,000	Trans	Plant Replacement inc Tip Truck	446,987	0	(446,987) ▼
0	0	0	0	Trans	Minor tools & equipment	24,000	482	(23,518) ▼
0	313,000	0	313,000		<b>Totals</b>	<b>998,879</b>	<b>218,418</b>	<b>(780,461)</b>

Contributions				Furniture & Equipment		Current Budget		
Grants	Reserves	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance (Under)Over
0	0	0	0	Health	Waroona Community Centre - Airconditioner	18,500	0	(18,500) ▼
0	0	0	0	L,O & PS	Drakesbrook Weir CCTV	20,000	21,245	1,245 ▲
0	0	0	0		<b>Totals</b>	<b>38,500</b>	<b>21,245</b>	<b>(17,255)</b>

Contributions				Infrastructure - Roads		Current Budget		
Grants	Reserves	Borrow	Total			This Year		
\$	\$	\$	\$			Budget	Actual	Variance (Under)Over
255,768	0	0	255,768	Trans	Roads to Recovery	274,432	79,159	195,273 ▼
1,292,233	0	0	1,292,233	Trans	Roads Works Total Construction	1,952,395	307,567	1,644,828 ▼
1,548,001	0	0	1,548,001		<b>Totals</b>	<b>2,226,827</b>	<b>386,726</b>	<b>1,840,101</b>

Contributions				Other Infrastructure		Current Budget		
Grants	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$			Budget	Actual	Variance (Under)Over
0	0	0	0	CA	Transfer station construction	20,000	0	(20,000) ▼
0	0	0	0	CA	Townsite drainage works	90,000	25,578	(64,422) ▼
0	0	0	0	CA	Drakesbrook Cemetery upgrade	35,000	34,680	(320) ▼
4,164,401	0	450,000	4,614,401	Econ Ser	Waroona Community Precinct	4,614,401	2,355,653	(2,258,748) ▼
30,000	0	0	30,000	L,O & PS	Digital Fire Rating sign	32,898	0	(32,898) ▼
0	0	0	0	R & C	Centennial Park replace leach drains	8,000	0	(8,000) ▼
14,000	0	0	14,000	R & C	Waroona Bowling Club remedial works	28,000	30,400	2,400 ▲
644,520	0	0	644,520	R & C	Weir / Boardwalk / Lake Clifton Reserve	657,520	125,252	(532,268) ▼
0	0	0	0	Trans	Footpath upgrades	76,000	0	(76,000) ▼
4,852,921	0	450,000	5,302,921		<b>Totals</b>	<b>5,561,819</b>	<b>2,571,563</b>	<b>(2,990,256)</b>

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

NOTE 8: Grants, subsidies and contributions

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at	Increase in	Spent	Current	Annual	Budget	YTD	Remaining
		1 July 2023	liability	Funds	Contract				
		\$	\$	\$	Asset/Liability	\$	\$	\$	\$
Australia Day celebrations	Australia Day Council	0	0	0	0	10,000	0	0	10,000
Ebb & Flow	Ebb & Flo	0	2,750	0	2,750	0	0	2,750	0
Emergency Services Dinner	Volunteering WA	0	0	0	0	1,000	0	0	1,000
E-Waste Infrastructure	Dept Water & Environ	0	17,000	(338)	16,662	17,000	0	17,000	0
Meerilinga Childrens Week	Meerilinga	0	500	(500)	0	0	0	500	0
Mitigation Activity Fund 23/24 Round 1	Dept Fire & Emer Services	0	36,220	(36,220)	0	36,220	0	36,220	0
Mitigation Activity Fund 23/24 Round 2	Dept Fire & Emer Services	0	9,000	0	9,000	18,000	0	9,000	9,000
NAIDOC Week	Dept Prime Min & Cab	0	0	0	0	2,000	0	0	2,000
Place management partnership 2022	Alcoa of Australia	8,210	0	0	8,210	8,210	0	8,210	0
Seniors Week	Seniors WA	0	1,000	(543)	457	0	0	1,000	0
Thank a Volunteer Breakfast	Dept of Communities	0	1,000	0	1,000	0	0	1,000	0
Waroona Connect 2021	Alcoa of Australia	215	0	(215)	(0)	215	0	215	0
Waroona Connect 2022	Alcoa of Australia	10,000	0	(903)	9,097	10,000	0	10,000	0
Waroona Local Drug Action Team grant	Alcohol & Drug Foundation	3,478	0	(1,303)	2,175	3,478	0	3,478	0
Waroona Local Drug Action Team grant	Alcohol & Drug Foundation	0	7,210	0	7,210	7,210	0	7,210	0
Youth Week	Volunteering WA	0	0	0	0	3,000	0	0	3,000
<b>Total</b>		<b>21,903</b>	<b>9,210</b>	<b>(2,964)</b>	<b>56,561</b>	<b>116,333</b>	<b>0</b>	<b>96,583</b>	<b>25,000</b>

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at	Increase in	Spent	Current	Adopted	Budget	YTD	Remaining
		1 July 2023	liability	Funds	Contract				
		\$	\$	\$	Asset/Liability	revenue	\$	\$	\$
Digital fire danger rating sign	Alcoa of Australia	2,898	0	0	2,898	0	0	2,898	0
Digital fire danger rating sign	Dept Fire & Emer Ser	0	0	0	0	30,000	0	0	30,000
Drakesbrook Weir revelopment	Dept Primary Ind	144,520	325,000	(108,609)	360,911	494,520	0	144,520	350,000
Lakes Trail Stage 5 Corridor Planning	Dept LG, Sport & Cult	25,000	0	0	25,000	25,000	0	25,000	0
LRCI Phase 3	Dept Infrastructure	57,496	0	(16,240)	41,256	202,169	0	57,496	144,673
LRCI Phase 4	Dept Infrastructure	0	0	0	0	456,247	0	0	456,247
Pinjarra Community Grant - BF Brigades	Bendigo Bank	5,500	0	0	5,500	5,500	0	5,500	0
Preston Beach Boardwalk	Dept Primary Ind	100,000	0	0	100,000	100,000	0	100,000	0
Preston Beach Bush Fire Brigade Shed	Dept Fire & Emer Ser	0	0	(70,011)	(70,011)	181,033	0	0	181,033
Regional Road Group	Main Roads	0	450,000	(223,523)	226,477	1,178,333	0	450,000	728,333
Roads to Recovery	Dept Infrastructure	0	0	0	0	255,768	0	0	255,768
Waroona Community Precinct	AWSF	0	0	0	0	267,871	0	0	267,871
Waroona Community Precinct	BBRF	71,663	0	(71,663)	(398,911)	878,576	0	71,663	806,913
Waroona Community Precinct	CSRFF	68,356	124,285	(168,568)	24,073	248,570	0	192,641	55,929
Waroona Community Precinct	Lions/Lions Youth Club	0	10,269	0	10,269	80,268	0	10,269	69,999
Waroona Community Precinct	Lotterywest	5,292	0	(5,292)	0	5,292	0	5,292	(0)
Waroona Community Precinct	WA State Govt	205,194	2,420,000	(1,703,719)	921,475	2,625,194	0	2,625,194	(0)
<b>Total</b>		<b>685,919</b>	<b>3,329,554</b>	<b>(2,367,625)</b>	<b>1,248,937</b>	<b>7,034,341</b>	<b>0</b>		<b>3,346,766</b>
<b>Total contract asset</b>					<b>(468,922)</b>				
<b>Total contract liability</b>					<b>1,774,420</b>				

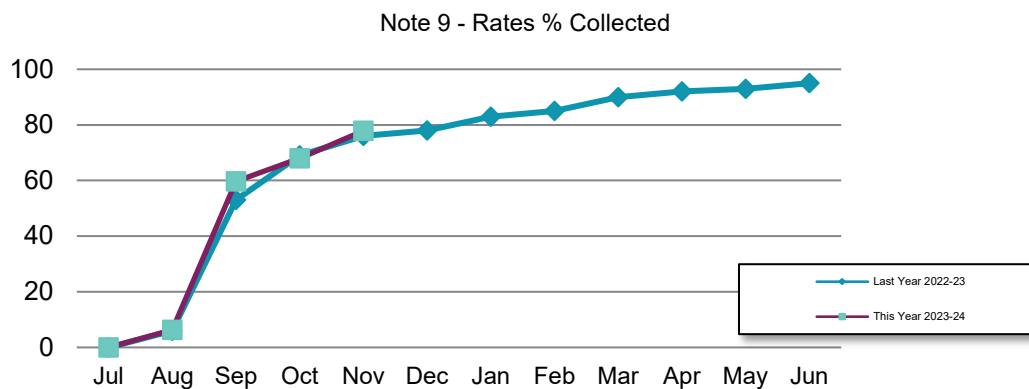
SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 9: Receivables**

Receivables - Rates & Rubbish	Current 2023-24	Previous 2022-23
	\$	\$
Opening Arrears Previous Years	144,129	168,026
Rates, Service Charges & Waste Levy this year	6,847,217	6,250,611
Less Collections to date	(5,451,390)	(6,106,482)
Equals Current Outstanding	<b>1,395,826</b>	<b>144,129</b>
<b>Net Rates Collectable</b>	<b>1,395,826</b>	<b>144,129</b>
<b>% Collected</b>	<b>77.97%</b>	<b>95.14%</b>



Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
<b>Aged Trial Balance</b>	140,043	7,360	8,150	9,529	-
<b>Total Outstanding</b>					<b>165,081</b>

Amounts show above include GST (where applicable).



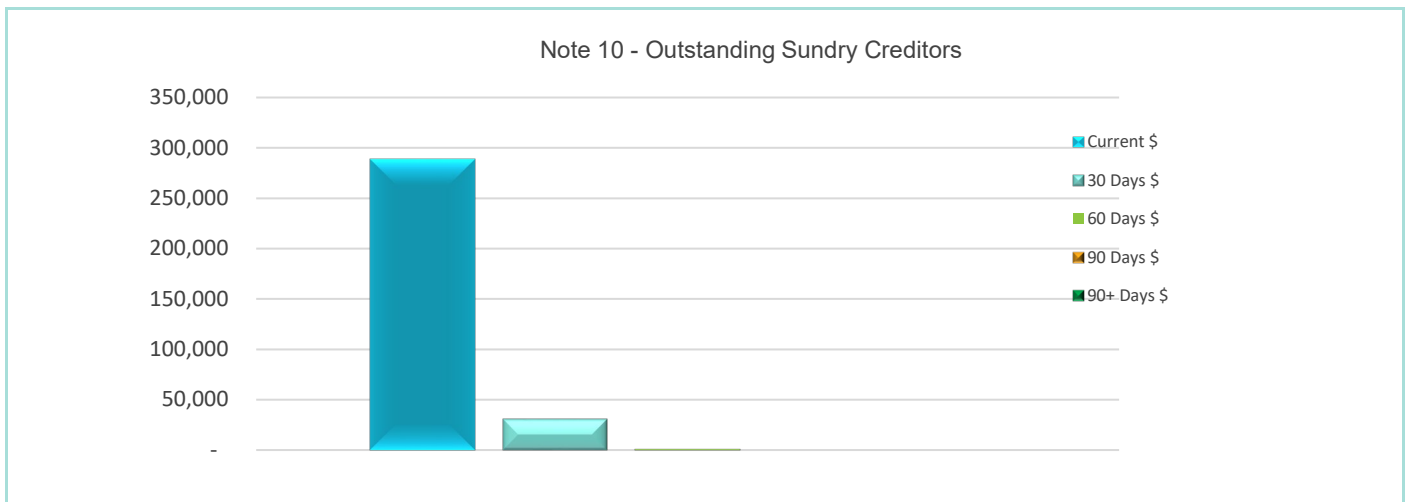


FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 10: Payables**

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
<b>Aged Trial Balance</b>	288,601	30,472	1,100	-	-
<b>Total Outstanding</b>					

Amounts show above include GST (where applicable).



SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2023/24 Actual Rateable Value	2023/24 Actual Rate Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate Revenue	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General rates</b>											
Gross rental valuation	Gross rental value	10.4568	1,495	26,070,797	2,726,171	\$26,665	2,752,836	2,726,171	0	2,726,171	2,661,193
Unimproved valuation	General farming	0.6942	572	251,103,000	1,743,157	-\$4,242	1,738,915	1,743,157	0	1,743,157	1,898,364
Unimproved valuation	Intensive agriculture		4	3,818,000	39,757	\$0	39,757	39,757	0	39,757	0
Unimproved valuation	Industry and mining		4	27,797,000	385,906	-\$38,090	347,816	385,906	0	385,906	0
<b>Total general rates</b>			<b>2,075</b>	<b>308,788,797</b>	<b>4,894,990</b>	<b>-\$15,667</b>	<b>4,879,324</b>	<b>4,894,991</b>	<b>0</b>	<b>4,894,991</b>	<b>4,559,557</b>
<b>Minimum payment</b>											
Gross rental valuation	Gross rental value	1,280	599	4,452,386	766,720	\$850	767,570	766,720	0	766,720	699,870
Unimproved valuation	Unimproved value	1,280	118	13,368,619	151,040	\$0	151,040	151,040	0	151,040	134,070
<b>Total general rates</b>			<b>717</b>	<b>17,821,005</b>	<b>917,760</b>	<b>\$850</b>	<b>918,610</b>	<b>917,760</b>	<b>0</b>	<b>917,760</b>	<b>833,940</b>
<b>Total rates</b>			<b>2,792</b>	<b>326,609,802</b>	<b>5,812,750</b>	<b>-\$14,817</b>	<b>5,797,934</b>	<b>5,812,751</b>	<b>0</b>	<b>5,812,751</b>	<b>5,393,497</b>

FOR THE PERIOD ENDED 30 NOVEMBER 2023

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

Loan Details	Loan No.	Principal 1-Jul-23	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
117	Basketball Stadium	18,564	0	0	(9,132)	(18,564)	27,696	37,128	(601)	(906)
120	Rec Centre Upgrade	23,659	0	0	0	(23,661)	23,659	47,320	0	(696)
121	Memorial Hall Upgrade	61,414	0	0	(15,016)	(30,254)	76,430	91,668	(463)	(1,601)
122	Town Centre Park Land Purchase	588,515	0	0	(14,641)	(29,400)	603,156	617,915	(4,698)	(9,280)
123	Waroona Community Precinct Development	436,356	0	0	0	(14,322)	436,356	450,678	0	(21,277)
124	Town Centre Land Purchase 26 & 28 Fouracre Street	533,325	0	0	0	(17,505)	533,325	550,830	0	(26,005)
125	Preston Beach Land Development	0	0	100,000	0	0	0	100,000	0	0
<b>TOTAL</b>		<b>1,661,833</b>	<b>0</b>	<b>100,000</b>	<b>(38,789)</b>	<b>(133,706)</b>	<b>1,700,622</b>	<b>1,895,539</b>	<b>(5,763)</b>	<b>(59,765)</b>

Current borrowings	94,917
Non-current borrowings	1,528,127
<b>Total</b>	<b>1,623,044</b>

All debenture repayments were financed by general purpose revenue.

**(b) Unspent borrowings**

Particulars	Date Borrowed	Unspent Balance 30 June 2022	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2023
Loan 123 - Waroona Community Precinct		0	450,000	0	450,000
<b>TOTAL</b>		<b>0</b>	<b>450,000</b>	<b>0</b>	<b>450,000</b>

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred.

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

FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 13: Budget Amendments**

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

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	Difference between Budget Surplus and Actual Surplus			2,866,604	2,866,604	0

SHIRE OF WAROONA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2023

**NOTE 14: Trust Fund**

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

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-23	Received	Paid	30-Nov-23
ALCOA WAROONA SUSTAINABILITY	2,694,957	14,504	(757,129)	1,952,332
PUBLIC OPEN SPACE	130,890	110	0	131,000
EXTRACTIVE INDUSTRIES	18,130	15	0	18,145
COMMERCIAL BOND	14,330	12	0	14,342
<b>TOTAL</b>	<b>2,858,307</b>	<b>14,642</b>	<b>(757,129)</b>	<b>2,115,820</b>

**CAT ACT 2011  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF WAROONA

**CAT AMENDMENT LOCAL LAW 2023**

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and under all other powers enabling it, the Council of Shire of Waroona resolved on <date> to make the following local law.

**1. Citation**

This local law may be cited as the *Shire of Waroona Cat Amendment Local Law 2023*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal Local Law**

In this local law the *Shire of Waroona Cat Local Law 2023*, as published in the *Government Gazette* on 9 June 2023, is referred to as the Principal Local Law.

**4. Principal Local Law amended**

The Principal Local Law is amended as follows:

- (a) Delete clause 4.4(f).
- (b) Delete clause 2.2.
- (c) Delete Part 3.
- (d) Delete Schedule 3.

Dated the .....day of ..... 2023.

The Common Seal of the Shire of Waroona was affixed by the authority of a resolution of council in the presence of -

CR JOHN MICHAEL SCOTT WALMSLEY, Shire President

MARK ANDREW GOODLET, Chief Executive Officer

BUSH FIRES ACT 1954

SHIRE OF WAROONA

---

BUSH FIRE BRIGADES LOCAL  
LAW 20234

## CONTENTS

**PART 1 – PRELIMINARY**

- 1.1 Citation
- 1.2 Definitions
- 1.3 Repeal
- 1.4 Application

**PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES***Division 1 – Establishment of a bush fire brigade*

- 2.1 Establishment of a bush fire brigade
- 2.2 Name and area of bush fire brigade

*Division 2 – Transitional*

- 2.3 Existing bush fire brigades

*Division 3 – Dissolution of bush fire brigade*

- 2.4 Dissolution of bush fire brigade
- 2.5 New arrangement after dissolution

**PART 3 – RULES, BUSH FIRE POLICIES AND BUSH FIRE PROCEDURES***Division 1 – Provision of information to brigade officers*

- 3.1 Officers to be supplied with relevant laws and information

*Division 2 – Rules*

- 3.2 Application of rules
- 3.3 Variation of application of rules

*Division 3 – Bush fire policies*

- 3.4 Bush fire policies
- 3.5 Policies of local government
- 3.6 Making, varying, revoking or applying bush fire policies

*Division 4 – Bush fire operating procedures*

- 3.7 Bush fire operating procedures
- 3.8 Making, varying, revoking or applying bush fire operating procedures

**PART 4 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES***Division 1 – Local government responsibility*

- 4.1 Local government responsible for structure

*Division 2 – PCBU officer*

- 4.2 Role of the PCBU officer



- 4.3 PCBU Officer may attend meetings
- 4.4 Duties of PCBU Officer

*Division 3 – Chief Bush Fire Control Officer*

- 4.5 Appointment of the Chief Bush Fire Control Officer
- 4.6 Managerial role of Chief Bush Fire Control Officer
- 4.7 Duties of Chief Bush Fire Control Officer
- 4.8 Chief Bush Fire Control Officer may attend meetings

*Division 4 - Bush Fire Control Officers*

- 4.9 Appointment of Bush Fire Control Officer
- 4.10 [Bush Fire Control Officer Membership of Bush Fire Advisory Committee](#)
- 4.11 Duties of [Chief a](#) Bush Fire Control Officer
- 4.11.2 Local government to have regard to nominees

*Division 5 – Bush Fire Brigade Officers and Command*

- 4.13 Officers of bush fire brigade
- 4.14 Ranks within the bush fire brigade

**PART 5 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

- 5.1 Local law to govern
- 5.2 Types of membership of bush fire brigade
- 5.3 Fire fighting members
- 5.4 Associate members
- 5.5 Cadet members
- 5.6 Honorary life member
- 5.7 Notification of membership

**PART 6 - ANNUAL GENERAL MEETINGS OF BUSH FIRE BRIGADES**

- 6.1 Holding of annual general meeting
- 6.2 Nomination of officers to Bush Fire Advisory Committee
- 6.3 Nomination of bush fire control officer to the local government
- 6.4 Minutes to be tabled before the Bush Fire Advisory Committee

**PART 7 - BUSH FIRE ADVISORY COMMITTEE**

*Division 1 – Bush Fire Advisory Committee*

- 7.1 Appointment of Bush Fire Advisory Committee
- 7.2 Functions of Bush Fire Advisory Committee
- 7.3 Bush Fire Advisory Committee to nominate bush fire control officers
- 7.4 Bush Fire Advisory Committee to consider bush fire brigade motions
- 7.5 Bush Fire Advisory Committee quorum
- 7.6 Bush Fire Advisory Committee Voting
- 7.7 Bush Fire Advisory Committee Rules

**PART 8 – EQUIPMENT OF BUSH FIRES BRIGADES**

- 8.1 Equipment in brigade area

- 8.2 Funding from local government budget
- 8.3 Consideration in the local government budget

**FIRST SCHEDULE  
RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

**PART 1 – PRELIMINARY**

- 1.1 Interpretation

[1.2](#)

**PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

- 2.1 Objects of bush fire brigade
- 2.2 Committee to determine applications
- 2.3 Conditions of membership
- 2.4 Applications for membership
- 2.5 Decision on application for membership
- 2.6 Department to be notified of registrations
- 2.7 Termination of membership
- 2.8 Suspension of membership
- 2.9 Existing liabilities to continue
- 2.10 Member has right of defence
- 2.11 Objection Rights

**PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

- 3.1 Functions of brigade officers
- 3.2 Chain of command during fire fighting activities
- 3.3 Duties Of Captain
- 3.4 Secretary
- 3.5 Treasurer
- 3.6 Equipment Officer
- 3.7 Storage of equipment
- 3.8 Equipment Officer to report

**PART 4 – COMMITTEE**

- 4.1 Management of bush fire brigade
- 4.2 Constitution of Committee

**PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

- 5.1 Ordinary meetings
- 5.2 Special meetings
- 5.3 Annual general meeting
- 5.4 Quorum
- 5.5 Voting
- 5.6 Auditor

**PART 6 – MEETINGS OF COMMITTEE**

- 6.1 Meetings of Committee

- 6.2 Quorum
- 6.3 Voting

**PART 7 – GENERAL ADMINISTRATION MATTERS**

- 7.1 Fees
- 7.2 Funds
- 7.3 Financial year
- 7.4 Banking
- 7.5 Disclosure of interests
- 7.6 Disagreements

**PART 8 – NOTICES AND PROXIES**

- 8.1 Notices
- 8.2 Proxies

**APPENDIX I**

**APPENDIX II**

**APPENDIX III**

DRAFT

**BUSH FIRES ACT 1954**  
**SHIRE OF WAROONA**  
**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Waroona resolved on ~~<date>~~ to make the following local law.

Commented [KP1]: Insert date of council adoption

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Waroona Bush Fire Brigades Local Law*.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade**” has the same meaning as “**bush fire brigade**”;

“**brigade area**” is defined in clause 2.2~~(4)~~(b);

“**brigade member**” means a fire fighting member, associate member, cadet member or an honorary life member of a bush fire brigade;

“**brigade officer**” means a person appointed by the local government to hold a position referred to in ~~subclause (2)2.2 (4)(e)~~;

“**bush fire**” is defined in section 35A of the Act;

“**Bush Fire Advisory Committee**” means the body having the functions and role provided for in Divisions 3 and 4 of Part 3 of this local law;

“**bush fire brigade**” is defined in section 7 of the Act;

“**bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the bush fire control officer in the Act, the Regulations and this local law;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures determined by the local government or the PCBU Officer as varied from time to time under clauses ~~3.72-6~~ and ~~3.82-7~~;

“**CEO**” means the chief executive officer of the local government;

“**chief bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the chief bush fire control officer in the Act, the Regulations and this local law;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**deputy**” means a person appointed by the local government or the FES Commissioner with the powers and roles of the position to which the role deputises, in the Act, the Regulations and this local law;

“**district**” means the district of the local government;

“**FES Commissioner**” has the meaning given in the *Fire and Emergency Services Act 1998* section 3;

“**fire fighting member**” is defined in clause [5.34-2](#);

“**fire weather officer**” means a person appointed by the local government under section 38(8) of the Act with the powers and roles of the senior bush fire control officer in the Act, the Regulations and this local law;

“**local government**” means the Shire of Waroona;

“**normal brigade activities**” is defined in section 35A of the Act;

“**PCBU Officer**” means an officer of the local government appointed to perform the functions and duties in relation to bush fire brigades of a PCBU officer under the *Work Health and Safety Act 2020*;

“**Regulations**” means Regulations made under the Act;

“**Rules**” means the rules set out in the First Schedule intended with this local law and the Bush Fire Operating Procedures to govern the operation of bush fire brigades;

“**senior bush fire control officer**” means a person appointed by the local government or the FES Commissioner with the powers and duties of the senior bush fire control officer in the Act, the Regulations, and this local law; and

(2) In this local law, unless the context otherwise requires, a reference to –

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Training Officer;
- (g) a Secretary;
- (h) a Treasurer; or
- (i) a Secretary / Treasurer combined; or
- (j) Any other position-(s) deemed necessary for the effective management of brigade activities,

means a brigade member holding that position in a bush fire brigade.

### 1.3 Repeal

The Local Laws of the Shire of Waroona relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades, are repealed.

**Commented [KP2]:** The DLGSC has checked its records. Two previous bush fire brigade local laws were identified, but one was repealed in the Gazette of 16 January 2015 while the other was repealed in the Gazette of 27 August 2001. The Shire may wish to review this clause and ensure that the cited local law is still in force.

### 1.4 Application

This local law applies throughout the district and applies generally to the operation of a bush fire brigade of the local government and its officers and members and other persons performing functions under this local law, the Regulations and the Act.

**Commented [KP3R2]:** Mark is happy to keep this.

**Commented [MG4R2]:** Yes, it's harmless if previous LLs have all been repealed, but essential if not.

**Commented [MG5R2]:** Yes, it stays.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government by resolution of the Council may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

#### 2.2 Name and area of bush fire brigade

On establishing a bush fire brigade under subclause 2.1(1) the Council is to –

- (a) give a name to the bush fire brigade; and
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”).

### *Division 2 – Transitional*

#### 2.3 Existing bush fire brigades

(1) Where the local government has established a bush fire brigade prior to the commencement date, then on and from the commencement date –

- (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
- (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with this local law including the Rules.

**Commented [KP6]:** Mark, is this the correct word?

**Commented [MG7R6]:** Yes, correct.

(2) In this clause “**commencement date**” means the day on which this local law comes into operation.

### *Division 3 – Dissolution of bush fire brigade*

#### 2.4 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, or this local law including the Rules, or the Bush Fire Policies or Bush Fire Operating Procedures, or is not achieving the objectives for which it was established, or for any other reason as determined by the local government.

## **2.5 New arrangement after dissolution**

If ~~the~~ local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 – RULES, BUSH FIRE POLICIES AND BUSH FIRE PROCEDURES**

### ***Division 1 – Provision of information to brigade officers***

#### **3.1 Officers to be supplied with relevant laws and information**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, this local law including the Rules, the Council Bush Fire Policies, the Bush Fire Operating Procedures, and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made ~~thereto~~ from time to time.

### ***Division 2 – Rules***

#### **3.2 Application of rules**

- (1) This local law including the Rules under the First Schedule govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

#### **3.3 Variation of application of rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied in their application, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules in their application as soon as practicable after making a decision under subclause (1).

### ***Division 3 – Bush fire policies***

#### **3.4 Bush fire policies**

- (1) The Bush Fire Policies provide Council intent and direction to the bush fire brigades and bush fire brigade members.
- (2) A bush fire brigade and each brigade member is to comply with the Bush Fire Policies.

### 3.5 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances;
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies;
- (c) provides for conditions of membership of a bush fire brigade; and
- (d) other matters the local government deems appropriate to bush fire brigades or bush fire brigade members.

### 3.6 Making, varying, revoking or applying bush fire policies

- (1) The local government may make, vary or revoke the Bush Fire Operating Policies.
- (2) The local government may vary the Bush Fire Operating Policies in their application to all bush fire brigades or in respect of a particular bush fire brigade or in respect of a bush fire brigade member.
- (3) The Bush Fire Operating Policies, as written, varied or applied, have effect on and from the date of a decision under subclauses (1) and (2).

#### *Division 4 – Bush fire operating procedures*

### 3.7 Bush fire operating procedures

- (1) The Bush Fire Operating Procedures govern the actions of a bush fire brigade and a bush fire brigade member.
- (2) A bush fire brigade and each brigade member is to comply with the Bush Fire Operating Procedures.

### 3.8 Making, varying, revoking or applying bush fire operating procedures

- (1) The local government or the PCBU Officer may make, vary or revoke the Bush Fire Operating Procedures.
- (2) The local government or the PCBU Officer may vary the Bush Fire Operating Procedures in their application to all bush fire brigades or in respect of a particular bush fire brigade or in respect of a bush fire brigade member.
- (3) The Bush Fire Operating Procedures, as written, varied or applied, have effect on and from the date of a decision under subclauses (1) and (2).
- (4) Any revoked Bush Fire Operating Procedure ceases to have effect on and from the date of a decision under subclause (1).
- (5) The local government or the PCBU Officer is to notify a bush fire brigade of any change to the Bush Fire Operating Procedures which affects that bush fire brigade or any of its members as soon as practicable after making a decision under subclause (1).

## **PART 4 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### *Division 1 – Local government responsibility*



#### 4.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### *Division 2 – PCBU officer*

#### 4.2 Role of the PCBU officer

- (1) The PCBU Officer has primary work, health and safety responsibility for the bush fire brigade workplaces and bush fire brigade members and other persons attending the workplace as required under the *Work Health and Safety Act 2020*.
- (2) The PCBU Officer has overall duties for the governance, finance, audit, management and compliance responsibilities under the Act, the *Fire and Emergency Services Act 1998*, the *Local Government Act 1995* and their regulations for the bush fire brigades and the bush fire brigade members.

#### 4.3 PCBU Officer may attend meetings

The PCBU Officer or their nominee may attend as a non-voting representative of the local government at any meeting of a bush fire brigade or the Bush Fire Advisory Committee.

#### 4.4 Duties of PCBU Officer

The duties of the PCBU Officer include to –

- (1) provide and maintain a safe workplace for the bush fire brigades and the bush fire brigade members and other persons attending the workplace;
- (2) identify and mitigate hazards;
- (3) perform any delegated duties;
- (4) liaise on behalf of the local government with the Chief Bush Fire Control Officer in the performance of the Chief Bush Fire Control Officer's duties;
- (5) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (6) perform the overall governance, finance, audit, management and compliance roles.

#### *Division 3 – Chief Bush Fire Control Officer*

#### 4.5 Appointment of the Chief Bush Fire Control Officer

- (1) Pursuant to section 38- of the Act the local government will appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer for nominally two (2) year terms.
- (2) The appointments referred to in subclause (1) –
  - (a) become effective at the completion of the meeting of Council at which the

- appointments are made; and
- (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made.
- (3) Council may resolve to vary the length of terms of the Chief Bush Fire Control Officer and / or the Deputy Chief Bush Fire Control Officer.

#### 4.6 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government or the PCBU Officer the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### 4.7 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include to –

- ~~(1)~~(a) provide leadership to volunteer bush fire brigades;
- ~~(2)~~(b) perform any delegated duties;
- ~~(3)~~(c) monitor bush fire brigades' resourcing, equipment (including protective clothing) work health and safety compliance and training levels and report thereon with recommendations at least once a year to the local government;
- ~~(4)~~(d) meet their workplace health and safety obligations under the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*;
- ~~(5)~~(e) liaise with the local government through the PCBU Officer concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- ~~(6)~~(f) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained and provided to the PCBU Officer.

#### 4.8 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or their nominee, who is to be a bush fire control officer, may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### ***Division 4 - Bush Fire Control Officers***

#### 4.9 Appointment of Bush Fire Control Officer

- (1) Pursuant to section 38- of the Act the local government will appoint a Bush Fire Control Officer for each brigade area for nominally two (2) year terms.
- (2) The appointments referred to in subclause (1) –
- (a) become effective at the completion of the meeting of Council at which the appointments are made; and
- (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made.
- (3) Council may resolve to vary the length of terms of any Bush Fire Control Officer.

#### 4.10 ~~Bush Fire Control Officer Membership of Bush Fire Advisory Committee~~

The Chief Bush Fire Control Officer or their nominee, who is to be a bush fire control officer, may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### 4.144.10 ~~Duties of a Chief Bush Fire Control Officer~~

The duties of ~~the Chief~~ Bush Fire Control Officer include ~~to~~ –

- (a) ~~the duties of the bush fire control officer provided in the *Bush Fires Act 1954* and the *Bush Fires Regulations 1954* and the *Bush Fires (Infringements) Regulations 1978*; and~~
- (7) ~~provide leadership to volunteer bush fire brigades;~~
- (8) ~~perform any delegated duties;~~
- (9) ~~monitor bush fire brigades' resourcing, equipment (including protective clothing) work health and safety compliance and training levels and report thereon with recommendations at least once a year to the local government;~~
- (10)(b) ~~meeting~~ their workplace health and safety obligations under the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*; ~~–~~
- (11) ~~liaise with the local government through the PCBU Officer concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and~~
- (12) ~~ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained and provided to the PCBU Officer.~~

#### 4.124.11 ~~Local government to have regard to nominees~~

When considering persons for the position of a bush fire control officer, the local government is to –

- (a) ~~have regard to the qualifications, competence and experience of the persons nominated; and~~
- (b) ~~have regard to those persons nominated by the Bush Fire Advisory Committee, or if no Bush Fire Advisory Committee has been appointed, have regard to those persons nominated by bush fire brigades, but is not bound to appoint the persons nominated.~~

#### *Division 5 – Bush Fire Brigade Officers and Command*

#### 4.12 ~~Officers of bush fire brigade~~

##### 4.13

- (1) On establishing a bush fire brigade under subclause 2.1(1) the Council is to appoint for a nominally two (2) year term –
  - (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) additional Lieutenants if the local government considers it necessary;
  - (e) an Equipment Officer;

**Commented [KP8]:** As per Joe Comisso (a Waroona Brigade Secretary)'s Feedback, this clause replicates clause 4.7 above.

I assume the responsibilities of the BFCOs would look a little different to the Chief BFCO...?

**Commented [MG9R8]:** Correct to the Bush Fire Control Officer's duties

~~(vii)~~(f) a Secretary;  
~~(vii)~~(g) a Treasurer; or  
~~(viii)~~(h) a Secretary/Treasurer combined; and  
~~(ix)~~(i) any other position/s deemed necessary for the effective management of bush fire brigade activities (e.g. a Training Officer).

- (2) When considering the appointment of persons to the positions in subclause (1)~~(e)~~, the bush fire brigade and the local government are to have regard to the qualifications, competence and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)~~(e)~~ is to be taken on the establishment of the bush fire brigade to be a brigade member.
- (4) The appointments referred to in subclause (1)~~(e)~~ –
- become effective at the completion of the meeting of Council at which the appointments are made; and
  - despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made following every second annual general meeting of the bush fire brigade.
- ~~(5)~~ (5) – If a position referred to in subclause (1)~~(e)~~ becomes vacant prior to the completion of the second annual general meeting of a bush fire brigade, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

#### 4.144.13 Ranks within the bush fire brigade

- (1) Where under the Act, this local law, the Bush Fire Policies and the Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority set out in subclause ~~1.2(2)2.2(4)(e)~~, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire where the members of the bush fire brigade have command under the Act, this local law, the Bush Fire Policies and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Commented [KP10]: Mark, please confirm this is correct

Commented [MG11R10]: Correct

## PART 5 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

### 5.1 Local law to govern

~~(4)~~ The appointment, dismissal and management of brigade members by the bush fire brigade are governed by this local law including the Rules in the First Schedule, the Bush Fire Policies and the Bush Fire Procedures.

## 5.2 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

## 5.3 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

## 5.4 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

## 5.5 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the rank structure of the Act or this local law.

## 5.6 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution nominate a person as an honorary life member in recognition of services by that person to the bush fire brigade and may present that nomination to the Bush Fire Advisory Committee;
- (2) No membership fees are to be payable by an honorary life member.

## 5.7 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

## PART 6 - ANNUAL GENERAL MEETINGS OF BUSH FIRE BRIGADES

### 6.1 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year. Should that not occur in any year, the bush fire brigade is to hold its annual meeting as soon as practicable after March in that year.

## **6.2 Nomination of officers to Bush Fire Advisory Committee**

At every second annual general meeting of a bush fire brigade, one brigade member;

- (a) is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area for a nominally two (2) year term;
- (b) may be nominated to the Bush Fire Advisory Committee to serve as the training officer for the brigade area for a nominally two (2) year term; and
- (c) may be nominated to the Bush Fire Advisory Committee to serve as the fire weather officer for the brigade area for a nominally two (2) year term.

## **6.3 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade;

- (a) is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area for a nominally two (2) year term;
- (b) may nominate one brigade member to the local government to serve as the training officer for the brigade area for a nominally two (2) year term; and
- (c) may nominate one brigade member to the local government to serve as the fire weather officer for the brigade area for a nominally two (2) year term.

## **6.4 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

# **PART 7 - BUSH FIRE ADVISORY COMMITTEE**

## ***Division 1 – Bush Fire Advisory Committee***

### **7.1 Appointment of Bush Fire Advisory Committee**

- (1) Pursuant to section 67 of the Act, the local government may at any time appoint such number of nominees of the bush fire brigades as the local government thinks fit as a Bush Fire Advisory Committee, including voting members –
  - (a) a member of Council;
  - (b) the Chief Bush Fire Control Officer;

- (c) the Bush Fire Control Officer of each brigade area;
- (d) a Shire officer nominated by the PCBU Officer;

and non-voting members;

- (e) any Department of Fire and Emergency Services representatives deemed appropriate to the local government;
  - (f) any Department of Biodiversity, Conservation and Attractions representatives deemed appropriate to the local government;
  - (g) a member of the Waroona Volunteer Fire and Emergency Services Brigade; and
  - (h) any other persons the local government deems to have specialist capabilities in relation to bush fires.
- (2) The appointments referred to in subclause (1)~~(e)~~ –
- (a) become effective at the completion of the meeting of Council at which the appointments are made; and
  - (b) despite being nominally for a two (2) year term, expire at the completion of the meeting of Council at which the new appointments are made.
- (3) If a position referred to in subclause (1) becomes vacant prior to the expiry of the nominal two (2) year term, then the local government may appoint a person to fill the vacancy.

## 7.2 Functions of Bush Fire Advisory Committee

Pursuant to section 67 of the Act, the Bush Fire Advisory Committee will advise the local government in relation to:

- (a) all matters relating to the preventing, controlling and extinguishing of bush fires;
- (b) the planning of the layout of fire-breaks in the district;
- (c) prosecutions for breaches of the Act;
- (d) the formation of bush fire brigades and the grouping thereof under group brigade officers;
- (e) the ensuring of cooperating and coordination of bush fire brigades in their efforts and activities; and
- (f) any other matter relating to bush fire control whether of the same kind as, or a different kind from those specified in this clause, as the local government thinks fit.

## 7.3 Bush Fire Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district in which the bush fire brigade nominates a bush fire control officer for their brigade area, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area, having regard to the qualifications, competence and experience of the persons nominated to it.

## 7.4 Bush Fire Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local

government on all motions received by the Bush Fire Advisory Committee from the bush fire brigades.

#### **7.5 Bush Fire Advisory Committee quorum**

- (1) Pursuant to section 67 of the Act the quorum of the Bush Fire Advisory Committee is the number that is at least 50% of the number of non-vacant Bush Fire Advisory Committee member positions.
- (2) No business is to be transacted at a meeting of the Bush Fire Advisory Committee unless a quorum of Bush Fire Advisory Committee members is present in person or by proxy.

#### **7.6 Bush Fire Advisory Committee Voting**

Each Bush Fire Advisory Committee voting member is to have one vote, however in the case of an equality of votes, the person presiding may exercise a casting vote.

#### **7.7 Bush Fire Advisory Committee Rules**

Pursuant to section 67 of the Act the local government may make rules for the guidance of the Bush Fire Advisory Committee and the Bush Fire Advisory Committee is to comply with these rules.

### **PART 8 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **8.1 Equipment in brigade area**

Not later than 31 May in each year, a bush fire brigade is to report to the local government where possible through the Bush Fire Advisory Committee the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **8.2 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **8.3 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question, having regard to the needs of the bush fire brigades or of any particular brigade, and the risks to be faced.



## FIRST SCHEDULE

### RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

#### *PART 1 – PRELIMINARY*

#### 1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

**absolute majority** means a majority of more than 50% of the number of:

- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

**Committee** means the Committee of the bush fire brigade;

**Department** has the meaning given in the *Fire and Emergency Services Act 1998* section 3;

**local law** means the [Shire of Waroona Bush Fire Brigades Local Law](#);

**normal brigade activities** is defined by section 35A of the Act; and

**simple majority** means a majority of more than 50% of the number of brigade members eligible to vote in attendance or by proxy at a meeting.

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

#### *PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE*

#### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

## 2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

## 2.3 Conditions of membership

In relation to any type of membership, as described in Part 5 of the local law, the local government may establish policies and/or procedures pertaining to –

- (a) the qualifications and abilities required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy and/or procedure in determining applications for membership.

## 2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary accompanied by a relevant completed form provided in Appendix I, II or III of these Rules.

## 2.5 Decision on application for membership

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions, subject to the applicant meeting the requirements of any local government policy and the local law; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

## 2.6 Department to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

## 2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee or the PCBU Officer, permanently incapacitated by mental or physical ill-health;

~~(e)~~(d) is dismissed by the Committee or the PCBU Officer; or  
~~(d)~~(e) ceases to be a member or is taken to have resigned under subclause (2).

- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

### 2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee or the PCBU Officer, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee or the PCBU Officer, as the case may be.
- (3) Upon the expiry of the period of suspension the Committee or PCBU Officer may:
- (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

### 2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

### 2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee or the PCBU Officer, whichever intends to dismiss the brigade member, and answer any charges which might give grounds for dismissal.

### 2.11 Objection Rights

A person whose –

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a)

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) reversing the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee or the PCBU Officer.

### **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

#### **3.1 Functions of brigade officers**

The functions of brigade officers are as set out in section 44 of the Act and the local law, including these Rules.

#### **3.2 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in this local law including these Rules and in local government's Bush Fire Operating Procedures.

#### **3.3 Duties Of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

#### **3.4 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

#### **3.5 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;

- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.6 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.7 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer may appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.8 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules or to the Bush Fire Policies or to the Bush Fire Operating Procedures;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit and able, any functions (being less than the total functions of the Committee) of the Committee on any

conditions it thinks fit, subject to that person being trained and competent to undertake the function;

- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

#### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer (if any) and the Lieutenants of the brigade.
- (2) The brigade officers are to –
  - (a) be elected for nomination and recommendation to the Council at the annual general meeting of the bush fire brigade;
  - (b) hold office for a nominally two (2) year term as provided in subclause [4.122-2\(14\)](#) of the local law –
    - (i) from the completion of the meeting of Council at which the appointments are made; and
    - (ii) to the completion of the Council meeting in two (2) annual general meetings time, of the bush fire brigade at which nominations for fresh appointment of officers are dealt with; and
    - (iii) shall be eligible for re-election in two (2) annual general meetings time.
- (3) Any brigade officer may be nominated to Council to be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) Any brigade officer may be removed from office by the Local Government or the PCBU Officer following consultation with the chief bush fire brigade officer in the event that the brigade officer fails to perform their requirements.
- (5) The Committee may nominate to Council a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or (4) or which has arisen for any other reason.

### **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

#### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary under instruction from the Captain, by giving at least seven (7) days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and

- the preparation of fire-breaks;
- (d) considering new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting, subject to a simple majority vote of the fire brigade officers present at the meeting to accept conduct of an item of business not specified in a notice.

## **5.2 Special meetings**

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.

(2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.

(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.

(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

## **5.3 Annual general meeting**

(1) At least seven (7) days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.

(2) At the annual general meeting the bush fire brigade is to –

- (a) nominate and recommend the brigade officers from among the brigade members, where the nominal two (2) year terms are to expire;
- (b) consider the Captain's report on the year's activities;
- (c) adopt the annual financial statements;
- (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
- (e) deal with any general business.

(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting, subject to a simple majority vote of the fire brigade officers present at the meeting to accept conduct of an item of business not specified in a notice.

## **5.4 Quorum**

(1) The quorum for a meeting of the bush fire brigade is the number of members

that is at least 50% of the number of offices (whether vacant or not) of the bush fire brigade.

- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 \_Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

#### **5.6 \_Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### ***PART 6 – MEETINGS OF COMMITTEE***

#### **6.1 \_Meetings of Committee**

- (1) The Committee is to meet for the conduct of business, adjourn and otherwise regulate its meeting as it thinks fit within these rules.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

#### **6.2 \_Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

#### **6.3 \_Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### ***PART 7 – GENERAL ADMINISTRATION MATTERS***

#### **7.1 \_Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the local government.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The local government, on recommendation of the bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the local government may



determine.

## **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

## **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

## **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer, or by dual approval electronically.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques or approve the expenditure electronically referred to in subclause (1).

## **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) they may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then their vote is to be taken to have no effect and is not to be counted.

## **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

**PART 8 – NOTICES AND PROXIES**

**8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post and by electronic means if available, to the registered address or to the electronic address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) electronic transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on the evidence of the sender's transmission report.

**8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to

which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.

- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

DRAFT

**PROXY VOTE AUTHORISATION**

**WAROONA BUSH FIRE BRIGADE [ANNUAL]  
[EXTRAORDINARY] GENERAL MEETING**

**TO BE HELD ON** \_\_\_\_\_ [DATE]

I, \_\_\_\_\_,  
being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting  
of the bush fire brigade to be held on [insert date] and  
at any adjournment of it. The proxy shall vote as  
follows:

MOTION	FOR	AGAINST	ABSTAIN
--------	-----	---------	---------

- |         |  |  |  |
|---------|--|--|--|
| 1. .... |  |  |  |
| 2. .... |  |  |  |
| 3. .... |  |  |  |

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise their discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise their discretion as to the way they cast their vote or whether it is cast at all.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signed by Brigade Member: \_\_\_\_\_

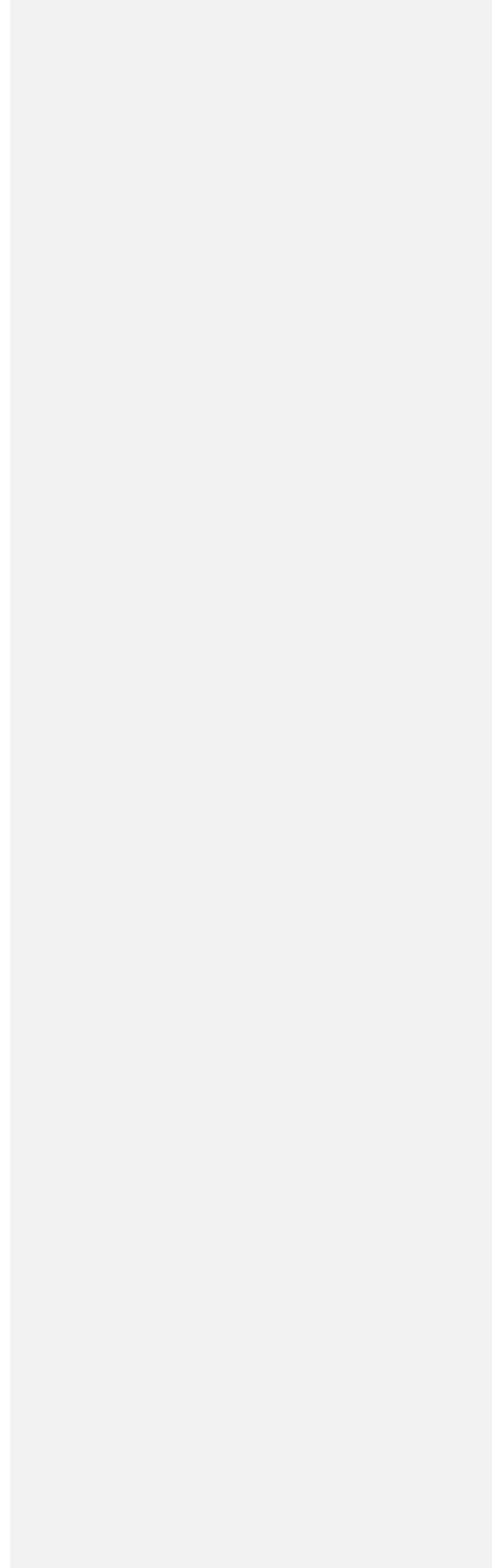
NOTE: To be valid this proxy **vote authorisation** must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signed by Proxy: \_\_\_\_\_



DRAFT



## APPENDIX I

## APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the ..... Bush Fire Brigade.

Applicant's Name .....

My private address is .....

My business address is .....

Usual Occupation .....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work)  
Mobile .....

CB Radio ..... Channel ..... Call Sign .....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes .....

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

Applicant's signature

Please list here any fire fighting equipment owned by you.

1. ....
2. ....
3. ....

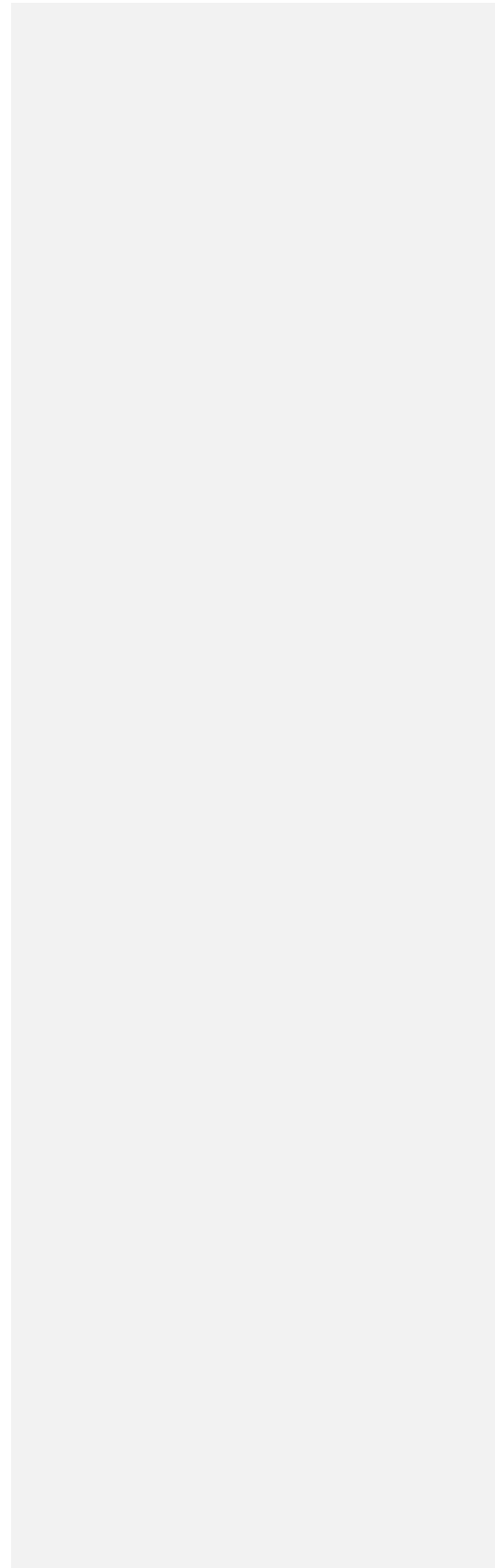
## BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: .....  
Brigade Captain

I

DRAFT



## APPENDIX II

## APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the ..... Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

- (b) I am prepared to offer my services in the following capacity:-  
.....  
.....  
(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

My business address is .....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work) ..... Mobile

CB Radio: ..... Channel ..... Call Sign .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

Applicant's signature

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain



## APPENDIX III

## APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the ..... Bush Fire Brigade.

Applicant's Name .....

My private address is

.....  
 .....

I can be contacted on:

Telephone No: ..... (Home).....(Work)

CB Radio: ..... Channel ..... Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by and comply with the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law including the Rules, bush fire policies and bush fire operating procedures of the Shire of Waroona relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with my duty of care obligations under the *Work Health and Safety Act 2020* and the Regulations made under that Act, and Work, Health and Safety policies and operating procedures of the Shire of Waroona relevant to me as a volunteer and fire brigade member.

Date .....

.....  
 Applicant's signature

## PARENT / GUARDIAN CONSENT:

I ..... being the parent/guardian of the above applicant, consent to ..... being a cadet member of the..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Date ..... Signed .....

## BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: .....  
 Brigade Captain

---

Dated the .....day of ..... 2023.

The Common Seal of the Shire of Waroona was affixed by the authority of a resolution of council in the presence of -

CR JOHN MICHAEL SCOTT WALMSLEY, Shire President

MARK ANDREW GOODLET, Chief Executive Officer

DRAFT

## CGP022 – Social Media

### 1. Intention

This policy establishes protocols for using social media to undertake official Shire of Waroona communications with the community and ~~provide~~ provides guidance for elected members and employees on how to use social media in the course of their official duties. ~~This policy~~ It ensures that communication is professional, accurately represents Council's position and fosters a positive public perception of the Shire of Waroona.

### 2. Scope

This policy applies to ~~eElected Mm~~ elected ~~Members and~~ employees, volunteers and contractors of the Shire of Waroona.

### 3. Statement

The Shire of Waroona's official social media activity will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Our communications via social media will always be respectful and professional.

The Shire of Waroona uses social media to facilitate information sharing ~~to~~ with our community. ~~s~~ Social media will not however, be used by the Shire of Waroona to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The President is the official spokesperson for the Shire of Waroona representing the Local Government in official communications, including; speeches, comments, print, electronic and social media. Where the President is unavailable, the Deputy President may act as the spokesperson.

The CEO may speak on behalf of the Shire of Waroona, where authorised to do so by the President. The provisions of the Local Government Act 1995 essentially direct that only the President, or the CEO if authorised, may speak on behalf of the Local Government.

It is respectful and courteous to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the President has had the opportunity to speak on behalf of the Shire of Waroona.

Communications by elected members whether undertaken in an authorised official capacity or as a personal communication, and approved Shire of Waroona social media accounts must not:

- bring the Shire into disrepute,
- compromise the person's effectiveness in their role at the Shire,
- breach either code of conduct of the Shire of Waroona,
- infer a negativity towards an elected member or employee's ability to complete their duties, or
- disclose, without authorisation, confidential information.

Where an elected member publishes information in their role as an elected member they are to disclose that they are not speaking on behalf of Council should there be likely to be any confusion in this regard.

Each social media account on each Shire platform will be authorised in writing by either the Shire President for an elected member, or by the CEO for an employee prior to that account going live.

All authorised accounts established for the organisation will be set up under the Shire of Waroona main account and linked to enable the correct processing of information and engagement. Any social media

accounts developed by an employee during company time/and or on company owned equipment belongs to the Shire and administrative permissions must be granted to authorised officers. Corporate Services will maintain a record of all Shire social media accounts and relevant access.

The Chief Executive Officer will give written delegation to those employees authorised to use approved social media channels as a form of communication with the community. Employees will be expected to communicate in a proper manner and adhere to the Shire of Waroona's Code of Conduct and social media procedure at all times. Employees will only post as the approved social media accounts and not their personal accounts.

Persons with written delegation—authorisation to communicate through social media must ensure information provided is truthful, accurate and in the interest of the Shire of Waroona. In doing so, they certify that no information disclosed is of a confidential nature, commercially sensitive, or containing personal information.

Employees who are using social media with access to the Shire's social media accounts must ensure the following:

- All users must opt into two-factor authentication where available;
- Each post is proof-readproofread and spell-checkedspell-checked;
- The intent of the post is clear and concise;
- The information posted is accurate;
- Each post is respectful and polite;
- Content adheres to the terms of use of the relevant social media platform;
- If a mistake is made it is quickly corrected, and a disclosure is made, and the Department's Director is informed;
- If unsure of a situation, consult either the Chief Executive Officer, orf Director Corporate & Community Services or Director Infrastructure & Development ServicesDeputy Chief Executive Officer.
- If an employee notices inappropriate content on any form of social media in relation to the Shire, it should be reported to either the Chief Executive Officer, Director Corporate & Community Services or Director Infrastructure & Development Services.

The Shire of Waroona may also post and contribute to social media hosted by others, so as to ensure that the Shire of Waroona's strategic objectives are appropriately represented and promoted. These posts are to be authorised by an approved Officer prior to posting.

The Australian Advertising Standards Bureau (ASB) has issued a significant decision, classifying Facebook as an advertising medium. Consequently, it falls under the purview of the industry's self-regulatory code of ethics – the Australian Association of National Advertiser's (AANA) Code of Ethics. Social media pages are required to adhere to relevant codes and laws, meticulously reviewing all public posts to ensure they do not contain elements such as sexism, racism, or factual inaccuracies.

This ruling empowers authorities to impose fines or public scrutiny on companies for comments displayed on their social media 'brand' pages. The ASB's general stance is that Australia's advertising laws extend to all content on a brand's page, encompassing both material generated by the page creator and comments posted by users or friends.

Additionally, any comment or post that violates these codes and laws will be promptly removed without prior consultation.

### 3.1 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Waroona, including on the Shire of Waroona's social media accounts and third party social media accounts must be created and retained as local

government records in accordance with the Shire of Waroona's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

### 3.2 Elected Member & Employee Personal Accounts

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, elected members and employees must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Model Code of Conduct) Regulations 2021*.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

No employee or volunteer of the Shire of Waroona is to post, comment, or share on the Shire's social media account/s from their own personal account unless authorised by the Chief Executive Officer. They are, however, welcome to like, follow, share or post positive comments on the organisation's official pages, and like any post from an authorised channel.

### 3.3 Dealing with Responses and Misinformation through Management

Any social media interaction from an employee or volunteer outside the Shire of Waroona's official channels that is seen to be disrespectful or damaging to the Shire's reputation will be dealt with as a breach of the code of conduct. Employees and volunteers are encouraged to refrain from engaging on any social media platform concerning Shire of Waroona matters so as to avoid any unintended breaches.

This policy constitutes a lawful instruction to both elected members and employees and any breaches may lead to disciplinary action by the Shire of Waroona.

### 3.4 Policy Breach

Comments which become public, and which breach this policy may also breach the Codes of Conduct and/or the Local Government Act 1995 and may be investigated.

Breaches of this policy by employees may lead to disciplinary action and/or dismissal by the Shire of Waroona.

## 4. Legislative and Strategic Context

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

- Local Government Act 1995, section 2.8 - The Shire President speaks on behalf of the Shire of Waroona.
- Code of Conduct for Council Members, Committee Members and Candidates, clause 8 – Personal Integrity.
- Code of Conduct for Council Members, Committee Members and Candidates, clause 9 – Relationship with Others.
- Code of Conduct for Employees and Volunteers, clause 3.3 Personal Behaviour

Code of Conduct for Employees and Volunteers, clause 3.13 Personal Communications and Social Media

## 5. Review

This policy is to be reviewed every three years (triennially) ~~as required~~.

## 6. Associated Documents

Nil.

<b>Division</b>		Corporate & Governance			
<b>Policy Number</b>		CGP022			
<b>Contact Officer</b>		Manager Corporate Services			
<b>Related Legislation</b>		Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000			
<b>Related Shire Documents</b>		Nil			
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	As required <u>Triennially</u>	<b>Next Review</b>	<u>When required</u> May 2026
<b>Date Adopted</b>		18/12/2018		OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
<u>&lt;date of council resolution&gt;</u> <u>28/11/2023</u>	<u>Reviewed: Amended policy Statement to include additional standards around commenting and acceptable levels of interactions in a shire/personal capacity.</u>	<u>&lt;resolution No.&gt;</u>
Previous Policies		
<del>HR002 – Use of Council Vehicles</del> <del>2.2 – Use of Council Vehicles</del> <del>COM023 – Social Media Policy</del>		

## CGP022 – Social Media

### 1. Intention

This policy establishes protocols for using social media to undertake official Shire of Waroona communications with the community and provides guidance for elected members and employees on how to use social media in the course of their official duties. It ensures that communication is professional, accurately represents Council's position and fosters a positive public perception of the Shire of Waroona.

### 2. Scope

This policy applies to elected members, employees, volunteers and contractors of the Shire of Waroona.

### 3. Statement

The Shire of Waroona's official social media activity will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Our communications via social media will always be respectful and professional.

The Shire of Waroona uses social media to facilitate information sharing with our community. Social media will not however, be used by the Shire of Waroona to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The President is the official spokesperson for the Shire of Waroona representing the Local Government in official communications, including speeches, comments, print, electronic and social media. Where the President is unavailable, the Deputy President may act as the spokesperson.

The CEO may speak on behalf of the Shire of Waroona, where authorised to do so by the President. The provisions of the Local Government Act 1995 essentially direct that only the President, or the CEO if authorised, may speak on behalf of the Local Government.

It is respectful and courteous to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the President has had the opportunity to speak on behalf of the Shire of Waroona.

Communications by elected members whether undertaken in an authorised official capacity or as a personal communication, and approved Shire of Waroona social media accounts must not:

- bring the Shire into disrepute,
- compromise the person's effectiveness in their role at the Shire,
- breach either code of conduct of the Shire of Waroona,
- infer a negativity towards an elected member or employee's ability to complete their duties, or
- disclose, without authorisation, confidential information.

Where an elected member publishes information in their role as an elected member, they are to disclose that they are not speaking on behalf of Council should there be likely to be any confusion in this regard.

Each social media account on each Shire platform will be authorised in writing by either the Shire President for an elected member, or by the CEO for an employee prior to that account going live.

All authorised accounts established for the organisation will be set up under the Shire of Waroona main account and linked to enable the correct processing of information and engagement. Any social media accounts developed by an employee during company time/and or on company owned equipment belongs

to the Shire and administrative permissions must be granted to authorised officers. Corporate Services will maintain a record of all Shire social media accounts and relevant access.

The Chief Executive Officer will give written delegation to those employees authorised to use approved social media channels as a form of communication with the community. Employees will be expected to communicate in a proper manner and adhere to the Shire of Waroona's Code of Conduct and social media procedure at all times. Employees will only post as the approved social media accounts and not their personal accounts. Persons with written authorisation to communicate through social media must ensure information provided is truthful, accurate and in the interest of the Shire of Waroona. In doing so, they certify that no information disclosed is of a confidential nature, commercially sensitive, or containing personal information.

Employees with access to the Shire's social media accounts must ensure the following:

- All users must opt into two-factor authentication where available;
- Each post is proofread and spell-checked;
- The intent of the post is clear and concise;
- The information posted is accurate;
- Each post is respectful and polite;
- Content adheres to the terms of use of the relevant social media platform;
- If a mistake is made it is quickly corrected, a disclosure is made, and the Department's Director is informed;
- If unsure of a situation, consult either the Chief Executive Officer, or Director Corporate & Community Services or Director Infrastructure & Development Service; and.
- If an employee notices inappropriate content on any form of social media in relation to the Shire, it should be reported to either the Chief Executive Officer, Director Corporate & Community Services or Director Infrastructure & Development Services.

The Shire of Waroona may also post and contribute to social media hosted by others, so as to ensure that the Shire of Waroona's strategic objectives are appropriately represented and promoted. These posts are to be authorised by an approved Officer prior to posting.

The Australian Advertising Standards Bureau (ASB) has issued a significant decision, classifying Facebook as an advertising medium. Consequently, it falls under the purview of the industry's self-regulatory code of ethics – the Australian Association of National Advertiser's (AANA) Code of Ethics. Social media pages are required to adhere to relevant codes and laws, meticulously reviewing all public posts to ensure they do not contain elements such as sexism, racism, or factual inaccuracies.

This ruling empowers authorities to impose fines or public scrutiny on companies for comments displayed on their social media 'brand' pages. The ASB's general stance is that Australia's advertising laws extend to all content on a brand's page, encompassing material generated by the page creator as well as comments posted by users or friends.

Additionally, any comment or post that violates these codes and laws will be promptly removed without prior consultation.

### 3.1 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Waroona, including on the Shire of Waroona's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire of Waroona's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.



### 3.2 Elected Member & Employee Personal Accounts

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, elected members and employees must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Model Code of Conduct) Regulations 2021*.

Comments which become public, and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

No employee of the Shire of Waroona is to post, comment, or share on the Shire's social media account/s from their own personal account unless authorised by the Chief Executive Officer. They are, however, welcome to like, follow, share or post positive comments on the Shire's official social media pages, and like any post from an authorised channel.

### 3.3 Dealing with Reponses and Misinformation through Management

Any social media interaction from an employee outside the Shire of Waroona's official channels that is seen to be disrespectful or damaging to the Shire's reputation will be dealt with as a breach of the code of conduct. Employees are encouraged to refrain from engaging on any social media platform concerning Shire of Waroona matters so as to avoid any unintended breaches.

This policy constitutes a lawful instruction to both elected members and employees and any breaches may lead to disciplinary action by the Shire of Waroona.

### 3.4 Policy Breach

Comments which become public, and which breach this policy may also breach the Codes of Conduct and/or the *Local Government Act 1995* and may be investigated.

Breaches of this policy by employees may lead to disciplinary action and/or dismissal by the Shire of Waroona.

## 4. Legislative and Strategic Context

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

- Local Government Act 1995, section 2.8 - The Shire President speaks on behalf of the Shire of Waroona.
- Code of Conduct for Council Members, Committee Members and Candidates, clause 8 – Personal Integrity.
- Code of Conduct for Council Members, Committee Members and Candidates, clause 9 – Relationship with Others.
- Code of Conduct for Employees and Volunteers, clause 3.3 Personal Behaviour
- Code of Conduct for Employees and Volunteers, clause 3.13 Personal Communications and Social Media

## 5. Review

This policy is to be reviewed every three years (triennially).

## 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP022				
<b>Contact Officer</b>	Manager Corporate Services				
<b>Related Legislation</b>	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	May 2026
<b>Date Adopted</b>	18/12/2018			OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
19/12/2023	Reviewed with minor amendments	<insert council resolution No.>
Previous Policies		
COM023 – Social Media Policy		



SHIRE OF  
**WAROONA**  
SEA TO SCARP

**Register of Delegations**  
Council to Committees and Chief Executive  
Officer

## About this document

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

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

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

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

Document Control		
Date Reviewed	Details	Author
27/11/18	Adopted by Council	Ian Curley
17/12/19	Reviewed by Council	Brad Vitale
24/11/20	Reviewed by Council	Brad Vitale
25/05/21	Amended by Council	Brad Vitale
22/06/21	Amended by Council	Brad Vitale
27/07/21	Amended by Council	Brad Vitale
24/08/21	Amended by Council	Brad Vitale
23/11/21	Reviewed by Council	Brad Vitale
22/02/22	Amended by Council	Brad Vitale
27/09/22	Amended by Council	Kate Pisconeri
20/12/22	Amended by Council	Kate Pisconeri
27/06/23	Amended by Council	Kate Pisconeri
<Date of council resolution>	<u>Amended by Council</u>	<u>Kate Pisconeri</u>

## Contents

<b>Background</b> .....	<b>7</b>
Statutory Framework .....	7
Local Government Act 1995.....	7
Local Government (Administration) Regulations 1996 .....	10
Other Legislation.....	10
Definitions .....	11
Department of Local Government, Sport & Cultural Industries – Guideline No. 17 .....	12
Delegations to a Temporarily Employed or Appointed Chief Executive Officer .....	12
<b>1. <u>Delegations from Council to Committees</u></b> .....	<b>13</b>
<b>2. <u>Delegations from Council to Chief Executive Officer</u></b> .....	<b>13</b>
2.1 Building Act 2011.....	13
2.1.1 Uncertified Application to be Considered by Building Surveyor .....	13
2.1.2 Building Permits.....	14
2.1.3 Demolition Permits.....	16
2.1.4 Occupancy Permits or Building Approval Certificates.....	18
2.1.5 Designate Employees as Authorised Persons.....	20
2.1.6 Building Orders .....	21
2.1.7 Inspection and Copies of Building Records.....	23
2.1.8 Referrals and Issuing Certificates .....	24
2.1.9 Private Pool Barrier – Alternative and Performance Solutions.....	25
2.1.10 Smoke Alarms – Alternative Solutions .....	26

2.1.11	Appointment of Approved Officers and Authorised Officers.....	27
2.2	Bush Fires Act 1954.....	28
2.2.1	Make Request to FES Commissioner – Control of Fire .....	28
2.2.2	Prohibited Burning Times – Vary.....	29
2.2.3	Prohibited Burning Times – Control Activities.....	30
2.2.4	Restricted Burning Times – Vary and Control Activities.....	32
2.2.5	Control of Operations Likely to Create Bush Fire Danger.....	34
2.2.6	Burning Garden Refuse / Open Air Fires.....	36
2.2.7	Firebreaks.....	38
2.2.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer .....	39
2.2.9	Control and Extinguishment of Bush Fires .....	41
2.2.10	Apply for Declaration as an Approved Area.....	42
2.2.11	Recovery of Expenses Incurred through Contraventions of the Act.....	43
2.2.12	Prosecution of Offences.....	44
2.3	Cat Act 2011 .....	45
2.3.1	Cat Registration .....	45
2.3.2	Cat Control Notices.....	47
2.3.3	Approval to Breed Cats.....	48
2.3.4	Recovery of Costs – Destruction of Cats.....	49
2.3.5	Applications to Keep Additional Cats.....	50
2.3.6	Reduce or Waiver Registration Fees.....	51
2.4	Dog Act 1976.....	52
2.4.1	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons .....	52
2.4.2	Registration of Dogs .....	53
2.4.3	Refuse or Cancel Registration .....	55
2.4.4	Kennel Establishments .....	57
2.4.5	Recovery of Monies Due Under this Act.....	58
2.4.6	Dispose or Sell Dogs Liable to be Destroyed .....	59
2.4.7	Declare Dangerous Dog.....	60
2.4.8	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke .....	61
2.4.9	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice.....	62
2.4.10	Determine Recoverable Expenses for Dangerous Dog Declaration .....	63
2.4.11	Applications to Keep More than the Prescribed Number of Dogs .....	64
2.5	Food Act 2008 .....	65
2.5.1	Determine Compensation .....	65
2.5.2	Prohibition Orders .....	67

2.5.3	Food Business Registrations .....	69
2.5.4	Appoint Authorised Officers and Delegated Officers .....	71
2.5.5	Debt Recovery and Prosecutions .....	73
2.5.6	Abattoir Inspections and Fees.....	75
2.5.7	Food Business List – Public Access.....	76
2.6	Graffiti Vandalism Act 2016.....	77
2.6.1	Giving Notice Requiring Obliteration of Graffiti .....	77
2.6.2	Notices – Deal with Objections and Give Effect to Notices .....	78
2.6.3	Obliterate Graffiti on Private Property.....	79
2.6.4	Powers of Entry .....	80
2.7	Liquor Control Act 1988 .....	81
2.7.1	Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988 .....	81
2.8	Local Government Act 1995.....	82
2.8.1	Performing Functions Outside the District .....	82
2.8.2	Compensation for Damage Incurred when Performing Executive Functions ..	83
2.8.3	Notice Requiring Certain Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given .....	84
2.8.4	Powers of Entry .....	85
2.8.5	Declare Vehicle is Abandoned Vehicle Wreck.....	86
2.8.6	Confiscated or Uncollected Goods.....	87
2.8.7	Disposal of Sick or Injured Animals .....	88
2.8.8	Close Thoroughfares to Vehicles .....	89
2.8.9	Control Reserves and Certain Unvested Facilities .....	91
2.8.10	Obstruction of Footpaths and Thoroughfares .....	92
2.8.11	Gates Across Public Thoroughfares.....	94
2.8.12	Public Thoroughfare – Dangerous Excavations .....	96
2.8.13	Crossing – Construction, Repair and Removal.....	98
2.8.14	Private Works on, over or under Public Places .....	99
2.8.15	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift.....	101
2.8.16	Expressions of Interest for Goods and Services.....	102
2.8.17	Tenders for Goods and Services.....	103
2.8.18	Application of Regional Price Preference Policy.....	106
2.8.19	Disposing of Property.....	107
2.8.20	Payments from the Municipal or Trust Funds .....	108
2.8.21	Defer, Grant Discounts, Waive or Write Off Debts.....	109
2.8.22	Power to Invest and Manage Investments .....	110
2.8.23	Rate Record Amendment.....	111

2.8.24	Agreement as to Payment of Rates and Service Charges.....	112
2.8.25	Determine Due Date for Rates or Service Charges.....	113
2.8.26	Recovery of Rates or Service Charges .....	114
2.8.27	Recovery of Rates Debt – Require Lessee to Pay Rent.....	115
2.8.28	Recovery of Rates Debt – Actions to Take Possession of the Land .....	116
2.8.29	Rate Record – Objections .....	118
2.9	Local Government (Miscellaneous Provisions) Act 1960.....	119
2.9.1	Appointment of Rangers, Poundkeepers and the Establishment of Public Pounds .....	119
2.10	Planning & Development Act 2005.....	120
2.10.1	Illegal Development .....	120
2.11	Planning & Development (Local Planning Schemes) Regulations 2015.....	122
2.11.1	Planning Approvals and Associated Decisions.....	122
2.12	Public Health Act 2016.....	124
2.12.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	124
2.12.2	Enforcement Agency Reports to the Chief Health Officer.....	125
2.12.3	Designate Authorised Officers.....	126
2.12.4	Determine Compensation for Seized Items .....	127
2.13	Shire of Waroona Local Laws .....	128
2.13.1	Application of Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 .....	128
2.13.2	Application of Shire of Waroona Cat Local Law 2023.....	130
2.13.3	Application of Shire of Waroona Dog Local Law 2023.....	131
2.13.4	Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021 ....	132
2.13.5	Application of Shire of Waroona Extractive Industries Local Law 2021 .....	134
2.13.6	Application of Shire of Waroona Fencing Local Law 2014.....	135
2.13.7	Application of Shire of Waroona Health Local Law 2021 .....	136
2.13.8	Application of Shire of Waroona Local Government Property Local Law 2014 .....	138
<b>3.</b>	<b>.....History Summary</b>	<b>139</b>



## Background

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

## Statutory Framework

### Local Government Act 1995

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

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

\* *Absolute majority required.*

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

\* *Absolute majority required.*

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

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

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

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

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

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

- (i) any power or duty that requires a decision of an absolute majority of the council; and  
 (ii) any other power or duty that is prescribed; and

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

#### 5.18. Register of delegations to committees

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

#### 5.42. Delegation of some powers and duties to CEO

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

\* *Absolute majority required.*

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

#### 5.43. Limits on delegations to CEO

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

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

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

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

#### 5.45. Other matters relevant to delegations under this Division

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

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## Local Government (Administration) Regulations 1996

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

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

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

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

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

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

## Other Legislation

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off-road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1988*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*

- *Shire of Waroona Activities on Thoroughfares & Trading in Public Places Local Law 2001*
- [Shire of Waroona Cat Local Law 2023](#)
- *Shire of Waroona Dogs Local Law 2023*
- *Shire of Waroona Drakesbrook Cemetery Local Law 2021*
- *Shire of Waroona Extractive Industries Local Law 2021*
- *Shire of Waroona Fencing Local Law 2014*
- *Shire of Waroona Health Local Law 2021*
- *Shire of Waroona Local Government Property Local Law 2014*
- *Strata Titles Act 1985*
- *Strata Titles General Regulations 1996*

## Definitions

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

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

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

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

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

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

“Policy” as the context requires, means either:

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

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

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

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

Guideline No. 17 can be found on the Department website [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

### Delegations to a Temporarily Employed or Appointed Chief Executive Officer

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

- a. on planned or unplanned annual, sick or long service leave for a period exceeding 48 hours~~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 6 weeks ~~thirty (30) consecutive working days~~ in any one occasion.

## 1. Delegations from Council to Committees

Nil.

## 2. Delegations from Council to Chief Executive Officer

### 2.1 Building Act 2011

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

#### 2.1.1 Uncertified Application to be Considered by Building Surveyor

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

Amendments		
Date	Details of Amendment	Reference

## 2.1.2 Building Permits

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.18 Further information  s.20 Grant of building permit  s.22 Further grounds for not granting an application  s.23 Time for deciding an application for building or demolition permit  s.24 Notice of decision not to grant building or demolition permit  s.27(1) &amp; (3) Impose conditions on permit</p> <p><i>Building Regulations 2012</i>  r.23 Application to extend time during which permit has effect [s.32]  r.24 Extension of time during which permit has effect [s.32(3)]  r.26 Approval of new responsible persons [s.35(c)]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to refuse to consider an application [s.18(2)].</li> <li>3. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)].</li> <li>5. Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].</li> <li>6. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>7. Authority to determine an application to extend time during which a building permit has effect [r.23 and r.24].</li> <li>8. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO



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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

## 2.1.3 Demolition Permits

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.18 Further information  s.21 Grant of demolition permit  s.22 Further grounds for not granting an application  s.23 Time for deciding an application for building or demolition permit  s.24 Notice of decision not to grant building or demolition permit  s.27(1) &amp; (3) Impose conditions on permit</p> <p><i>Building Regulations 2012</i>  r.23 Application to extend time during which permit has effect [s.32]  r.24 Extension of time during which permit has effect [s.32(3)]  r.26 Approval of new responsible persons [s.35(c)]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to refuse to consider an application [s.18(2)].</li> <li>3. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.21(1) &amp; (2) and s.22].</li> <li>4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)].</li> <li>5. Record the grounds on which a decision to refuse to grant a demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].</li> <li>6. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>7. Authority to determine an application to extend time during which a demolition permit has effect [r.23 and r.24].</li> <li>8. Authority to approve, or refuse to approve, an application for a new responsible person for a responsible permit [r.26].</li> </ol>
<b>Delegates</b>	CEO

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.4 Occupancy Permits or Building Approval Certificates

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.55 Further information  s.58 Grant of occupancy permit, building approval certificate  s.59 Time for granting occupancy permit or building approval certificate  s.60 Notice of decision not to grant occupancy permit or grant building approval certificate  s.62(1) and (3) Conditions imposed by permit authority  s.65(4) Extension of period of duration</p> <p><i>Building Regulations 2012</i>  r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s.65]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)].</li> <li>2. Authority to refuse to consider an application [s.55(2)].</li> <li>3. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>4. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].</li> <li>5. Authority to impose, add, vary or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1) and (3)].</li> <li>6. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)].</li> <li>7. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.5 Designate Employees as Authorised Persons

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

## 2.1.6 Building Orders

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.88 Finishes of walls close to boundaries</p> <p>s.110(1) A permit authority may make a building order</p> <p>s.111(1) Notice of proposed building order other than building order (emergency)</p> <p>s.117(1) &amp; (2) A permit authority may revoke a building order or notify that it remains in effect</p> <p>s.118(2) &amp; (3) Permit authority may give effect to building order if non-compliance</p> <p>s.133(1) A permit authority may commence a prosecution for an offence against this Act</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. building work;</li> <li>b. demolition work; and</li> <li>c. an existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].</li> <li>3. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>4. Authority to revoke a building order [s.117].</li> <li>5. Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].</li> <li>6. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>7. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>



### 2.1.7 Inspection and Copies of Building Records

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

Amendments		
Date	Details of Amendment	Reference

### 2.1.8 Referrals and Issuing Certificates

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	s.145A Local Government functions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Waroona's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.9 Private Pool Barrier – Alternative and Performance Solutions

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.51 Approvals by permit authority
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)].</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.10 Smoke Alarms – Alternative Solutions

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.11 Appointment of Approved Officers and Authorised Officers

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) &amp; (1A) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i></li> <li>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

## 2.2 Bush Fires Act 1954

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

### 2.2.1 Make Request to FES Commissioner – Control of Fire

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

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

### 2.2.2 Prohibited Burning Times – Vary

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

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

### 2.2.3 Prohibited Burning Times – Control Activities

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions  s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i>  r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.  r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times  r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures</li> </ol>



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

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

### 2.2.4 Restricted Burning Times – Vary and Control Activities

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.18(5) &amp; (11) Restricted burning times may be declared by FES Commissioner</p> <p>s.22(6) &amp; (7) Burning on exempt land and land adjoining exempt land</p> <p>s.27(2) &amp; (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) &amp; (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.15C Local Government may prohibit burning on certain days</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]:             <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> </ol>

	<ol style="list-style-type: none"> <li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>9. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.5 Control of Operations Likely to Create Bush Fire Danger

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.27D Requirements for carriage and deposit of incendiary material  <i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>b. a person operating a bee smoker device during a prescribed period [r.39CA(5)];</li> <li>c. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)];</li> <li>d. a person using explosives [r.39D(2)]; and</li> <li>e. a person using fireworks [r.39E(3)].</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D].</li> </ol> <p>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

## 2.2.6 Burning Garden Refuse / Open Air Fires

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.24F Burning garden refuse during limited burning times  s.24G Minister or local government may further restrict burning of garden refuse  s.25 No fire to be lit in open air unless certain precautions taken  s.25A Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954</i>  r.27(3) Permit, issue of</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: <ol style="list-style-type: none"> <li>a. authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and</li> <li>b. authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)]; and</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.7 Firebreaks

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.33 Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Waroona: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference



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

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and             <ol style="list-style-type: none"> <li>a. of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and</li> <li>b. determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to cause a notice of an appointment made under the provisions of section 38(1) of the Act to be published in accordance with the Act [s.38(2A)].</li> <li>3. To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s.38(2C)].</li> <li>4. Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control and management of the Shire of Waroona [s.38(5A)].</li> <li>5. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]:             <ol style="list-style-type: none"> <li>a. authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol> </li> <li>6. Authority to give notice of an appointment made under s.38(8) or s.38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s.38(13)].</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.9 Control and Extinguishment of Bush Fires

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

Amendments		
Date	Details of Amendment	Reference

### 2.2.10 Apply for Declaration as an Approved Area

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

Amendments		
Date	Details of Amendment	Reference

### 2.2.11 Recovery of Expenses Incurred through Contraventions of the Act

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

Amendments		
Date	Details of Amendment	Reference

### 2.2.12 Prosecution of Offences

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government s.59(3) Delegation of prosecution of offences
<b>Express power or duty delegated</b>	s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s.59A(2)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Director Corporate & Community Services Manager Ranger & Emergency Services Manager Governance Rangers
<b>Conditions</b>	Prior to the persons appointed as Rangers instigating proceedings in a court of competent jurisdiction, the section Manager is to be consulted.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

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

## 2.3 Cat Act 2011

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

### 2.3.1 Cat Registration

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags  <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to record in the register the information prescribed in respect of each cat registered by the local government [s.12(3)].</li> <li>6. Authority to cause any error in, or omission from, the register to be corrected [s.12(4)].</li> <li>7. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Waroona's District [Regs. Sch. 3 cl.1 (4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government
-------------------------------------	--

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.4.1 to 2.3.1.	OCM21/05/059



### 2.3.2 Cat Control Notices

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

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

### 2.3.3 Approval to Breed Cats

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	s.37 Approval to breed cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government

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

### 2.3.4 Recovery of Costs – Destruction of Cats

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

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

### 2.3.5 Applications to Keep Additional Cats

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat (Uniform Local Provisions) Regulations 2013</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)].</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government

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

### 2.3.6 Reduce or Waiver Registration Fees

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

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

## 2.4 Dog Act 1976

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

### 2.4.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$10 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

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

### 2.4.2 Registration of Dogs

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.14(1), (3) & (4) Register of dogs s.16(1), (2), (3A), (3C) & (6) Registration Procedure s.45(2) Evidentiary provisions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)].</li> <li>2. Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)].</li> <li>3. Authority to cause any error in, or omission from, the register to be corrected [s.14(4)].</li> <li>4. Authority to register a dog in the district in which             <ol style="list-style-type: none"> <li>(a) the dog is ordinarily kept; or</li> <li>(b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2),</li> </ol>             if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)].           </li> <li>5. Authority to, on receipt of an application duly made under subsection (1) shall —             <ol style="list-style-type: none"> <li>(a) effect the registration in accordance with this Act; or</li> <li>(b) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)].</li> </ol> </li> <li>6. Authority to cancel the registration of a dog in accordance with section 16(3A) and (3C).</li> <li>7. Authority to, on effecting or renewing any registration, deliver to the applicant —             <ol style="list-style-type: none"> <li>(a) a certificate in the prescribed form acknowledging the fee paid and specifying the registration number allocated to each dog, the term of the</li> </ol> </li> </ol>

	<p>relevant registration period, and a description of each dog so registered; and</p> <p>(b) in respect of each dog so registered, a registration tag of the prescribed kind [s.16(6)].</p> <p>8. Authority to certify entries in the register of dogs in accordance with s.45(2) [s.45(2)].</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to sub-delegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>



### 2.4.3 Refuse or Cancel Registration

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.15(2) & (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) & (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>(a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>(b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or</li> <li>(c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or</li> <li>(d) the dog is required to be microchipped but is not microchipped; or</li> <li>(e) the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].</li> <li>5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].</li> </ol>
<b>Delegates</b>	CEO

<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.2 to 2.4.3.	OCM21/05/059

#### 2.4.4 Kennel Establishments

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.3 to 2.4.4.	OCM21/05/059

### 2.4.5 Recovery of Monies Due Under this Act

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.4 to 2.4.5.	OCM21/05/059

### 2.4.6 Dispose or Sell Dogs Liable to be Destroyed

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.29(11) Power to seize dogs
<b>Function</b>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</li> </ol>
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.5 to 2.4.6.	OCM21/05/059

### 2.4.7 Declare Dangerous Dog

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.6 to 2.4.7.	OCM21/05/059

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

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) & (5) Local government may revoke declaration or proposal to destroy
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: <ol style="list-style-type: none"> <li>(a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.7 to 2.4.8.	OCM21/05/059

### 2.4.9 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.8 to 2.4.9.	OCM21/05/059



### 2.4.10 Determine Recoverable Expenses for Dangerous Dog Declaration

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.9 to 2.4.10.	OCM21/05/059

### 2.4.11 Applications to Keep More than the Prescribed Number of Dogs

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

Amendments		
Date	Details of Amendment	Reference

## 2.5 Food Act 2008

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

### 2.5.1 Determine Compensation

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.56(2) Compensation to be paid in certain circumstances s.70(2) & (3) Compensation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Development Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500,000. Compensation requests above this value are to be reported to Council.</li> </ol>
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.1 to 2.5.1.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

## 2.5.2 Prohibition Orders

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191

### 2.5.3 Food Business Registrations

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.110(1) & (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; WA Priority Classification System; and Verification of Food Safety Program Guideline.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

Amendments		
Date	Details of Amendment	Reference
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191



### 2.5.4 Appoint Authorised Officers and Delegated Officers

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.122(1) Appointment of authorised officers s.126(6), (7) & (13) Infringement officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Appointment of Authorised Officers as Meat Inspectors; Appointment of Authorised Officers; Appointment of Authorised Officers – Designated Officers only; and Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.4 to 2.5.4.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

### 2.5.5 Debt Recovery and Prosecutions

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li> <li>2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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



### 2.5.6 Abattoir Inspections and Fees

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	<i>Food Regulations 2009</i> r.43 Local government may require security r.45 Withdrawal of inspection services
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority, relevant to the payment of abattoir meat inspection fees under Regulation 41, to: <ol style="list-style-type: none"> <li>(a) require a person to provide security,</li> <li>(b) determine the form that security is to be provided, and</li> <li>(c) discharge a security held by the Shire of Waroona [r.43].</li> </ol> </li> <li>2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

### 2.5.7 Food Business List – Public Access

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

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

## 2.6 Graffiti Vandalism Act 2016

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

### 2.6.1 Giving Notice Requiring Obliteration of Graffiti

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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

## 2.6.2 Notices – Deal with Objections and Give Effect to Notices

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>b. to give notice to the affected person, before taking the necessary actions [s.24(3)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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



### 2.6.3 Obliterate Graffiti on Private Property

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

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

### 2.6.4 Powers of Entry

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.28 Notice of entry s.29 Entry under warrant
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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

## 2.7 Liquor Control Act 1988

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

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

<b>Head of power</b>	Liquor Control Act 1988
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i>.</li> <li>2. To issue certificates of Local Health Authority and Local Planning Authority.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.8 Local Government Act 1995

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

### 2.8.1 Performing Functions Outside the District

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

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

## 2.8.2 Compensation for Damage Incurred when Performing Executive Functions

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.22(1) Compensation s.3.23 Arbitration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation is limited to settlements which do not exceed a material value of \$500,000.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.25(1) Notices requiring certain things to be done by owner or occupier of land s.3.26(2) & (3) Additional powers when notices given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that             <ol style="list-style-type: none"> <li>a. is prescribed for in Schedule 3.1, Division 1; or</li> <li>b. is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s.3.25(1)].</li> </ol> </li> <li>2. If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s.3.26(2)].</li> <li>3. Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.4 Powers of Entry

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

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

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



### 2.8.6 Confiscated or Uncollected Goods

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46].</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.7 Disposal of Sick or Injured Animals

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.8 Close Thoroughfares to Vehicles

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals  <i>Local Government (Functions and General) Regulations 1996</i> r.6(3) Transitional provisions about road closures
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A].</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s.3.51].</li> <li>6. Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as</li> </ol>

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

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

### 2.8.9 Control Reserves and Certain Unvested Facilities

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)].</li> <li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Waroona that the Shire of Waroona could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.10 Obstruction of Footpaths and Thoroughfares

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local</i></li> </ol>

<b>Express power to subdelegate</b>	<p><i>Government (Uniform Local Provisions) Regulations 1996.</i></p> <p>2. Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> <li>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
-------------------------------------	--

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.9.10 to 2.8.10.	OCM21/05/059

### 2.8.11 Gates Across Public Thoroughfares

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees



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

### 2.8.12 Public Thoroughfare – Dangerous Excavations

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> </ol> </li> </ol>

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

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

### 2.8.13 Crossing – Construction, Repair and Removal

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Actions under this Delegation must comply with procedural requirements details in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.8.14 Private Works on, over or under Public Places

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> <li>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

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

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

### 2.8.16 Expressions of Interest for Goods and Services

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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



## 2.8.17 Tenders for Goods and Services

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.57 Tenders for providing goods or services  <i>Local Government (Functions and General) Regulations 1996</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r.11(f)].</li> <li>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r.11(2)].</li> <li>4. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> <li>8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r.18(4)].</li> <li>9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</li> </ol>

	<ol style="list-style-type: none"> <li>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>12. Authority to decline any tender [F&amp;G r.18(5)].</li> <li>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</li> <li>14. Authority to:       <ol style="list-style-type: none"> <li>a. vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.</li> <li>b. exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&amp;G r.21A].</li> </ol> </li> <li>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Sole supplier arrangements may only be approved where a record is retained that evidences:       <ol style="list-style-type: none"> <li>a. a detailed specification;</li> <li>b. the outcomes of market testing of the specification;</li> <li>c. the reasons why market testing has not met the requirements of the specification' and</li> <li>d. rationale for why the supply is unique and cannot be sourced through other suppliers.</li> </ol> </li> <li>2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:       <ul style="list-style-type: none"> <li>• proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government;</li> <li>• current supply contract expiry is imminent;</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• value of the proposed new contract has been included in the draft Annual Budget proposed for adoption.</li> </ul> <p>3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <p>4. Authority to enter into a variation [F&amp;G r.20(1) and r.20(2)] subject to:</p> <ul style="list-style-type: none"> <li>• that the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract.</li> </ul> <p>5. Compliance with Council's Purchasing and Procurement Policy and Regional Price Preference Policy.</p>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.18 Application of Regional Price Preference Policy

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

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

### 2.8.19 Disposing of Property

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.58(2) & (3) Disposing of Property
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a. the highest bidder at public auction [s.3.58(2)(a)];</li> <li>b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)].</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> <li>3. Authority to dispose of property under Regulation 30(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Value of property that may be disposed under this Delegation shall not exceed \$500,000 including plant and assets with a depreciated value not exceeding \$500,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>.</li> <li>2. Section 3.58(4) - where the market value of the lease is less than \$15,000 per annum.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.20 Payments from the Municipal or Trust Funds

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

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

### 2.8.21 Defer, Grant Discounts, Waive or Write Off Debts

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Waroona [s.6.12(1)(b)].</li> <li>2. Waive or grant concessions in relation to any amount of money [s.6.12(1)(b)].</li> <li>3. Write off any amount of money which is owed to the Shire of Waroona [s.6.12(1)(c)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Write-off fees and charges and interest on rates up to \$1,000 [s.6.12(1)(c) &amp; (2)].</li> <li>2. A debt may only be waived in accordance with Policy CP005 – Donations, Sponsorships and Waivers.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.21 to 2.8.21.	OCM21/05/059
27/06/2023	Condition No. 2 added to align with delegated authority under new council policy CP005 - Donations, Sponsorships and Waivers.	OCM23/07/076

### 2.8.22 Power to Invest and Manage Investments

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.14 Power to invest  <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy FIN019 - Investment of Surplus Funds.</li> <li>2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>3. Procedures are to be documented.</li> <li>4. Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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



### 2.8.23 Rate Record Amendment

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

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

### 2.8.24 Agreement as to Payment of Rates and Service Charges

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

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

### 2.8.25 Determine Due Date for Rates or Service Charges

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

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

### 2.8.26 Recovery of Rates or Service Charges

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.27 Recovery of Rates Debt – Require Lessee to Pay Rent

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.60 Local government may require lessee to pay rent
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> <li>a. lease the land, or</li> <li>b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>ii. cause the land to be transferred to the Shire of Waroona [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> <li>3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.29 Rate Record – Objections

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.76 Grounds of objection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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



## 2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

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

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

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

## 2.10 Planning & Development Act 2005

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

### 2.10.1 Illegal Development

<b>Head of power</b>	Planning & Development Act 2005
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.214(2), (3) & (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible authority's powers to remove etc.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a. to remove, pull down, take up, or alter the development; and</li> <li>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority;</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to executive work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> <li>4. If — <ol style="list-style-type: none"> <li>a. a notice is served on a person under section 214(2), (3) or (5) and that person fails to — <ol style="list-style-type: none"> <li>i. carry out the directions within the time specified in the notice; or</li> <li>ii. apply under section 255 for a review of any direction contained in the notice; or</li> </ol> </li> </ol> </li> </ol>

	<p>b. on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person.</p> <p>5. Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.11 Planning & Development (Local Planning Schemes) Regulations 2015

### 2.11.1 Planning Approvals and Associated Decisions

<b>Head of power</b>	Planning & Development (Local Planning Schemes) Regulations 2015
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> Sch.2 cl.82 Delegations by local government
<b>Express power or duty delegated</b>	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation
<b>Function</b>	Powers and duties under the Shire of Waroona Local Planning Scheme No. 7 and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>3. Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans may only be determined by the Chief Executive Officer.</li> <li>4. Decisions to proceed with a Local Planning Policy are to be made by the Council.</li> <li>5. Where a public objection has been received after the application has been advertised for comment the application may only be determined by the Chief Executive Officer.</li> <li>6. Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.</li> </ol>
<b>Express power to subdelegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i>

	cl.83 Local government CEO may delegate powers
--	--

Amendments		
Date	Details of Amendment	Reference

## 2.12 Public Health Act 2016

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

### 2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.13.2 to 2.12.1.	OCM21/05/059

### 2.12.2 Enforcement Agency Reports to the Chief Health Officer

<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	s.22 Reports by and about enforcement agencies
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Waroona [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	CEO Designated Authorised Officer – Environmental Health Officer
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

### 2.12.3 Designate Authorised Officers

<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	s.24(1) & (3) Designation of authorised officers
<b>Function</b>	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>The <i>Public Health Act 2016</i> or other specified Act;</li> <li>Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>an environmental health officer or environmental health officers as a class; OR</li> <li>a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Subject to each person so appointed being; <ul style="list-style-type: none"> <li>Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference



### 2.12.4 Determine Compensation for Seized Items

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

Amendments		
Date	Details of Amendment	Reference

## 2.13 Shire of Waroona Local Laws

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

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

<b>Head of power</b>	Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<ul style="list-style-type: none"> <li>cl.2.1 General prohibitions</li> <li>cl.2.2 Activities allowed with a permit – general</li> <li>cl.2.4 Permit required</li> <li>cl.2.5 Removal of redundant crossing</li> <li>cl.2.11 Notice to owner or occupier</li> <li>cl.2.15 Assignment of numbers</li> <li>cl.2.17 Signs</li> <li>cl.3.2 Advertising signs and portable direction signs</li> <li>cl.3.3 Matters to be considered in determining application for permit</li> <li>cl.3.4 Conditions on portable sign</li> <li>c.3.5 Conditions on election sign</li> <li>cl.4.6 Retailer to remove abandoned trolley</li> <li>cl.5.3 Declaration of flora road</li> <li>cl.5.5 Signposting of flora roads</li> <li>cl.5.6 Driving only on carriageway of flora roads</li> <li>cl.5.7 Designation of special environmental areas</li> <li>cl.5.8 Marking of special environmental areas</li> <li>cl.5.10 Relevant considerations in determining application</li> <li>cl.5.15 When application for permit can be approved</li> <li>cl.5.16 Prohibition on burning</li> <li>cl.5.18 When application for permit cannot be approved</li> <li>cl.5.20 Permit for revegetation projects</li> <li>cl.6.3 Trader's permit</li> <li>cl.6.5 Relevant considerations in determining application for permit</li> <li>cl.6.6 Conditions of permit</li> <li>cl.6.17 Matters to be considered in determining application</li> <li>cl.6.18 Obligations of permit holder</li> <li>cl.7.1 Application for permit</li> <li>cl.7.2 Decision on application for permit</li> <li>cl.7.3 Conditions which may be imposed on a permit</li> <li>cl.7.4 Imposing conditions under a policy</li> </ul>

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

Amendments		
Date	Details of Amendment	Reference

### 2.13.2 Application of Shire of Waroona Cat Local Law 2023

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

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>
<a href="#">19 Dec 23</a>	<a href="#">Added following adoption of Shire of Waroona Cat Local Law 2023</a>	<a href="#">OCM...</a>

### 2.13.22.13.3 Application of Shire of Waroona Dogs Local Law 202301

<b>Head of power</b>	Shire of Waroona Dogs Local Law 202301
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">cl.2.1 Fees and charges – imposition of</a> cl.4.2 Application for licence for approved kennel establishment cl.4.3 Notice of proposed use cl.4.4 Exemption from notice requirements cl.4.5 When application can be determined cl.4.6 Determination of application cl.4.7 Where application cannot be approved cl.4.8 Conditions of approval <a href="#">cl.4.10 Fees</a> <a href="#">cl.4.11 Form of licence</a> cl.4.13 Variation or cancellation of licence cl.4.14 Transfer cl.4.15 Notification <a href="#">cl.6.5 Payment of modified penalty</a> <a href="#">cl.6.7 Service</a>
<b>Function</b>	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
<date of council resolution>	<a href="#">Updated to reflect new Shire of Waroona Dog Local Law 2023</a>	<a href="#">OCM23/xx/xx</a>

**2.13.32.13.4 Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021**

<b>Head of power</b>	Shire of Waroona Drakesbrook Cemetery Local Law 2021
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	cl.3.1 Applications for burial cl.3.2 Application for cremation cl.3.4 Certificate of identification cl.3.5 Minimum notice required cl.4.3 Application refusal cl.5.1 Requirements for funerals and coffins cl.5.2 Funeral processions cl.5.6 Conduct of funeral by Board cl.5.9 Depositing the coffin cl.5.10 Removal of the name plate and lead strip cl.5.11 Removal of metal fittings cl.5.12 Disposal of ashes cl.5.14 Ashes held by the Board cl.7.1 Application for monumental work cl.7.5 Removal of sand, soil or loam cl.7.6 Hours of work cl.7.8 Use of wood cl.7.11 Australian war graves cl.7.13 Specification of monuments cl.7.15 Requirements of a memorial plaque cl..16 Monumental mason's licence cl.7.18 Carrying out monumental work cl.8.2 Damaging and removing objects cl.8.5 Advertising cl.8.7 Removal from the cemetery
<b>Function</b>	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

### 2.13.42.13.5 Application of Shire of Waroona Extractive Industries Local Law 2021

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

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



### 2.13.52.13.6 Application of Shire of Waroona Fencing Local Law 2014

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

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

### 2.13.62.13.7 Application of Shire of Waroona Health Local Law 2021

Head of power	Shire of Waroona Health Local Law 2021
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995</i>  s.5.42 Delegation of some powers or duties to the CEO  s.5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><del>cl.2.2 Dwelling house</del>  <del>cl.2.12 Bathrooms</del>  <del>cl.2.13 Laundries</del>  <del>cl.3.3 Disposal of rainwater</del>  <del>cl.4.3 Disposal of liquid waste</del>  cl.4.9 Burning of rubbish or refuse  <del>cl.4.10 Suitable enclosure</del>  <del>cl.4.13 Unauthorised storage of materials</del>  cl.4.14 Removal of refuse and disused materials  cl.4.15 Removal of unsightly overgrowth of vegetation  <del>cl.5.2 Escape of smoke etc.</del>  cl.5.5 Dust management  cl.5.6 Emission or reflection of light  <a href="#">cl.5.7 Car parks</a>  <del>cl.5.7 Car parks</del>  <del>cl.5.12 Commercial vehicles</del>  cl.5.13 Bird scaring devices  <del>cl.5.16 Slaughter of animals</del>  cl.5.19 Keeping of approved animals and provision of stables  <del>cl.5.25 Roosters, geese, turkeys, peafowl and gamebirds</del>  <del>cl.5.31 Premises to be approved</del>  <del>cl.6.9 Drainage of land</del>  cl.6.10 Local government may execute work and recover costs</p> <p>cl.7.4 Authorised Officer may disinfect or disinfest the premises  cl.7.5 Insanitary houses, premises and things  cl.7.7 Persons in contact with an infectious disease sufferer  cl.7.8 Declaration of infected house or premises  cl.7.11 Local government may carry out work and recover costs</p> <p><del>cl.8.2 Accommodation not to be kept unless registered</del>  cl.8.4 Certificate of Registration of Accommodation  <del>cl.8.5 Renewal of registration</del>  cl.8.7 Revocation of registration  <a href="#">cl.8.21 Furnishing etc. of sleeping apartments</a>  <a href="#">cl.8.26 Keeper report</a></p> <p><del>cl.8.21 Furnishing etc. of sleeping arrangement</del>  <del>cl.8.26 Keeper report</del>  <del>cl.8.29 Room occupancy</del></p>

<b>Function</b>	<p><del>cl.9.2 Consent to establish an offensive trade</del>  cl.9.5 Certificate of Registration of Premises for Offensive Trade</p> <p><del>cl.9.7 Alterations to premises</del>  cl.10.3 Other enforcement actions</p> <p>Authority to perform the duties of the local government for the abovementioned delegated powers and duties.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<p><i>Local Government Act 1995</i>  s.5.44 CEO may delegate some powers and duties to other employees</p>

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.5 to 2.13.6.	OCM21/07/093
24/08/21	Updated to reflect new Health Local Law	OCM21/08/122
<u>&lt;date of council resolution &gt;</u>	<u>Updated to remove clauses which do not include express power or duty delegated to Local Government.</u>	<u>&lt;council resolution&gt;</u>

### 2.13.72.13.8 Application of Shire of Waroona Local Government Property Local Law 2014

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

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

### 3. History Summary

Date / Reference	Amendments
24 November 2020 OCM20/11/196	Major review – all previous delegations revoked and new delegations created.
25 May 2021 OCM21/05/059	Removed Section 2.3 Caravan Parks & Camping Grounds Act 1995 and Delegation 2.4.7 Infringement Notices – Extensions and Withdrawals.
	Amended Delegations 2.6.1 to 2.6.7, inclusive.
	Renumbered Delegations 2.4.1 to 2.13.2, inclusive.
	Added Delegations 2.12.2, 2.12.3 and 2.12.4.
22 June 2021 OCM21/06/070	Added Delegations 2.13.1 to 2.13.6, inclusive.
27 July 2021 OCM21/07/093	Added Delegation 2.13.3.
24 August 2021 OCM21/08/122	Amended Delegation 2.13.6.
23 November 2021 OCM21/11/181	Annual statutory review – no amendments made.
14 December 2021 OCM21/12/204	Added Delegation 2.4.11.
22 February 2022 OCM22/02/012	Amended Delegations 2.5.1 to 2.5.7, inclusive.
27 September 2022 OCM22/09/127	Amended Delegations 2.2.1, 2.2.2, 2.2.3, and 2.2.12.
20 December 2022 OCM22/12/191	Amended Background and Delegations 2.2.12, 2.5.2, 2.5.3, 2.5.5, 2.5.7, 2.8.5 and 2.13.4.
27 June 2023 OCM23/07/076	Amended Delegation 8.2.21.
<insert Resolution Date, Resolution No. >	<a href="#">Amended Delegation 2.13.2, 2.13.3 and 2.13.7.</a>



52 Hesse Street  
PO Box 20  
WAROONA WA 6215

[www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)

08 9733 7800  
[warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)  
[f/ShireofWaroona](https://www.facebook.com/ShireofWaroona)





SHIRE OF  
**WAROONA**  
SEA TO SCARP

**Register of Delegations**  
Council to Committees and Chief Executive  
Officer

## About this document

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

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

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

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



Document Control		
Date Reviewed	Details	Author
27/11/18	Adopted by Council	Ian Curley
17/12/19	Reviewed by Council	Brad Vitale
24/11/20	Reviewed by Council	Brad Vitale
25/05/21	Amended by Council	Brad Vitale
22/06/21	Amended by Council	Brad Vitale
27/07/21	Amended by Council	Brad Vitale
24/08/21	Amended by Council	Brad Vitale
23/11/21	Reviewed by Council	Brad Vitale
22/02/22	Amended by Council	Brad Vitale
27/09/22	Amended by Council	Kate Pisconeri
20/12/22	Amended by Council	Kate Pisconeri
27/06/23	Amended by Council	Kate Pisconeri
<Date of council resolution>	Amended by Council	Kate Pisconeri

## Contents

<b>Background</b> .....	<b>7</b>
Statutory Framework .....	7
Local Government Act 1995.....	7
Local Government (Administration) Regulations 1996 .....	10
Other Legislation.....	10
Definitions .....	11
Department of Local Government, Sport & Cultural Industries – Guideline No. 17 .....	12
Delegations to a Temporarily Employed or Appointed Chief Executive Officer .....	12
<b>1. Delegations from Council to Committees</b> .....	<b>13</b>
<b>2. Delegations from Council to Chief Executive Officer</b> .....	<b>13</b>
2.1 Building Act 2011 .....	13
2.1.1 Uncertified Application to be Considered by Building Surveyor .....	13
2.1.2 Building Permits.....	14
2.1.3 Demolition Permits.....	16
2.1.4 Occupancy Permits or Building Approval Certificates.....	18
2.1.5 Designate Employees as Authorised Persons.....	20
2.1.6 Building Orders .....	21
2.1.7 Inspection and Copies of Building Records.....	23
2.1.8 Referrals and Issuing Certificates .....	24
2.1.9 Private Pool Barrier – Alternative and Performance Solutions.....	25
2.1.10 Smoke Alarms – Alternative Solutions .....	26
2.1.11 Appointment of Approved Officers and Authorised Officers.....	27

2.2	Bush Fires Act 1954.....	28
2.2.1	Make Request to FES Commissioner – Control of Fire .....	28
2.2.2	Prohibited Burning Times – Vary.....	29
2.2.3	Prohibited Burning Times – Control Activities.....	30
2.2.4	Restricted Burning Times – Vary and Control Activities.....	32
2.2.5	Control of Operations Likely to Create Bush Fire Danger.....	34
2.2.6	Burning Garden Refuse / Open Air Fires.....	36
2.2.7	Firebreaks.....	38
2.2.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer .....	39
2.2.9	Control and Extinguishment of Bush Fires .....	41
2.2.10	Apply for Declaration as an Approved Area.....	42
2.2.11	Recovery of Expenses Incurred through Contraventions of the Act.....	43
2.2.12	Prosecution of Offences.....	44
2.3	Cat Act 2011 .....	45
2.3.1	Cat Registration .....	45
2.3.2	Cat Control Notices.....	47
2.3.3	Approval to Breed Cats.....	48
2.3.4	Recovery of Costs – Destruction of Cats.....	49
2.3.5	Applications to Keep Additional Cats.....	50
2.3.6	Reduce or Waiver Registration Fees.....	51
2.4	Dog Act 1976.....	52
2.4.1	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons .....	52
2.4.2	Registration of Dogs .....	53
2.4.3	Refuse or Cancel Registration .....	55
2.4.4	Kennel Establishments .....	57
2.4.5	Recovery of Monies Due Under this Act.....	58
2.4.6	Dispose or Sell Dogs Liable to be Destroyed .....	59
2.4.7	Declare Dangerous Dog.....	60
2.4.8	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke .....	61
2.4.9	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice.....	62
2.4.10	Determine Recoverable Expenses for Dangerous Dog Declaration .....	63
2.4.11	Applications to Keep More than the Prescribed Number of Dogs .....	64
2.5	Food Act 2008 .....	65
2.5.1	Determine Compensation .....	65
2.5.2	Prohibition Orders .....	67
2.5.3	Food Business Registrations .....	69

2.5.4	Appoint Authorised Officers and Delegated Officers .....	71
2.5.5	Debt Recovery and Prosecutions .....	73
2.5.6	Abattoir Inspections and Fees.....	75
2.5.7	Food Business List – Public Access.....	76
2.6	Graffiti Vandalism Act 2016.....	77
2.6.1	Giving Notice Requiring Obliteration of Graffiti .....	77
2.6.2	Notices – Deal with Objections and Give Effect to Notices .....	78
2.6.3	Obliterate Graffiti on Private Property.....	79
2.6.4	Powers of Entry .....	80
2.7	Liquor Control Act 1988 .....	81
2.7.1	Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988 .....	81
2.8	Local Government Act 1995.....	82
2.8.1	Performing Functions Outside the District .....	82
2.8.2	Compensation for Damage Incurred when Performing Executive Functions ..	83
2.8.3	Notice Requiring Certain Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given .....	84
2.8.4	Powers of Entry .....	85
2.8.5	Declare Vehicle is Abandoned Vehicle Wreck.....	86
2.8.6	Confiscated or Uncollected Goods.....	87
2.8.7	Disposal of Sick or Injured Animals.....	88
2.8.8	Close Thoroughfares to Vehicles .....	89
2.8.9	Control Reserves and Certain Unvested Facilities .....	91
2.8.10	Obstruction of Footpaths and Thoroughfares .....	92
2.8.11	Gates Across Public Thoroughfares.....	94
2.8.12	Public Thoroughfare – Dangerous Excavations .....	96
2.8.13	Crossing – Construction, Repair and Removal.....	98
2.8.14	Private Works on, over or under Public Places .....	99
2.8.15	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift.....	101
2.8.16	Expressions of Interest for Goods and Services.....	102
2.8.17	Tenders for Goods and Services.....	103
2.8.18	Application of Regional Price Preference Policy.....	106
2.8.19	Disposing of Property.....	107
2.8.20	Payments from the Municipal or Trust Funds .....	108
2.8.21	Defer, Grant Discounts, Waive or Write Off Debts.....	109
2.8.22	Power to Invest and Manage Investments .....	110
2.8.23	Rate Record Amendment.....	111
2.8.24	Agreement as to Payment of Rates and Service Charges.....	112

2.8.25	Determine Due Date for Rates or Service Charges.....	113
2.8.26	Recovery of Rates or Service Charges .....	114
2.8.27	Recovery of Rates Debt – Require Lessee to Pay Rent.....	115
2.8.28	Recovery of Rates Debt – Actions to Take Possession of the Land .....	116
2.8.29	Rate Record – Objections .....	118
2.9	Local Government (Miscellaneous Provisions) Act 1960.....	119
2.9.1	Appointment of Rangers, Poundkeepers and the Establishment of Public Pounds .....	119
2.10	Planning & Development Act 2005.....	120
2.10.1	Illegal Development .....	120
2.11	Planning & Development (Local Planning Schemes) Regulations 2015.....	122
2.11.1	Planning Approvals and Associated Decisions.....	122
2.12	Public Health Act 2016.....	124
2.12.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	124
2.12.2	Enforcement Agency Reports to the Chief Health Officer.....	125
2.12.3	Designate Authorised Officers.....	126
2.12.4	Determine Compensation for Seized Items .....	127
2.13	Shire of Waroona Local Laws .....	128
2.13.1	Application of Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 .....	128
2.13.2	Application of Shire of Waroona Cat Local Law 2023.....	130
2.13.3	Application of Shire of Waroona Dog Local Law 2023.....	131
2.13.4	Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021 ....	132
2.13.5	Application of Shire of Waroona Extractive Industries Local Law 2021 .....	134
2.13.6	Application of Shire of Waroona Fencing Local Law 2014.....	135
2.13.7	Application of Shire of Waroona Health Local Law 2021 .....	136
2.13.8	Application of Shire of Waroona Local Government Property Local Law 2014 .....	138
<b>3.</b>	<b>History Summary .....</b>	<b>139</b>

## Background

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

## Statutory Framework

### Local Government Act 1995

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

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

\* *Absolute majority required.*

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

\* *Absolute majority required.*

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

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

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

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

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

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

- (i) any power or duty that requires a decision of an absolute majority of the council; and
- (ii) any other power or duty that is prescribed; and

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

#### 5.18. Register of delegations to committees

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

#### 5.42. Delegation of some powers and duties to CEO

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

\* *Absolute majority required.*

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

#### 5.43. Limits on delegations to CEO

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

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

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

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

#### 5.45. Other matters relevant to delegations under this Division

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

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## Local Government (Administration) Regulations 1996

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

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

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

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

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

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

## Other Legislation

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off-road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1988*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*



- *Shire of Waroona Activities on Thoroughfares & Trading in Public Places Local Law 2001*
- *Shire of Waroona Cat Local Law 2023*
- *Shire of Waroona Dog Local Law 2023*
- *Shire of Waroona Drakesbrook Cemetery Local Law 2021*
- *Shire of Waroona Extractive Industries Local Law 2021*
- *Shire of Waroona Fencing Local Law 2014*
- *Shire of Waroona Health Local Law 2021*
- *Shire of Waroona Local Government Property Local Law 2014*
- *Strata Titles Act 1985*
- *Strata Titles General Regulations 1996*

## Definitions

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

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

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

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

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

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

“Policy” as the context requires, means either:

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

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

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

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

Guideline No. 17 can be found on the Department website [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

### Delegations to a Temporarily Employed or Appointed Chief Executive Officer

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

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

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

## 1. Delegations from Council to Committees

Nil.

## 2. Delegations from Council to Chief Executive Officer

### 2.1 Building Act 2011

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

#### 2.1.1 Uncertified Application to be Considered by Building Surveyor

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

Amendments		
Date	Details of Amendment	Reference

## 2.1.2 Building Permits

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.18 Further information  s.20 Grant of building permit  s.22 Further grounds for not granting an application  s.23 Time for deciding an application for building or demolition permit  s.24 Notice of decision not to grant building or demolition permit  s.27(1) &amp; (3) Impose conditions on permit</p> <p><i>Building Regulations 2012</i>  r.23 Application to extend time during which permit has effect [s.32]  r.24 Extension of time during which permit has effect [s.32(3)]  r.26 Approval of new responsible persons [s.35(c)]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to refuse to consider an application [s.18(2)].</li> <li>3. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)].</li> <li>5. Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].</li> <li>6. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>7. Authority to determine an application to extend time during which a building permit has effect [r.23 and r.24].</li> <li>8. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.3 Demolition Permits

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.18 Further information  s.21 Grant of demolition permit  s.22 Further grounds for not granting an application  s.23 Time for deciding an application for building or demolition permit  s.24 Notice of decision not to grant building or demolition permit  s.27(1) &amp; (3) Impose conditions on permit</p> <p><i>Building Regulations 2012</i>  r.23 Application to extend time during which permit has effect [s.32]  r.24 Extension of time during which permit has effect [s.32(3)]  r.26 Approval of new responsible persons [s.35(c)]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to refuse to consider an application [s.18(2)].</li> <li>3. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.21(1) &amp; (2) and s.22].</li> <li>4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)].</li> <li>5. Record the grounds on which a decision to refuse to grant a demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].</li> <li>6. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>7. Authority to determine an application to extend time during which a demolition permit has effect [r.23 and r.24].</li> <li>8. Authority to approve, or refuse to approve, an application for a new responsible person for a responsible permit [r.26].</li> </ol>
<b>Delegates</b>	CEO

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.4 Occupancy Permits or Building Approval Certificates

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.55 Further information  s.58 Grant of occupancy permit, building approval certificate  s.59 Time for granting occupancy permit or building approval certificate  s.60 Notice of decision not to grant occupancy permit or grant building approval certificate  s.62(1) and (3) Conditions imposed by permit authority  s.65(4) Extension of period of duration</p> <p><i>Building Regulations 2012</i>  r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s.65]</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)].</li> <li>2. Authority to refuse to consider an application [s.55(2)].</li> <li>3. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>4. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].</li> <li>5. Authority to impose, add, vary or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1) and (3)].</li> <li>6. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)].</li> <li>7. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>



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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.5 Designate Employees as Authorised Persons

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.6 Building Orders

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p>s.88 Finishes of walls close to boundaries</p> <p>s.110(1) A permit authority may make a building order</p> <p>s.111(1) Notice of proposed building order other than building order (emergency)</p> <p>s.117(1) &amp; (2) A permit authority may revoke a building order or notify that it remains in effect</p> <p>s.118(2) &amp; (3) Permit authority may give effect to building order if non-compliance</p> <p>s.133(1) A permit authority may commence a prosecution for an offence against this Act</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. building work;</li> <li>b. demolition work; and</li> <li>c. an existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].</li> <li>3. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>4. Authority to revoke a building order [s.117].</li> <li>5. Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].</li> <li>6. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>7. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.1.7 Inspection and Copies of Building Records

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

Amendments		
Date	Details of Amendment	Reference

### 2.1.8 Referrals and Issuing Certificates

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	s.145A Local Government functions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Waroona's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.9 Private Pool Barrier – Alternative and Performance Solutions

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.51 Approvals by permit authority
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)].</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

### 2.1.10 Smoke Alarms – Alternative Solutions

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>



### 2.1.11 Appointment of Approved Officers and Authorised Officers

<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) &amp; (1A) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers"</i>.</li> <li>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

## 2.2 Bush Fires Act 1954

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

### 2.2.1 Make Request to FES Commissioner – Control of Fire

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

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

### 2.2.2 Prohibited Burning Times – Vary

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

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

### 2.2.3 Prohibited Burning Times – Control Activities

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions  s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i>  r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.  r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times  r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures</li> </ol>

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

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

### 2.2.4 Restricted Burning Times – Vary and Control Activities

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.18(5) &amp; (11) Restricted burning times may be declared by FES Commissioner</p> <p>s.22(6) &amp; (7) Burning on exempt land and land adjoining exempt land</p> <p>s.27(2) &amp; (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) &amp; (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.15C Local Government may prohibit burning on certain days</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]:             <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> </ol>

	<ol style="list-style-type: none"> <li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>9. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.5 Control of Operations Likely to Create Bush Fire Danger

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.27D Requirements for carriage and deposit of incendiary material  <i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>b. a person operating a bee smoker device during a prescribed period [r.39CA(5)];</li> <li>c. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)];</li> <li>d. a person using explosives [r.39D(2)]; and</li> <li>e. a person using fireworks [r.39E(3)].</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D].</li> </ol> <p>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)



Amendments		
Date	Details of Amendment	Reference

## 2.2.6 Burning Garden Refuse / Open Air Fires

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p>s.24F Burning garden refuse during limited burning times  s.24G Minister or local government may further restrict burning of garden refuse  s.25 No fire to be lit in open air unless certain precautions taken  s.25A Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954</i>  r.27(3) Permit, issue of</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: <ol style="list-style-type: none"> <li>a. authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and</li> <li>b. authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)]; and</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.7 Firebreaks

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.33 Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Waroona: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

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

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government
<b>Express power or duty delegated</b>	s.38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and             <ol style="list-style-type: none"> <li>a. of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and</li> <li>b. determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to cause a notice of an appointment made under the provisions of section 38(1) of the Act to be published in accordance with the Act [s.38(2A)].</li> <li>3. To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s.38(2C)].</li> <li>4. Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control and management of the Shire of Waroona [s.38(5A)].</li> <li>5. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]:             <ol style="list-style-type: none"> <li>a. authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol> </li> <li>6. Authority to give notice of an appointment made under s.38(8) or s.38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s.38(13)].</li> </ol>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.2.9 Control and Extinguishment of Bush Fires

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

Amendments		
Date	Details of Amendment	Reference

### 2.2.10 Apply for Declaration as an Approved Area

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

Amendments		
Date	Details of Amendment	Reference



### 2.2.11 Recovery of Expenses Incurred through Contraventions of the Act

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

Amendments		
Date	Details of Amendment	Reference

### 2.2.12 Prosecution of Offences

<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.48 Delegation by local government s.59(3) Delegation of prosecution of offences
<b>Express power or duty delegated</b>	s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s.59A(2)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Director Corporate & Community Services Manager Ranger & Emergency Services Manager Governance Rangers
<b>Conditions</b>	Prior to the persons appointed as Rangers instigating proceedings in a court of competent jurisdiction, the section Manager is to be consulted.
<b>Express power to subdelegate</b>	Sub-delegation is prohibited by s.48(3)

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

## 2.3 Cat Act 2011

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

### 2.3.1 Cat Registration

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags  <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to record in the register the information prescribed in respect of each cat registered by the local government [s.12(3)].</li> <li>6. Authority to cause any error in, or omission from, the register to be corrected [s.12(4)].</li> <li>7. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Waroona's District [Regs. Sch. 3 cl.1 (4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government
-------------------------------------	--

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.4.1 to 2.3.1.	OCM21/05/059

### 2.3.2 Cat Control Notices

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

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

### 2.3.3 Approval to Breed Cats

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	s.37 Approval to breed cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government

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

### 2.3.4 Recovery of Costs – Destruction of Cats

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

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

### 2.3.5 Applications to Keep Additional Cats

<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat (Uniform Local Provisions) Regulations 2013</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)].</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
<b>Express power to subdelegate</b>	s.45 Delegation by CEO of local government

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



### 2.3.6 Reduce or Waiver Registration Fees

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

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

## 2.4 Dog Act 1976

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

### 2.4.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$10 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

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

### 2.4.2 Registration of Dogs

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.14(1), (3) & (4) Register of dogs s.16(1), (2), (3A), (3C) & (6) Registration Procedure s.45(2) Evidentiary provisions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)].</li> <li>2. Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)].</li> <li>3. Authority to cause any error in, or omission from, the register to be corrected [s.14(4)].</li> <li>4. Authority to register a dog in the district in which             <ol style="list-style-type: none"> <li>(a) the dog is ordinarily kept; or</li> <li>(b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2),</li> </ol>             if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)].           </li> <li>5. Authority to, on receipt of an application duly made under subsection (1) shall —             <ol style="list-style-type: none"> <li>(a) effect the registration in accordance with this Act; or</li> <li>(b) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)].</li> </ol> </li> <li>6. Authority to cancel the registration of a dog in accordance with section 16(3A) and (3C).</li> <li>7. Authority to, on effecting or renewing any registration, deliver to the applicant —             <ol style="list-style-type: none"> <li>(a) a certificate in the prescribed form acknowledging the fee paid and specifying the registration number allocated to each dog, the term of the</li> </ol> </li> </ol>

	<p>relevant registration period, and a description of each dog so registered; and</p> <p>(b) in respect of each dog so registered, a registration tag of the prescribed kind [s.16(6)].</p> <p>8. Authority to certify entries in the register of dogs in accordance with s.45(2) [s.45(2)].</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to sub-delegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>

### 2.4.3 Refuse or Cancel Registration

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.15(2) & (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) & (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>(a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>(b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or</li> <li>(c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or</li> <li>(d) the dog is required to be microchipped but is not microchipped; or</li> <li>(e) the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].</li> <li>5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].</li> </ol>
<b>Delegates</b>	CEO

<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.2 to 2.4.3.	OCM21/05/059

#### 2.4.4 Kennel Establishments

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.3 to 2.4.4.	OCM21/05/059

### 2.4.5 Recovery of Monies Due Under this Act

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.4 to 2.4.5.	OCM21/05/059



### 2.4.6 Dispose or Sell Dogs Liable to be Destroyed

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.29(11) Power to seize dogs
<b>Function</b>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</li> </ol>
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.5 to 2.4.6.	OCM21/05/059

### 2.4.7 Declare Dangerous Dog

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.6 to 2.4.7.	OCM21/05/059

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

<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) & (5) Local government may revoke declaration or proposal to destroy
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: <ol style="list-style-type: none"> <li>(a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.7 to 2.4.8.	OCM21/05/059

### 2.4.9 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.8 to 2.4.9.	OCM21/05/059

### 2.4.10 Determine Recoverable Expenses for Dangerous Dog Declaration

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
25/05/21	Renumbered from 2.5.9 to 2.4.10.	OCM21/05/059

### 2.4.11 Applications to Keep More than the Prescribed Number of Dogs

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

Amendments		
Date	Details of Amendment	Reference

## 2.5 Food Act 2008

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

### 2.5.1 Determine Compensation

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.56(2) Compensation to be paid in certain circumstances s.70(2) & (3) Compensation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Development Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500,000. Compensation requests above this value are to be reported to Council.</li> </ol>
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.1 to 2.5.1.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012



### 2.5.2 Prohibition Orders

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191

### 2.5.3 Food Business Registrations

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.110(1) & (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; WA Priority Classification System; and Verification of Food Safety Program Guideline.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191

### 2.5.4 Appoint Authorised Officers and Delegated Officers

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.122(1) Appointment of authorised officers s.126(6), (7) & (13) Infringement officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Appointment of Authorised Officers as Meat Inspectors; Appointment of Authorised Officers; Appointment of Authorised Officers – Designated Officers only; and Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.4 to 2.5.4.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

### 2.5.5 Debt Recovery and Prosecutions

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li> <li>2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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





### 2.5.6 Abattoir Inspections and Fees

<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
<b>Express power or duty delegated</b>	<i>Food Regulations 2009</i> r.43 Local government may require security r.45 Withdrawal of inspection services
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority, relevant to the payment of abattoir meat inspection fees under Regulation 41, to: <ol style="list-style-type: none"> <li>(a) require a person to provide security,</li> <li>(b) determine the form that security is to be provided, and</li> <li>(c) discharge a security held by the Shire of Waroona [r.43].</li> </ol> </li> <li>2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].</li> </ol>
<b>Delegates</b>	CEO Director Infrastructure & Development Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>

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

### 2.5.7 Food Business List – Public Access

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

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

## 2.6 Graffiti Vandalism Act 2016

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

### 2.6.1 Giving Notice Requiring Obliteration of Graffiti

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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

## 2.6.2 Notices – Deal with Objections and Give Effect to Notices

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>b. to give notice to the affected person, before taking the necessary actions [s.24(3)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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

### 2.6.3 Obliterate Graffiti on Private Property

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

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

### 2.6.4 Powers of Entry

<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.16 Delegation by local government
<b>Express power or duty delegated</b>	s.28 Notice of entry s.29 Entry under warrant
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.17 Delegation by CEO of local government

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

## 2.7 Liquor Control Act 1988

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

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

<b>Head of power</b>	Liquor Control Act 1988
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i>.</li> <li>2. To issue certificates of Local Health Authority and Local Planning Authority.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.8 Local Government Act 1995

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

### 2.8.1 Performing Functions Outside the District

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

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



## 2.8.2 Compensation for Damage Incurred when Performing Executive Functions

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.22(1) Compensation s.3.23 Arbitration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation is limited to settlements which do not exceed a material value of \$500,000.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.25(1) Notices requiring certain things to be done by owner or occupier of land s.3.26(2) & (3) Additional powers when notices given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that             <ol style="list-style-type: none"> <li>a. is prescribed for in Schedule 3.1, Division 1; or</li> <li>b. is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s.3.25(1)].</li> </ol> </li> <li>2. If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s.3.26(2)].</li> <li>3. Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.4 Powers of Entry

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

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

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

### 2.8.6 Confiscated or Uncollected Goods

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46].</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.7 Disposal of Sick or Injured Animals

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.8 Close Thoroughfares to Vehicles

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals  <i>Local Government (Functions and General) Regulations 1996</i> r.6(3) Transitional provisions about road closures
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A].</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s.3.51].</li> <li>6. Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as</li> </ol>

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

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



### 2.8.9 Control Reserves and Certain Unvested Facilities

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)].</li> <li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Waroona that the Shire of Waroona could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.10 Obstruction of Footpaths and Thoroughfares

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local</i></li> </ol>

<p><b>Express power to subdelegate</b></p>	<p><i>Government (Uniform Local Provisions) Regulations 1996.</i></p> <p>2. Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> <li>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
--	--

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.10 to 2.8.10.	OCM21/05/059

### 2.8.11 Gates Across Public Thoroughfares

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.12 Public Thoroughfare – Dangerous Excavations

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> </ol> </li> </ol>

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

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

### 2.8.13 Crossing – Construction, Repair and Removal

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Actions under this Delegation must comply with procedural requirements details in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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



## 2.8.14 Private Works on, over or under Public Places

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works;</li> <li>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works;</li> <li>c. provided evidence of sufficient Public Liability Insurance; and</li> <li>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

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

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

### 2.8.16 Expressions of Interest for Goods and Services

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.8.17 Tenders for Goods and Services

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.57 Tenders for providing goods or services  <i>Local Government (Functions and General) Regulations 1996</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r.11(f)].</li> <li>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r.11(2)].</li> <li>4. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> <li>8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r.18(4)].</li> <li>9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</li> </ol>

	<ol style="list-style-type: none"> <li>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>12. Authority to decline any tender [F&amp;G r.18(5)].</li> <li>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</li> <li>14. Authority to:       <ol style="list-style-type: none"> <li>a. vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.</li> <li>b. exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&amp;G r.21A].</li> </ol> </li> <li>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Sole supplier arrangements may only be approved where a record is retained that evidences:       <ol style="list-style-type: none"> <li>a. a detailed specification;</li> <li>b. the outcomes of market testing of the specification;</li> <li>c. the reasons why market testing has not met the requirements of the specification' and</li> <li>d. rationale for why the supply is unique and cannot be sourced through other suppliers.</li> </ol> </li> <li>2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:       <ul style="list-style-type: none"> <li>• proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government;</li> <li>• current supply contract expiry is imminent;</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• value of the proposed new contract has been included in the draft Annual Budget proposed for adoption.</li> </ul> <p>3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <p>4. Authority to enter into a variation [F&amp;G r.20(1) and r.20(2)] subject to:</p> <ul style="list-style-type: none"> <li>• that the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract.</li> </ul> <p>5. Compliance with Council's Purchasing and Procurement Policy and Regional Price Preference Policy.</p>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.18 Application of Regional Price Preference Policy

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

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



### 2.8.19 Disposing of Property

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.3.58(2) & (3) Disposing of Property
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a. the highest bidder at public auction [s.3.58(2)(a)];</li> <li>b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)].</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> <li>3. Authority to dispose of property under Regulation 30(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Value of property that may be disposed under this Delegation shall not exceed \$500,000 including plant and assets with a depreciated value not exceeding \$500,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>.</li> <li>2. Section 3.58(4) - where the market value of the lease is less than \$15,000 per annum.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.20 Payments from the Municipal or Trust Funds

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

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

### 2.8.21 Defer, Grant Discounts, Waive or Write Off Debts

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Waroona [s.6.12(1)(b)].</li> <li>2. Waive or grant concessions in relation to any amount of money [s.6.12(1)(b)].</li> <li>3. Write off any amount of money which is owed to the Shire of Waroona [s.6.12(1)(c)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Write-off fees and charges and interest on rates up to \$1,000 [s.6.12(1)(c) &amp; (2)].</li> <li>2. A debt may only be waived in accordance with Policy CP005 – Donations, Sponsorships and Waivers.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.21 to 2.8.21.	OCM21/05/059
27/06/2023	Condition No. 2 added to align with delegated authority under new council policy CP005 - Donations, Sponsorships and Waivers.	OCM23/07/076

### 2.8.22 Power to Invest and Manage Investments

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.14 Power to invest  <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy FIN019 - Investment of Surplus Funds.</li> <li>2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>3. Procedures are to be documented.</li> <li>4. Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.23 Rate Record Amendment

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

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

### 2.8.24 Agreement as to Payment of Rates and Service Charges

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

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

### 2.8.25 Determine Due Date for Rates or Service Charges

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

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

### 2.8.26 Recovery of Rates or Service Charges

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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



### 2.8.27 Recovery of Rates Debt – Require Lessee to Pay Rent

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.60 Local government may require lessee to pay rent
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

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

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> <li>a. lease the land, or</li> <li>b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>ii. cause the land to be transferred to the Shire of Waroona [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> <li>3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

### 2.8.29 Rate Record – Objections

<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.6.76 Grounds of objection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
<b>Express power to subdelegate</b>	s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

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

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

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

## 2.10 Planning & Development Act 2005

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

### 2.10.1 Illegal Development

<b>Head of power</b>	Planning & Development Act 2005
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	s.214(2), (3) & (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible authority's powers to remove etc.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a. to remove, pull down, take up, or alter the development; and</li> <li>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority;</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to executive work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> <li>4. If — <ol style="list-style-type: none"> <li>a. a notice is served on a person under section 214(2), (3) or (5) and that person fails to — <ol style="list-style-type: none"> <li>i. carry out the directions within the time specified in the notice; or</li> <li>ii. apply under section 255 for a review of any direction contained in the notice; or</li> </ol> </li> </ol> </li> </ol>

	<p>b. on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person.</p> <p>5. Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

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

## 2.11 Planning & Development (Local Planning Schemes) Regulations 2015

### 2.11.1 Planning Approvals and Associated Decisions

<b>Head of power</b>	Planning & Development (Local Planning Schemes) Regulations 2015
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> Sch.2 cl.82 Delegations by local government
<b>Express power or duty delegated</b>	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation
<b>Function</b>	Powers and duties under the Shire of Waroona Local Planning Scheme No. 7 and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>3. Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans may only be determined by the Chief Executive Officer.</li> <li>4. Decisions to proceed with a Local Planning Policy are to be made by the Council.</li> <li>5. Where a public objection has been received after the application has been advertised for comment the application may only be determined by the Chief Executive Officer.</li> <li>6. Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.</li> </ol>
<b>Express power to subdelegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i>



	cl.83 Local government CEO may delegate powers
--	--

Amendments		
Date	Details of Amendment	Reference

## 2.12 Public Health Act 2016

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

### 2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.13.2 to 2.12.1.	OCM21/05/059

### 2.12.2 Enforcement Agency Reports to the Chief Health Officer

<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	s.22 Reports by and about enforcement agencies
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Waroona [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	CEO Designated Authorised Officer – Environmental Health Officer
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

### 2.12.3 Designate Authorised Officers

<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Council
<b>Express power to delegate</b>	s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	s.24(1) & (3) Designation of authorised officers
<b>Function</b>	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>The <i>Public Health Act 2016</i> or other specified Act;</li> <li>Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>an environmental health officer or environmental health officers as a class; OR</li> <li>a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Subject to each person so appointed being; <ul style="list-style-type: none"> <li>Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

### 2.12.4 Determine Compensation for Seized Items

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

Amendments		
Date	Details of Amendment	Reference

## 2.13 Shire of Waroona Local Laws

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

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

<b>Head of power</b>	Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<ul style="list-style-type: none"> <li>cl.2.1 General prohibitions</li> <li>cl.2.2 Activities allowed with a permit – general</li> <li>cl.2.4 Permit required</li> <li>cl.2.5 Removal of redundant crossing</li> <li>cl.2.11 Notice to owner or occupier</li> <li>cl.2.15 Assignment of numbers</li> <li>cl.2.17 Signs</li> <li>cl.3.2 Advertising signs and portable direction signs</li> <li>cl.3.3 Matters to be considered in determining application for permit</li> <li>cl.3.4 Conditions on portable sign</li> <li>c.3.5 Conditions on election sign</li> <li>cl.4.6 Retailer to remove abandoned trolley</li> <li>cl.5.3 Declaration of flora road</li> <li>cl.5.5 Signposting of flora roads</li> <li>cl.5.6 Driving only on carriageway of flora roads</li> <li>cl.5.7 Designation of special environmental areas</li> <li>cl.5.8 Marking of special environmental areas</li> <li>cl.5.10 Relevant considerations in determining application</li> <li>cl.5.15 When application for permit can be approved</li> <li>cl.5.16 Prohibition on burning</li> <li>cl.5.18 When application for permit cannot be approved</li> <li>cl.5.20 Permit for revegetation projects</li> <li>cl.6.3 Trader's permit</li> <li>cl.6.5 Relevant considerations in determining application for permit</li> <li>cl.6.6 Conditions of permit</li> <li>cl.6.17 Matters to be considered in determining application</li> <li>cl.6.18 Obligations of permit holder</li> <li>cl.7.1 Application for permit</li> <li>cl.7.2 Decision on application for permit</li> <li>cl.7.3 Conditions which may be imposed on a permit</li> <li>cl.7.4 Imposing conditions under a policy</li> </ul>

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

Amendments		
Date	Details of Amendment	Reference

### 2.13.2 Application of Shire of Waroona Cat Local Law 2023

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

Amendments		
Date	Details of Amendment	Reference
19 Dec 23	Added following adoption of Shire of Waroona Cat Local Law 2023	OCM...



### 2.13.3 Application of Shire of Waroona Dog Local Law 2023

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

Amendments		
Date	Details of Amendment	Reference
<date of council resolution>	Updated to reflect new Shire of Waroona Dog Local Law 2023	OCM23/xx/xx

## 2.13.4 Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021

<b>Head of power</b>	Shire of Waroona Drakesbrook Cemetery Local Law 2021
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	cl.3.1 Applications for burial cl.3.2 Application for cremation cl.3.4 Certificate of identification cl.3.5 Minimum notice required cl.4.3 Application refusal cl.5.1 Requirements for funerals and coffins cl.5.2 Funeral processions cl.5.6 Conduct of funeral by Board cl.5.9 Depositing the coffin cl.5.10 Removal of the name plate and lead strip cl.5.11 Removal of metal fittings cl.5.12 Disposal of ashes cl.5.14 Ashes held by the Board cl.7.1 Application for monumental work cl.7.5 Removal of sand, soil or loam cl.7.6 Hours of work cl.7.8 Use of wood cl.7.11 Australian war graves cl.7.13 Specification of monuments cl.7.15 Requirements of a memorial plaque cl..16 Monumental mason's licence cl.7.18 Carrying out monumental work cl.8.2 Damaging and removing objects cl.8.5 Advertising cl.8.7 Removal from the cemetery
<b>Function</b>	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Amendments</b>	

Date	Details of Amendment	Reference

### 2.13.5 Application of Shire of Waroona Extractive Industries Local Law 2021

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

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

### 2.13.6 Application of Shire of Waroona Fencing Local Law 2014

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

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

### 2.13.7 Application of Shire of Waroona Health Local Law 2021

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

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

24/08/21	Updated to reflect new Health Local Law	OCM21/08/122
<date of council resolution >	Updated to remove clauses which do not include express power or duty delegated to Local Government.	<council resolution>

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

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

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



### 3. History Summary

Date / Reference	Amendments
24 November 2020 OCM20/11/196	Major review – all previous delegations revoked and new delegations created.
25 May 2021 OCM21/05/059	Removed Section 2.3 Caravan Parks & Camping Grounds Act 1995 and Delegation 2.4.7 Infringement Notices – Extensions and Withdrawals.
	Amended Delegations 2.6.1 to 2.6.7, inclusive.
	Renumbered Delegations 2.4.1 to 2.13.2, inclusive.
	Added Delegations 2.12.2, 2.12.3 and 2.12.4.
22 June 2021 OCM21/06/070	Added Delegations 2.13.1 to 2.13.6, inclusive.
27 July 2021 OCM21/07/093	Added Delegation 2.13.3.
24 August 2021 OCM21/08/122	Amended Delegation 2.13.6.
23 November 2021 OCM21/11/181	Annual statutory review – no amendments made.
14 December 2021 OCM21/12/204	Added Delegation 2.4.11.
22 February 2022 OCM22/02/012	Amended Delegations 2.5.1 to 2.5.7, inclusive.
27 September 2022 OCM22/09/127	Amended Delegations 2.2.1, 2.2.2, 2.2.3, and 2.2.12.
20 December 2022 OCM22/12/191	Amended Background and Delegations 2.2.12, 2.5.2, 2.5.3, 2.5.5, 2.5.7, 2.8.5 and 2.13.4.
27 June 2023 OCM23/07/076	Amended Delegation 8.2.21.
<insert Resolution Date, Resolution No. >	Amended Delegation 2.13.2, 2.13.3 and 2.13.7.



52 Hesse Street  
PO Box 20  
WAROONA WA 6215

[www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)

08 9733 7800  
[warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)  
[f/ShireofWaroona](https://www.facebook.com/ShireofWaroona)





A BALANCED VIEW  
LEISURE CONSULTANCY SERVICES

A wireframe map of Australia, composed of a network of thin grey lines connecting various points across the continent. The map is set against a light green background with a subtle sunburst effect on the right side.

# Waroona Sport and Recreation Precinct Master Plan - DRAFT

**Shire of Waroona**

*February 2022*

**ACKNOWLEDGEMENTS**

A Balanced View (ABV) Leisure Consultants have developed the Master Plan Report for the Shire of Waroona in the Shire of Waroona.

ABV would like to acknowledge Shire of Waroona staff, and the sport and recreation community in Waroona and surrounding suburbs who provided valuable input into this project.

**DISCLAIMER**

ABV Leisure Consultants, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses whatsoever and howsoever arriving in connection with the use of this master plan.

While all due care and consideration has been undertaken in the preparation of this report, ABV advise that all recommendations, actions and information provided in this document is based on our experience as professional leisure consultants and upon research as referenced in this document.

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. This is a strategic document, which deals with technical matters in a summary way only.



## CONTENTS

<b>1</b>	<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>2</b>	<b>INTRODUCTION .....</b>	<b>5</b>
<b>3</b>	<b>BACKGROUND .....</b>	<b>5</b>
3.1	PROJECT AREA.....	5
<b>4</b>	<b>GUIDING PRINCIPLES .....</b>	<b>6</b>
<b>5</b>	<b>PROJECT METHODOLOGY .....</b>	<b>6</b>
<b>6</b>	<b>DOCUMENT REVIEW .....</b>	<b>7</b>
6.1	SHIRE OF WAROONA DOCUMENTS .....	7
6.2	OTHER RELEVANT DOCUMENTS .....	9
<b>7</b>	<b>WAROONA COMMUNITY PRECINCT .....</b>	<b>11</b>
<b>8</b>	<b>DEMOGRAPHIC SUMMARY .....</b>	<b>13</b>
8.1	KEY DEMOGRAPHIC STATISTICS.....	13
8.2	POPULATION GROWTH .....	13
8.3	FUTURE PROJECTIONS.....	14
<b>9</b>	<b>RELEVANT INDUSTRY TRENDS .....</b>	<b>16</b>
9.1	GENERAL TRENDS .....	16
9.2	SPORTS PARTICIPATION TRENDS.....	17
<b>10</b>	<b>CONSULTATION .....</b>	<b>18</b>
10.1	KEY THEMES - ISSUES IDENTIFIED.....	18
10.2	KEY THEMES – CLUB IDENTIFIED IMPROVEMENTS.....	19
<b>11</b>	<b>SITE ANALYSIS.....</b>	<b>20</b>
11.1	SITE PLAN – EXISTING WRAC PRECINCT .....	21
11.2	EXISTING TOWN OVAL PRECINCT.....	25
<b>12</b>	<b>DEMAND ANALYSIS .....</b>	<b>28</b>
12.1	WRAC PRECINCT .....	29
12.2	TOWN OVAL PRECINCT .....	37
<b>13</b>	<b>MASTER PLANS.....</b>	<b>45</b>
13.1	WRAC PRECINCT MASTER PLAN .....	45
13.2	TOWN OVAL MASTER PLAN.....	46
<b>14</b>	<b>COLLOCATED PAVILION ACCOMMODATION SCHEDULES .....</b>	<b>47</b>
14.1	CRICKET, GOLF & COURT SPORTS PAVILION AREA SCHEDULE (WRAC PRECINCT) .....	47
14.2	FOOTBALL BOWLS SHARED PAVILION AREA SCHEDULE (TOWN OVAL PRECINCT) .....	48

<b>15</b>	<b>COST ESTIMATES .....</b>	<b>49</b>
15.1	COST ASSUMPTIONS.....	50
<b>16</b>	<b>MANAGEMENT OF COLLOCATED FACILITIES .....</b>	<b>51</b>
16.1	MULTIPURPOSE SPORTS FACILITY MODELS.....	51
<b>17</b>	<b>MASTER PLANS STAKEHOLDER FEEDBACK.....</b>	<b>54</b>
17.1	NEXT STEPS .....	55
<b>18</b>	<b>POTENTIAL FUNDING SOURCES.....</b>	<b>56</b>
<b>19</b>	<b>APPENDIX 1 – DEMOGRAPHIC REVIEW.....</b>	<b>57</b>
19.1	AGE STRUCTURE .....	58
19.2	POPULATION GROWTH .....	58
19.3	FAMILY AND HOUSEHOLD MAKE-UP .....	59
19.4	HOUSEHOLD INCOME.....	59
19.5	CULTURAL PROFILE.....	59
19.6	DWELLINGS.....	59
19.7	INTERNET ACCESS .....	59
19.8	CORE ACTIVITY NEED FOR ASSISTANCE .....	59
19.9	KEY CHARACTERISTICS AND IMPLICATIONS .....	59
19.10	FUTURE PROJECTIONS.....	60
<b>20</b>	<b>APPENDIX 2: PARTICIPATION TRENDS .....</b>	<b>61</b>
20.1	ACTIVE AND PASSIVE SPORT AND RECREATION PARTICIPATION TRENDS .....	61
<b>21</b>	<b>APPENDIX 3: RELEVANT INDUSTRY TRENDS.....</b>	<b>64</b>
21.1	INTEGRATED PLANNING.....	64
21.2	FEMALE SPORTS PARTICIPATION .....	64
21.3	GAME FORMAT CHANGES.....	65
21.4	FACILITY SHARING .....	65
21.5	MULTI-USE SPORTS PAVILIONS .....	66
21.6	MULTI-USE SPORTS PRECINCT KEY SUCCESS FACTORS .....	68
21.7	SPORTS FIELD CAPACITY .....	69
21.8	CHANGING COMMUNITY EXPECTATIONS.....	69
21.9	LEGISLATION AND GOVERNANCE.....	70
21.10	ACCESSIBILITY.....	70
21.11	SUSTAINABILITY .....	70
21.12	YOUTH FACILITIES .....	70
21.13	IMPLICATION OF COVID ON SPORTS PARTICIPATION AND PHYSICAL ACTIVITY.....	71



<b>22</b>	<b>APPENDIX 4 – CONSULTATION .....</b>	<b>72</b>
22.1	USER GROUP/SPORTING CLUB SURVEY .....	73
22.2	CLUB/USER GROUP MEETINGS .....	74
<b>23</b>	<b>APPENDIX 5 – BUILDING EVALUATION REPORT .....</b>	<b>82</b>
<b>24</b>	<b>APPENDIX 6 – STAKEHOLDERS FEEDBACK ON MASTER PLAN PRESENTATION.....</b>	<b>83</b>



# 1 EXECUTIVE SUMMARY

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Waroona to prepare a Sports and Recreation Precinct Master Plan.

The principal aim of the master plan is to provide a strategy to guide future development of the existing reserves in a sustainable manner to maximise opportunities for active and passive recreation for the community.

The population of Waroona has remained relatively steady over the past ten years and as a result there has been little demand for new facilities. The existing facilities however have experienced consistent use by resident clubs and the community, with evidence of increased participation in some sports. Many facilities are old and will require major works or replacement within the next 5 to 10 years. As such, the Shire identified the following key objectives for this project:

- Understand the condition, use and life expectancy of existing infrastructure in the Project Locations.
- Understand the operational requirements and needs of the clubs (listed in Clause 5) residing within the two existing Project Locations.
- Identify opportunities for the rationalization and consolidation of ageing infrastructure and provide recommendations for refurbishment, repurposing, upgrading, demolition, and new build.
- Identify opportunities for clubs to share multi-purpose facilities and provide options for the co-location (and relocation) of community facilities to create one sport and recreation precinct.
- Identify needs and opportunities for recreational infrastructure that will complement the facilities and activities at the sport and recreation precinct such as playground, shelter, BBQ.

## Project Area

Waroona sport and recreation clubs are currently located in two different precinct areas approximately 1.5km apart, encompassing three sites: The project area includes the three sites, being:

- The Town Oval
- The Waroona Recreation and Aquatic Centre (WRAC)/Cricket Oval Site
- Golf Course (Adjacent to the WRAC/Cricket Oval Site).

The Shire is looking to explore opportunities to co-locate compatible activities and facilities, preferably within one location (precinct) if feasible, in order to maximise financial investment and reduce ongoing costs for clubs and ensure sustainability and success. Figure 1 following, shows the sites.





Consultation and engagement with the community was crucial to the development of this master plan. The following opportunities were provided to the community to participate in the master planning process:

- User group/Sporting Clubs Survey
- Follow up conversations and/or meetings with key user groups and sporting clubs
- Community drop in session
- Meeting with CEO and key Shire of Waroona staff
- Councillor Workshop

### Key THEMES - Issues Identified

Theme	Feedback
<b>Ageing Facilities</b>	Sporting facility infrastructure is ageing, with many existing buildings considered close to the end of the structural life.
<b>Maintenance</b>	Due to the age and condition of the existing sporting facilities, maintenance costs have become high for the Shire of Waroona, and the clubs/users reducing sustainability.
<b>Volunteers</b>	Attraction and retention of volunteers to undertake club activities is becoming increasingly difficult.
<b>Non – Compliance with current code</b>	A number of sporting and community facilities and infrastructure does not meet the current building code or contemporary design resulting in poor flexibility, facilities not fit for purpose and not meeting current sporting requirements. (eg lack of change room infrastructure for female participation).
<b>Activation</b>	Disjointed and separated facilities have resulted in poor activation. Many sports are seasonal, and occupied by one club, thereby creating long periods per annum where there is minimal or no use.
<b>Car-Parking</b>	Constricted car parking to some of the infrastructure.
<b>Entrance</b>	The Town Oval site does not have a distinct point of entrance.
<b>Walkability /Connectedness</b>	There is poor connectivity within the sporting and community precincts, with limited or no walkable pathways between infrastructure, or connecting these precincts to other Town amenities.

Consultation Findings; Club Identified Improvements can be seen over:



#### **Waroona Basketball Club:**

- Access to club room facilities
- Upgrade court 1 and add a 4th court
- Keep costs affordable for members



#### **Waroona Swim Club:**

- Improved pool heating
- Facility open year round
- Facility comfort improvements



#### **Waroona Agricultural Society:**

- Undercover area for side show alley (upgrade old basketball courts)
- Any new facilities/structures to not impede annual show
- Adequate space and facilities



#### **Waroona Golf Club:**

- Would like to explore the feasibility of decreasing from 18 to 9 holes. Considerations include; membership growth, management model, and finding a secure water source
- Open to sharing clubrooms



#### **Waroona Bowling Club:**

- 1 large green (12-13 rinks) could work. Or retention of two greens
- Large social area—with ability for separation if required
- Good parking. Good viewing



#### **Waroona Cricket Association:**

- Two ovals required with good drainage
- Open to colocation and sharing of facilities
- Consideration to future turf training nets



#### **Waroona Football and Netball Club:**

- Improved lighting at Town Oval
- Open to collocation with other club/s
- Shared bar / pavilion – lease, cost sharing, income distribution will need to be clear for clubs.
- Netball: Repair roof leaks at Recreation Centre. Outdoor facilities

A detailed site analysis was undertaken, the results of which can be seen in section 11 of this report. Together with findings from consultation it formed the basis of a demand analysis to develop potential solutions and options that could be considered within the master plan. The demand analysis considered the following inputs and can be seen as section 12 within the report;

- Identification of existing assets and provision through documentation review, mapping and consultation.
- A general inspection of facilities and site visits, a buildings assessment report, advice from Shire staff and consultation responses.
- An assessment of current and future need by reviewing current demand and potential future demand based on population and physical activity participation trends.
- Determining opportunities for more effective use of existing asset provision.
- Information provided by the user groups.

The analysis considered the inputs and proposes potential solutions for issues, improvements and opportunities.

#### Separate Precincts Master Plans

Through the consultation, research and analysis stages of this project it became apparent that the retention of the 2 sport and recreation precincts would be more advantageous than collocating all user groups to a single precinct as per project objective 4. *Identify opportunities for clubs to share multi-purpose facilities and provide options for the co-location (and relocation) of community facilities to create one sport and recreation precinct*

In consultation with Shire of Waroona project staff, it was determined the report should deliver 2 separate master plans for the 2 precincts; Waroona Recreation and Aquatic Precinct (WRAC) and Town Oval Precinct. These concept master plans can be seen in section 13 of the report.

#### Cost Estimates

An order of probable costs for each of the proposed elements has been provided by an independent quantity surveyor.

#### Management of Shared Facilities

A review of potential management models for shared facilities is presented for consideration. The establishment of a proposed management model will require further consultation and workshopping with affected groups to ensure all concerns are addressed and suitable conditions are implemented within the model to be adopted.



## 2 INTRODUCTION

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Waroona to prepare a Sports and Recreation Precinct Master Plan.

The principal aim of the master plan is to provide a strategy to guide future development of the existing reserves in a sustainable manner to maximise opportunities for active and passive recreation for the community.

## 3 BACKGROUND

The Shire of Waroona (the Shire) is located 108km south of Perth and is situated at the base of the Darling Scarp. Stretching from “sea to scarp”, the Shire is 835km<sup>2</sup> and incorporates the localities of Waroona, Hamel, Preston Beach, Lake Clifton; Nanga Brook and Wagerup.

It is bound by the Shire of Murray to the north, the Shire of Boddington to the east, the Shire of Harvey to the south, and the City of Mandurah to the north west tip.

The population of Waroona has remained relatively steady over the past ten years and as a result there has been little demand for new facilities. The existing facilities however have experienced consistent use by resident clubs and the community, with evidence of increased participation in some sports. Many facilities are old and will require major works or replacement within the next 5 to 10 years. As such, the Shire identified the following key objectives for this project:

1. Understand the condition, use and life expectancy of existing infrastructure in the Project Locations.
2. Understand the operational requirements and needs of the clubs (listed in Clause 5) residing within the two existing Project Locations.
3. Identify opportunities for the rationalization and consolidation of ageing infrastructure and provide recommendations for refurbishment, repurposing, upgrading, demolition, and new build.
4. Identify opportunities for clubs to share multi-purpose facilities and provide options for the co-location (and relocation) of community facilities to create one sport and recreation precinct.
5. Identify needs and opportunities for recreational infrastructure that will complement the facilities and activities at the sport and recreation precinct such as playground, shelter, BBQ.

### 3.1 PROJECT AREA

Waroona sport and recreation clubs are currently located in two different precinct areas approximately 1.5km apart, encompassing three sites: The project area includes the three sites, being:

- The Town Oval
- The Waroona Recreation and Aquatic Centre (WRAC)/Cricket Oval Site
- Golf Course (Adjacent to the WRAC/Cricket Oval Site).

The Shire is looking to explore opportunities to co-locate compatible activities and facilities, preferably within one location (precinct) if feasible, in order to maximise financial investment and reduce ongoing costs for clubs and ensure sustainability and success. The sites are shown on the following image.



*Shire of Waroona Sports and Recreation Precincts - Source: Google Maps*

## 4 GUIDING PRINCIPLES

Key Elements for successful Master Plans that have been considered throughout the development of this plan are:

1. **Financially sustainable** – recommended development opportunities provide a feasible outcome and a mix of facilities that are maintainable.
2. **Colocation, shared use, multipurpose designs** – where possible, ensure development is designed to enable greatest use by a variety of users.
3. **Maximised utilisation** – where possible, developments should allow for the greatest utilisation possible.
4. **Contemporary and compliant** – developments should meet current building standards, designs and trends to enable longevity of use.
5. **Accessibility** - Infrastructure should provide for access by all people, (regardless of age, ability, cultural background or level of social or economic advantage/disadvantage).
6. **Sustainability** - development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

## 5 PROJECT METHODOLOGY

This study is comprised of the following key components:

- Review of background information including relevant Shire plans, reports and studies, facility usage data and demographics.
- An audit review of the existing facilities and assessment of the sites.
- Identification of trends and factors that may influence facility development recommendations.
- Consultation with Shire officers, sports and recreation groups and key stakeholders, the general community and other relevant agencies and organisations.
- Analysis of needs through synthesis of all information gathered through the study.
- Preparation of high-level concept plans to illustrate all proposed developments
- Construction cost estimates of developments as recommended.

## 6 DOCUMENT REVIEW

### 6.1 SHIRE OF WAROONA DOCUMENTS

#### 6.1.1 Waroona 2030 – Strategic Community Plan 2020 - 2030

A blueprint to guide the Shire of Waroona over the next ten years, the Plan sets the strategic direction to 2030 and beyond by specifying the visions, aspirations and focus areas.

##### Vision

The Shire of Waroona will create a sense of place and identity, embracing creativity, our natural environment and a strong and diverse economy.

##### Mission

We will be an organisation with a can-do attitude that strives for service excellence, continued improvement and a commitment to outcomes.

Five key Areas and Aspirations were identified:

- **Our Community:** To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
- **Our Economy:** To create a diverse economy base that supports opportunity and employment.
- **Our Environment:** To continually care for, protect and enhance our environment for the generations to come.
- **Our Built Assets:** To build and effectively manage our assets to continually improve our standard of living.
- **Our Leadership:** To embed strong leadership through good governance, effective communication and ensuring value for money.

Of relevance to the development of the sport and recreation master plan, the following objectives, outcomes and strategies have been established to meet the key themes identified in the plan.

Key Area & Aspiration	Objective	Strategy
<b>1. Our Community</b>	Create a connected, safe and cohesive community with a strong sense of community pride	Grow and develop an age-friendly community Develop and facilitate events of a local and regional scale
	Encourage an active and healthy community with an improved quality of life	Support local community, sporting and recreational groups and initiatives
<b>3. Our Environment</b>	Proactively manage resources and practice sustainability through responsible management of water, energy, fire control and waste	Secure water and energy resources to ensure water sustainability for agricultural, economic and recreational needs
<b>4. Our Built Assets</b>	Public spaces and infrastructure are accessible and appropriate for our community, and meet the purpose and needs of multiple users	Plan public open spaces and community facilities for current and future generations

Key Area & Aspiration	Objective	Strategy
	Manage assets in a consistent and sustainable manner	Plan and effect appropriate maintenance, renewal, replacement and disposal of assets

### 6.1.2 Disability Access and Inclusion Plan 2017 - 2022

The Shire of Waroona is committed to facilitating the inclusion of people with a disability through the improvement of access to its facilities and services.

In 2017 the Shire reviewed its Disability Access and Inclusion Plan and in October 2017 the reviewed Plan was finalised and formally endorsed by Council.

The Shire of Waroona is committed to achieving the following desired outcomes of its DAIP.

- **Outcome 1:** People with a disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Waroona.
- **Outcome 2:** People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Waroona.
- **Outcome 3:** People with a disability receive information from the Shire of Waroona in a format that will enable them to access the information as readily as other people are able to access it.
- **Outcome 4:** People with a disability receive the same level and quality of service from the staff of the Shire of Waroona as other people receive from the staff of the Shire of Waroona.
- **Outcome 5:** People with a disability have the same opportunities as other people to make complaints to the Shire of Waroona.
- **Outcome 6:** People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Waroona
- **Outcome 7:** People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Waroona.

### 6.1.3 Asset Management Plan 2020

The Asset Management Plan is the means for outlining the key elements involved in managing the Shire of Waroona's assets, and links to other key strategic documents of the Shire.

It combines management, financial, engineering and technical practices to ensure that the level of service required by the community is provided at the lowest term cost within the limits of any fiscal constraints that may be imposed by the Council.

The plan identifies key strategies for the prioritisation of planning and managing the Shire's assets going forward.

#### Leased Assets

The Shire leases a number of land and building assets to third parties, predominantly community groups and sporting clubs.

### 6.1.4 Waroona Town Centre Revitalisation Strategy (September 2021)

Following an extensive community consultation approach and analysis, the Waroona Town Centre Strategy has been developed to identify revitalisation opportunities for the town centre.

The town centre vision is aspirational and reflects the shared forward direction for the town centre to align investment and decision-making, being: “Drawing on the surrounding natural landscape, the town centre provides the genuine Waroona experience and is the welcoming heart for locals and visitors alike.”

The Strategy purpose is to guide the sustainable reinvigoration of the town centre by identifying ways in which to enhance the amenity, increase the economic viability of businesses in the town centre and develop enticing community places for the current and future community.

For each strategy and idea there is also an overall priority, recommended actions, measures of success, a timeframe, and project lead.

In summary, the key next steps for The Strategy include:

- Prioritising the progression of the Waroona Community Precinct;
- Initiating a façade enhancement program for the town centre;
- Design and build ‘highway veranda’ structures that provide amenity along the town centre highway;
- Construct RV car parking along a dedicated spot in Fouracre Street;
- Prepare a Wayfinding and Signage Strategy building on the recommendations in The Strategy;
- Repair and improvement of existing town centre paths and create easier crossing points; and
- Increase parking bays and an electrical bay charging station in Fouracre Street and associated directional signage.

## 6.2 OTHER RELEVANT DOCUMENTS

### 6.2.1 Sport and Recreation Industry Priorities (2021)

A recently released publication by the Department of Local Government, Sport and Cultural Industries (DLGSCI 2021) aim is to:

- document evidence-based priorities
- provide a snapshot of what is important to the industry
- guide resource allocation
- inform the review and/or development of initiatives that are delivered by the Department to support the industry
- inform industry and sector strategic planning process

The report identifies 5 focus areas:

1. Value – ability to understand, quantify and articulate the social economic, health and environmental benefits derived from sport and recreation
2. People – involved with the delivery of sport and recreation have well developed capabilities, aligned to the needs of the community
3. Structure and systems – that support the sport and recreation industry are fit for purpose and operate efficiently and effectively
4. Environment – the places and spaces in which sport and recreation occurs are accessible, safe and available into the future
5. Opportunity – participants are attracted, retained and able to transition from entry level to elite



### 6.2.2 Public Parkland Planning and Design Guide, Western Australia (WA)

This document was developed by the Department of Sport and Recreation and the Department of Water (2014) and outlines design principles for the development of parklands and open space. The focus of the document is the requirement for consideration of well-planned parklands that during the planning and design stages, consider all elements to achieve sustainability in the long term. Planning needs to be integrated to ensure quality outcomes are achieved;

- Consideration of end user requirements.
- Allocation of parkland is suitable for desired outcomes.
- Development of multi-use parklands.
- Playing fields are well planned to consider peak usage and watering requirements, ongoing maintenance, use of appropriate equipment (Irrigation systems) and ongoing water supply considerations.
- Enhancement of existing site features.
- Use of local resources and materials.
- Department of Water should be consulted during the planning phase of parklands.

### 6.2.3 Classification framework for Public Open Space (WA), Department of Sport and Recreation

Developed in 2012, the primary purpose of this framework is to define terminology that can be universally used to describe POS and is designed to achieve that consistency and reduce confusion. The framework contains two (2) central categories – function and catchment hierarchy.

There are three functions identified for POS, and four catchment hierarchy categories:

<b>Functions</b>	<b>Catchment Hierarchy</b>
<ul style="list-style-type: none"> <li>• Recreation</li> <li>• Sport</li> <li>• Nature</li> </ul>	<ul style="list-style-type: none"> <li>• Local Open Space</li> <li>• Neighbourhood Open Space</li> <li>• District Open Space</li> <li>• Regional Open Space</li> </ul>

The WRAC/Cricket Site, Golf Course and the Town Oval are considered as having a predominantly SPORT function incorporated with characteristics of a District Open Space for most activities. The Town Oval has some regional level activities through the annual Agricultural Show.

### 6.2.4 Intergenerational Review of Australian Sport, Australian Sports Commission, 2017

The Australian Sports Commission (ASC) has been closely monitoring the health and performance of the Australian sports sector since the early 1980s.

The report identified that Australia's rich sporting tradition is at risk of being eroded, with a number of trends impacting Australians' participation in sport and our future performance.

If the current trends affecting sport continue, the impact will be significant – for the individual, our communities, and on the international sporting field – with many of today's benefits eroded. Without action, Australia is at risk of transitioning from a nation of active sport participants to a nation of passive sport consumers.

#### The aspiration for Australian sport in 2036

To reverse these trends and maximise the potential benefits from sport, a new aspiration for Australian sport is being put forward to galvanise the sector around a shared vision for the future:

*“For Australia to be the most active sporting nation, known for its integrity, thriving sports organisations, continued exceptional international success, and a world-leading sports industry.”*

Five major areas of activity have been identified, including a small number of “game changers” in each that together can fundamentally shift the direction of Australian sport and ensure the many benefits derived from sport are enhanced into the future.

### 6.2.5 The Value of Community Sport Infrastructure, Australian Sports Commission and KPMG, 2018

Commissioned by the Australian Sports Commission (ASC) and led by KPMG, the study aimed to attempt to demonstrate the broader value of community sport infrastructure to society by quantifying its economic, health and social benefits.

The study and subsequent report identified:

Community sport infrastructure is estimated to generate an annual value of more than \$16.2 billion to Australia,

- \$6.3 billion worth of economic benefit which includes the economic activity associated with the construction, maintenance and operation of community sport infrastructure and the increased productivity of those who are physically active as a result.
- \$4.9 billion worth of health benefit which includes personal benefits to those who are less likely to contract the range of health conditions known to be associated with physical inactivity.
- \$5.1 billion worth of social benefit which includes the increased human capital resulting from the social interactions that are facilitated by community sport infrastructure and the broader community benefits of providing “green space” (e.g. sports fields).

The report also notes that in addition to the abovementioned benefits, community sport infrastructure is a key driver and enabler of a range of other benefits which can only be considered on a qualitative basis, such as social inclusion and community pride.

## 7 WAROONA COMMUNITY PRECINCT

In 2021, the Shire of Waroona secured funding to develop the Waroona Community Precinct within the Town Centre and in proximity to the Town Oval. Identified as a priority strategy in the Waroona Town Centre Revitalisation Strategy, this project will be constructed to create a focal point to create a vibrant and interactive area that will encourage people to meet, socialise, move, and explore.

The precinct will include recreational infrastructure such as: pump track and linear pump tracks, skate park, toddler playground, junior playground, community garden areas, significant landscaping, recreational vehicle parking, shaded seating areas, BBQ's, bike paths and pedestrian paths linking to other key town amenities.

This is an ambitious concept plan that has been designed as a key activator of the town centre and to provide the community with contemporary and far reaching recreation and leisure facilities.

### **Project objectives**

The primary objectives of the Waroona Skate Park and Pump Track are to:

- Create high quality recreational facilities for the community to increase levels of physical activity
- Provide safe and welcoming spaces to encourage young people to engage in community life and active and passive recreation
- Increase participation in recreation and community events by young people and families
- Encourage participation in skateboarding, in-line skating, bike riding and scootering by all ages and abilities.
- Activate the town centre through the establishment of vibrant facilities and spaces that encourage residents and visitors to spend time in the town centre

**Project outcomes**

- Encouraging more frequent outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs.
- Improved lifestyle due to opportunities for outdoor recreation by individuals, groups, education and community organisations.
- Providing low-cost facilities for recreation accessible to many different groups in the community. Improved awareness and appreciation of the natural environment and support for its conservation and protection.

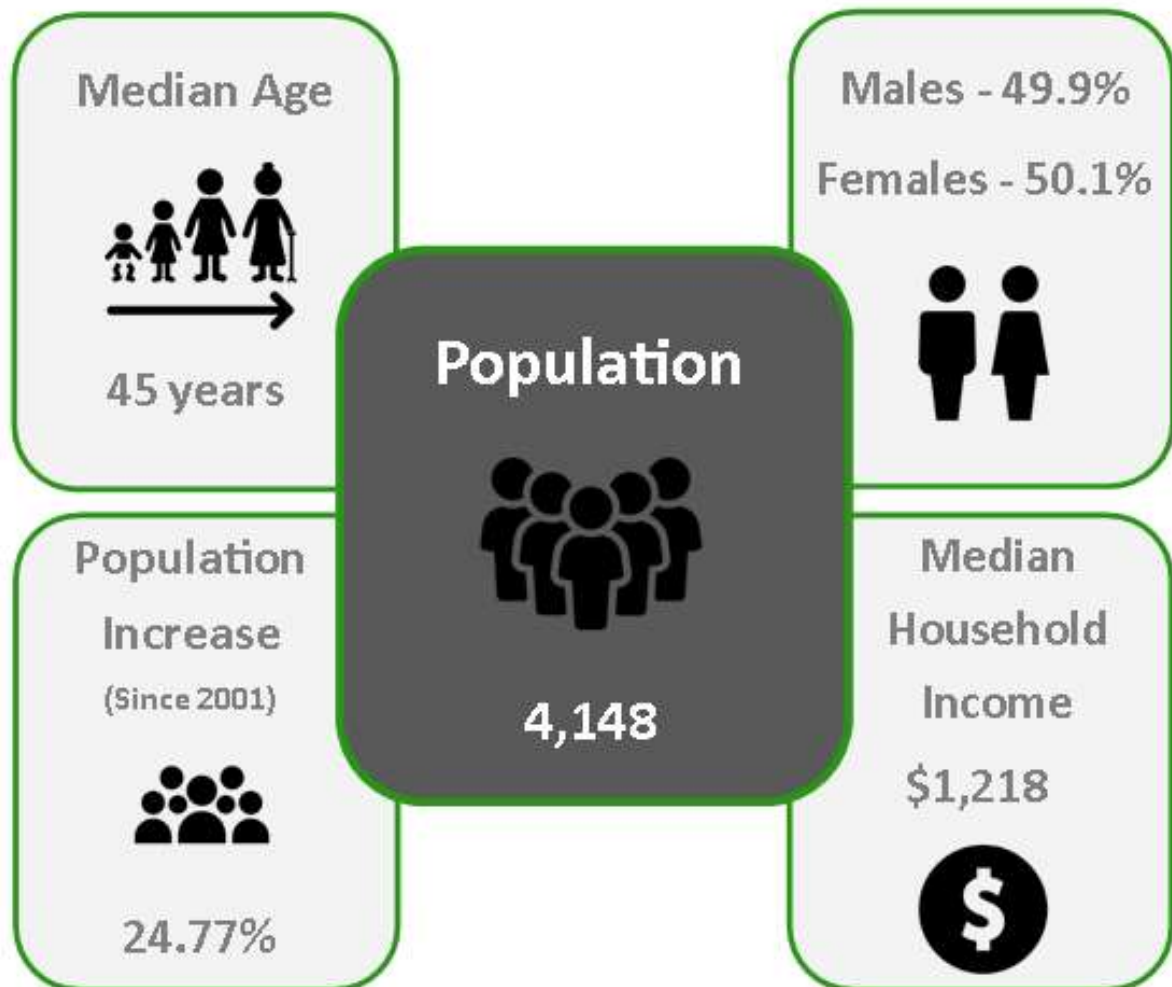
## 8 DEMOGRAPHIC SUMMARY

In planning for sporting and recreation infrastructure, it is important to understand the demographics of the area to provide insights into better understanding the likely key areas of demand and potential future need.

A detailed review of the Shire's demographic profile is provided as Appendix 1.

### 8.1 KEY DEMOGRAPHIC STATISTICS

The following is information from the 2016 Census for Australia and represent some key population statistics for the Shire of Waroona.



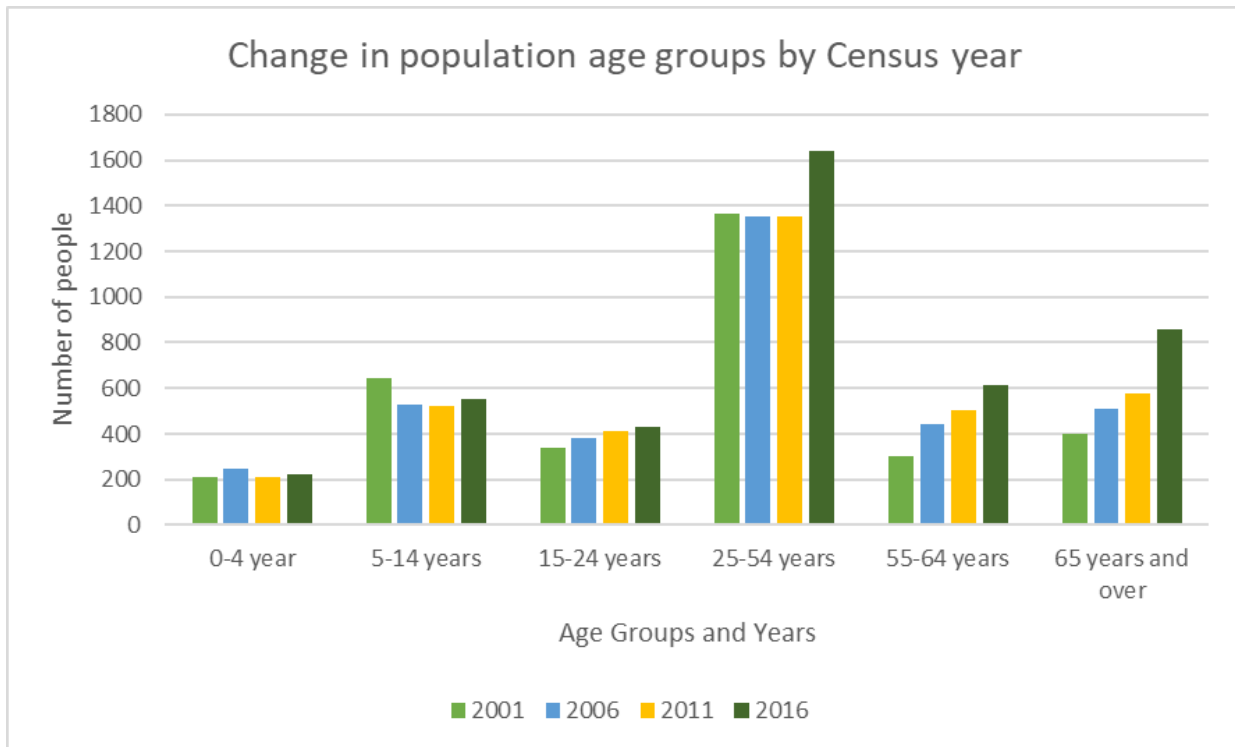
### 8.2 POPULATION GROWTH

- The population in the Shire of Waroona grew by 891 in the 15-year period from 2001 to 2016, a growth of 24.77%.
- There has been an increase in all age cohorts except for 15-24 year old's.
- The greatest change has been in the 65+ age groups where the percentage of population increased from 574 people to 858, equating to a 49.5% increase in this age category. Mobility and accessibility become greater issues for this demographic that need to be considered in recreation planning. Passive recreation pursuits and accessibility need to be considered in future developments.
- The Shire of Waroona has a much higher than average median age of 45 years (in comparison to the WA average of 36 years). This has increased from a median age of 42 years in the 2011 Census.

- Despite a plateau in recent years, population growth has been steady over the last decade. The provision of key services and infrastructure will need to be maintained or even increased to accommodate growth.

Table 1 depicts the population change by year groups from the 2001 census to the 2016 census.

**Table 1: Change in population age groups by Census years 2001 - 2016**



### 8.3 FUTURE PROJECTIONS

- According to The Sub-Regional Economic Opportunity Analysis<sup>1</sup> for The Shire of Waroona the population is expected to grow by a further 8.4% from 2019 to 2031.
- The WAPC's population forecasts use 5 potential scenarios to predict growth. The median forecast predicts the population growing marginally in the next 12 years by 11.1% (DPLH, 2019), equivalent to an average annual growth rate of 0.9%.
- Waroona's current annual growth rate from 2014 is approximately 0.7%. If this growth rate is maintained, by 2031 Waroona's population will have only grown by 8.4%, reaching a resident population of 4519, an increase of approximately 333 residents which is almost 200 less residents compared to the median growth projection within that period.
- The South Metropolitan Peel Sub-Regional Planning Framework has projected a need for an additional 5600 dwellings and an additional 14,000 residents in Waroona by 2050 (DPLH, 2018).
- At the forecast rate of 8.4% identified in the Sub-Regional Economic Opportunity Analysis, Waroona's population increase will fall short of the WA Planning Commissions population forecast.
- There is rising unemployment in the area and industries identified for investment to boost opportunities for employment include: Mining, agriculture, manufacturing, and health care. There are currently projects being planned in the region which align with these recommendations.

<sup>1</sup> Peel Development Commission - Shire of Waroona, Sub-Regional Economic Opportunity Analysis. February 2020

- Population turnover in Waroona has remained higher than the Peel region average, possibly due to younger generations leaving in search of employment and education opportunities. This may also contribute to the aging population. However, the Shire of Murray's Food Innovation Precinct will provide opportunities for employment and education as well as a draw card to bring people into the Peel area and assist in providing opportunities for young people to stay residing within the shire.



## 9 RELEVANT INDUSTRY TRENDS

There are a number of important national, state and local sport and recreation trends that should be considered when planning for the future development of the Shires Sporting Infrastructure. A summary of relevant trends are outlined in this section. A detailed review is provided as Appendix 3.

### 9.1 GENERAL TRENDS

Participation	Facility & Planning Development	Community
<ul style="list-style-type: none"> <li>• Growth of female participation in sports traditionally male dominated, such as AFL, Soccer and Cricket.</li> <li>• The introduction of new (shorter) forms of the game by many sports to attract younger and new participants.</li> <li>• Older persons seek lower impact activities at more convenient and flexible times of the day.</li> <li>• Growth in participation in non-traditional sports for physical fitness, such as yoga and pilates.</li> <li>• Greater reliance on locally accessed and lower cost opportunities by those without the resources to travel or pay for more expensive pursuits.</li> <li>• Growing awareness of the need to engage people who do not traditionally participate in sport and recreation e.g. people with disabilities, teenage girls, culturally diverse groups. Greater need to offer opportunities to capture imagination and interest.</li> <li>• Growing trend towards more casual options requiring small groups of people and minimal coordination e.g. walking, cycling, trails and mountain biking etc.</li> <li>• Transportation can be a significant impediment to participation, emphasising importance of footpaths and cycle paths leading to facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong emphasis is now placed on the best practice principles of joint use facilities and co-location at all levels of government. The push towards greater implementation of joint use and co-location is encouraged through the prioritisation of funding towards projects that espouse these best practice principles.</li> <li>• Changing trends in participation and space requirements requires multipurpose buildings and spaces that are adaptive to the changing environments.</li> <li>• Development of contemporary multiuse pavilions— with shared office, multiple kiosks, multiple sets of change rooms, dividable social areas, centralized services, spectator viewing and ample storage.</li> <li>• Gender neutral change rooms with flexibility e.g. dividable walls to create different size change areas for different sports, to enable male or female fixtures and events.</li> <li>• Accessible facilities—development or community and sporting infrastructure that are fully accessible by all members of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning of community and sporting infrastructure in a more holistic approach across a district or sub-region, rather than isolated facility development. The purpose of the model is to ensure the need for community services is fully analysed in order to best meet the community requirements. This enables local governments / not for profit services to take a more strategic and pragmatic approach to the delivery of services and facilities.</li> <li>• Increasing expectation that local communities will develop sustainable solutions to community issues that will not require ongoing funding support.</li> <li>• Environmental considerations: growing desire by community for facilities and infrastructure to have strong ESD considerations—e.g. reduced water use, passive energy sources, natural materials.</li> <li>• Covid 19 impact – data is beginning to emerge on the effects of isolation, reduced movement and health concerns on traditional lifestyles and active participation.</li> </ul>



## 9.2 SPORTS PARTICIPATION TRENDS

The latest Australian sports and physical recreation participation trends are now captured in the Ausplay survey that is conducted by the Australian Sports Commission (ASC), replacing the Australian Bureau of Statistics and the Exercise, Recreation and Sports Survey conducted by the ASC. The first Ausplay survey was conducted from October 2015 to September 2016 and are updated 6 monthly. Key findings from the Ausplay results issued October 2021 for the year are as follows:

**Table 2: Ausplay Survey Top 15 Activities Adult (Organised and non-organised)**

Adult Participation	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Walking (Recreational)	43.4%	43.8%	43.5%	45.7%	46.5%
Fitness/Gym	33.2%	34.3%	35.7%	37.3%	37.5%
Athletics, track and field (+ jogging and running)	15.2%	15.2%	16.0%	17.1%	20.7%
Swimming	15.1%	14.6%	15.2%	16.7%	17.5%
Cycling	11.4%	11.4%	11.5%	12.5%	15.0%
Bush walking	6.3%	5.3%	5.7%	7.4%	9.8%
Yoga	4.5%	4.8%	5.3%	6.5%	6.9%
Football/soccer	5.7%	5.1%	5.3%	5.3%	5.7%
Tennis	4.6%	4.2%	4.5%	4.3%	5.8%
Golf	5.0%	4.7%	4.4%	4.8%	5.7%
Basketball	3.6%	3.4%	3.7%	4.0%	4.7%
Pilates	2.8%	3.1%	3.3%	3.8%	4.3%
Netball	3.1%	2.7%	3.0%	3.0%	2.8%
Australian football	2.5%	2.5%	2.9%	2.6%	2.9%
Cricket	2.7%	2.6%	2.4%	2.3%	2.7%
Surfing	2.6%	2.4%	2.3%	2.5%	3.2%

**Table 3: Ausplay Survey Top 10 Activities Children (Organised activities)**

Child Participation - Organised	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Swimming	33.3%	30.8%	37.3%	34.5%	33.3%
Football/soccer	15.1%	13.7%	15.9%	14.1%	13.8%
Gymnastics	7.8%	8.8%	10.9%	11.1%	10.5%
Dancing (recreational)	8.3%	9.0%	9.6%	10.7%	8.9%
Australian football	8.5%	8.8%	9.0%	7.4%	6.5%
Basketball	6.9%	6.9%	7.7%	7.8%	7.3%
Tennis	6.2%	5.7%	7.2%	4.8%	6.1%
Netball	6.9%	6.5%	7.1%	6.4%	5.7%
Athletics, track and field (+ jogging and running)	5.5%	5.3%	5.7%	5.4%	3.8%
Cricket	6.0%	5.0%	5.4%	4.1%	3.9%

These statistics find that recreational walking is the primary form of physical activity undertaken by Adults (46.5%), with Fitness/Gym (37.5%), jogging (included within Athletics Track and Field 20.7%), Swimming (17.5%) and Cycling (15%) also included in the top five activities.



## 10 CONSULTATION

Consultation and engagement with the community was crucial to the development of this master plan. The following opportunities were provided to the community to participate in the master planning process:

- User group/Sporting Clubs Survey
- Follow up conversations and/or meetings with key user groups and sporting clubs
- Community drop in session
- Meeting with CEO and key Shire of Waroona staff
- Councillor Workshop

Throughout the consultation, key themes were identified that are outlined below in sections 10.1 and 10.2. Further detail of the consultation is provided in Appendix 4

### 10.1 KEY THEMES - ISSUES IDENTIFIED

Theme	Feedback
<b>Ageing Facilities</b>	Sporting facility infrastructure is ageing, with many existing buildings considered close to the end of the structural life.
<b>Maintenance</b>	Due to the age and condition of the existing sporting facilities, maintenance costs have become high for the Shire of Waroona, and the clubs/users reducing sustainability.
<b>Volunteers</b>	Attraction and retention of volunteers to undertake club activities is becoming increasingly difficult.
<b>Non – Compliance with current code</b>	A number of sporting and community facilities and infrastructure does not meet the current building code or contemporary design resulting in poor flexibility, facilities not fit for purpose and not meeting current sporting requirements. (eg lack of change room infrastructure for female participation).
<b>Activation</b>	Disjointed and separated facilities have resulted in poor activation. Many sports are seasonal, and occupied by one club, thereby creating long periods per annum where there is minimal or no use.
<b>Car-Parking</b>	Constricted car parking to some of the infrastructure.
<b>Entrance</b>	The Town Oval site does not have a distinct point of entrance.
<b>Walkability /Connectedness</b>	There is poor connectivity within the sporting and community precincts, with limited or no walkable pathways between infrastructure, or connecting these precincts to other Town amenities.

## 10.2 KEY THEMES – CLUB IDENTIFIED IMPROVEMENTS



### Waroona Basketball Club:

- Access to club room facilities
- Upgrade court 1 and add a 4th court
- Keep costs affordable for members



### Waroona Swim Club:

- Improved pool heating
- Facility open year round
- Facility comfort improvements



### Waroona Agricultural Society:

- Undercover area for side show alley (upgrade old basketball courts)
- Any new facilities/structures to not impede annual show
- Adequate space and facilities



### Waroona Golf Club:

- Would like to explore the feasibility of decreasing from 18 to 9 holes. Considerations include; membership growth, management model, and finding a secure water source
- Open to sharing clubrooms



### Waroona Bowling Club:

- 1 large green (12-13 rinks) could work. Or retention of two greens
- Large social area—with ability for separation if required
- Good parking. Good viewing



### Waroona Cricket Association:

- Two ovals required with good drainage
- Open to colocation and sharing of facilities
- Consideration to future turf training nets



### Waroona Football and Netball Club:

- Improved lighting at Town Oval
- Open to colocation with other club/s
- Shared bar / pavilion – lease, cost sharing, income distribution will need to be clear for clubs.
- Netball: Repair roof leaks at Recreation Centre. Outdoor facilities

## 11 SITE ANALYSIS

There are 2 separate primary sport and recreation precincts within the Town of Waroona;

1. Waroona Recreation and Aquatic Centre (WRAC) precinct
2. Town Oval precinct

ABV conducted numerous site visits to the precincts and observed the facilities meeting with many stakeholder clubs on site. Gremcon (registered builder practitioner) conducted a building evaluation on the major facilities within the 2 precincts which can be seen as Appendix 5 to this report. (This report also contains images of the facilities).

The aims of this report were to gain an understanding of the condition, use and life expectancy of existing infrastructure in the precincts and to identify opportunities for the rationalisation and consolidation of ageing infrastructure; providing recommendations for refurbishment, repurposing, upgrading, demolition and new build.

The following site assessments detail key elements of each of the precincts with comment on general conditions.



## 11.1 SITE PLAN – EXISTING WRAC PRECINCT



### 11.1.1 Site Summary

The WRAC Precinct is located in the central eastern area of the Waroona town centre and consists of the following major facilities;

- Waroona Aquatic and Recreation Centre (WRAC) - including aquatic facilities (6 lane 25m and toddlers pool), changerooms, gymnasium, multipurpose rooms, 3 indoor sports courts, 2 squash courts creche and offices and supporting bitumen formal car park. An older style skate park is located to the eastern side of the WRAC facility on old bitumen basketball court.
- Two (2) full sized senior playing fields positioned on significantly different ground levels (turf cricket wicket on lower field and hard cricket wicket located on upper field) with supporting amenity building consisting of shaded veranda, small indoor social area, kitchenette with servery, separate toilet block located between fields, cricket training nets and supporting bitumen car parking area.
- Waroona Golf course – 18 hole non reticulated course with supporting clubhouse and maintenance sheds (located on Hill street side of facility) with the 12<sup>th</sup> hole running adjacent to the southern side of the WRAC.

#### WRAC

The WRAC is a substantial recreation facility with a mix of facilities suitable for many uses. The first stage was built in 1985, with aquatic facilities added in 1998 and 2 indoor sports court extension completed in 2004. During the course of this project, a number of improvements were made or being planned including; upgrade of dry changerooms, pool concourse resurface, completing repairs to roof structure and implementation of new water heating system.

The skate park is considered to be small in area and in poor condition with limited relationship with any of the other facilities in the precinct.

#### Cricket Ovals Facilities

This site has two ovals that were constructed in 1990 and are currently utilised for cricket. Separating the two ovals is a high ridge line resulting in a lower and upper oval. High voltage overhead power lines dissect the 2 cricket playing surfaces that are protected by an easement to their full extent.

The lower oval is considered the main playing surface and has a turf wicket, maintained by the cricket club. It also is surrounded by a short wooden picket fence which has been repeatedly damaged by anti social vehicle use. The upper oval provides a secondary playing surface and has a synthetic hard wicket. Both ovals meet the minimum standard of senior cricket. The upper oval is used for match play when more than one fixtured game is played.

The cricket club identified that drainage on the lower oval is poor. The club is often unable to access the ground for matches before the end of November due to the damage from the excess water and poor drainage.

An ageing cricket pavilion is located between the two ovals on the northern end. It provides limited visibility to the upper oval, due to significant height difference between ovals. The lower oval faces west, resulting in poor spectator viewing to lower oval in afternoon sun. A small shower and toilet block in poor condition is located some 5 metres from the pavilion.

A disused shade structure is located on the western side of the lower oval. This has previously provided shade for spectating at events.

Informal parking is located adjacent to the cricket pavilion. This is a gravel car park with no line marking and uneven levels.



Cricket practice nets are located on the southern end of the upper cricket oval, however a new net facility has been built and is being utilised at the southern end of the lower oval with supporting bitumen car parking area (not depicted on site plan above).

#### Access

The site has a 2 way paved roadway encircling the extremities of the ovals and WRAC facility. Bitumen car parking is provided at entry or WRAC and at the new cricket nets. There is no dedicated pedestrian pathway apart from between WRAC entrance and car park. The following diagram indicates vehicular traffic flow options within the site.



#### Waroona Golf Course

The Waroona Golf Club and Golf Course has an 18 hole sand green, partially reticulated (tee boxes, fairway approaches and around greens) golf course. The course is located on land that slopes from north to south.

A small, aging clubhouse is located on Hill street with a maintenance / storage shed nearby. Parking was observed to be informal along Hill street verge in and around trees.

The clubhouse has had recent upgrade works completed but is showing potential signs of structural repair need.

The club is fully maintained by volunteers and does not operate through the summer months. Water supply is a major issue for the club and investigations into potential water supply for possible reticulated areas of the course have been and are ongoing.

See image below for detail of the course.



## 11.2 EXISTING TOWN OVAL PRECINCT





### 11.2.1 Site Summary – Town Oval

The Town Oval was established in the 1920's and is located on the east side of the South West Highway within the town centre, and houses the following facilities;

- One (1) oval playing field with lighting suitable for big ball sport training;
  - Primarily utilised for Australian Rules Football with supporting social club and 1 changeroom
  - St Joseph's Primary School utilise for sporting activities
  - The Waroona Agricultural Society also utilises the reserve for the annual Agricultural Society Show
- Waroona Agricultural Society administration building and stock sheds including; Stocks shed, Jim's kitchen, Walmsley Pavilion, Marchetti Shed.
- Lions Club Building
- Waroona Bowling Club house with 2 synthetic bowling greens and shared storage shed (Bowls, AFL juniors and Just Cruizin Car club)
  - Subsidence is currently occurring at the north western end of the facility and needs rectification retaining works to prevent further damage (quotations had been sought at time of report)
- Men's Shed
- Youth Shed adjoining disused bitumen tennis courts (leased by Waroona Community Resource Centre)
- A toilet block (planned to be demolished)
- 2 public ablutions blocks, one adjoining the Memorial Hall building, the other free standing on the north eastern side of the oval area
- The north western corner of the reserve houses a Senior Citizens Social Centre, Historical Society Museum and Fire Station
- Disused bitumen basketball courts and disused store shed (formally a ticket box)
- Memorial Hall and amphitheatre
  - Adjoining changeroom area is used as away team changerooms for football and houses a small kiosk
- War memorial at the south western corner of the reserve (corner of South West Highway and Parnell street)
- Information bay – turn off from the South West highway north of the corner of Parnell street

The site has no obvious main entry point with numerous vehicle entry / exit points and a number of pedestrian gate access points within the fenced areas of the precinct. Entry control is required for Agricultural Show and Senior Football home games. There are sections that have footpaths and paved roadways within the precinct provide flat surfaces for pedestrians, however they are not linked. See current indicative vehicular movement options below;



Car parking for the venue is reportedly adequate for most uses with exception of large events. Formal parking is found in small groupings at the bowls club / football pavilion, Memorial Hall, Senior Citizens Social Centre / Historical Society Museum area and overflow and casual parking is available on disused basketball courts, in and around the Agricultural shed areas, reserve external verge areas along Parnell and Millar streets

## 12 DEMAND ANALYSIS

A demand analysis was undertaken to develop options that could be considered within the master plan.

- Identification of existing assets and provision through document review, mapping and consultation.
- A general inspection of facilities and site visits, advice from Council staff and consultation responses.
- An assessment of current and future need by balancing anticipated demand based on population and participation trends.
- Determining opportunities for more effective use of existing asset provision.
- Information provided by user groups.
- Highlighting the potential opportunities direction.

### Separate Precincts Master Plans

Through the consultation, research and analysis stages of this project it became apparent that the retention of 2 sport and recreation precincts would be more advantageous than collocating all user groups to a single precinct as per project objective 4. *Identify opportunities for clubs to share multi-purpose facilities and provide options for the co-location (and relocation) of community facilities to create one sport and recreation precinct*

In consultation with Shire of Waroona project staff, it was determined the report should deliver 2 separate master plans for the 2 precincts; Waroona Recreation and Aquatic Precinct (WRAC) and Town Oval Precinct.



## 12.1 WRAC PRECINCT


WRAC Precinct Element	Analysis	Proposed Solution
<p><b>WRAC – Indoor sports courts</b></p> <p>Future indoor sports court</p>	<p>The original court not compliant to contemporary standards for basketball and netball (built in 1981). It is separated from other courts which were built in 2004. This is a common issue with older indoor courts and due to large expense of expansion many are programmed for the lower community or junior levels where technical specifications are not critical to match play.</p> <p>The need for a new indoor court to meet standards for basketball and netball and provide a “show court” facility to attract regional games with capacity for spectators was expressed during consultation. The building code requirements for increased supporting amenities such as toilets / changerooms would be subject to a specific feasibility study on this issue but it appears that current demand for indoor courts is not under pressure with available capacity still remaining on a weekly basis. Future population growth is not projected to be high to place further pressure on current courts.</p> <p>An indoor sports court has been estimated to cost in excess of \$3m by the Quantity Surveyor for this project (see section 15 of this report Cost Estimates).</p> <p>For the purpose of master planning for future identification of most suitable site for a future indoor sports court, the most obvious site would be adjoining current courts on the western side towards Hill street. This would allow connectivity to the existing court area and minimise further works to internal walkways for circulation.</p>	<p>Program original court for community level and non match play where possible.</p> <p>When increased demand places current capacity under pressure, a specific feasibility study for a new indoor sports court and supporting amenity should be undertaken.</p> <p>WRAC Precinct Master Plan Reference - F</p>
<p><b>WRAC - Aquatic facilities</b></p>	<p>Reported issues of deteriorating and slippery concourse, inconsistent water temperature, cold air ingress through roof flashing gaps have recently been addressed by the Shire and works have been recently done or measures appear are in place to adequately address them. Heat pumps have been successfully introduced to address water temperature issues, and the flashing of the pool hall roof has been repaired to reduce cold air drafts. The pool concourse is due for repair/replacement within a 5 year period. It would be prudent to assess all aquatic systems and pool structure for future asset planning consideration.</p> <p>Other works planned for the centre include replacing carpets throughout the centre with vinyl flooring whilst the current upper changerooms are undergoing refurbishment.</p> <p>The gym has recently been operating as a 24 hour facility.</p>	<p>Continue to program and effect an asset management plan for WRAC.</p> <p>Conduct an aquatic facilities condition report.</p>

WRAC Precinct Element	Analysis	Proposed Solution
<b>Shared Pavilion /change rooms and storage provision</b>	<p>A shared pavilion for the WRAC precinct has value as a replacement for the poor condition golf clubhouse, the small and lacking facilities cricket pavilion and also a venue for the indoor sports users (predominantly basketball currently no facility).</p> <p>A location for such a facility appears best located next to the existing sports courts of the WRAC facility at the southern/eastern ends to provide a location that can service the golf club (with some course reconfiguration) and provide viewing over indoor courts whilst being as close as possible to the playing field for cricket and other users.</p> <p>A proposed accommodation schedule for this facility has been identified (see section 14.1 of this report for detail). The facility is proposed to be approximately 430m<sup>2</sup> in area and consisting of key facilities including; changerooms, social area, administration offices, kitchen/servery, internal and external storage and outdoor BBQs with seating options.</p> <p>A challenge for such a facility in this location includes the steep slope away towards the courts from the lower oval which would not provide oval playing field spectating. The Waroona Basketball Association has previously commissioned design of a facility that services its preference to have viewing over courts (this can be seen in Appendix 6 under Basketball Feedback section). It would be ideal if a suitable facility design could allow such court viewing whilst still enabling golf to be adequately serviced.</p> <p>It would be proposed that cricket would have existing match day facilities upgraded and this shared facility play the role of a shared social facility for all clubs.</p>	<p>Construct a shared pavilion for all user groups at the WRAC precinct, specifically catering for the social and playing needs of the Golf Club, Cricket club and Indoor sports courts user groups Basketball and Netball Associations.</p> <p>WRAC Precinct Master Plan Reference – G</p>
Car park	<p>Car parking to support the proposed new golf club clubhouse location would be required. This location would be used by golf course users as the 1st and 9<sup>th</sup> / 18<sup>th</sup> holes would start and finish at this point. Natural surface such as crushed limestone could be considered.</p> <p>A separate exit / entrance to the building from the WRAC will also allow the indoor sport courts users of the facility to leave independently of the recreation centre entrance (not requiring extra staff to remain at the centre whilst the social facility is in use).</p>	<p>WRAC Precinct Master Plan Reference – M</p>
Playground	<p>There is currently no playground available to the general users of the WRAC precinct.</p> <p>Playgrounds on active reserves provide opportunity for not only specific playground users, but also as a popular activity for children that have siblings or parents participating in other activities at the reserve / golf course / indoor sports courts as well. This provides benefits for users and families playing, training or attending events. By locating a playground within close proximity of the proposed shared pavilion it will allow parents to play and stay longer than they might have previously with something to keep children occupied.</p>	<p>The location of a playground would be determined by the final location of the proposed shared pavilion facility to ensure it would relate to and be visible for parents / guardians utilising the pavilion.</p> <p>WRAC Precinct Master Plan Reference - L</p>




WRAC Precinct Element	Analysis	Proposed Solution
<b>Re-align Road / parking</b>	<p>Supporting facilities of car parking and playground will be required to be located in close proximity of the proposed shared pavilion. In order to achieve this, the existing roadway will require re-alignment from almost right angled curve to a tighter curved shape. The road could follow the shape of the existing embankment at its base to enable this to occur. (see image of embankment area below)</p> 	<p>Re align roadway to accommodate shared pavilion and supporting amenities.</p>  <p>WRAC Precinct Master Plan Reference - K</p>
<b>Upgrade Cricket pavilion change rooms</b>  Toilet block	<p>The current pavilion facility has no change facilities and a small ablution block in poor condition, located separately to the pavilion. Due to the proposed location of a shared pavilion / change facility for indoor sports, golf and cricket being attached to the existing WRAC facility it is proposed that an upgraded / new facility is warranted at the current location to service the needs of the oval users.</p> <p>To service the users of the ovals, (currently only cricket for team sports), 2 moderate sized changerooms with toilets for each sex and ambient should be provided. The social facility in current state is suitable for match day viewing (of lower oval) and serving of afternoon tea / refreshments and small after match / training gatherings.</p> <p>A decision on whether to refurbish the existing facilities by adding change and toilet facilities to the existing social area or a total redesign / rebuild will need to be made in the near future. The cost / benefit of upgrading compared to rebuild should be evaluated in more detail. The build cost estimate to provide approximately 330m2 a new pavilion /changeroom facility is estimated to be in the vicinity of \$1.16m.</p> <p>The existing toilet block should be considered within the pavilion upgrade feasibility study, however its current condition is poor and requires upgrading or replacement.</p>	<p>A feasibility study on refurbishing existing pavilion facility or build new with added change facilities and toilets is recommended to be undertaken. A suitable sized example is the recently completed pavilion at Bert Jeffrey Reserve City of Melville (predominantly a cricket facility). This facility is slightly smaller than Cricket Australia Facility Guidelines recommendations for club satellite level facilities and the cost of building alone was less than \$300,000 (2019).</p>  <p>WRAC Precinct Master Plan Reference – E</p> <p>Consider demolishing the current toilet block in relation to the feasibility study on pavilion (above) WRAC Precinct Master Plan Reference – D</p>



WRAC Precinct Element	Analysis	Proposed Solution
<p><b>Shade frame removal</b></p>	<p>The shade frame structure located at the western end of the lower playing field oval has not been used for many years and current user groups report no perceived need or purpose for the facility. The structure could potentially pose a risk for the Shire if someone was to be injured on this facility.</p> 	<p>Provided no use of the shade structure facility can be made by user groups at the WRAC precinct it is proposed the structure be removed.</p>
<p><b>Additional Playing Surface</b></p>	<p>During the course of this project and some previous planning based around all sport and recreation facilities being located at the WRAC precinct, a 3<sup>rd</sup> oval to be located at the southern end of the existing ovals has been proposed. This would require utilising a section of the golf club grounds. This area of land has a number of challenges that would prove expensive and difficult to provide (reduce golf course area, require golf course reconfiguration, extensive land fill for steep level fall, overhead power lines).</p> <p>The need for a 3<sup>rd</sup> playing field oval is reduced when all factors are considered; population growth is slow, there is existing capacity with Town Oval and the WRAC playing field ovals, the WRAC playing fields can increase carrying capacity via drainage improvements and the Waroona High School oval could be utilised as a junior playing field if required (and subject to improved maintenance).</p> <p>Therefore, combined with other benefits of retaining the Town Oval as a sporting reserve a possible third oval facility has been excluded from planning.</p>	<p>Not recommended to proceed with planning for a 3<sup>rd</sup> playing field at WRAC precinct.</p>







WRAC Precinct Element	Analysis	Proposed Solution
<p><b>Skate Park</b></p>	<p>The current skate park is located on old bitumen basketball courts on the western side of the precinct (Hill street). It offers basic level of challenge with aging ramps and jumps for users in poor condition (see image over).</p> <p>It is proposed that a new skate park will be provided as one of the facilities planned for the new Community precinct as part of the town activation strategy.</p> <p>Skate park development trends in recent times include;</p> <ul style="list-style-type: none"> <li>• The involvement of local youth in the design of skate parks to obtain buy-in from users.</li> <li>• The development of different facility types including “skateable” landscapes and combination facilities, often forming a youth precinct.</li> <li>• Facilities designed to have varied spaces that cater for differing levels and abilities.</li> <li>• Creation of path networks, benches, chairs and activities for all community segments.</li> <li>• Located to offer connectivity / integration with other spaces i.e. CBD, parks, playgrounds next to road networks.</li> </ul>	<p>Once the skate park facilities at the Community precinct have been provided, decommission the existing skate facilities at this site.</p> <p>WRAC Precinct Master Plan Reference – N</p> 
<p><b>Pathways:</b> <i>Linkages</i></p>	<p>The WRAC facility has limited pedestrian pathways available. It would benefit from pathways that are flat and accessible at areas from car parks to facilities such as cricket pavilion, cricket nets. Longer term pathways along roadways would benefit pedestrian and cycle safe travel routes around the various facilities within the precinct.</p> <p>Walking is consistently reported as the most frequent physical activity for people. A walkable / cycle trail in and around the WRAC precinct will provide an accessible facility to participate in. Solar lighting has been shown to make these facilities more accessible and used in evenings and could also be considered.</p>	<p>Consider staging pathways around the WRAC precinct to aid pedestrian and cyclists accessibility to facilities and providing an active trail for the community. Consider the addition of security level lighting around pathways.</p>
<p><b>Signage</b></p>	<p>The WRAC precinct would benefit from an entry statement and way faring signage to both promote the facilities and provide information for first time users. This would particularly be important if the golf course clubhouse is relocated to the proposed shared pavilion location on the eastern side of WRAC.</p> <p>Wayfinding signage for the site will assist users determine the most efficient route to take within the precinct to their desired location assisting with traffic flow and parking of vehicles.</p>	<p>Once master plan elements are known and implemented, wayfinding and entry signage should be considered.</p>


WRAC Precinct Element	Analysis	Proposed Solution
<p><b>Golf Course</b></p>	<p>The Waroona Golf Course is fully maintained by its volunteer membership base. The course is partially reticulated (fairway approaches, tee boxes and around greens) with sand greens. The club operates March – November each year, breaking for the hottest summer months of the year.</p> <p>The WAGC has recently completed a strategic plan noting decreasing and aging members impacting on the level of volunteers to undertake the required works along with increasing costs of operations and maintenance. The club has undertaken a number of facility improvements within the last 3 years including; replacement of rear veranda and concrete pad, re-roofing of clubhouse and refurbishment of kitchen area. Planning is underway for an expanded Kart storage shed.</p> <p>The clubhouse building is aging and showing signs of needing structural repairs (see image over). A structural assessment is to be undertaken to determine specific condition and identify specific repairs.</p>	 <p>The master plan concept indicates that the WGC relocate operational and social activities to a shared pavilion at the northern end of the golf course / south eastern end of WRAC.</p> <p>A shared pavilion will require golf course (holes layout) reconfiguration to enable players to begin and finish at this location, including clearing of bush and supporting road reconfiguration and car parking provision.</p> <p>WRAC Precinct Master Plan Reference H, J, G, M, K and L</p>
<p>Shared pavilion</p>	<p>A shared pavilion facility with other groups located adjoined to the WRAC building provides the following benefits; new facility with modern social and supporting facilities, shared management / volunteer responsibilities with other co-tenant groups, shared operational costs (power, gas, water etc), potential management support from WRAC (eg green fees may be collected at WRAC administration office during non club events), opportunity for recruitment of new members / players from mixing at social events.</p> <p>A shared pavilion for the WGC will require suitable social space, administrative office space, changerooms, adequate storage and shelter (including karts).</p> <p>Maintenance shed – the WGC may be able to retain existing maintenance shed and storage areas in existing location, however this should also be investigated as part of a feasibility planning study.</p>	



WRAC Precinct Element	Analysis	Proposed Solution
<p><b>Golf Course redevelopment options</b></p>	<p>Discussions around the potential reduction of the WGC to 9 holes, reticulating greens and fairways have been ongoing. (Currently tee boxes and approaches to greens are reticulated). Whilst detailed investigations are outside of the scope for this master plan project, the issue has long term implications on the WRAC precinct master plan and the future operations of the WGC itself.</p> <p>Critical to discussions thus far has been the securing of a sustainable, low cost (or free) water supply. Previously the Fruitico accommodation development option was thought to possibly provide a water supply, however that development will now be located at an alternative location and not be usable for the WGC.</p> <p>Harvey Abattoir (currently under construction) has been identified as a possible sustainable water supply for the WGC. Discussions indicate that the abattoir could supply treated effluent / waste water to the Shire at minimal to no cost. The greatest concern expressed by the club on this issue was the guaranteed continuation of water supply, noting that if the abattoir ceases operations then the golf course reticulation will also cease.</p> <p>Residential development - a 9 hole course could free up land that could be developed by the Shire for housing and provide a financial return that could contribute to redevelopment costs of the course and buildings.</p> <p>WA Golf has been involved with the club and is assisting with aspects of potential developments. Some preliminary background information that should be considered in any assessment includes;</p> <ul style="list-style-type: none"> <li>• A successful example of course moving to 9 holes and creating residential estate – Sun City</li> <li>• Harvey and Pinjarra are 18 hole reticulated courses that have considerably higher fees. A consideration for WGC would be if it wants to position itself against these as competitors or retain a point of difference in the market.</li> <li>• The cost p.a. to maintain reticulated greens is approximately \$55k and the capital cost to build a grass green is approximately \$25k per green</li> <li>• Governance structures of shared facility sporting associations have a mixed record of success with golf clubs involved (Brookton Golf / Bowls amalgamated and has been a success, conversely Northampton Golf course linked with multi use Sports Club has had governance issues.</li> </ul>	<p>Conduct a feasibility investigation into key golf course development options including; reticulation of fairways and greens and 9 or 18 holes and investigate capital and operational requirements.</p> <div data-bbox="1464 424 1986 767" data-label="Image"> </div> <p data-bbox="1637 791 1816 815">WGC Sand Greens</p>



## 12.2 TOWN OVAL PRECINCT

Town Oval Precinct Element	Analysis	Proposed Solution
<p><b>Shared Bowls / AFL Pavilion</b></p>	<p>There is opportunity for a shared pavilion for the Town Oval precinct that serves the needs of the Waroona Bowls Club and the Waroona Football Club and to provide the Town of Waroona with a modern well-appointed function centre.</p> <p>Both current club venues have issues in terms of condition and functionality with the Bowls clubroom subject to a structural assessment.</p> <p>Replacement of 1 of the bowls greens at significant capital cost is also due within an estimated 5 year period so the timing is suitable to review future possibilities with end of life cycles of a number of significant assets approaching.</p> <p>The existing AFL pavilion (see image over) was built in 1993 with some modifications and renovations in recent years. The facility has only 1 changeroom which the home team utilises and is not female friendly. The social area caters for up to 100 with supporting kitchen / cold room areas but has no air conditioning so is seldomly hired in summer months. There is some sheltered spectator area under veranda and sun shading available when shade sails are erected, however these have limited value during winter season.</p> <p>The proposed shared facility would provide the following facilities;</p> <ul style="list-style-type: none"> <li>• Function centre / social area – proposed to have a total space of 240m<sup>2</sup> to provide for large functions / gatherings with ability to split into 2 areas (both serviced from same kitchens cool rooms) of 180 and 60m<sup>2</sup>. This will provide flexibility for smaller gatherings or ability to hire facility out whilst still offering club member facilities.</li> </ul> <p>The Bowls club report approximately 100 functions p.a. with a maximum attendance of 120 persons (Limit from Health Building regulations and size). The AFL club report capacity at events of approx. 100.</p> <ul style="list-style-type: none"> <li>• Changerooms and showers for players / members / officials and First aid</li> <li>• Storage</li> <li>• Office administration</li> <li>• Kiosk – replacing the existing junior football club kiosk located within the Memorial Hall building</li> <li>• Undercover spectating for both oval and bowls facilities</li> <li>• Outdoor BBQs with seating options</li> </ul> <p>The proposed shared facility will be a high-profile building and attraction for the Town centre and community and therefore should have both road side and oval/bowls, frontage appeal.</p> <p>Future pressure for increased change room capacity can be alleviated in the first instance through fixturing, ensuring multiple games are scheduled with sufficient time between them. If pressure continues to mount, then the existing AFL changeroom facility could be refurbished to provide 2 smaller change rooms.</p>	<p>Construct a shared pavilion catering for the social and playing needs of the Bowls and AFL Football clubs and functions for the Waroona community.</p> <p>Town Oval Precinct Master Plan Reference – D</p> 

Town Oval Precinct Element	Analysis	Proposed Solution
Shared Pavilion Location	<p>The ideal location of the shared pavilion is proposed as on the central western “wing” area of the oval which is ideal for afternoon football viewing and can allow bowls greens to run in a predominantly north south direction. This location provides opportunity for close proximity car parking to service the pavilion and users.</p> <p>Other locations were investigated such as the current AFL and Bowls pavilion areas and the eastern central “wing” of the oval but did not provide the same level of advantages overall that the proposed location does.</p>	<p>The optimum location for the proposed shared use pavilion is the central western side of the Town Oval.</p> <p>Town Oval Precinct Master Plan Reference – D</p>
Bowls Greens	<p>Currently the Bowls club has 2 lit (led) synthetic greens that are well utilised year-round. (See bowls greens image over).</p> <p>Green A is approximately 5 years old and Green B is approximately 11 years old and is expected to have another 5 years of life since silicone sand was introduced.</p> <p>With a proposed shared clubhouse change of location it is imperative that the 2 new synthetic greens would be built in close proximity with viewing relationship and easy access.</p> <p>The club believe that 1 of the greens (closest to the pavilion) should have a roof cover which will allow year round play in all weather conditions. This would also assist in revenue raising with certainty of programming in all conditions.</p>	<p>Locate 2 new lit synthetic bowls greens adjoining the proposed shared clubhouse and roof one of the greens.</p> <p>Town Oval Precinct Master Plan References – E, F</p> 
Existing Bowls Club	<p>The bowls club building has a number of potential structural issues at present and is planned to have a structural assessment to determine works / viability or retention. There is also remedial retaining works required in the near future.</p> <p>The bowls greens are most likely due for total new base works at the next surface replacement which is normal life cycle requirement but adds significant costs to the next surface replacements. For these reasons and the lack of need for a further structure at Town Oval once the proposed shared pavilion is built with new bowls greens, the current facility should be demolished and levelled.</p> <p>It may be possible for the Waroona Agricultural Society to utilise the levelled area for show day purposes (e.g. side show alley) and spread the crowd further across the reserve.</p>	<p>Demolish and level the existing Bowls pavilion and greens once the proposed shared pavilion and new greens are constructed.</p> <p>Town Oval Precinct Master Plan Reference – P</p>
Existing AFL Pavilion	<p>The existing building structure is in good condition. Opportunity exists for this facility to be repurposed providing a suitable use / group can be found.</p> <p>Once detailed design planning for the proposed new shared use pavilion commences it would be worthwhile planning / calling for Expressions of Interest from the community for its possible future use.</p>	<p>Consider alternative uses for the existing AFL pavilion once the proposed new shared use pavilion is commissioned.</p>

Town Oval Precinct Element	Analysis	Proposed Solution
<b>Oval Lighting</b>	<p>Lighting - The lux level of lighting at the Town Oval playing field was constructed for AFL at 100 lux approximately 8 years ago. It is reported to have diminished considerably and thought to be less than the minimum big ball training standard of 50 lux in areas.</p> <p>The AFL standard lighting levels for competition matches at Amateur and Semi-professional levels are recommended between 100 and 200 lux (AFL Preferred Facility Guidelines 2019). It is prudent to increase lux levels to a higher level than required to mitigate against falling performance over time as was done originally.</p> <p>Illumination testing to establish current lux levels and should be undertaken. The results of such testing will allow a plan of action to be established with the aim of returning the lighting levels to 100 lux enabling night games to be played. Switching options to allow a lesser level of lighting and sections of lighting to be selected dependant on need (ie training only) should also be considered. More efficient LED lighting should also be considered and tested for feasibility in any future lighting upgrades.</p>	<p>Conduct sports lighting illumination testing to establish lighting needs for the Town Oval playing field.</p> <p>Town Oval Precinct Master Plan Reference – M</p>
<b>Playground</b>	<p>There is currently no playground available to the general users of the Town Oval precinct. Whilst a substantial playground is planned at the nearby Community precinct, playgrounds at active reserves provide opportunity for not only specific playground users, but also as a popular activity for children that have siblings or parents participating in other activities at the reserve.</p> <p>This provides benefits for users and families playing, training or attending events. By locating a playground within close proximity of the proposed shared pavilion it will allow parents to play and stay longer than they might have previously with something to keep children occupied.</p> <p>A possible location for this facility has been identified in proximity of the existing AFL pavilion.</p>	<p>The location of a playground can be determined after master plan development items and locations are established. A key consideration is the ability to relate to pavilions and sporting facilities for visibility from parents / guardians and an advantageous location for the Agricultural Society Show Day.</p>
<b>Storage Shed - Bowls / AFL juniors / Just Cruizin</b>	<p>An old structure (formerly used as a canteen on Show day) with windows boarded up and in a poor state of repair, located between the bowls green and AFL pavilion is currently used as a storage shed by AFL juniors and Bowls.</p> <p>Once the proposed shared pavilion is built (with adequate storage options for these groups) this building should be demolished and levelled in line with the current bowls green.</p>	<p>Demolish the storage shed and level with existing Bowls greens and clubhouse.</p>  <p>Town Oval Precinct Master Plan Reference – N</p>

Town Oval Precinct Element	Analysis	Proposed Solution
<p><b>Public Toilet Block</b></p>	<p>The old public toilet block located in the north eastern corner of the precinct has been closed for some time. Anecdotal reports from multiple sources believe it has been planned to be removed for some time (see image below).</p>  <p>With new toilet facilities provided in the same area recently, this facility can now be demolished.</p>	<p>Remove the disused old public toilet block.</p> <p>Town Oval Precinct Master Plan Reference – L</p>
<p><b>Memorial Hall</b></p>	<p>The Memorial Hall is in sound condition and of significant historical interest for the community. It currently lacks adequate table and chair storage to support its utilisation.</p> <p>The public toilets are separated from the main building under a basic metal roof structure and are in poor condition. These public toilets should be refurbished as they are well utilised by people travelling through the town and can add to the amenity which may encourage stopovers in Waroona.</p> <p>The AFL away changerooms are located on the eastern side of the toilet block closest to the oval. These changerooms are in poor condition, are small, not female friendly and do not comply with community level standards for AFL. (see image over). Once the proposed shared AFL / Bowls pavilion is constructed, these changerooms can be demolished. This will also provide a wider through road for vehicles between the Memorial Hall and playing field.</p>	<p>Refurbish Memorial Hall toilets and add storage.</p> <p>Demolish away changerooms when new AFL facilities are provided in shared clubroom facility.</p>  <p>Town Oval Precinct Master Plan References – B &amp; C</p>



Town Oval Precinct Element	Analysis	Proposed Solution
<p><b>Car parking</b></p>	<p>Generally the Town Oval precinct is reported to have adequate parking available apart from occasional events where overflow parking is experienced in and around the area (Agricultural Show – 24,000, Car shows and large crowd games of AFL – 3-400). Each area within the precinct has its own parking nearby its main facilities with bitumen formal parking located in the following areas; AFL / Bowls between pavilions and along Parnell roadside, Memorial Hall / Public toilets, Senior citizens Centre.</p> <p>With the proposed shared Bowls / AFL pavilion located on the western central area, there will be a need for car parking to service this area. Currently there are 2 areas of old disused bitumen sports courts, separated by a fall of approximately 1m at points between the areas (see image showing difference in levels). It is proposed that this area be levelled to service this area as a single level car park and provide roadway to exit the area on South Western Highway.</p> <p>The old shed in between these levels (formerly used for competition control, now referred to as store shed – see image below) should be demolished as it serves no useful purpose.</p> 	 <p>Old disused courts on the western central area of the Town Oval precinct should be levelled and used as a car park to service the proposed shared Bowls / AFL pavilion. Demolish the old shed located between the levels.</p> <p>Town Oval Precinct Master Plan References – T &amp; J</p>
<p><b>War Memorial</b></p>	<p>The existing War Memorial is located on the south west corner of the precinct bordering South Western Highway and Parnell street. It provides a location for contemplative remembrance and is the site for a large Anzac Day service (that closes the South Western Highway during the service).</p> <p>The location is not ideal with road noise from the South Western Highway (with large vehicles regularly driving by) and the complex closure requirement for Anzac Day.</p> <p>It would appear that if a suitable site that could offer a peaceful garden setting could be found, then a relocation should be considered.</p>	<p>Investigation into possible alternative sites for the War Memorial relocation.</p> <p>Town Oval Precinct Master Plan Reference – K</p>





Town Oval Precinct Element	Analysis	Proposed Solution
<p><b>Pathways:</b> <i>Linkages</i></p>	<p>The Town Oval precinct provides sections of pathways or paved roadways that can be traversed by non vehicle movement. There are however sections that are not linked and require movement over grassed areas or rough and undulating surfaces.</p> <p>The precinct would benefit from a continuous pathway network for internal movement and for general community enjoyment of walking / running / cycling in and around the area. Pathways that are flat and accessible from car parks to facilities will allow for this safe efficient movement. New sections of pathways are required at the south east corner linking bowls club car park along Parnell street and link to existing in front of the Marchetti shed.</p> <p>Walking is consistently reported as the most frequent physical activity for people. A walkable / cycle trail in and around the Town Oval precinct will provide an accessible facility to participate in. Solar lighting has been shown to make these facilities more accessible and used in evenings and could also be considered.</p> <p>Healthy Active By Design Guide for Movement Networks indicates the following important considerations when enhancing movement networks; the provision of safe, connected, continuous, easily navigated connections, where streets, footpaths and cycle ways connect to each other. The connections should be well lit with shade and shelter as well as directional signposts, and all such facilities should be designed for all users including the young, the elderly and those with disabilities. <a href="https://www.healthyactivebydesign.com.au/design-features/movement-networks">https://www.healthyactivebydesign.com.au/design-features/movement-networks</a></p>	<p>Investigate adding pathways to link the existing paved network within and around the Town Oval precinct to non vehicle accessibility to facilities and an active trail for the community. Consider the addition of security level lighting around pathways.</p> <p>Town Oval Precinct Master Plan Reference – Q</p>
<p><b>Fencing</b></p>	<p>Current fencing around the town oval is a simple chain mesh style that is in average condition in sections. It is recognised that fencing is required for entry control for AFL football matches and Agricultural shows as well as providing a safety barrier for users and livestock from busy road traffic.</p> <p>The Town Oval aesthetics could be lifted if a new stylised fencing was introduced (particularly on the South Western Highway section).</p>	<p>Review fencing style for Town Oval and consider upgrade as part of general site improvements.</p>



Town Oval Precinct Element	Analysis	Proposed Solution
<p><b>Information Bay</b></p>	<p>The current Information Bay is in poor condition with limited information signage. Landscaping around the bay is also of poor quality.</p> <p>Upgrading this area will provide an activation location within the town centre and encourage tourists to stop in town. This will likely benefit the planned Community precinct that will be located opposite on the western side of the South Western Highway.</p> 	<p>Upgrade the existing Information Bay and landscaping.</p>  <p>Town Oval Precinct Master Plan References – R &amp; S</p>
<p><b>Residential Consideration</b></p>	<p>It is noted that the areas of the Town Oval are closely located to residential properties. It is vital that any consideration for development be open for public consultation but particularly nearby residents to ensure they are part of the consideration process.</p> <p>Items such as lighting, implementation of pathways, building extensions, playing field layouts etc may have impact on their amenity.</p>	<p>Ensure potential master plan is advertised for public feedback prior to adoption / implementation.</p>

# 13 MASTER PLANS

## 13.1 WRAC PRECINCT MASTER PLAN



# 13.2 TOWN OVAL MASTER PLAN



## 14 COLLOCATED PAVILION ACCOMMODATION SCHEDULES

Based on the assessment undertaken in Section 13 of this report, and utilising State Sporting Organisation standards as a basis, indicative accommodation schedules for the two collocated shared sports pavilions have been prepared and are as follows:

### 14.1 CRICKET, GOLF & COURT SPORTS PAVILION AREA SCHEDULE (WRAC PRECINCT)

To accommodate Golf Club, Cricket Club, Basketball and Netball Associations		
Description	Area/ m <sup>2</sup>	Functional Information
<b>PAVILION</b>		
General		Positioned adjacent to the existing sports hall within the Waroona Recreation and Aquatic Centre, with direct access from the recreation centre to this facility. Positioned with views of the courts and the golf course and direct relationship to the lower cricket oval.
Changeroom 1 (28m2), Toilets & Showers (20m2)	48	To provide quality accommodation for sporting and other groups using as change rooms. It is intended that changerooms be non-gender specific to facilitate maximum flexibility of usage. (As per Cricket Australia Community Cricket Facility Guidelines). Change room 1 & 2 to meet minimum requirement for community cricket. Change Room areas to include lockers for golf participants
Changeroom 2 (28m2), Toilets & Showers (20m2)	48	
Golf Club Office/Competition Day office	15	
Storage Room (Internal)	25	Suitable to store chairs, tables. Double door access.
Public toilets	26	Located to be used as toilets for social space and an external access for general public access during on field games.
Office/Administration/ Meeting Space	20	For clubs to have access for administration requirements and small meetings. Internal lockable storage to enable clubs to store administrative items.
Social Room	120	To accommodate club activities and events. Ideally, viewing from internal area of lower cricket oval and of golf course 1st tee.
Kitchen	25	Include cool Room. To be compliant with current food preparation standards. Servery to external area on oval side. Requirement to have separate storage areas for clubs
Internal Servery	10	To provide internal serving space during social functions. Include space to have fridges along back wall.
Cleaners Store	2	
Storage (Externally Accessible) for playing fields and golf club.	60	To store equipment to maintain fields and operate sports clubs' games and training. Further storage may be required within precinct.
Circulation	40	
<b>Total</b>	<b>439</b>	
<b>EXTERNAL UNDERCOVER SPECTATOR VIEWING</b>		
Undercover spectator viewing	100	External to provide spectator viewing to both the lower cricket oval and golf.
	<b>100</b>	
<b>UTILITIES SPACES</b>		
Distribution boards	1	
Mechanical services plantroom	12	
Bin Store	10	
External Plant access		Design to include access to the mechanical plant, loading areas and emergency vehicle access.
Loading Bay		
<b>Total</b>	<b>23</b>	
<b>TOTAL AREA REQUIRED</b>	<b>562</b>	

## 14.2 FOOTBALL BOWLS SHARED PAVILION AREA SCHEDULE (TOWN OVAL PRECINCT)

To accommodate Football Club and Bowls Club		
Description	Area/ m <sup>2</sup>	Functional Information
<b>PAVILION</b>		
Changeroom 1 (45m2), Toilets & Showers (25m2)	70	To provide quality accommodation for sporting and other groups using as change rooms.
Changeroom 2 (45m2), Toilets & Showers (25m2)	70	It is intended that changerooms be non-gender specific to facilitate maximum flexibility of usage. (As per AFL revised community level facility layout 2015).
Changeroom 3 (45m2), Toilets & Showers (25m2)	70	Change room 1 and 2 to cater for a minimum of 24 players and 6 officials at any one time.
Changeroom 4 (45m2), Toilets & Showers (25m2)	70	Changeroom 3 & 4 to cater for Bowls (Male and Female) similar size but fitted for needs of Bowlers including benches and lockers in changeroom areas.
Umpires change room	22	Provision of shower/toilet and small change area. Non gender specific.
First aid room	16	Accessible by service road for emergency services. Suitable in design to accommodate 2 massage/trainers tables.
Storage Room (Internal)	35	Suitable to store chairs, tables, massage tables etc. Double door access.
Public toilets	26	Located to be used as toilets for social space and an external access for general public access during on field games.
Office/Administration Space	30	For clubs to have access for administration requirements and small meetings. Internal lockable storage to enable clubs to store administrative items. Includes allowance for space for Captains room for bowls.
Social Room	180	To accommodate club activities and events. Ideally, viewing from internal area over oval and bowling greens. Dividable wall between social room and meeting room.
Meeting/Social Room	60	Room to hold meetings and small social gatherings. Dividable wall between this meeting room and the larger social can be opened up for larger gatherings.
Kitchen	40	Include cool Room. To be compliant with current food preparation standards. Located to service both the oval side for football and bowls side with an external servery.
Internal Servery	15	To provide internal serving space during social functions. Include space to have fridges along back wall. Should be linear in design and functionally should provide service to the main larger social space and small space if dividable wall is closed.
Cleaners Store	4	
Storage Room (External Access)	60	To store equipment to maintain fields and operate sports clubs games and training. Further storage may be required within precinct.
Circulation	77	
<b>Total</b>	<b>845</b>	
<b>EXTERNAL UNDERCOVER SPECTATOR VIEWING</b>		
Undercover spectator viewing	100	External to provide spectator viewing to both the main football oval side and the bowling greens. Preferable to include length of pavilion and plats and steps.
	<b>100</b>	
<b>UTILITIES SPACES</b>		
Distribution boards	1	
Mechanical services plantroom	15	
Bin Store	15	
External Plant access		Design to include access to the mechanical plant, loading areas and emergency vehicle access to the first aid room.
Loading Bay		
<b>Total</b>	<b>31</b>	
<b>TOTAL AREA REQUIRED</b>	<b>976</b>	

# 15 COST ESTIMATES

Donald Cant Watts Corke (Quantity Surveyors) has provided indicative costs on the recommendations as follows (Note each precinct's costs are listed in separate columns);

Waroona Sports Masterplan		WRAC Precinct				Town Oval Precinct			
Item	Description	Quantity	Unit	Rate (\$)	Total (\$)	Quantity	Unit	Rate (\$)	Total (\$)
<b>1.00</b>	<b>BUILDINGS</b>								
1.01	Allowance for New Changerooms (New replace cricket facility)	334	m2	3,500	1,169,000		Note		Excluded
1.02	Allowance for Future Indoor Sports Court (to netball specifications)	1,280	m2	2,900	3,712,000		Note		Excluded
1.03	Allowance for Shared Pavilion (Area as per SOA)	562	m2	3,200	1,798,400		Note		Excluded
1.04	Allowance for Refurbishment of memorial hall toilets and storage creation		Note		Excluded	132	m2	1,500	198,000
1.05	Allowance for Shared Pavilion (Area as per SOA)		Note		Excluded	976	m2	3,200	3,123,200
1.06	Allowance for Move of Mens Shed		Note		Excluded	1,169	m2	500	584,500
	<b>TOTAL BUILDING COST</b>	<b>2,176</b>	<b>m2</b>	<b>3,070</b>	<b>6,679,400</b>	<b>2,277</b>	<b>-</b>	<b>5,200</b>	<b>3,905,700</b>
<b>2.00</b>	<b>External Works &amp; Landscaping</b>								
2.01	Allowance for Site Clearance (Clear vegetation to provide course access)	1,287	m2	10	12,870		Note		Excluded
2.02	Allowance for demolition of buildings / structures	338	m2	50	16,900	2,616	m2	50	130,800
2.03	Allowance for demolition / removal of surfaces	904	m2	35	31,640	8,648	m2	20	172,960
2.04	Allowance for removal of existing nets	1	P.Sum	5,000	5,000		Note		Excluded
2.05	Allowance of cut/fill to proposed carpark and buildings	5,613	m3	30	168,390	7,033	m2	20	140,669
2.06	Allowance for retaining walls		Note		Excluded		Note		Excluded
2.07	Allowance for upgrade of Oval drainage	1	P.Sum	250,000	250,000		Note		Excluded
2.08	Allowance for golf course realignment (New Tee Box & Some Landscaping)	1	P.Sum	50,000	50,000		Note		Excluded
2.09	Allowance for car parking complete - Crushed Limestone	2,604	m2	50	130,200		Note		Excluded
2.10	Allowance for car parking complete - Asphalt	1	Note		Excluded	10,962	m2	100	1,096,200
2.11	Allowance for roads complete	833	m2	200	166,600	156	m2	200	31,200
2.12	Allowance for Cricket Pitch and Net	288	m2	150	Completed		Note		Excluded
2.13	Allowance for Bowls - Synthetic (Open air)		Note		Excluded	1,600	m2	150	240,000
2.14	Allowance for Bowls - Synthetic (Roofed)		Note		Excluded	1,600	m2	550	880,000
2.15	Allowance for hard landscaping / pavements generally		Note		Excluded	757	m2	100	75,700
2.16	Allowance for soft landscaping / shrubs generally	1	P.Sum	50,000	50,000	1	P.Sum	50,000	50,000
2.17	Allowance for playground / equipment		Note		Excluded		Note		Excluded
2.18	Allowance for New Entry Statement		Note		Excluded	1	P.Sum	100,000	100,000
2.19	Allowance for Information Bay Upgrade		Note		Excluded	1	P.Sum	50,000	50,000
2.20	Allowance for Move of Underground Services		Note		Excluded	1	P.Sum	50,000	50,000
2.21	Allowance for War Memorial Relocation		Note		Excluded	663	m2	150	99,450
2.22	Allowance for cyclone fencing removal		Note		Excluded	214	m	15	3,210
2.23	Allowance for signage / wayfinding	1	P.Sum	25,000	25,000	1	P.Sum	25,000	25,000
2.24	Allowance for seating etc	1	P.Sum	15,000	15,000	1	P.Sum	15,000	15,000
2.25	Allowance for fencing		Note		Excluded		Note		Excluded
2.26	Allowance for Main Contractors Preliminaries and Margin	10%	Sum	921,600	92,160	10%	Sum	3,120,189	312,019
	<b>External Works &amp; Landscaping Sub Total</b>				<b>1,013,760</b>				<b>3,472,208</b>
<b>3.00</b>	<b>Site Services</b>								
3.01	Allowance for services infrastructure to Future Indoor Court	1	P.Sum	400,000	400,000		Note		Excluded
3.02	Allowance for services infrastructure to Shared Pavilion	1	P.Sum	400,000	400,000	1	P.Sum	400,000	400,000
3.03	Allowance for services infrastructure New Change Rooms (Minor works to existing)	1	P.Sum	50,000	50,000		Note		Excluded
3.04	Allowance for lighting to car parks	1	P.Sum	50,000	50,000	1	P.Sum	100,000	100,000
3.05	Allowance for lighting to roads		Note		Excluded		Note		Excluded
3.06	Allowance to upgrade sports lighting to AFL (4 No Light Poles - 100 LUX)		Note		Excluded	4	Note	150,000	600,000
3.07	Allowance for general CCTV coverage		Note		Excluded		Note		Excluded
3.08	Allowance for Main Contractors Preliminaries and Margin	10%	Sum	90,000	90,000	10%	Sum	1,100,000	110,000
	<b>External Services Sub Total</b>				<b>990,000</b>		<b>-</b>		<b>1,210,000</b>
	<b>TOTAL CONSTRUCTION COSTS - PERTH PRICES</b>				<b>8,683,160</b>		<b>-</b>		<b>8,587,908</b>
4.00	Regional Loading	15%	Sum	8,683,160	1,302,474	15%	Sum	8,587,908	1,288,186
	<b>TOTAL CONSTRUCTION COSTS - LOCAL RATES</b>				<b>9,985,634</b>				<b>9,876,094</b>
5.01	Design Contingencies	10.00%			998,563	10.00%			987,609
5.02	Construction Contingencies	10.00%			1,098,420	10.00%			1,086,370
5.03	Headworks and Statutory Charges		Note		Excluded		Note		Excluded
5.04	Building Act Compliance		Note		Excluded		Note		Excluded
5.05	Percent for Public Art	1.00%			120,826	1.00%			119,501
5.06	Land Costs (if applicable)		Note		Excluded		Note		Excluded
5.07	Other Costs - FFE		Note		Excluded		Note		Excluded
5.08	Other Costs - ICT		Note		Excluded		Note		Excluded
5.09	Professional Fees	8.00%			976,275	8.00%			965,566
	<b>On-Costs - Sub Total</b>				<b>3,194,085</b>		<b>-</b>	<b>-</b>	<b>3,159,046</b>
	<b>GROSS PROJECT COST</b>				<b>13,179,719</b>	<b>0</b>	<b>-</b>	<b>8,587,908</b>	<b>13,035,140</b>
<b>7.00</b>	<b>Local Authority Managed Costs</b>								
7.01	Internal Project Management Costs	10.00%			1,317,972	10.00%			1,303,514
	<b>Total Local Authority Costs</b>				<b>1,317,972</b>				<b>1,303,514</b>
	<b>ESTIMATED GROSS PROJECT (COMMITMENT) TOTAL COST</b>				<b>14,497,691</b>				<b>14,338,654</b>



## 15.1 COST ASSUMPTIONS

The costings developed are based on a cost per square metre and are considered on the conservative side.

- The costs have been developed on present day figures on a square metre rate.
- A design contingency of 10% and a construction contingency of 10% has been included on all items.
- A 10% design services fee has been included on all items.
- The cost plan has been developed based on the information and size allocations identified in this plan, therefore all quantities, and rates are provision and therefore subject to change.

In addition to above, all costs:

- Excludes GST
- Excludes Environmental Offset / Management Plans etc
- Specific exclusions as above
- Excludes abnormal ground conditions / contamination etc
- Excludes major services diversions
- Excludes major utility upgrades / contributions & headworks
- Excludes works to any conservation areas
- Excludes fences
- Excludes FF&E
- Excludes client costs, legal costs, site costs, agents fees, finance etc
- Excludes land purchase costs
- Excludes escalation - costs are current day
- Costs assume Competitive Tender process with local builders using basic selection of materials

## 16 MANAGEMENT OF COLLOCATED FACILITIES

Through the consultation phase of this project, a number of clubs expressed their concern over retention of fair facility access and consistent or improved financial conditions for their operations under a shared use management model.

The establishment of a proposed management model will require further consultation and workshopping for affected groups to ensure all concerns are addressed and suitable conditions are implemented within the model to be adopted.

This process is generally best undertaken when detail of design and projected operating costs and capital expenses are known, which will be at feasibility stage of facility development.

The following is a general description of the models commonly engaged in shared use facilities where multiple clubs are collocated and a summary of their perceived strengths and weaknesses.

### 16.1 MULTIPURPOSE SPORTS FACILITY MODELS

For a multipurpose facility providing for various groups and use, there are a number of management options available for consideration. These may be implemented when a facility has been developed and there will be a number of groups accessing the sports facilities on a regular basis.

- Management by Local Government Authority
- Sports Association Management Model
- Management by Key User Group
- A combination of the above-mentioned models

The matrix below summarises the positives, negatives and issues identified throughout this review.

Management Option	For	Against	Potential Issues
Management by Local Government (LGA)	<ul style="list-style-type: none"> <li>• Opportunity to maximise focus on recreational and community benefit, diversity of usage and access to facilities.</li> <li>• Leverage other events and opportunities.</li> <li>• LGA's have existing resourcing in HR, financial, risk, asset management policies and processes.</li> <li>• LGA's have existing maintenance and operational expertise.</li> </ul>	<ul style="list-style-type: none"> <li>• Could detract from the viability of the clubs using the facility.</li> <li>• Would need to recruit resources for facility management role.</li> <li>• May lack the support of the existing management groups.</li> <li>• Complicated management structure making difficult to speak to the right person.</li> </ul>	<ul style="list-style-type: none"> <li>• May not be in a position to maximise commercial opportunities.</li> <li>• The LGA's willingness to underwrite the operation of the facility.</li> <li>• Potential to lose sporting volunteers.</li> </ul>
Management by a Sports Association representing the key tenant club(s) or users.	<ul style="list-style-type: none"> <li>• Association could appoint professional manager or management to manage facility on their behalf.</li> <li>• Likely to maximise commercial benefit to clubs involved in management.</li> <li>• Potential to co-opt members with a strong</li> </ul>	<ul style="list-style-type: none"> <li>• Clubs may not have commercial expertise within to manage facility.</li> <li>• Conflict of interest with other potential users and financial viability of the facilities.</li> <li>• Competing interests amongst clubs.</li> <li>• Not core club business.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports clubs are more likely to have self-interest in managing facility.</li> <li>• Clubs unlikely to have the specialist management capability in house.</li> <li>• Limited ability to financially underwrite.</li> </ul>

Management Option	For	Against	Potential Issues
	<p>commercial understanding.</p> <ul style="list-style-type: none"> <li>• Most likely to ensure that role of clubs is maintained.</li> <li>• Removal of local politics on operation of facility.</li> <li>• Can create a democratic process whereby all groups have equal say.</li> </ul>	<ul style="list-style-type: none"> <li>• Slow decision-making process.</li> <li>• Potential lack of responsibility/ownership of the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• There needs to be a strong Memorandum of Understanding or constitution between the tenant club/users.</li> </ul>
Management by a single Key User Group.	<ul style="list-style-type: none"> <li>• Will have a good understanding of the tenant issues.</li> <li>• Likely to maximise commercial benefit to club involved in management.</li> <li>• Potential to co-opt members with a strong commercial understanding.</li> <li>• Club could appoint professional manager to manage facility on their behalf.</li> <li>• Maximise individual club support for the facility.</li> <li>• Single communication point and decision maker.</li> </ul>	<ul style="list-style-type: none"> <li>• Could detract from access to the facility and viable usage by other users of the precinct.</li> <li>• Potential conflict of interest with other potential users and financial viability of the facility.</li> <li>• Could detract from non-sports users of precinct.</li> <li>• Likely to be difficult to consolidate management across the precinct.</li> </ul>	<ul style="list-style-type: none"> <li>• Club is more likely to have self interest in managing facility.</li> <li>• Club unlikely to have the management expertise.</li> </ul>
Combination of above models: Management by Key User and Management by Shire	<ul style="list-style-type: none"> <li>• Enables operations of commercially viable facilities to be operated independently of the Shire and allows potential development of community ownership.</li> <li>• Equitable access for sporting groups utilising the sports ovals</li> <li>• Shire experienced in maintenance and facility management.</li> <li>• Shire set the fees and charges of facility use annually through the budget process.</li> </ul>	<ul style="list-style-type: none"> <li>• Confusion for users as to how to book and access facilities.</li> <li>• Likely to be difficult to consolidate management across the precinct.</li> </ul>	<ul style="list-style-type: none"> <li>• A breakdown in Communications between management arms could result in booking conflicts.</li> <li>• Priority of bookings would need to be determined at the outset.</li> <li>• Responsibility of communication to user groups for access.</li> </ul>
Combination of above models: Management by a Sports Association representing the key tenant club(s) or users and	<ul style="list-style-type: none"> <li>• Enables operations of commercially viable facilities to be operated independently of the Shire and allows potential development of community ownership.</li> </ul>	<ul style="list-style-type: none"> <li>• Confusion for users as to how to book and access facilities.</li> <li>• Likely to be difficult to consolidate management across the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• A breakdown in Communications between management arms could result in booking conflicts.</li> <li>• Priority of bookings would need to be</li> </ul>

Management Option	For	Against	Potential Issues
Management by Shire (Sports Ovals)	<ul style="list-style-type: none"> <li>Greater sense of ownership by resident groups</li> </ul>		<p>determined at the outset.</p> <ul style="list-style-type: none"> <li>Responsibility of communication to user groups for access.</li> </ul>

### 16.1.1 Stakeholder operating considerations

With the introduction of a new management operating model there will be a transition period for existing stakeholders to adapt to which could include the following;

- Fee structures
- Access to facilities
  - Former access arrangements may be changed
  - New areas will be accessible
  - Some areas of facilities will be shared
- Responsibilities – user and management
- Reporting requirements

Issues for Shire consideration in a new operating model;

- The need to establish asset maintenance and replacement values to consider user contribution levels.
- Fees or income distribution to clubs (clubs will need to develop their operating models and income projections for impact on internal operations).
- Incentive for clubs to patronise and drive business.

As a result, it is recommended that the stakeholders are involved in the process as much as practically possible to enable them to understand their impending commitments and impact it will potentially have on their internal operations. This time to allow consideration with open communication channels will be critical in forward planning for all parties to ensure a smooth as possible transition and maximise successful outcomes.

## 17 MASTER PLANS STAKEHOLDER FEEDBACK

The identified Master Plan concepts were developed by ABV based on the results of the information and analysis undertaken throughout the project. Community and stakeholder need identified through the consultation process and analysis of data and existing provision indicated high pressure points for existing facilities and identified opportunities.

ABV presented the proposed Master Plan concepts to the sport and recreation stakeholders on November 16<sup>th</sup> 2021.

A total of 19 people signed the attendance register, however, it was estimated that between 30-40 people were in attendance.

Clubs that registered attendance included;

- Waroona Bowls Club
- Waroona Golf Club
- Waroona Cricket Club
- Waroona Men's Shed
- Waroona Basketball Association
- Waroona Agricultural Society
- Waroona Football Club
- Waroona Historical Society
- Waroona Recreation Advisory Council
- Waroona Leos Club (not listed on attendance register)
- WA Showmen (not listed on attendance register)

All stakeholder groups were sent a copy of the Master plan presentation and were asked to provide their feedback by December 13 2021.

The following summary is from the clubs that responded to the Master Plan;

Stakeholder	Feedback
Waroona Golf Club	<ul style="list-style-type: none"> <li>• The WGC has no issue in principal with the co-location of clubhouse to a suitable position as presented in the plan.</li> <li>• Disappointed that a solution could not be found to co-locate every club to one major hub to fully unlock the potential savings and benefits that would apply. (Understand restrictions with size and number of ovals and the powerline corridor were barriers).</li> <li>• The master plan does not secure future viability in any way and provides a new club house only. Course options could have been considered with colocation rather than a separate exercise.</li> <li>• Golf course reticulation feasibility is the club's major priority. There is major risk to the club to be reliant on water from a private venture that could be turned off and on depending on market conditions.</li> </ul>
Waroona Basketball Association	<ul style="list-style-type: none"> <li>• Town oval design is will complement the new Community Precinct. If the Men's Shed is to be relocated, the best location would be the corner at the current bowling green site allowing a greater public open space near the new co-located facility and remove the big shed off the highway frontage.</li> <li>• The WRAC precinct - The WBA are different to the other sporting clubs without a current clubroom and don't rely on bar/food sales for income. The plan for over 10 years has been for a basic facility to display history and memorabilia and have events/meetings when needed and with a viewing area over the courts.</li> </ul>

Stakeholder	Feedback
Waroona Bowling & Social Club	<ul style="list-style-type: none"> <li>The club believes that a move to WRAC precinct should be investigated as a shared facility at that location with the other clubs would result in more new members.</li> <li>Sharing of facilities with the football club may result in a loss of their own entity becoming part of the football club.</li> </ul>
Waroona Football Club	<ul style="list-style-type: none"> <li>The club is happy to proceed onto the next stage, aware that a lot may change in its design, but wish to be involved in the subsequent discussions to move the project forward.</li> <li>Decision making would depend on the impact it would have on the football club.</li> </ul>
Waroona Agricultural Society	<ul style="list-style-type: none"> <li>The WAS provided an itemised feedback response with an assessment of pros and cons of each item followed by comments on each point from their perspective.</li> <li>Overall the WAS has a number of items they agree with and disagree with. Alternative views and questions have been raised regarding the following items; new entry statement, location of the shared pavilion, Bowls greens location, Men's shed proposed location, demolition of Youth shed, demolish old toilet block (prefer upgrade), new pathways to join existing, exit to South Western Highway.</li> </ul>

## 17.1 NEXT STEPS

The Master Plan concepts should be revisited by the Shire on a regular basis as needs may change with changing demographics, trends in stakeholder needs / sports / standards and utilisation as well as funding opportunities. This will ensure that the Master Plans remains contemporary until implementation.

Due to a number of stakeholder groups voicing concern over the Master Plan concepts not meeting their needs, the following process is proposed as a way forward and to achieve a working Master Plan solution for the community and Shire of Waroona.

### 17.1.1 Further Feedback

The feedback from key stakeholders on the Master Plan concepts has indicated a number of groups have alternative views on potential facilities mix and upgrades to suit their needs. Therefore, it would be prudent for the Shire to conduct further in-depth consultation with these groups to work towards Master Plans for the precincts that will provide the greatest level of satisfaction within the parameters the Shire has defined.

It is important that the identified needs are then considered with the existing consultation findings from the stakeholder groups that were comfortable with the findings / master plan concepts. This may require further consultation with all groups in a joint work shop setting to consider possible master plan concept options (draft master plan concept options may be required to aid groups in providing informed feedback on possible master plans).

### 17.1.2 Structural Assessments

The initial building evaluation reports indicated further investigation into the integrity of the Bowls Club building and the Golf Club building should be undertaken in order to determine potential building lifespan, critical works required and the economics of repair versus rebuild.

The outcomes of the further consultation and structural assessments can then be utilised as a basis for the Shire to conduct financial planning and inform possible project timing of works on the Master Plans.

## 18 POTENTIAL FUNDING SOURCES

Funding Source	Type or projects they will fund
<b>Funding Grants (State Government)</b>	<p><b>CSRFF</b></p> <ul style="list-style-type: none"> <li>• Cricket pitches</li> <li>• Safety fences</li> <li>• Court resurface or upgrade</li> <li>• Upgrade to clubrooms/pavilions</li> <li>• Sports floodlighting</li> <li>• Court construction</li> </ul> <p><b>Lotterywest</b></p> <ul style="list-style-type: none"> <li>• Skate parks</li> <li>• Playgrounds</li> </ul>
<b>Funding Grants (Federal Government)</b>	<p><b>Building Better Regions Funding</b></p> <p>Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.</p> <p>Grant funding is available through two funding streams:</p> <ul style="list-style-type: none"> <li>• The Infrastructure Projects Stream: Supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure.</li> <li>• The Community Investments Stream: Funds community development activities including, but not limited to, new or expanded local events, strategic regional plans, leadership and capability building activities</li> </ul> <p>The Australian Government announced \$250 million in the 2021-22 Budget towards a sixth round of the BBRF in 2022.</p> <p><b>Local Roads and Community Infrastructure Program</b></p> <p>Local Roads and Community Infrastructure (LRCI) Program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic</p> <p>At this time, applications for Phase 3 have been completed and further phases have not been announced.</p>
<b>Cash in Lieu</b>	<ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Toilets</li> <li>• Pathways</li> <li>• Seating</li> <li>• Carparks</li> <li>• Fencing</li> <li>• Signs</li> </ul>
<b>Rates and Advocacy</b>	<ul style="list-style-type: none"> <li>• Infrastructure</li> </ul>

## 19 APPENDIX 1 – DEMOGRAPHIC REVIEW

In planning for sporting and recreation infrastructure, it is important to understand the demographics of the area to provide insights into better understanding the likely key areas of demand and potential future need.

The following information has been obtained from the Australian Bureau of Statistics 2016 Census.

The table below provides a snapshot of the Shire population, and percentages are compared with WA overall.

**Table 1: Shire of Waroona**

Category	Shire of Waroona	WA
Population (2016 Census)	4,148	2,474,410
Males	49.9%	50%
Females	50.1%	50%
Aboriginal and/or Torres Strait Islander Population	2.4%	3.1%
Born in Australia	71.6%	60.3%
Overseas Born	28.4%	39.7%
Median Age	45	36
Median Income per person (\$ weekly)	\$558	\$724
Median Income per household (\$ weekly)	\$1,218	\$1,595
Couple family with children	39.6%	45.3%
Couple family without children	44.3%	38.5%
Number of dwellings	2,065	1,019,641
Occupied private dwellings	76.4%	86.7
Index of Relative Socio-Economic Disadvantage * 1	945	1015

Source: Australian Bureau of Statistics, Census of Population and Housing, 2016.

1. Socio-Economic Indexes for Areas (SEIFA), ABS, 2016, Local Government Area Index of Relative Socio-economic Disadvantage.

\*(SEIFA) is a product developed by the ABS that ranks areas in Australia according to relative socio-economic advantage and disadvantage. The indexes are based on information from the five-yearly Census. SEIFA gives insight into Socio-Economic Advantage and Disadvantage.

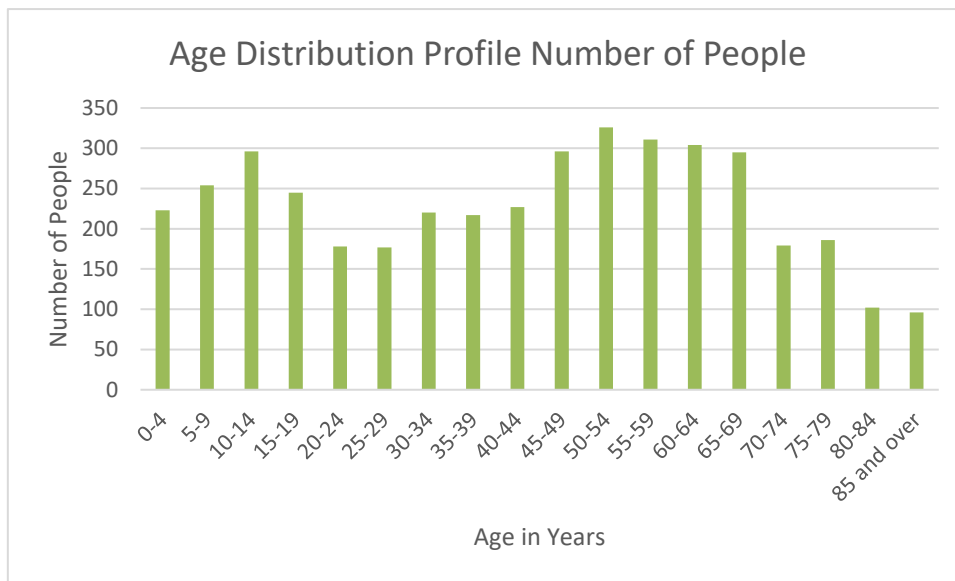
The index is designed so that the national average sits at 1,000. With a ranking of 945, the Shire of Waroona sits marginally below WA and national average.



## 19.1 AGE STRUCTURE

The Figure below highlight age structure for the Shire of Waroona for the 2016 Census.

*Shire of Waroona Age Distribution Profile*



*Source: Australian Bureau of Statistics, Census of Population and Housing, 2016*

## 19.2 POPULATION GROWTH

Table 2 below provides an overview of the change in population from the 2001 Census information through to the 2016 Census.

*Table 2. Population Growth*

Census Year	2001	2006	2011	2016	% Change
0-4 year	208	248	213	223	6.72%
5-14 years	644	527	521	550	-17.09%
15-24 years	341	381	415	432	21.10%
25-54 years	1,366	1,350	1355	1641	16.75%
55-64 years	303	440	504	615	50.73%
65 years and over	398	507	574	858	53.61%
<b>TOTAL</b>	<b>3249</b>	<b>3451</b>	<b>3582</b>	<b>4319</b>	<b>24.77%</b>
<b>Median Age</b>	-	<b>40</b>	<b>42</b>	<b>45</b>	-

### 19.3 FAMILY AND HOUSEHOLD MAKE-UP

According to the Australian Bureau of Statistics 2016 Census:

- There are 14631 families in the Shire of Waroona. For families with children, the average number of children per family is 1.9.

### 19.4 HOUSEHOLD INCOME

Median weekly income

- Personal - \$558
- Family - \$1,464
- Household \$1,218

### 19.5 CULTURAL PROFILE

Analysis of the country of birth of the population in 2016 highlights that 71.6% of the population in the Shire of Waroona was born in Australia, with 6.4% born in England and 2.2% born in New Zealand. The next 3 highest countries of birth are Italy (1.7%), Scotland (0.9%) and Philippines (0.8%).

### 19.6 DWELLINGS

- There are 2056 private dwellings in the Shire, of which 76.4% are occupied.
- Of the occupied houses, the 73.8% are owned, either outright or with a mortgage, 20.8% rented, with 5.3% either not identified or 'other tenure' type.

### 19.7 INTERNET ACCESS

- 76.1% of residents access the internet from their dwelling.
- 20.6% do not access the internet from home, with 3.3% not stated.
- The number of residents that access the internet from their dwelling is lower than the Western Australian average of 85.1%.

### 19.8 CORE ACTIVITY NEED FOR ASSISTANCE

Core Need for Assistance is defined as a person's need for help or assistance in one or more of the three core activity areas of self-care, mobility and communication, because of a disability, long-term health condition (lasting six months or more) or old age.<sup>2</sup>

- Of the 4,148 population, there are 213 persons that require assistance, being 5.13% of the Shire's population. Of the 213, 53.5% are male and 46.5% are female.

### 19.9 KEY CHARACTERISTICS AND IMPLICATIONS

- The population in the Shire of Waroona grew by 891 in the 15-year period from 2001 to 2016, a growth of 24.77%.
- There has been an increase in all age cohorts except for 15-24 year olds.
- As of 2016, the largest age cohort in Waroona was 45-54 years of age.
- The greatest change has been in the 65+ age groups where the percentage of population increased from 574 people to 858, equating to a 49.5% increase in this age category. Mobility and accessibility

<sup>2</sup> Australian Bureau of Statistics Census 2016

become greater issues for this demographic that need to be considered in recreation planning. Passive recreation pursuits and accessibility need to be considered in future developments.

- The Shire of Waroona has a much higher than average median age of 45 years (in comparison to the WA average of 36 years). and has increased this median age since 2011 from 42 years old.
- Despite a plateau in recent years, population growth has been steady over the last decade. The provision of key services and infrastructure will need to be maintained or even increased to accommodate growth.
- Waroona's population has grown by roughly 15% over the last decade, for a total of 4169 residents in 2018. With a median age of 45, four years higher than the Peel region, Waroona's population is notably ageing. At the current rate of growth, Waroona's population will grow by 8.4% by 2031 (approximately 333 new residents), falling short of WA Planning Commissions population projections.

### 19.10 FUTURE PROJECTIONS

- According to The Sub-Regional Economic Opportunity Analysis<sup>3</sup> for The Shire of Waroona the population is expected to grow by a further 8.4% from 2019 to 2031. From 2015 to now Waroona's population growth has only been 0.2% per year.
- There is rising unemployment in the area and industries identified for investment to boots opportunities for employment include: Mining, agriculture, manufacturing and health care. There is currently projects being planned in the region which align with these recommendations.
- Population turnover in Waroona has remained higher than the Peel region, possibly due to younger generations leaving in search of employment and education opportunities. This contributes to their aging population. However, the Shire of Murray's Food Innovation Precinct will provide opportunities for employment and education as well as a draw card to bring people into the Peel area, and assist in providing opportunities for young people to stay residing within the shire.

<sup>3</sup> Peel Development Commission - Shire of Waroona, Sub-Regional Economic Opportunity Analysis. February 2020

## 20 APPENDIX 2: PARTICIPATION TRENDS

There are a number of important national, state and local sport and recreation trends that should be considered when planning for the future development of the Donnybrook sporting and recreation precinct. A summary of relevant trends is outlined in the following sections.

### 20.1 ACTIVE AND PASSIVE SPORT AND RECREATION PARTICIPATION TRENDS

The latest Australian sports and physical recreation participation trends are now being captured in the Ausplay survey that is conducted by the Australian Sports Commission (ASC). This replaces data that was previously captured by the Australian Bureau of Statistics and the Exercise, Recreation and Sports Survey conducted by the ASC.

The Ausplay survey includes interviews with over 20,000 adults, including more than 3,800 parents/guardians of children aged up to 14 years. The first Ausplay survey was conducted from October 2015 to September 2016. Information is updated on a six monthly basis with more detailed information and analysis updated annually. Key findings from the Ausplay results issued October 2020 for the year are as follows:

#### 20.1.1 Top Activities

The latest Australian sports and physical recreation participation trends are now captured in the Ausplay survey that is conducted by the Australian Sports Commission (ASC), replacing the Australian Bureau of Statistics and the Exercise, Recreation and Sports Survey conducted by the ASC. The first Ausplay survey was conducted from October 2015 to September 2016 and are updated 6 monthly. Key findings from the Ausplay results issued October 2021 for the year are as follows:

**Table 1: Ausplay Survey Top 15 Activities Adult (Organised and non-organised)**

Adult Participation	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Walking (Recreational)	43.4%	43.8%	43.5%	45.7%	46.5%
Fitness/Gym	33.2%	34.3%	35.7%	37.3%	37.5%
Athletics, track and field (+ jogging and running)	15.2%	15.2%	16.0%	17.1%	20.7%
Swimming	15.1%	14.6%	15.2%	16.7%	17.5%
Cycling	11.4%	11.4%	11.5%	12.5%	15.0%
Bush walking	6.3%	5.3%	5.7%	7.4%	9.8%
Yoga	4.5%	4.8%	5.3%	6.5%	6.9%
Football/soccer	5.7%	5.1%	5.3%	5.3%	5.7%
Tennis	4.6%	4.2%	4.5%	4.3%	5.8%
Golf	5.0%	4.7%	4.4%	4.8%	5.7%
Basketball	3.6%	3.4%	3.7%	4.0%	4.7%
Pilates	2.8%	3.1%	3.3%	3.8%	4.3%
Netball	3.1%	2.7%	3.0%	3.0%	2.8%
Australian football	2.5%	2.5%	2.9%	2.6%	2.9%
Cricket	2.7%	2.6%	2.4%	2.3%	2.7%
Surfing	2.6%	2.4%	2.3%	2.5%	3.2%

**Table 2: Ausplay Survey Top 10 Activities Children (Organised activities)**

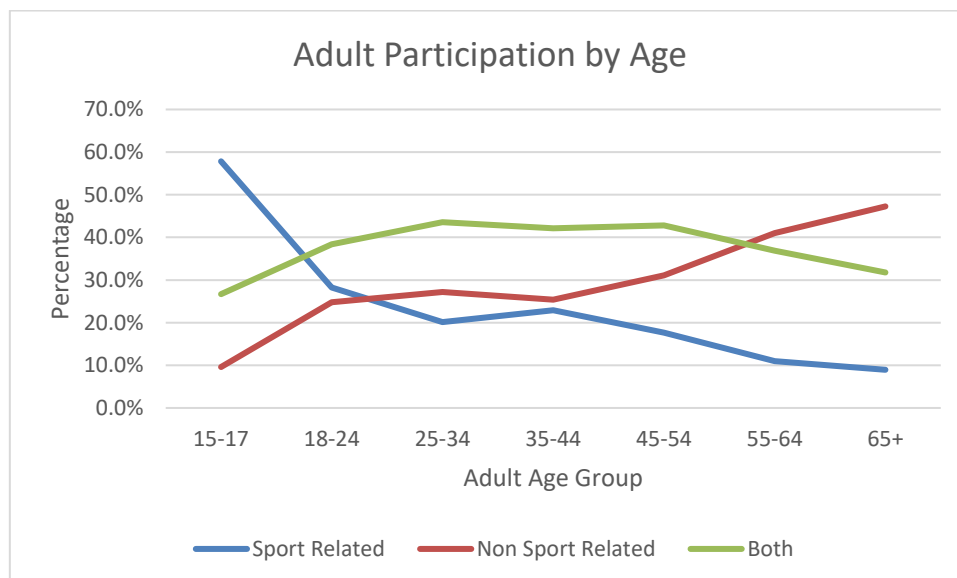
Child Participation - Organised	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Swimming	33.3%	30.8%	37.3%	34.5%	33.3%
Football/soccer	15.1%	13.7%	15.9%	14.1%	13.8%
Gymnastics	7.8%	8.8%	10.9%	11.1%	10.5%
Dancing (recreational)	8.3%	9.0%	9.6%	10.7%	8.9%
Australian football	8.5%	8.8%	9.0%	7.4%	6.5%
Basketball	6.9%	6.9%	7.7%	7.8%	7.3%
Tennis	6.2%	5.7%	7.2%	4.8%	6.1%
Netball	6.9%	6.5%	7.1%	6.4%	5.7%
Athletics, track and field (+ jogging and running)	5.5%	5.3%	5.7%	5.4%	3.8%
Cricket	6.0%	5.0%	5.4%	4.1%	3.9%

These statistics find that recreational walking is the primary form of physical activity undertaken by Adults (46.5%), with Fitness/Gym (37.5%), jogging (included within Athletics Track and Field 20.7%), Swimming (17.5%) and Cycling (15%) also included in the top five activities.

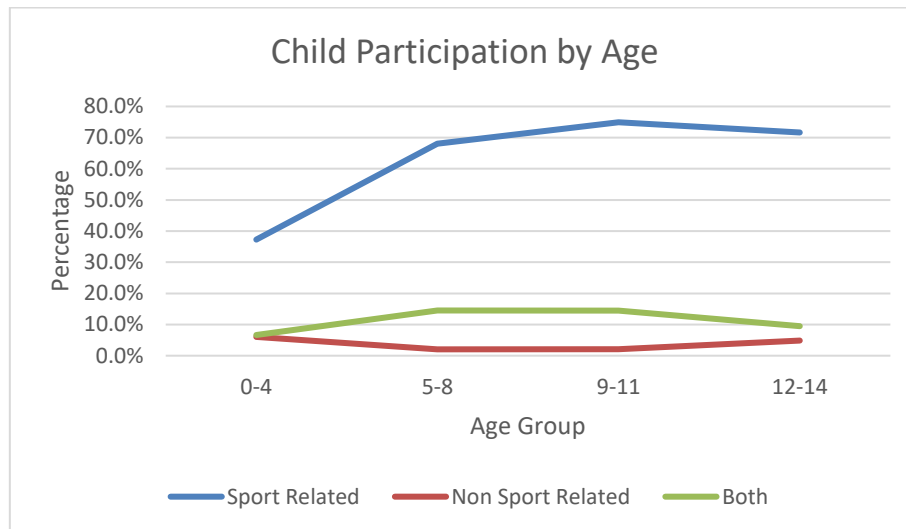
### 20.1.2 Organised Sports Participation

The Ausplay survey reveals, as have previous national surveys, that organised sports participation is highly popular amongst children and peaks amongst children in the upper primary school years, and then gradually declines amongst high school aged children.

Organised sports participation amongst Adults (15+ years) is at its peak amongst persons aged 15-17 and then progressively declines as age increases.

**Adult Participation by Age**

### Child Participation by Age



Source: Ausplay Survey Results April 2019, Australian Sports Commission.

#### 20.1.3 Barriers to Participation

For adults, lack of time is the primary reason for not participating in physical recreation up to age of 55, after which poor health/injury becomes the major reason for not participating.

For children, being the wrong age is cited as the major reason for not participating physical recreation, followed by lack of time, lack of enjoyment and lack of money.

#### 20.1.4 Motivation for Participation

The Ausplay survey reveals the top four motivations for adult participation in sport are: Physical health or fitness, fun/enjoyment, social reasons and mental health.

The data also identified the following general trends:

- Australian adults tend to play sports for longer durations than non-sport related physical activities. However, they participate in non-sport related activities more often than sport.
- Physical health or fitness is the strongest motivation for non-sport related physical activity and whilst this is also the lead motivation for playing sport, people are significantly more likely to also play sport for the fun/enjoyment and social aspects.
- Women are more likely to participate in sport or physical activity for physical and mental health reasons and to lose or maintain weight. Men are more motivated by fun / enjoyment and social reasons.
- For adults up to middle-age, time pressure is by far the main barrier to participating in sport or physical activity. Poor health or injury then also becomes a main factor.
- The main barrier to young children participating in organised out of school hours sport or physical activity is their parents' perception that they are too young to start playing.
- Sport clubs are the primary avenue for children to be active (except for children aged 0 - 4, who are more likely to be active through other organisations).
- Sport clubs are not the main choice for participation in sport or physical activity in Australia for adults aged 18 years and over.
- While sport clubs are the main avenue for both girls and boys, throughout childhood boys (50%) are more likely to be active through club sport than girls (33%).

## 21 APPENDIX 3: RELEVANT INDUSTRY TRENDS

### 21.1 INTEGRATED PLANNING

In recent times, planning of community infrastructure, including POS is undertaken on a more holistic scale across a district or sub-region, rather than isolated facility development. Community infrastructure planning includes:

- Identifying and prioritising service needs.
- Reviewing existing services in relation to these needs.
- Identifying which services should be retained or discontinued.
- Identifying and developing new services aligned with the current and future priorities of Council and the community.

A broad range of community needs, population, demographic profiles and existing provision is assessed in the planning of infrastructure. In addition, the services provided and those likely required are taken into account.

Generally, local governments are adopting this approach and introducing an integrated planning model along discrete service lines (i.e. youth provision, aged and seniors care, sports facility provision, child and community health).

The purpose of the model is to ensure the need for community services is fully analysed in order that they can identify how to best meet the community requirements. This enables local governments and not for profit services to take a more strategic and pragmatic approach to the delivery of services and facilities. Inherent in a more strategic and pragmatic approach, is an organisation that is more responsive and adaptive to community needs, takes a more holistic approach but able to distil this to a local level, is able to balance service needs with financial pressures and is able to forecast future needs.

This integrated approach provides for a better network of facilities that meet the community aspirations and allows for a different range of service options within facilities. This strategic approach reduces duplication of facilities and services, ultimately providing a more sustainable outcome for the community.

### 21.2 FEMALE SPORTS PARTICIPATION

An emerging trend in Australia is the rapid growth in female participation in cricket, soccer and Australian Rules Football, which traditionally have been male dominated. These sports have recorded remarkable growth in female participation in recent years including:

- The Australian Cricket Association's 2019/2020 Cricket Census reported a 11.4% increase in female participation from 2019 to 2020, with females now making up 11% of all registered participation. In addition, there was a 25% growth in girls WWCB numbers, and more age groups developing in Junior Girls Competitions.
- The Australian Football League reported a 14.42% increase in female participation from 2018-2019, and that they now make up over 32% of all football players nationally.
- The Football Federation of Australia's 2019 census reported an 11% growth in female participation at club levels. With female participation making up 22% of participants within Australia.

This increased female participation in traditionally male dominated mainstream sports including Australian Rules Football, cricket and soccer, will have a significant impact on the demand for active reserve space and the need for more female friendly facilities, such as change rooms suitable for use by males and females at multi-field sports complexes.

### 21.3 GAME FORMAT CHANGES

Many sports are introducing new forms of the game to attract younger and new participants. Amongst others, cricket, rugby and soccer are now providing modified, fast versions of the game. The impact is that sports such as rugby, Australian Rules Football and soccer have introduced their modified game during summer seasons, effectively increasing their season and requirements for infrastructure. In addition, it is becoming increasingly common for sporting competitions to be played mid-week and under lights as a way of attracting and retaining youth participants.

### 21.4 FACILITY SHARING

Strong emphasis is now placed on the best practice principles of joint use facilities and co-location at all levels of government. The push towards greater implementation of joint use and co-location is encouraged through the prioritisation of funding towards projects that espouse these best practice principles. The Department of Local Government, Sport and Cultural Industries (DLGSCI) administer the primary source of State Government funding for community sport and recreation facilities, the Community Sporting and Recreation Facilities Fund (CSRFF), and the information on its website clearly states that:

*“Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.” Source: <http://www.dsr.wa.gov.au/facilitiesfunding>*

This provides significant financial incentive for community groups to pursue shared facility opportunities in order to gain significant levels of funding.

DLGSCI also advocates joint use facility provision in the *Facility Planning Guide, Sport and Recreation Facilities, March 2007*. This document provides the following rationale for joint use facilities:

- Less duplication and maximum use of community facilities and services.
- Creation of a community hub—a focal point for community activity.
- Shared capital costs, services, resources and expertise.
- Improved relationships between organisations.
- Reduced operating costs.
- Increased community ownership of facilities.
- Access to a broader range of services and expertise.
- Reduced vandalism.

This document notes that all parties need to carefully consider their specific needs for access and usage and be assured that compatibility exists before planning progresses to the design phase. Comprehensive management agreements need to be developed to ensure all parties are aware of their responsibilities, however, if a sharing arrangement is to be successful there must be flexibility, trust, open communication and co-operation.

Sharing of facilities allows optimisation of usage of sports fields, clubrooms and amenities. A common example of facility sharing is usage of a set of clubrooms and sporting fields by a winter user and a summer user. At the end of a season, one club vacates the facility to enable the other seasonal user group access for their season. This ensures the facility is used year round.

There are also opportunities for junior clubs to share with seniors. Juniors and seniors of the same sport generally play on different days or morning and afternoons/evenings. Junior clubs generally have a lesser requirement for social facilities, and therefore, can be well suited to be a secondary tenant of a clubroom facility.



It should be noted however, that one size does not fit all regarding facility sharing. In some instances, there may be opportunities for increased facility sharing and in some instances there may be less. One of the major factors that affect the ability for sharing of facilities is the size of the clubs concerned. For example, a junior sporting club may have very large membership and require scheduling of games on both days of the weekend plus training times on most weeknights thus limiting availability of the facilities for other same season users.

Additionally, some sports are moving beyond a traditional six month season with both strong winter and summer competitions, with soccer being one example; therefore sharing of facilities with another major user group can be difficult if the facilities do not have the capacity/flexibility to accommodate multiple user groups simultaneously.

Opportunities for facility sharing need to be individually assessed and include consultation with the key stakeholders. In each case there will be a range of issues that need to be carefully considered before making a decision on opportunities for facility sharing and the timing for proceeding with the infrastructure developments.

## 21.5 MULTI-USE SPORTS PAVILIONS

ABV has collated the plans of many shared use pavilions during the course of numerous sport and recreation facility needs assessments and feasibility studies. There are a number of traits from contemporary facility designs that are considered appropriate and should be considered in the design of an upgraded or new shared use pavilion(s) in the Shire of Waroona.

Large Social/Function Room, Kitchen and Servery – A large function area that can be divided; the plans below indicate three separate spaces with retractable walls is a key component of this successful shared use facility. It allows multiple groups to use the facility simultaneously and provides the flexibility for different sized room spaces to be configured depending on the needs of the function.

*Dividable social/function space*



It is important that each of the divisible areas can be accessed by patrons independently without disturbing users of the other function rooms, including external access and access to the kitchen, servery and toilets.

Multiple sets of Change rooms – Multiple sporting fields/courts require multiple sets of change rooms to adequately provide for the needs of the sports participants. It is advantageous to provide at least one set of change rooms specified to senior community Australian Rules Football standards as these dimensions are equivalent or greater than the community standards of all other sports as they have the highest number of players in a team. The number of change rooms for each multi-field sporting reserve needs to be individually assessed on a case by case basis – depending on the users make up of senior to junior teams, what sports / clubs are playing on the same day and the type of fixturing the sports utilise.

**Multiple Kiosks** – The ability to run a kiosk is important to many sporting clubs as it forms a significant part of their revenue which they are able to staff with their own volunteers. This is important for smaller groups who may not have the economy of scale to participate in a sports association model that requires paid staff to serve food and drink. Depending on the management arrangement for the shared pavilion and the need to service separate areas at the same time, it may be necessary to provide two or three small kiosks that can serve food and drinks, whilst food preparation occurs in the shared kitchen.

**Shared Administration Facilities** – Meeting rooms can readily be shared by multiple user groups, less common are the use of shared office spaces, although these are appearing in recent plans (see below Figure 5 for an example). A shared office space can have multiple work stations as well as lockable cabinet space so that club administrators have access to an office as required, without needing unnecessary duplication of building space.

*Example of Shared Office Space*



**Ample Storage** – Suitable storage to meet the requirements of the sports utilising the facility within a shared pavilion should be provided, with the total requirement depending on each club's needs. Small storage spaces should also be included for community groups that may be regular hirers of the facility.

**Spectator Shelter and Viewing** – Shared pavilions at multi-field reserves can have large patronage numbers on competition days. Ideally the pavilion would be elevated and have large verandas for spectator shelter facing towards the key sporting fields. If the pavilion is elevated, it provides the opportunity for tiered seating under the shelter as shown below in Figure 6:

*Image of spectator shelter and viewing example*

Playgrounds – Facilities for young children are a beneficial addition to pavilions for participants/spectators who have young children and also for community hirers of the facility such as playgroups, providing daytime activation of facilities. It helps the facility to be more family friendly and maintain involvement of participants as they become young parents. These elements being provided in a reserve also serve the surrounding community, aiding in activation of the area. In recent times elements of nature are being introduced into many playgrounds.

## **21.6 MULTI-USE SPORTS PRECINCT KEY SUCCESS FACTORS**

The layout design of a multi-use sporting precinct is critical for successful shared usage by multiple user groups. The following key design elements have been developed from a best practice perspective accumulated from projects undertaken by A Balanced View (ABV) Leisure Consultancy Services and feedback from LGA's and sporting clubs:

Proximity of Pavilions to Sporting Fields – Users of a shared pavilion facility must have good viewing and access to their sporting field from the pavilions. Access to the fields should not be obstructed by parking or driveways to ensure safety of children.

Large Open Grassed Playing Areas - Grassed sporting fields should be positioned together without dividing barriers such as trees or fencing where possible. This allows for maximum flexibility of use and is beneficial for holding school carnivals, festivals and other large events.

Driveway Location – Where possible, access driveways should not dissect a sporting complex, particularly where children are likely to cross – i.e. between the pavilion and a sporting field. If a pavilion is situated a considerable distance from entry access points of a reserve, the driveway should be routed along the boundary.

Compatibility of Users – Compatible users should be grouped together in shared facilities. For example, cricket and football clubs are compatible groups due to their opposing seasonal usage.

Passive and Informal Recreation Features - A range of passive and informal recreation features should be provided in conjunction with the active facilities to ensure there is something for everyone in the one location. This will also encourage the general community to make use of the sporting fields when not in use by clubs as the large grassed areas are excellent passive recreation facilities in themselves. Passive informal elements may include trails, outdoor exercise equipment, playground equipment, 3 on 3 basketball feature, tennis hitting walls, amphitheatre style meeting places, picnic facilities, water features and fountains for people and their pets, shaded rest stops and seating etc.

Parking and Access - Ample parking and road access is important as well as via public transport and being linked to a dual use path network. Whilst catering for adequate parking for dedicated peak utilisation is neither practical, or in many cases possible, too few parking spaces can cause significant safety issues and hamper the ability of sporting organisations to conduct their activities effectively and efficiently.

Spectator Viewing – Spectators should be well catered for with ample shelter and areas to stand/sit whilst viewing sporting events. Community sports have strong family involvement and therefore it is important that parents, children, siblings, grandparents etc. are able to view the sporting activities in a degree of comfort.

Hosting Events – Large multi-use sporting reserves should have design features that will allow them to cater for large events such as regional tournaments, top grade grand finals and community festivals. In addition to the design features previously mentioned, this may also include ensuring supporting amenities such as change rooms, toilets and social facilities are of sufficient standard.

Floodlighting – Adequate floodlighting to Australian Standards for training at a minimum is required to ensure the sporting fields can be used to their full capacity, particularly for winter sports when sunset occurs soon after the work day has ended. Competition lighting is also increasingly becoming a need due to the growth in midweek competition which allows greater utilisation of facilities.

Water Efficiency - Sustainable irrigation and landscaping practices such as native plantings and computerised reticulation are important to give protection against the effects of climate change.

## **21.7 SPORTS FIELD CAPACITY**

Overuse of sporting grounds is a major issue for local governments and sporting groups, arising from a growing population with a lack of corresponding growth in active open space. Grounds that have excessive usage are damaged, become unsafe to play on and are costly to repair. The amount of usage that a particular sporting field can handle is dependent on many variables including the type of users, quality of the soil, climatic conditions, water quality and the type of turf to name a few.

Research by ABV amongst various LGAs across Australia has found that approximately 20-25 hours of usage per week is generally supported as being the optimum capacity of a well-drained and reticulated active sporting field in a moderate climate.

Synthetic surfaces are also coming under increasing consideration by WA sports field providers including LGAs and education institutions, as they are able to handle more than double the capacity of natural turf fields.

## **21.8 CHANGING COMMUNITY EXPECTATIONS**

Communities are becoming more aware and engaged in regards to the development and use of community spaces, and therefore expectations are higher. Communities and sports groups are aware that changing trends in participation and space requirements needs multipurpose buildings and spaces that are adaptive to the changing environments.

There is an increasing expectation that local communities will develop sustainable solutions to community issues to reduce ongoing funding support.

Older persons seek lower impact activities at more convenient and flexible times of the day and expect that facilities are suitable for their use.

There is a greater reliance on locally accessed and lower cost opportunities by those without the resources to travel or pay for more expensive pursuits.

## 21.9 LEGISLATION AND GOVERNANCE

Local Governments are governed by the Local Government Act and the Local Government Compliance Framework. They play a critical role in providing essential facilities (including community / sporting facilities and POS), services, events and activities that support healthy and sustainable communities.

Statutory obligations, risk management and occupational health and safety requirements on Local Governments are increasing, resulting in a more rigorous monitoring of compliance and assessment of risks in relation to essential facilities and services.

Essential facilities and services are also required to be compliant with the relevant Australian Standards, the Disability Discrimination Act, building and construction codes, which is now expected from the community.

### 21.10 ACCESSIBILITY

Community facilities should comply with the principles of universal design by facilitating access to and use of the facility and its spaces by all individuals and groups (regardless of age, ability, cultural background or level of social or economic advantage/disadvantage). This relates to providing a high level of physical access, connection and wayfinding as well as ensuring services, programs and activities are broadly advertised, and are affordable.

### 21.11 SUSTAINABILITY

There is an increasing trend to focus on all aspects of sustainability. This includes the desire and requirement for community facilities to be affordable (from a construction and ongoing operational cost base).

Facility designs are to incorporate sustainable materials and Environmentally Sustainable Development initiatives and technologies. Flexibility in design also improves long term sustainability as buildings and other infrastructure are more adaptable.

Initiatives include passive solar design, use of photovoltaic cells, water capture and reuse, use of low embodied materials<sup>4</sup> and purchase of 'green' energy. Incorporating these and other Environmentally Sustainable Development initiatives in new buildings and other infrastructure helps reduce their carbon footprint.

To ensure community facilities are affordable, capital and ongoing operational contributions should be received from user groups, particularly given they may have an ability to generate an income source from the use of the facility.

### 21.12 YOUTH FACILITIES

Youth are a valuable resource within a community, therefore investment in facilities and activities that provide youth the opportunity to develop their capacities can have many benefits, including;

- Developing self-confidence and enthusiasm.
- Contribute to increasing positive behaviours.
- Improve children's educational performance.
- Improve health and wellbeing.

Trends in youth provision include;

---

<sup>4</sup> Embodied energy is the total energy required for the extraction, processing, manufacture and delivery of building materials. Low embodied materials have a low environmental impact.

- The involvement of youth in the design of youth infrastructure has become an important aspect in obtaining buy-in from local youth.
- The development of different facility types including skateable landscapes and combination facilities, often forming a youth precinct.
- Facilities designed to have varied spaces that cater for differing levels and abilities.
- The development of youth facilities in high profile locations centrally located with ease of access to other facilities such as shopping precincts.
- Development of facilities using an integrated landscape approach.
- Provision of youth facilities within multipurpose community facilities, as part of a community hub approach.

### **21.13 IMPLICATION OF COVID ON SPORTS PARTICIPATION AND PHYSICAL ACTIVITY**

The ability for Australians to be active in their communities has been interrupted since COVID-19 was first confirmed in Australia in late January 2020. In particular, the coronavirus pandemic has had a significant impact on organised sport as these gatherings were put on hold to adhere to health advice.

There has been a national increase in adult participation in sport or physical activity at higher frequencies, which appears to be driven by women.

Daily exercise was one of the permissible reasons to leave home during COVID-19 lockdowns, which may have initially prompted (or perhaps necessitated) the need for more frequent participation.

Youth sports participation had dropped overall, however Cricket Australia reported increases in junior participation with a 19% increase in girls participation. 80% of adults and children who participated in organised sport pre-covid had returned to at least one of their sports by March 2021.

2020 saw large increases in numbers participating in informal sports, pushing the already rising interest in informal recreation. 12% of adults and children who registered for sports by March 2021 were new to the sport (AusPlay 2021).

## 22 APPENDIX 4 – CONSULTATION

### CONSULTATION SUMMARY

#### Consultation was undertaken in the following forums:

- User group/Sporting Clubs Survey
- Follow up conversations and/or meetings with key user groups and sporting clubs
- Community drop in session
- Meeting with CEO and key Shire of Waroona staff
- Councillor Briefing session
- Presentation of Draft Master Plans to Stakeholder Groups

## 22.1 USER GROUP/SPORTING CLUB SURVEY

User groups and sporting clubs of the sporting precincts included within this study were provided a survey to complete. Below provides the key items included in the responses.

Activity	Club Organisation	Membership				3 Challenges	3 Priorities
		2018 No	2019 No	2020 No	2021		
Waroona Show	Waroona Agricultural Society	<b>Community Attendance</b>					
Town Oval		18500	19500	NA	24500	Maintenance of the area and buildings	To upgrade old basketball courts, adding a roof structure
		<b>Exhibitors</b>				Keeping up with technology and the expectations	Any new structures not impede or impact annual show
		200	200	NA		Leaves in gutters and unsafe honky nuts	Adequate space and facilities
AFL Football	Waroona Football Club (seniors)	123	106	NA		Increasing costs to be competitive	Bring facilities up to speed
Town oval						Ageing facilities	Profit sharing of the bar has to help fund club as it currently does
						Lack of volunteers and ageing volunteers	Still make it home for our club not just a shared venue
Bowls & Social Club	Waroona Bowling & Social Club Inc	140	143	122		Ongoing maintenance of building and facilities	Covering of at least one of the greens to provide shade for players
Town Oval						Eventual replacement of "B" green synthetic mat	Entice new members to join given sporting families can watch games easie
						Reliance in volunteers to ensure running of club day to day	
Golf club	Waroona Golf Club	66	65	62		Attracting new members	Grant money for new storage and maintenance shed
WRAC and Cricket Oval Precinct						Course Maintenance	Water supply and cost of water
						Ageing membership	Electricity costs
Netball	Waroona Netball Association	160	156	100		Recruiting volunteers for the committee	Fix leaky roof
WRAC						Getting quality coaches to help develop the girls skills	Outdoor facilities
						Dwindling numbers	
Basketball	Waroona Amateur Basketball Association Inc	<b>Membership Numbers</b>				Compliance of facilities with FIBA	Clubroom, co-locate
WRAC		256	236	249		Lack of club and storage rooms	Upgrade court 1, addition of 4th court
		<b>Team Numbers</b>				Keeping memberships affordable	Inclusion of court 1, 2, 3
		37	36	34			
Cricket	Waroona Warriors Cricket Club	60	60	55		Oval gets wet, bad drainage	Oval, drainage, fence around oval
WRAC and Cricket Oval Precinct						Only one change room	Another changeroom for visitors
						No juniors	Upgrade of facilities
Swimming	Waroona Amateur Swimming Club	20+		10		Consistency of operations (pool closures)	Year round open pool to utilise
WRAC and Cricket Oval Precinct						Finances (payment of coaches is large drain)	Upgrade pool heating system
						Holding coaches due to pool closures	Improve comfort (gap in roof, heating)



## 22.2 CLUB/USER GROUP MEETINGS

Follow up meetings and/or phone discussions were held with the user groups. This section includes the key items of discussion with the groups that chose to participate.

### 22.2.1 Waroona Bowling Club

#### November 2020 and October 2021

The Waroona Bowling were initially consulted in November 2020. Due to a change in committee, a further consultation meeting was held in October 2021. The information outline in red font below was provided as a change to or an addition to the information discussed at the November 2020 meeting.

Nov 2020 - Dennis, President (2years) Helen, Treasurer & Ted Russell (former President of 6 years)

Oct 2021 (ABV & Marlene Renton (Shire) – Joe, Vice President and Ted, Former President

#### Membership and operations

- 100 functions per annum
- 120-130 members, New membership number 2021 – 133 total members (3 life members)  
- 52 pennants regular bowlers, 155 social (2018/19)
- Darts group play regularly at the venue
- Volunteers are ageing and the pool is shrinking

#### Facility Issues

- Constricted car parking at front of building
- Retaining wall to ovals is failing and Shire / club spending \$50k (50/50) to repair (on Shire budget to complete soon)
- Wiring issues
- Leaking roof
  - Air conditioning units (were removed, and roof repaired and so now leaks at these points)
  - Tin roof
- Bowling Greens
  - B green - 11 years (evergreen), re silicone sanded and groomed, providing another 5 years life (will need replacing 2026)
    - Drainage issue water sits on top – likely base will need to be redone at new green replacement
  - A green - 3 years
- LED lighting was installed at a cost of \$45,000 approximately

#### Potential relocation / New facility development

- Facility needs ideal;
  - 1 large green facility could be adequate, E.g. Mandurah (12 rinks) WBC has 13 currently, roof, carnivals, 24 teams).
- Shared facility - Social area size – current sits 96 comfortably, 120 is health department max – toilets based), 120-140 would be ideal
  - Dowerin social space good example – can watch games form inside facility
  - Ability to separate from other user groups (discussion around 1 large area available and multiple spaces within).

- Potential issue with bar split
  - Discussions around POS software allowing purchasers recognised for the home club with profits being returned to the facility for maintenance etc
  - Preference for the Shire to manage a shared facility
- Parking – normal busy club event requires approx. 80 spots for cars with 50 dedicated probably adequate. Need for flat car parking area for elderly patrons. Recent addition of some in-line parking bays and football car park area can be used. Issue of no lighting from car parks to building at night along pathways
- Support for shared facility and the pooling of volunteer resources, not opposed to a relocation to Rec centre precinct

### 22.2.2 Waroona Golf Club

President, Brad Stone

#### Membership / Administration

- Members – Membership has remained stagnant. Not picking up many new members. Existing members average age is increasing (approx. low 60's average age)
- Casual rounds allowed. There had been a steady drop in numbers until 2020. This is likely the implications of golf being a sport allowed to be played during COVID when other sports were stopped.
- Honour system \$20 to play
- Thursday scroungers golf day
- Club has had a low interest loan from the Shire – 1 payment left

#### Facility

- Course leased from Shire
  - Public use course as informal recreation area walking and dog exercise for example
  - No reticulated fairways / greens (too dry to play in summer - November to mid March)
  - Sand greens
  - Tee boxes and green approaches are irrigated
  - Club undertakes course maintenance and owns the maintenance machinery (and has good range of mechanically minded volunteers to assist in keeping machinery in good working condition)
- Storage – south of clubhouse building – also holds 8 members golf karts
  - A rising demand for gold kart storage
- Clubhouse building social area
  - 50 years old
  - 3 years ago, upgrade recent new roof, patio, air-conditioning and ovens
  - Support poles in middle of building not ideal (where facility has been expanded)
  - Drooping areas of internal ceiling
  - Hire it out for functions - 2 a month, hire parties/meetings
- Clubhouse utilisation, (In season, March-November)
  - Ladies - Wed – 10am-4pm
  - Men - Thu – 10am – 6pm
  - Men comp - Sat – 10am – 7pm

Issues

- Water for course, there has been discussions around available water supply for many years, including grey water potential from residential development but that was redirected years ago.
- Costs increasing for power and water
- Physical impact for aged volunteers doing heavy manual work
- Dam planning a few years
- Outside renovated 10 years ago

Future course options

- The Shire has provided a window of time in the master planning process to allow the WGC to renew its strategic plan and to assess the future direction for the club. This will assist site master planning to be informed and accommodate the WGC's future direction.
- The club is open minded at this stage – to what direction it may take in terms of development options

## Note

- If a course is reticulated it can increase demand on volunteers due to more mowing required, potentially 1 or 2 times per week.
- Competition: Pinjarra / Harvey golf courses; no volunteers required

### 22.2.3 Waroona Amateur Swimming Club

Naomi Powell

#### Swim Club

- 10 current members (5 years ago came out of recess up to 25 members, pool closed 2 times for 3 months then Covid closure).
- Regular pool closures make consistency for swimmers difficult.
- Further reduction of hours of operations have been implemented to save money
- Club swims 2 times, Monday and Tuesday from 4:30 – 6pm with paid coaching (from fundraising). Break for school holidays, Christmas - come back around late January

#### 3 main issues for club

1. Consistency of operations (pool closure)
2. Finances (payment coaches)
3. Combined 1+2 points

#### 5-10 year needs priorities

1. Year round open pool
2. Upgrade pool - heating system (regular replacing)
3. Comfort improvement (gap in roof means cold inside)

#### Issues / comment

- Need year round facility
- Swim W.A. guidelines have strict technique therefore coaching is essential (volunteers are not skilled enough etc)
  - Insurance for coaches is expensive
  - Shutdowns make it difficult to maintain coaches as they need regular income and often leave as a result
- Pool heating is inconsistent (old style boilers may need replacement)
- Gap in roof allows wind / cold in and heat escapes, needs solution
- Pool deck is slippery, maybe surface needs some work, possibly painting a textured surface is best option (as opposed to grinding down)
- Fees - lane hire fee (recently removed), participants pay an entry fee
- Lane ropes provided by club and have a cage on deck for equipment
  - Club would like a trophy cabinet
  - Club uses the creche once a year for meetings
- Bus from Harvey for seniors
  - Senior kids (year 11/12), can't start early, 4:30-6
  - Work around Basketball, Netball, Football for kids

## 22.2.4 Waroona Football and Netball Club

Shane Della Franca, President

### Facilities

- Town oval
- Pavilion / change rooms – suitable to needs and kept in good condition
- Lights suitable to training level only (were installed at game level 100 lux but now deteriorating – globes blown, maintenance required, responsibility for lights is questioned)
- Club likes to have night games at start and end of season with warmer weather so lights are important at 100 lux
- Scoreboard in very poor condition (Club has suggested they share costs of electronic board with cricket and move it from ground to ground as required).

### Issues / comments

- Fixturing is an issue as the club wants to play Saturday games however WAFC has determined Sat are junior football days. Sometimes there are fixture clashes as they use the same reserve primarily.
  - Lighting for night games assists with fixturing and having less clashes
  - Juniors play on the upper Rec centre precinct oval on a sat and that is ok as juniors don't have same impact of a cricket wicket on playing field
- Shared bar / pavilion – issue of lease, payments of costs / maintenance of building as well as income distribution. This will need to be determined early for clubs to consider.

### Scenario – move to Recreation Centre grounds

- Move to Recreation Centre grounds - open to move but don't wish to have a lesser set of facilities than current.
- Facility needs - 2 ovals (good viewing from pavilion on a western wing), 2 sets of changerooms suitable for females.
- Don't want a hard cricket wicket on the ground due to pre-season training / games being affected and goal posts get taken out.
- Shared pavilion- Shared pavilion
- Netball - 3 teams. Play home and away with footy but play at Recreation centre currently, so would actually be better off to keep clubs closer together but not critical.
- Shared bar - lease and payment/maintenance of build

### 22.2.5 Waroona Cricket Club

Mark Butler, President

#### Facilities

- Turf wicket on lower oval at Recreation Centre Grounds, hard wicket on upper oval.
  - Lower oval prone to flooding in winter and difficult to repair in time for cricket season (some years).
- 3 net training on upper oval in average condition.
- Pavilion in between ovals, overlooking lower oval, in reasonably good condition for age, however no toilet in social area.
- Separate toilet block and only a single changeroom – separate to pavilion building.
- No away team facilities for changing.
- Facility is hired out 5-6 times per year.
- New nets, (training nets) - money and plans for new training net facility is planned for southern end of lower oval.

#### Club issues / comments

- Club currently offers Senior men's teams with plans for a female team. Kids blast – years 6,7 and 8, male + female), 5-6 years of age have no juniors.
- Thoughts for future possibility of turf training nets.
- The club is open to looking at different scenarios of colocation with other clubs.

## Community Drop-In Session

**Session held: 16<sup>th</sup> December 2020; 4:00pm – 7:00pm, Memorial Hall.**

The Community Drop-In Session was held at the Memorial Hall. Consultation for the Town Centre Revitalisation Strategy was held simultaneously along with imagery of the proposed Inter-generational park displayed, resulting in a large number of community present at the session.

Plans of the reserve were displayed with attendees asked to provide what they believe are “Opportunities for Improvements for Sport and Recreation Infrastructure” in the Shire.

Key comments outlined by the community:

WRAC	CRICKET OVAL
<ul style="list-style-type: none"> <li>• Maintain, as this is an asset to the the town</li> <li>• Perhaps integrate golf club and cricket in this area</li> <li>• Sporsmans Club incorporates all clubs but each should have own office.</li> </ul>	<ul style="list-style-type: none"> <li>• Do we need 2? Can we also use Town Oval for cricket</li> <li>• Cricket needs both grounds (written response to above point)</li> <li>• We can play football on a cricket ground</li> <li>• Can NOT play football on cricket ground (written response to above point)</li> <li>• Drainage needs to be addressed</li> <li>• Drainage on the oval</li> </ul>
TOWN OVAL	GOLF CLUB
<ul style="list-style-type: none"> <li>• This is the Waroona Show Grounds. Can we afford to move these facilities? Perhaps keep.</li> <li>• Perhaps free camping zone – BBQ’s for campers as well people passing through can use for van parking.</li> <li>• Free camping for not 1 but 2 nights so people can have opportunity to have a more thorough look throughout the whole Shire and neighbouring towns.</li> <li>• Maintain current area for Waroona Show that is currently used. Show attendance liekly to increase.</li> <li>• Case study has been investigated to cover old basketball courts and include: BBQ’s, landscaping, toilets to be used by toddlers area for Waroona Show, Markets? Car events, Emergency events.</li> <li>• Upgrade old basketball courts area for recreation – vans, markets. Currently an eyesore.</li> <li>• Must keep town oval – an asset to the town.</li> </ul>	<ul style="list-style-type: none"> <li>• 9 or 18 holes – who is covering maintenance</li> <li>• 9 hole – 18 tee fully reticulated and maintained course</li> <li>• 12 holes grass greens. Still need to be able to move back to 18 holes in the future.</li> <li>• Grass greens.</li> <li>• Water. Council to look after.</li> </ul>

General comments and completed surveys:

- All infrastructure is ok as it is, it just needs to be in one location.
- Am in support of those sporting groups who want their aging facilities upgraded.

Throughout the drop-in session, general discussions were had that indicated;

- quite varying views on whether the golf course should remain as an 18 hole course or reduce to a 9 hold course.

- General understanding and consensus that co-location of groups was a positive step.
- Sporting Infrastructure is ageing and not in good condition. It is difficult for clubs to maintain the facilities and be sustainable.

**Shire Staff (key points from discussions of need and considerations)**

- In general, concerns about de-activation of the Town oval, as it is a small town that is quite dispersed already. Taking activity away from the Town Centre would further disperse the Town – which can be seen as a negative and probably not be the best outcome overall for the town.
- The planned community precinct area would benefit from both areas being well utilised bringing more life to the town centre.
- As the Town oval will need to remain for the Agricultural Show alternate uses can be easily accommodated and further activation strategies could include community and regional events.
- There is doubt that all sporting clubs could be adequately co-located in one facility.
- If existing activities were to remain at the Town Oval, a relocated facility on the main street side of the oval which could provide best viewing for the oval is better for the football club and could collocate the bowls provided enough room on the site for greens is available. The design of any facility in this location would have to integrate well on the main street side as well as the oval side and with existing facilities such as the hall. Parking and traffic flow would need some thought also.



## 23 APPENDIX 5 – BUILDING EVALUATION REPORT

(See separate electronic report)

## 24 APPENDIX 6 – STAKEHOLDERS FEEDBACK ON MASTER PLAN PRESENTATION

ABV presented the proposed Master Plan concepts to the sport and recreation stakeholders on November 16<sup>th</sup> 2021.

A total of 19 people signed the attendance register, however it was estimated that between 30-40 people were in attendance.

Clubs that registered their attendance included;

- Waroona Bowls Club
- Waroona Golf Club
- Waroona Cricket Club
- Waroona Mens Shed
- Waroona Basketball Association
- Waroona Agricultural Society
- Waroona Football Club
- Waroona Historical Society
- Waroona Recreation Advisory Council

Attendees were asked to provide their feedback by December 13 2021.

The following details the feedback received by the clubs;

### Waroona Golf Club

*As a summary, The WGC has no issue in principal with the co-location of our clubhouse to a suitable position as presented in the plan. As discussed at the presentation, the course can be re-configured to suit the location at any position along the southern edge of the rec centre and cricket ovals.*

Some further general thoughts however are as follows:

- We are still somewhat disappointed that a solution could not be found to co-locate every club to one major hub to fully unlock the potential savings and benefits that would apply. We understand restrictions with size and number of ovals and the powerline corridor were barriers for this.
- In terms of our club, this plan does not look to secure out future or viability in any way and provides a new club house only. Understanding that other options for the course could be treated as a separate project, we feel that there may be an opportunity missed to encompass the co-location and possible reconfiguration in one hit.
- There is a single dot point in the presentation “Golf course reticulation feasibility”. This is our major priority at the moment and has been discussed several times at shire level in the past two years. Whilst the abattoir water source may happen if that project begins, we would still be reliant on water from a private venture that could be turned off and on depending on market conditions.

As mentioned, we are probably cross referencing the recent worker accommodation project that is now passed and this precinct master plan, but for us it seemed like an opportunity to really amalgamate possibilities that were highlighted in the accommodation project and bring them into the master plan.

Thankyou for the opportunity to attend the presentation and please don't hesitate to reach out if we can provide any further assistance.

Kind Regards,

Brad Stone – on behalf of WGC Committee

## Waroona Basketball Association

Good morning Marlene,

Thank you for allowing us to provide our feedback after the close off date. We had a meeting last night and discussed the two locations presented.

We believe the town oval design is fantastic and will compliment the new Community Precinct perfectly. The co-location of the football and bowls clubs will be hugely beneficial for the clubs and community, and the layout makes great sense. Our only suggestion is if the Men's Shed is to be relocated, that it is situated on the corner where the current bowling greens are. This will allow a greater public open space near the new co-located facility and take the big shed off the highway frontage.

We think the rec centre precinct needs a lot more work. The proposed co-located facility doesn't seem to suit any of the clubs concerned. We are different to the other sporting clubs in that we don't have a current clubroom and don't rely on bar/food sales for income. Our plan for over 10 years was to have a basic facility where we can display our history and memorabilia and have events/meetings when needed. The plan has always been for this facility to have a viewing area over the courts. I have attached concepts that we and the Shire had sketched a few years ago. Our view is that we are happy for the Cricket and Golf to have a collocated facility that meets their needs better i.e. a facility with bar/food functions that has viewing of the cricket oval but also opens to golf at the back, and we would like to pursue the "rec centre extension" facility as attached. This will still promote co-location of sporting clubs to two main sport/rec precincts i.e. football/bowls at the town oval and cricket/golf/basketball/netball/swimming at the rec centre, albeit having a minor extension to the rec centre, however this extension will be relatively low cost in construction and maintenance.

We feel that we have not been consulted as much as other sporting clubs seem to have been and are disappointed by this. Our club would have the most members and probably most resources in town, and feel that we have a lot of knowledge and input to contribute. We welcome any opportunity to further be involved in and support this project. We commend the Shire for its forward thinking and initiative and are very excited by the prospects of co-located facilities in designated precincts.

Please reach out if we can be of further assistance or if you would like to gain an insight into what our plans/needs are moving forward.

(The following design drawings from All Aspect Design and cost estimates from NRM Consultants were completed in 2019)



**Subject:** RE: Waroona basketball club room

Hi Brad

We're happy to price up a fuller cost. However, basic assumptions can be applied:-

- For a commercial property allow between 1300 and 1500 dollars per m2 therefore  $16 \times 7 = 112 \text{m}^2 * 1,500 = \$168,000$
- Add the foundation and the steel structure below say add (tbc) \$30,000 approx
- Add design costs, \$10,000
- A ball park figure would be about \$210,000
- Approach a builder to provide a cost estimate. The above excludes any modification to the channel drains, so allow a provision for that

Any queries please call the undersigned.

Regards

Dr Nicholas Mills

**Structural Director BEng, Ph.D, MIEAust (#419295)**

**Mobile 0431 239 536**

Kind regards,

Brad Vitale

Association President

## Waroona Agricultural Society

### Waroona Sport and Recreation Precinct Master Plan: Waroona Agricultural Society – Comments

#### Site Option 02 Proposed Waroona Town Oval Precinct Master Plan

Title and Area in Proposal		Pros	Cons	Comments
A	New Entry Statement (from highway South of Memorial Hall ablutions)	Would create accessible parking to compliment new Community Precinct.	<ul style="list-style-type: none"> <li>Need to retain current entry/ exits on Parnell &amp; Millar Streets.</li> <li>Trying to enter event traffic from highway without sufficient room for queuing at gates would cause congestion &amp; chaos on highway.</li> <li>We would not be able to use new entry / exit on show day for vehicular traffic as it would not meet traffic management safety standards.</li> </ul>	The Waroona AG Society have many years of experience in managing traffic flow when cars have to stop at entry gates prior to entering grounds. A suitable queuing distance from the highway is required.
B	Demolish Away Changerooms	We agree that these need upgrading & or moving to Football Pavilion.	Will affect usage by sideshow operators & caravan clubs who stay at the grounds for up to a week.	These groups provide an economic stimulus to the town.
C	Refurbish Memorial Hall Toilets & Create Storage	Current toilets in need of upgrade. More Storage may reduce clutter in Supper room.		What will happen to Junior Football Club canteen? This is well used during most events held at the Oval.
D	Shared Pavilion/Function Centre		<ul style="list-style-type: none"> <li>Not in favour of relocation to Western car park.</li> <li>Proposed location will adversely impact the Waroona Show set up &amp; side show operators.</li> <li>This would be a waste of an area already well utilised by the local community &amp; visitors to the town.</li> <li>Moving Sideshow Alley to South East End will also impact adversely on horse events &amp; fireworks display.</li> <li>Loss of parking will impact Memorial hall users.</li> </ul>	<ul style="list-style-type: none"> <li>A new multi-use function centre for Bowling &amp; Football Clubs would be better in general at the location of current Football clubrooms &amp; allow for retention of existing greens with addition of one new undercover green if required.</li> <li>Increased parking bays at Football club &amp; linking it by pedestrian pathway to bowling club may assist short term parking issues.</li> <li>Potential for Bowling Club to relocate to Recreation Grounds.</li> </ul>

### Waroona Sport and Recreation Precinct Master Plan: Waroona Agricultural Society – Comments

Title and Area in Proposal		Pros	Cons	Comments
			<ul style="list-style-type: none"> <li>Vehicle/pedestrian access will be compromised. (buses etc)</li> <li>Noise from highway may impact bowlers.</li> <li>Underground water &amp; highway traffic (trucks) was a problem with basketball court surface &amp; may impact bowling greens.</li> <li>View of Oval is better at current location due to natural slope.</li> </ul>	<ul style="list-style-type: none"> <li>Existing Football clubrooms appear to be in sound condition.</li> <li>Addition of Away changerooms to current footy club facility could be of benefit but will affect usage by sideshow operators &amp; caravan clubs who stay at the grounds for up to a week.</li> </ul>
E	Bowls Green 1		Not in favour of relocation to Western car park. See comments above	Bowling club may be better serviced by replacing clubrooms with new undercover green & having a shared function centre with Football club near current location within walking distance to greens.
F	Bowls Green 2		Not in favour of relocation to Western car park. See comments above	See comments above
G	Move Men's Shed		<ul style="list-style-type: none"> <li>Not in Favour.</li> <li>Impractical due to cost &amp; disruption.</li> <li>Leaves no room for future expansion of this facility.</li> </ul>	<ul style="list-style-type: none"> <li>What will happen to Youth Group?</li> <li>A lot of planning went into the location, colour scheme, materials etc to fit into the existing environment &amp; to minimise impact from highway viewing.</li> <li>Location suits the purpose.</li> <li>Current location closer to other facilities makes it an asset during events.</li> <li>Current location creates a buffer between shed &amp; houses on Parnell Street.</li> </ul>
H	Demolish Youth Shed		Men's shed would require new canteen & ablutions to be built.	This is a dual use facility used by Men's Shed & Youth Centre.

## Waroona Sport and Recreation Precinct Master Plan: Waroona Agricultural Society – Comments

Title and Area in Proposal	Pros	Cons	Comments
			<ul style="list-style-type: none"> <li>The fenced area increases security for both groups.</li> </ul>
J Demolish Shed (small shed at end of Basketball courts)	In favour of this.		Ag Society would also like fencing & remaining lights & poles removed from this area.
K Potential relocation of War Memorial	<ol style="list-style-type: none"> <li>Potential for this to be relocated / expanded to include a portion of old Tennis Courts.</li> <li>Has been flagged to be moved to new Community Precinct across the road.</li> </ol>	<ol style="list-style-type: none"> <li>Fencing for oval event security would be an issue if expanded but it could be moved to within the fenced area.</li> <li>Potential for damage &amp; noise issues from skate/BMX users to be an issue.</li> </ol>	Lack of active RSL may impact this.
L Demolish Old Toilet Block (east end near Walmsley)		These are still used for events due to location.	<ul style="list-style-type: none"> <li>Unfortunately, the new ablutions are less central to east end facilities than originally planned.</li> <li>We would prefer an upgrade if possible for event use only.</li> </ul>
M Lighting upgrade	Benefit to attract night football games		Not required by Ag Society
N Demolish Bowls/AFL store	Only if it allows for extension of current bowling facilities.	New storage would be required for existing users (Bowling Club/ Junior Footy/ Just Cruizin Car Club)	This building was built by AG Society & used as canteen for horse arena. When no longer used it was agreed to allow the bowling club to use it.
P Remove structures & level surface (Existing Bowling Club)			Only if Bowling club is relocated. Bowling club may be better serviced by replacing clubrooms with new undercover green & share function centre with Football club near current location within walking distance to greens.
Q New pathways to join existing network		Would impact horse events on show day.	
R Upgrade information Bay	In favour: this is badly in need of an upgrade.		This could be removed completely to possible create more street parking.
S Exit (to highway north of War Memorial)		<ul style="list-style-type: none"> <li>Not in favour.</li> <li>We need to retain exit onto Parnell St.</li> </ul>	See comments at A

## Waroona Sport and Recreation Precinct Master Plan: Waroona Agricultural Society – Comments

Title and Area in Proposal	Pros	Cons	Comments
		<ul style="list-style-type: none"> <li>Parnell Street exit gives local users the chance to leave safely away from the highway if they live east of the highway.</li> <li>Would impact show, other events &amp; Men's shed.</li> <li>Does not seem feasible given proximity to information bay.</li> </ul>	
T Level Car Parking (includes basketball courts)		<ul style="list-style-type: none"> <li>We question how this would happen due to natural slope of area.</li> <li>Could cause more drainage issues.</li> <li>Would impact Men's Shed if it remains in situ.</li> </ul>	If fence & small shed is removed then some earthworks would be required at north end of old courts for safety.

## 1.2 Site Option 01 – Proposed WRAC Precinct Master Plan

N Remove Skatepark when new is commissioned.	Not in favour	Forcing all users who live on this side of the highway to cross the highway to make use of new facilities. This is not always feasible for parents of young children.	<ul style="list-style-type: none"> <li>The skate equipment needs maintenance including painting but is still suitable particularly for younger children.</li> <li>This area can be used by families / children whose other siblings may be involved in activities at the Recreation Centre.</li> <li>It's proximity to the school makes it an afterschool attraction particularly for those who live past the highway</li> <li>Can be safely accessed without young people having to cross the highway.</li> <li>It is a low maintenance facility that services the local community.</li> </ul>
--	---------------	---	---

## Waroona Bowling & Social Club

Good Evening Marlene,

The Waroona Bowling & Sporting Club (Inc.) at its monthly committee meeting have formed a sub-committee. The purpose of the sub-committee being:- to evaluate and report its findings to the full committee on the Waroona Sport & Recreation Precinct Master Plan.

As you can imagine, the plan shall significantly effect the Waroona Bowling & Sporting Club. It is therefore requested that we would like the opportunity to discuss the ramifications and effect this will have to our club and its members, with you.

Areas of concern are as follows but are not limited to:

1. Why was the previously planned "move" from our present location in Parnell Street to the "upper oval area" adjacent to the Waroona Recreation Centre changed to the Waroona football oval area?
2. Would it not be better for all concerned for the Waroona Bowling & Sporting Club to be re-located to the upper oval area as per the previously proposed plan (which we were in favour of at the time).
3. We believe that being where the basketball, cricket, golf, and recreation centre "groups/clubs" are located would in future bring more members to the Waroona Bowling & Sporting Club. Thus enhancing and increasing our membership and the possibility of introducing younger and older interested persons to the sport of bowling, thus strengthening our already formidable bowling teams.
4. We believe that being a "part" of the football club would jeopardise our standing as a separate entity and would be eventually swallowed up by the football club.

As there is so much to discuss on the new plan, on behalf of the Waroona Bowling & Sporting Club sub-committee I would like to invite you and the consultant to a "round table" discussion regarding all of the above and indeed the Waroona Sport & Recreation Precinct Master Plan in general.

As stated previously, as this plan significantly effects the Waroona Bowling and Social Club and its members, we must get this right. To do this there has to be we believe as much input from all the stakeholders, and consensus reached for the benefit of all concerned.

To enable us to progress, can you please advise a time and date when you can be available for the discussion and I shall organise with my fellow sub-committee members for a meeting at the bowling club.

Your reply asap would be appreciated, and I thank you for your consideration in this matter.

kindest regards,

Joe Dineley

President

Waroona Bowling & Social Club (Inc.)

## Waroona Football Club

Dec 14 2022 (post Club AGM)

Hi Marlene

Presented the info last night as discussed and explained that it is only in its infancy but the response was positive.

As such, we are happy to proceed onto the next stage, knowing that a lot may change in its design but the club is happy to be involved in the subsequent discussions to move the project forward.

Please keep up involved in any future discussions.

Dec 12 2022

Hi Marlene,

I think I asked most of my questions on the night of the presentation, with the only point I wish to reiterate, is that the football club would still have to see some more detail of how it would work with co-location before it 100% committed to the idea.

I understand you can't provide that detail just yet, but a lot of our decision making would have to depend on the impact it would have on our club - and that can't be quantified until we get further into the project.

We have our AGM on Monday 13th of December, and I intend to present the presentation to our members to gauge their response, and if theres any glaring issues with it or questions I cant answer, I will report them back to you ASAP.

I guess though, at this stage we aren't against the overall general concept - even though that sounds really non-committal , but thats the best I can give you at this stage.

I will be in contact soon.

Regards,

Shane Della Franca

President : Waroona Football Club





# Sport & Recreation - Master Plan Update

Mark Goodlet  
 CEO  
 11 July 2023





## Content / Outcome

### Content

- Two site and other options recap
- S&R Centre single site option investigation and recommendation
- Alternative site option investigation and recommendation

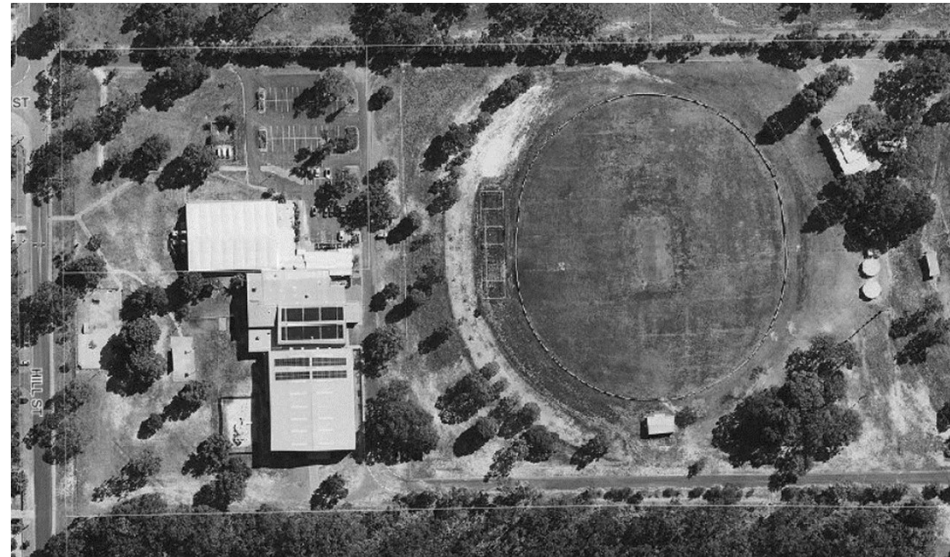
### Outcome

- Direction on whether to pursue two site option or alternative site option

# Two Site Option - Recap



Waroona Oval



Sport & Recreation Centre



# Two Site Option - Recap



# 1.2 Site Option 01 - Proposed WRAC Precinct Master Plan

Proposed Waroona Sport and Recreation Precinct Option 01



### PROPOSED MASTER PLAN

- A: NEW CRICKET NETS
- B: UPGRADE OVAL DRAINAGE
- C: DEMOLISH OLD CRICKET NETS
- D: DEMOLISH TOILET BLOCK
- E: NEW CHANGEROOMS  
- REFURBISH VS NEW
- F: FUTURE INDOOR COURT
- G: SHARED PAVILION  
- CRICK/GOLF/COURT SPORTS
- H: CLEAR VEGETATION  
- COURSE ACCESS
- J: RE-ALIGN GOLF COURSE
- K: RE-ALIGN ROADWAY
- L: SMALL PLAYGROUND
- M: CAR PARKING  
- CRUSHED LIMESTONE
- N: REMOVE SKATEPARK WHEN  
NEW COMMISSIONED

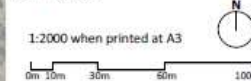
### EXISTING MASTER PLAN

- 01: Aquatics
- 02: Gym
- 03: Original indoor Court (X1)
- 04: Waroona Recreation and Aquatic Centre
- 05: New Indoor Courts (X2)
- 06: Shade Frame
- 07: Maintenance Shed
- 08: Pavilion
- 09: Ablution Block
- 10: Water Tanks
- 11: Cricket Nets
- 12: Skate Park

### LEGEND

- Boundary Line
- New Proposed Structure
- Old Decommissioned Structure
- Existing Contour Line
- Approximate Ridge Line
- Overhead Power Lines

Please Note: All Contour lines are to be considered indicative only for the purposes of conceptual analysis. All contours shown at 5m intervals





# 2.1 Site Option 02 - Proposed Waroona Town Oval Precinct Master Plan

Proposed Master Plan for Waroona Sport and Recreation Precinct Option 02



**PROPOSED MASTER PLAN**

- A: NEW ENTRY STATEMENT
- B: DEMOLISH AWAY CHANGEROOMS
- C: REFURBISH MEMORIAL HALL TOILETS AND CREATE STORAGE
- D: SHARED PAVILION/ FUNCTION CENTRE
- E: BOWLS GREEN 1 - ROOFED
- F: BOWLS GREEN 2
- G: MOVE MEN'S SHED
- H: DEMOLISH YOUTH SHED
- J: DEMOLISH SHED
- K: POTENTIAL RELOCATION OF WAR MEMORIAL
- L: DEMOLISH OLD TOILET BLOCK
- M: LIGHTING UPGRADE (100 LUX)
- N: DEMOLISH BOWLS/AFL STORE
- P: REMOVE STRUCTURES AND LEVEL BITUMEN SURFACE
- Q: NEW PATHWAYS TO JOIN EXISTING NETWORK
- R: UPGRADE INFORMATION BAY
- S: EXIT
- T: LEVEL CAR PARKING

**EXISTING PLAN NOTES**

- 01: Lions Storage
- 02: AG Society Storage
- 03: Stock Sheds
- 04: Jim's Kitchen
- 05: AG Society Office
- 06: Walmsley Pavilion
- 07: Old Toilet Block (to be decommissioned)
- 08: Marchetti Shed
- 09: New Ablutions Block
- 10: Bowls Club
- 11: Bowls/AFL Junior Storage Shed
- 12: AFL Pavilion and Home Changerooms
- 13: Disused Tennis Courts
- 14: Youth Shed
- 15: Men's Shed
- 16: Disused Basketball Courts
- 17: AFL Away Changerooms
- 18: Public Toilets
- 19: Memorial Hall
- 20: War Memorial
- 21: Store Shed
- 22: Information Bay
- 23: Ampitheatre

**LEGEND**

- Boundary Line
- New Proposed Structure
- Old Decommissioned Structure



# Two Site Option - Recap

## SPORT & RECREATION PRECINCT SHIRE OF WAROONA

Team sports are at the heart of community life in the Shire of Waroona. Seven sporting clubs are living with facilities that are old, lacking function and not meeting today's standards. These clubs see a bright future, together.

There is an opportunity for State or Federal Government to step in and provide funding support for a significant upgrade to Waroona's Sport & Recreation Precinct, that promises to promote community and well-being for young and old, together.

The Sport & Recreation Precinct will provide lasting benefits, including increased participation and physical activity. Importantly the combined clubs precinct will mean far better utilization of the facilities.

## \$28.2M

- Major multi-club facilities
- New sports surfaces
- Enclosure of surfaces
- Proper storage facilities
- Renewal of playing surfaces
- Floodlights



### Profile

**WHERE is the Precinct?**  
The Precinct, covering two sites, is in the Town of Waroona, in the Shire of Waroona and in the Peel Region of Western Australia 100km south of Perth.

### SPORT & RECREATION PRECINCT

**WHO** does it serve?  
This will be for all sport lovers who recreate in Waroona or come as sporting visitors.

**WHY** does the Precinct need upgrading?  
Club facilities and grounds are starting to deteriorate and they don't meet inclusion standards.

**WHAT** is the preferred option?  
Modern multi-function facilities, and better surfaces

## PROPOSED PRECINCT BENEFITS

	<p><b>Basketball</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Playing surface renewal</li> </ul>
	<p><b>Swimming</b></p> <ul style="list-style-type: none"> <li>- Reroofed swimming pool</li> </ul>
	<p><b>Golf</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Storage</li> </ul>
	<p><b>Bowls</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Playing surfaces, 1 enclosed.</li> </ul>
	<p><b>Cricket</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Storage</li> <li>- Playing surface</li> <li>- Floodlights</li> </ul>
	<p><b>Football</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Storage</li> <li>- Playing surface</li> <li>- Floodlights</li> </ul>
	<p><b>Netball</b></p> <ul style="list-style-type: none"> <li>- Multi-function facility</li> <li>- Playing surfaces</li> </ul>



# Other Options Previously Considered



Waroona Recreation Centre





# Other Options Previously Considered





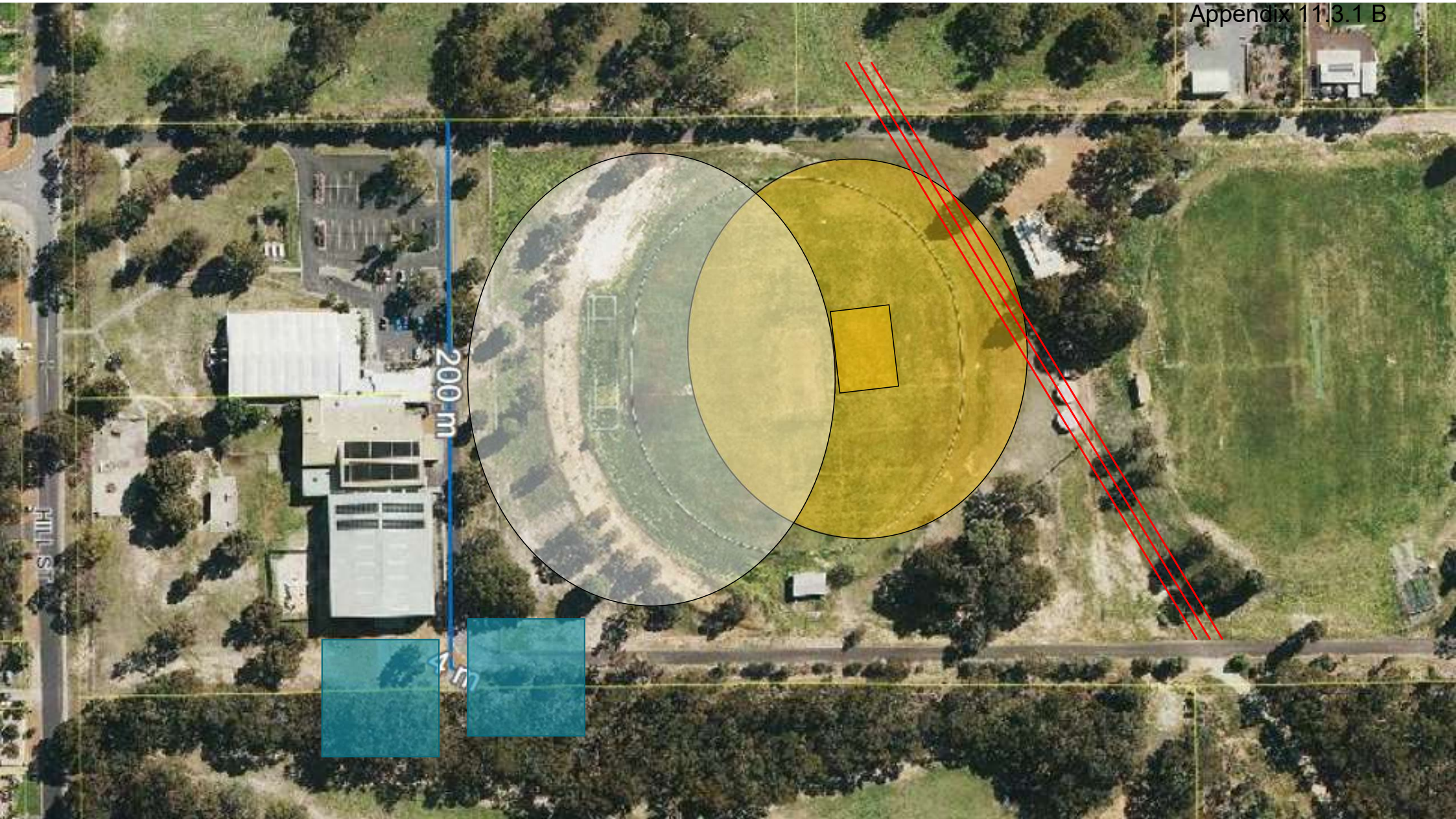
## S&R Centre Single Site Option Investigation

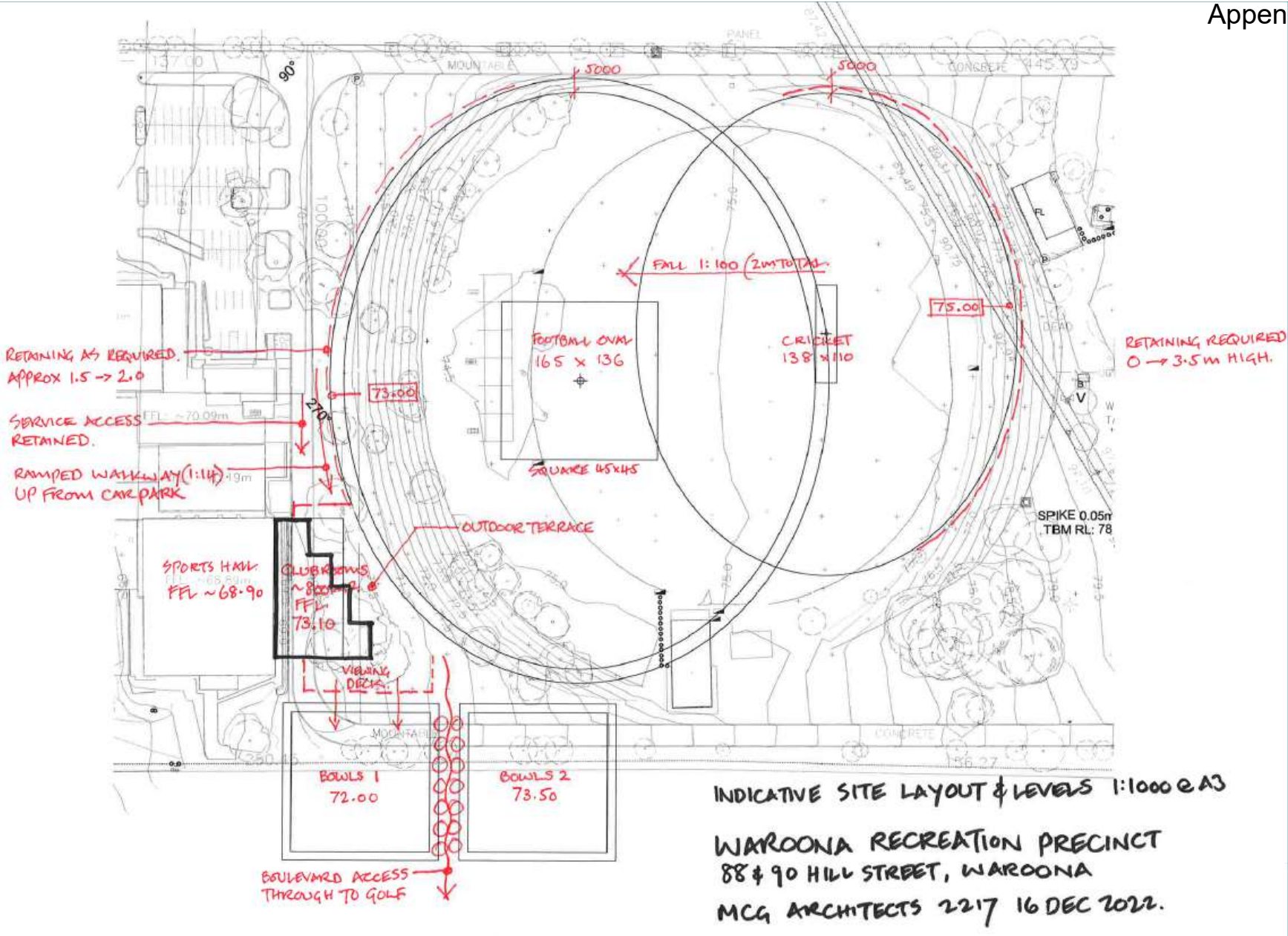
- Clubs approached Shire to consider single space colocation
- Site Survey and Architect's special layout and levels
- Western Power input on transmission lines constraints
- Environmental Assessment on tree values and habitat
- Footy and Cricket Clubs involvement

# S&R Centre Footy and Cricket Club Considerations



- OK to share an ovals overlap, however...
  - No overlap of the cricket turf pitch on the Football oval
  - Football Oval to be closest to the Multi-function Centre due to spectator needs





## S&R Centre - Western Power Recommendations



Based on easement conditions WP recommends that the Customer consider shifting the proposed oval fringe away from being directly in the path/under the TX conductors. If this cannot be achieved, then the only other option will be to relocate the TX assets. The easement conditions are considered for possible damage to WP assets and public safety.

For relocation of the TX assets, Customer must lodge an application to WP relocations team. An indicative figure was provided in the meeting. ( $\pm$  \$1M)  $\approx$ \$2M

Undergrounding of the TX assets would not be a viable option due to high costs; however, if the Customer wishes to pursue this option an estimate can be requested in the application lodged for the relocation of the TX poles.



# S&R Centre Environmental Considerations

22 June, 2023

## Tree Survey Report



Waroona Recreation & Aquatic Centre  
88 Hill St, Waroona WA 6215

Consulting Arborist

David Cuddihy

Graduate Certificate Arboriculture (AQF 8)

[www.arboritetms.com](http://www.arboritetms.com)

[arboritetms@gmail.com](mailto:arboritetms@gmail.com)

#0456 152 142



Environmental Value of existing trees and their habitat value.

# S&R Centre Environmental Considerations



Fig. 1 – Indicating subject trees located at Waroona Recreation & Aquatic Centre (Nearmap)



# S&R Centre Environmental Considerations



Tree ID	Genus	Species	Height	Width	DBH	Age class	ULE	Health	Structure	Retention value	Habitat Value
1	<i>Eucalyptus</i>	<i>nicholii</i>	12	10	.55	Semi-mature	40 - 100	7	7	Medium	Low
2	<i>Eucalyptus</i>	<i>nicholii</i>	15	10	.65	Mature	40 - 100	8	7	Medium	Low
3	<i>Eucalyptus</i>	<i>nicholii</i>	13	8	.6	Semi-mature	40 - 100	7	7	Medium	Low
4	<i>Eucalyptus</i>	<i>nicholii</i>	8	5	.25	Juvenile	40 - 100	9	6	Low	Low
5	<i>Corymbia</i>	<i>calophylla</i>	14	11	.7	Mature	40 - 100	7	7	High	Medium
6	<i>Eucalyptus</i>	<i>nicholii</i>	10	6	.4	Semi-mature	40 - 100	7	6	Low	Low
7	<i>Corymbia</i>	<i>ficifolia</i>	12	7	.35	Semi-mature	5 - 40	5	7	Low	Low
8	<i>Eucalyptus</i>	<i>nicholii</i>	14	9	.45	Semi-mature	40 - 100	8	7	Medium	Low
9	<i>Eucalyptus</i>	<i>nicholii</i>	13	10	.55	Mature	40 - 100	8	9	Medium	Low
10	<i>Eucalyptus</i>	<i>victrix</i>	12	7	.3	Semi-mature	5 - 40	8	8	Medium	Low
11	<i>Lophostemon</i>	<i>confertus</i>	14	10	.5	Mature	40 - 100	9	8	Medium	Medium
12	<i>Eucalyptus</i>	<i>torquata</i>	6	7	.15	Semi-mature	5 - 40	6	6	Low	Low
13	<i>Eucalyptus</i>	<i>robusta</i>	14	10	.5	Semi-mature	40 - 100	7	7	Medium	Low
14	<i>Lophostemon</i>	<i>confertus</i>	15	7	.55	Mature	40 - 100	8	5	Medium	Low
15	<i>Eucalyptus</i>	<i>raveretiana</i>	11	8	.45	Semi-mature	40 - 100	8	7	Medium	Low
16	<i>Eucalyptus</i>	<i>nicholii</i>	14	9	.5	Mature	40 - 100	9	7	Medium	Low
17	Tree ID 15	<i>raveretiana</i>	15	10	.5	Semi-mature	40 - 100	9	8	Medium	Low
18	Tree ID 15	<i>raveretiana</i>	15	12	.55	Mature	40 - 100	8	8	Medium	Low
19	<i>Eucalyptus</i>	<i>nicholii</i>	13	7	.35	Semi-mature	40 - 100	8	8	Medium	Low
20	<i>Eucalyptus</i>	<i>nicholii</i>	14	9	.4	Semi-mature	40 - 100	7	7	Medium	Low
21	<i>Eucalyptus</i>	<i>nicholii</i>	14	10	.6	Mature	40 - 100	8	9	Medium	Low
22	<i>Corymbia</i>	<i>ficifolia</i>	9	12	.6	Mature	40 - 100	9	8	High	Medium
23	<i>Corymbia</i>	<i>ficifolia</i>	9	12	.6	Mature	40 - 100	7	7	High	Medium

# S&R Centre Environmental Considerations

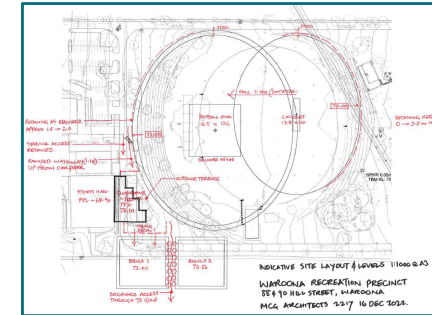


Tree ID	Genus	Species	Height	Width	DBH	Age class	ULE	Health	Structure	Retention value	Habitat Value
24	<i>Eucalyptus</i>	<i>camaldulensis</i>	16	14	.45	Semi-mature	40 - 100	8	6	Medium	Low
25	<i>Lophostemon</i>	<i>confertus</i>	15	10	.65	Mature	40 - 100	9	7	Medium	Low
26	<i>Eucalyptus</i>	<i>marginata</i>	20	15	.8	Mature	100+	8	8	High	Medium
27	<i>Eucalyptus</i>	<i>marginata</i>	22	20	.75	Mature	100+	8	6	High	Medium
28	<i>Eucalyptus</i>	<i>marginata</i>	18	8	.5	Semi-mature	40 - 100	8	7	Medium	Medium
29	<i>Eucalyptus</i>	<i>marginata</i>	24	20	1.2	Mature	100+	9	7	High	Medium
30	<i>Eucalyptus</i>	<i>marginata</i>	15	13	.7	Mature	40 - 100	5	5	Medium	Medium
31	<i>Eucalyptus</i>	<i>marginata</i>	18	14	.85	Mature	40 - 100	7	6	High	Medium
32	<i>Corymbia</i>	<i>calophylla</i>	14	10	.55	Semi-mature	40 - 100	8	7	Medium	Medium
33	<i>Corymbia</i>	<i>calophylla</i>	14	9	.35	Semi-mature	5 - 40	6	9	Medium	Medium
34	<i>Eucalyptus</i>	<i>marginata</i>	19	14	.75	Mature	40 - 100	7	7	High	Medium
35	<i>Corymbia</i>	<i>calophylla</i>	12	10	.45	Semi-mature	40 - 100	8	8	Medium	Medium
36	<i>Corymbia</i>	<i>calophylla</i>	12	9	.5	Semi-mature	40 - 100	8	8	Medium	Medium

# S&R Centre Heritage Considerations - (red hatch)



# S&R Centre Single Site Findings & Recommendation



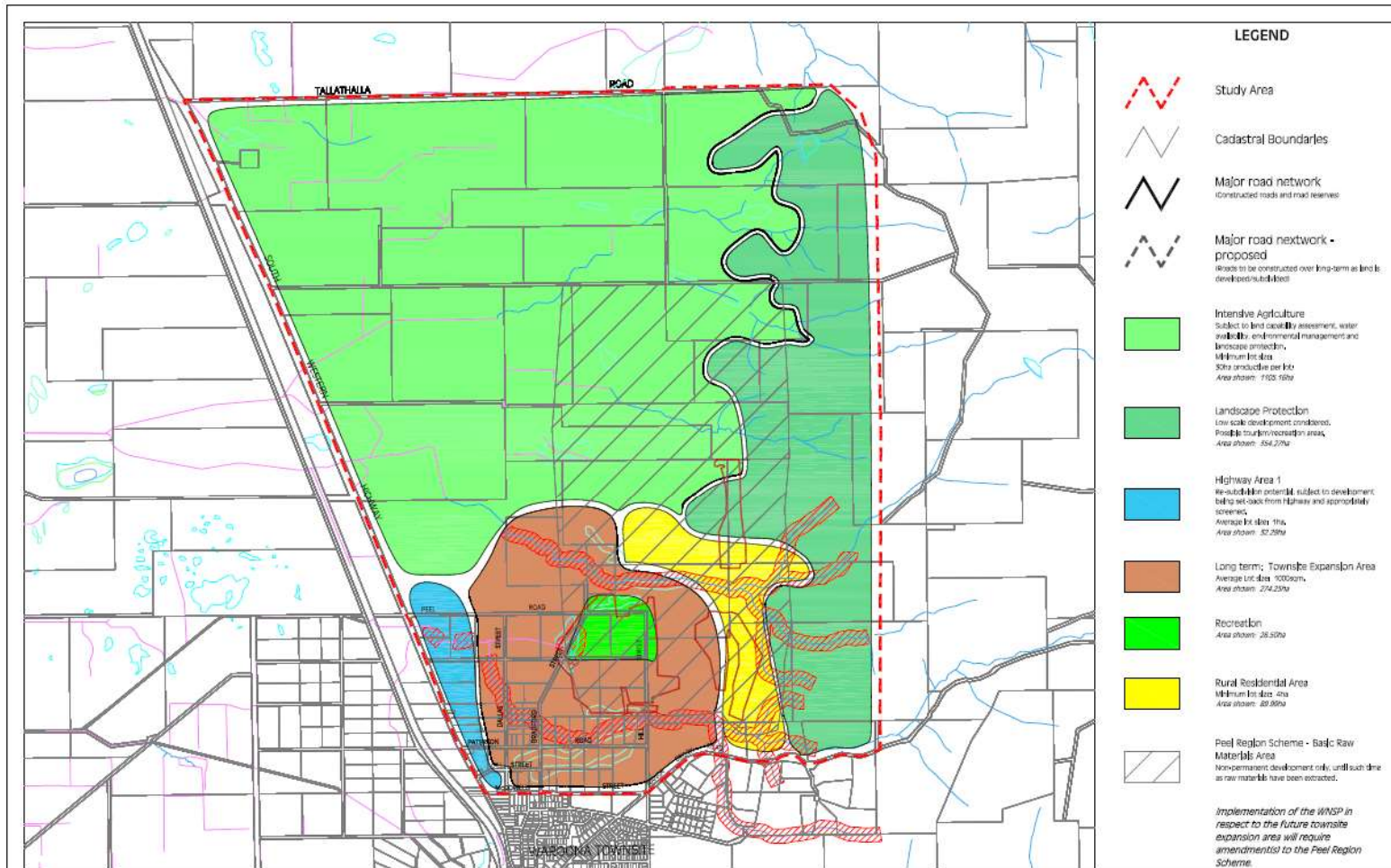
## • Findings

- Bulk earthworks and retaining walls for ovals is achievable, but expensive (\$3.5M)
- Need to push the cricket oval under the transmission lines is expensive (\$2M)
- Removal of many trees is undesirable and for the bowling greens not permitted
- Heritage considerations present undefined risk

## • Recommendation

- S&R Centre single site co-location is not supported.
- Dual location (S&R Centre + Waroona Oval) or another site for single site location to be investigated.

# Alternative Site Investigation - Waroona North



**BELTON-TAYLFORTH**  
PLANNING AND ENVIRONMENTAL CONSULTANTS  
UNIT 1/21 SPRING PARK ROAD, MIDLAND 6056  
POSTAL ADDRESS: PO BOX 429, MIDLAND, WA, 6056  
PHONE: (08) 9274 1435  
FAX: (08) 9274 1440  
EMAIL: admin@beltonandtaylforth.com.au

FILE:	778
DRAWN BY:	MT
DATE:	21 Dec 2007
VERIFIED BY:	MT
APPROVED BY:	MT
DRAWING NO.:	778_SP.DWG



SCALE 1:25 000  
at A3

Note: This plan forms should be read in conjunction with the accompanying *Waroona North Structure Plan* report for further explanation of land uses identified.

Base data provided under license by DL, DDA AND DCR.

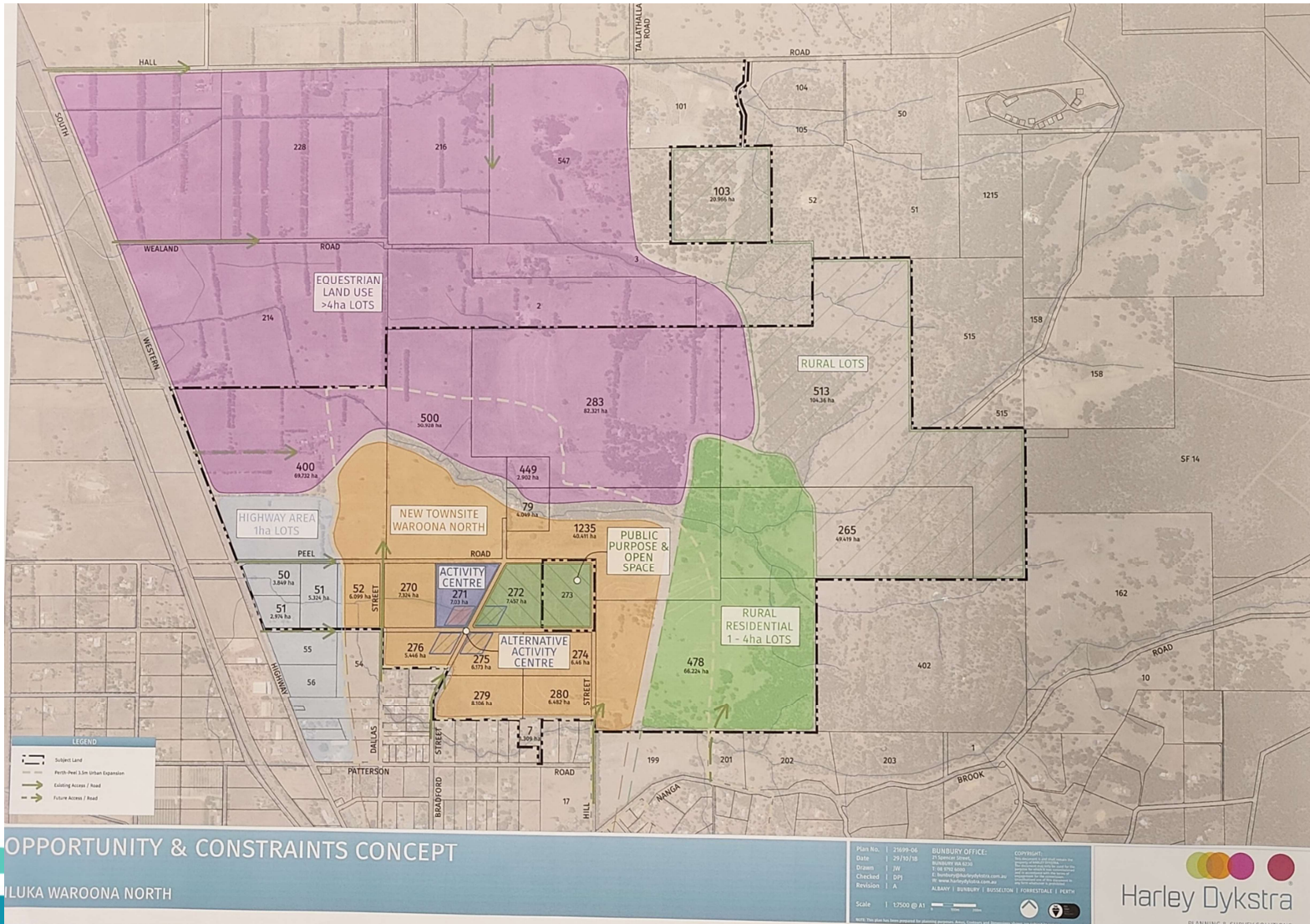
SHIRE OF WAROONA  
WAROONA NORTH STRUCTURE PLAN  
STRUCTURE PLAN  
EXECUTIVE SUMMARY

# Alternative Site Investigation - Waroona North



LOT BOUNDARIES	
Strata Type	NA
Reserve No	NA
Vesting Purpose	RECREATION
21 Year Vesting	No
▼ PROPERTY DETAIL ◀ 1 OF 1	
Assess No	A2199
Lot Number	273
Synergy Area	7.2591ha
Unit	
House Number	
Street	GEORGE ROAD
Suburb	WAROONA
VG No	
SurveyNo	
CT	LR3073/768
Synergy Zone Code	R1
▼ OWNERS ◀ 1 OF 1	
Owner	SHIRE OF WAROONA
Owner Code	O1445

# S&R Waroona North - Iluka Concept



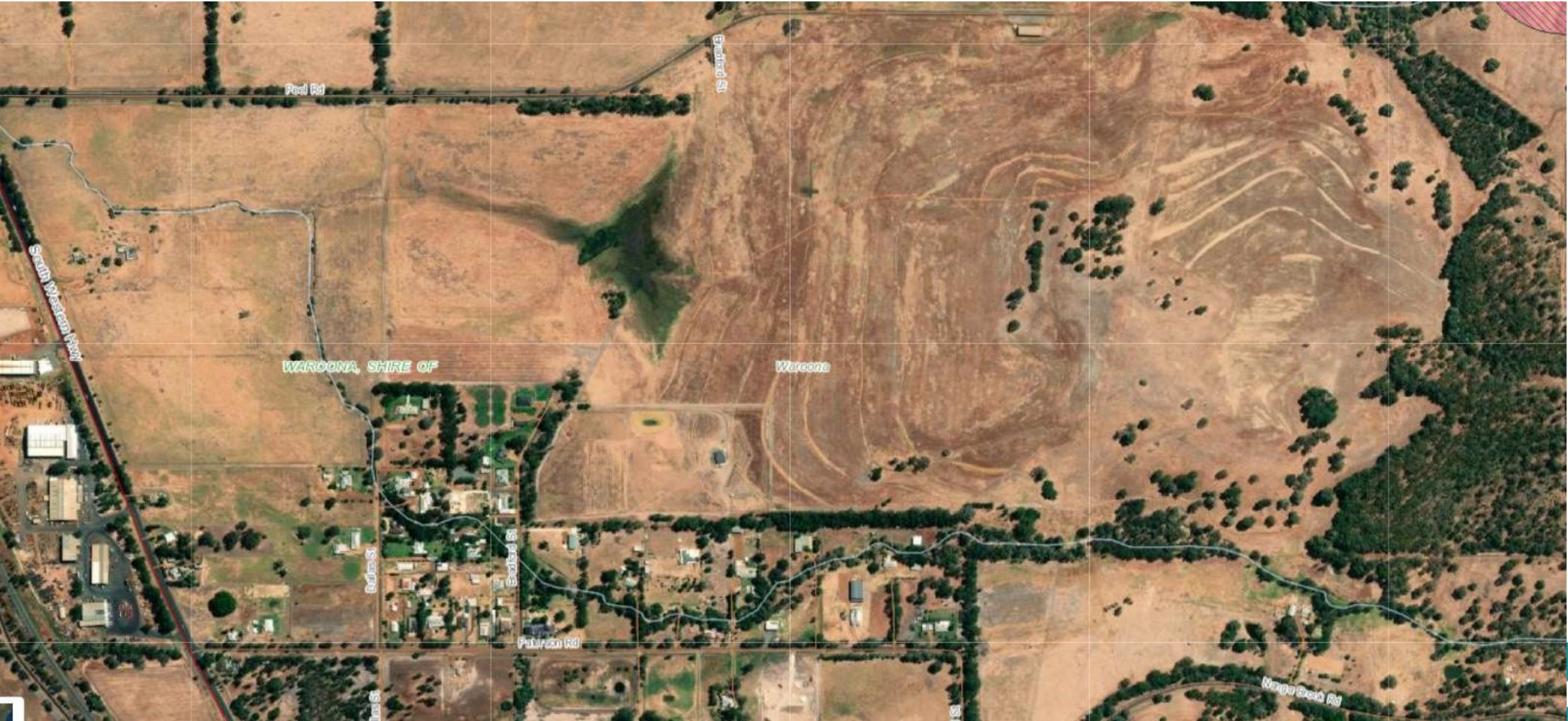


# Waroona North - S&R Precinct Location





# S&R Waroona North Heritage Considerations





## Waroona North Considerations

- Relocation of reserve
- Iluka engagement to align Planning Scheme land zonings as part of current strategic planning
- Extension of Utilities
- State Government agreement to relocation reserve
- Multi-function Centre concept development
- Staged relocation
- Funding



## Waroona North Option

- Advantages
  - Much more tailored solution and more functional outcomes - uncomplicated green field site
  - One major landowner willing to cooperate
  - Recreation Reserve already in Shire ownership, not freehold. No cost to purchase and no forfeited opportunity costs (civic facilities on civic land).
  - Opens up existing Sport and Recreation Centre Site for redevelopment as freehold land
  - Leads to opportunities for utilities extensions to North Waroona
  - Timing with new Town Planning Scheme is excellent
  - Lead to consideration of Waroona Oval as a Community Hub
- Disadvantages
  - Two years longer process to arrive at final solutions
  - Relies of cooperative landowner (risk), though Iluka have indicated full support for consideration of tenure and see benefit in land revaluing through rezoning

# Timing Issues - Building Values and Life



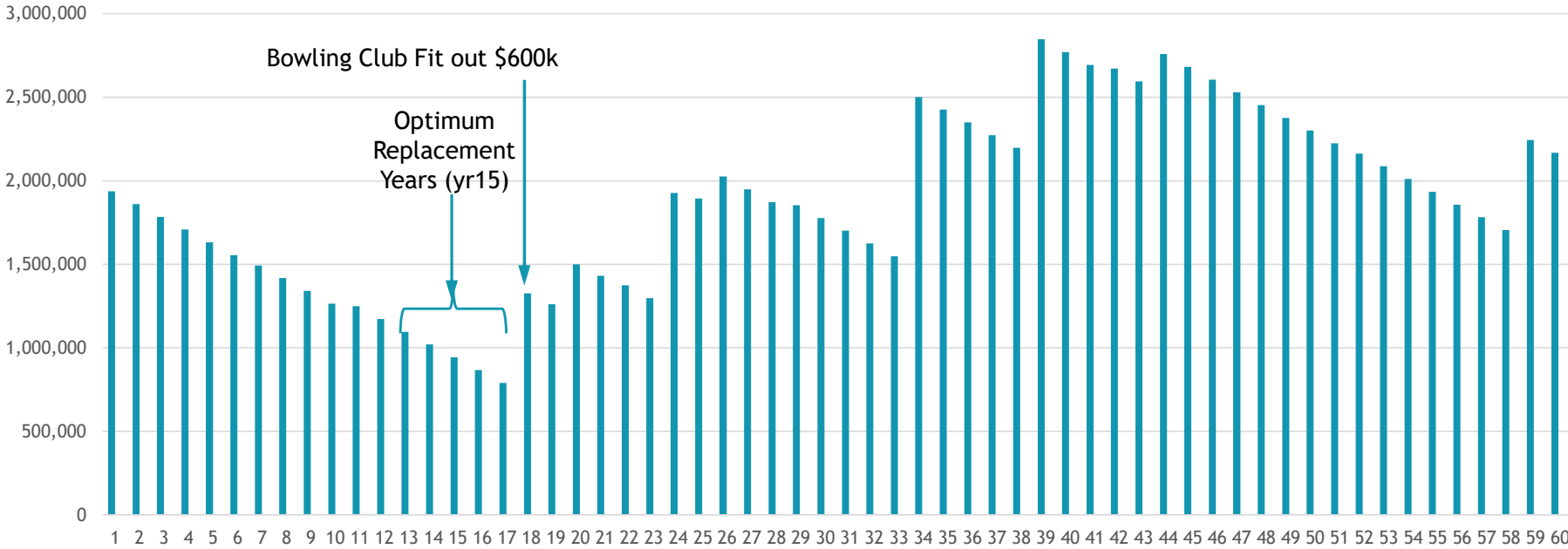
Secondary Location	Primary Description	Secondary Description	Replacement Cost @ 30/6/2022	Fair Value @ 30/6/2022	% Value Remaining	Design Life	Remaining Life
Waroona Showgrounds	Junior Football Club	Rendered brick and metal clad changerooms, public toilets and kiosk on concrete slab with split air conditioning	599,000	276,600	46%	70	33
Waroona Showgrounds	Greenkeepers Shed & Footy Store	Brick and asbestos clad skillion roofed store on concrete slab	75,000	10,400	14%	70	10
Waroona Showgrounds	Waroona Football Clubrooms	Brick and metal clad clubrooms on concrete slab with bar and changerooms with evaporative air conditioning	1,371,500	737,000	54%	70	38
Waroona Golf Course	Club House	Asbestos and brick clad clubrooms on timber and concrete footings (\$840k RV, \$270k FV)	-	-	32%	70	23
Sportsground	Cricket Clubhouse	Brick and metal clad skillion roofed clubrooms on concrete slab	449,500	270,200	60%	70	43
Sportsground	Greenkeeper's Shed	Metal and metal clad storage shed on concrete slab	38,800	17,400	45%	50	23
Sportsground	Toilet Block	Brick and metal clad toilet block on concrete slab.	102,200	58,600	57%	70	41
Waroona Bowling & Social Club	Club Rooms	Brick and metal clad clubrooms on brick footings with timber floors and evaporative air conditioning	1,350,500	545,500	40%	80	33
Waroona Bowling & Social Club	Green Keepers Shed	Brick and metal clad building on concrete slab	54,500	21,200	39%	70	28
<b>Overall less S&amp;R Centre and Golf Course Buildings</b>			<b>\$ 4,041,000</b>	<b>\$ 1,936,900</b>	<b>48%</b>		
Recreation Centre	Aquatic & Recreation Centre	Brick and metal clad air conditioned aquatic and recreation centre on concrete slab with 25 metre heated swimming pool, 3 basketball courts, 2 squash courts, creche, gym and kiosk	13,300,000	9,175,000	69%	80	56
<b>Overall</b>			<b>\$17,341,000</b>	<b>\$11,111,900</b>	<b>64%</b>		

% Value Remaining	Condition
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
0-10	1



# Depreciation on S&R Facilities (excl. S&R Centre)

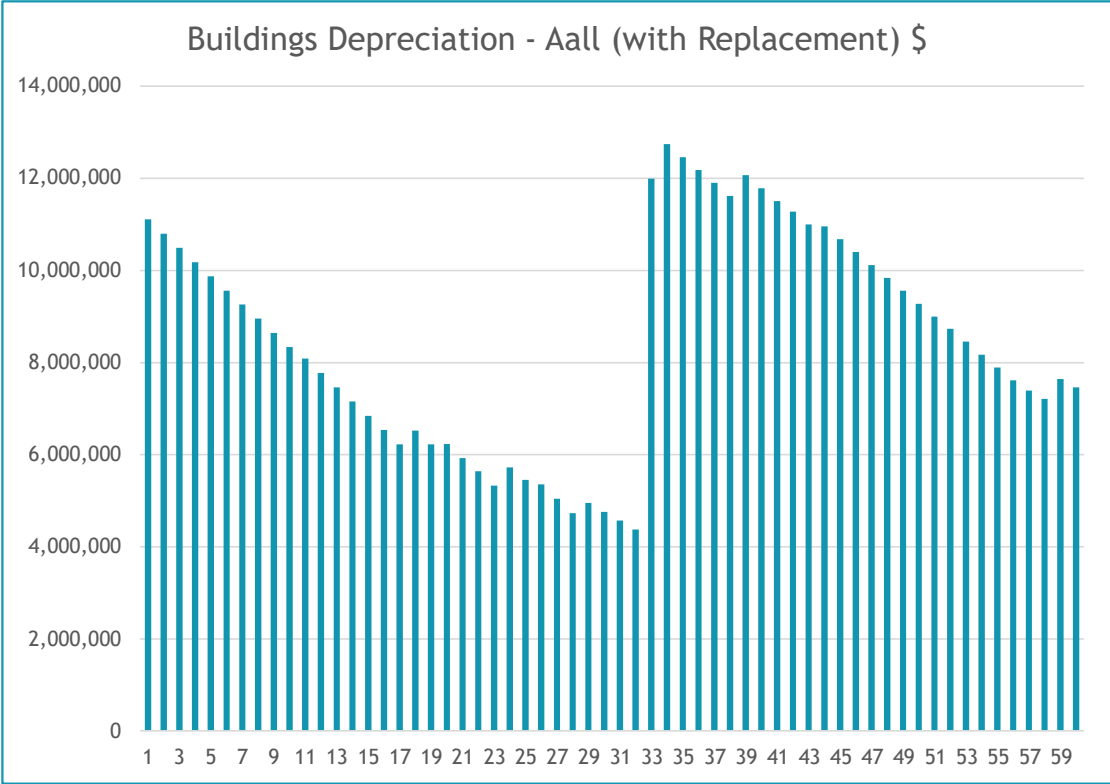
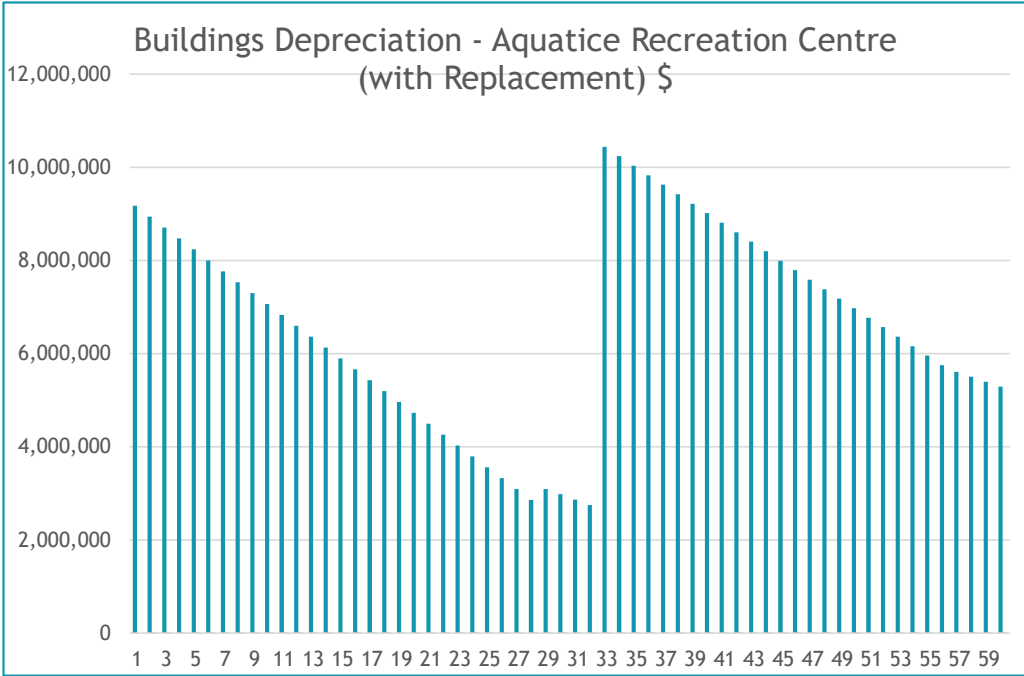
Buildings Depreciation (excl S&R Centre) Replacement



■ Remaining Value (excl S&R Centre) \$



# Depreciation on S&R Facilities





## Timing - Other Considerations

- Functionality and Fit for Purpose issues
- Grants funding availability
- Utilities extension (DevelopmentWA etc)



## Where to from Here - Waroona North

- Full consultation with the Clubs 12 July S&R Working Group
- Report to Council
- Engagement with Iluka - MoU
- Development of a full Waroona North Multi-function Centre Project Plan





SHIRE OF  
**WAROONA**  
SEA TO SCARP



## WAROONA NORTH STRUCTURE PLAN

*Prepared by:*

**Belton – Taylforth**  
**1/21 Spring Park Road**  
**Midland**

**PO Box 429**  
**Midland WA 6936**

**Phone: (08) 9274 1435**

**Fax: (08) 9274 1440**

### **Document details:**

File: 778

Revision 3

Date: December 2007

Author: MT

Verified: RB

Approved: MT



### **Important Note:**

"The information contained in this report has been prepared with care by the author(s), or it has been supplied to the author(s) by apparently reliable sources. In either case, the author(s) have no reason to doubt its completeness or accuracy. However, neither the author(s) company nor its employees guarantee the information, nor does it or is it intended to form part of any contract. Accordingly, all interested parties should make their own inquiries to verify the information, as well as any additional or supporting information supplied, and it is the responsibility of interested parties to satisfy themselves in all respects.

This report is for the use only of the party to whom it is addressed and the Shire of Waroona and its Agent disclaims responsibility to any third party acting upon or using the whole or part of its contents."

## *Executive summary*

The Shire of Waroona is located within the fast-growing Peel Region. The Shire itself is experiencing a slow transformation with a changing pattern of land use, and it is expected there will be further pressure for growth within the Shire over the next 10 to 20 years.

The anticipated growth in the Shire is expected to be centred around both the existing town of Waroona, and also along the Shire's coastal areas. Unfortunately, planning to date to the north of the Waroona townsite has been somewhat limited, mainly due to uncertainty regarding the various mining tenements and proposed mining operations within this area. While preliminary investigations into land use opportunities within this area have indicated that the soils and topography may be suitable for several land uses, including diverse agricultural pursuits, tourism ventures, rural living and possible townsite expansion, no detailed plans have been prepared for the area to date.

The mining and subsequent rehabilitation proposed north of the townsite will remove one of this area's major land use constraints and provides an opportunity for the Shire to commence long-term planning for the area via the preparation of a Structure Plan.

The Structure Plan will provide two main purposes:

- Guide land use and development within the Study Area during mineral sand mining (up until 2011-2012)
- Provide a longer-term plan for the Study Area post-mining.

### *What are the issues?*

A number of issues that have the potential to affect land use within the Waroona North area have been identified. These fall within four main categories as follows:

- **Legislation and policy.** Town planning and environmental legislation establish a framework for development and guide the process. Legislation and statutory documents related to town planning, including the Peel Region Scheme and the Shire of Waroona Town Planning Scheme, are the main considerations when proposing development. Supporting the statutory documents is a range of strategic plans and policies that guide decision-making authorities such as the Shire of Waroona Council, Western Australian Planning Commission and Department of Environment. These policies have usually been prepared based on significant background research and guide decision making in relation to development proposals.
- **Environmental and physical features.** The Study Area contains several unique environmental and physical features, namely a large seasonal wetland area, ridgelines, the potential for acid sulphate soils, and varying land capability. The importance and constraints of these features needs to be considered.
- **Cultural and social characteristics.** The majority of the Study Area is in private ownership and any future development would be at the discretion of the relevant landowner. The existing and past land uses over the Study Area would not significantly restrict future development.
- **Servicing and infrastructure.** Basic infrastructure is available in parts of the Study Area. Away from the townsite, infrastructure planning needs to be an integral part of any proposals. Water allocation licenses from the Department of Environment may also be required.

### ***What consultation has occurred?***

Several Government agencies and service providers have been contacted. The responses received have assisted in determining opportunities and constraints for the Study Area.

A community workshop was also held in February 2005 to obtain feedback on issues and values associated with the Study Area and to provide a *Vision* for the Study Area to assist in guiding the preparation of the Structure Plan. A follow-up *Information Evening* was held to provide the community with the opportunity to discuss advertised land use options for the Study Area.

### ***Opportunities and constraints***

A range of opportunities and constraints to future development have been identified across the Study Area. The opportunities and constraints vary depending on which portion of the Study Area is being considered. As such, each opportunity and constraint identified as been assigned a value within three distinct sub-areas – the area immediately north of the Waroona townsite, the western portion of the Study Area delineated by the Pinjarra land system, and the eastern portion of the Study Area delineated by the Darling Scarp and Plateau.

### ***Opportunities and Constraints matrix***

		<b>North of townsite</b>	<b>Study Area – West</b>	<b>Study Area – East</b>
<b>Opportunities</b>	Availability of water	Moderate	Moderate	Minor
	Agriculture	Moderate	Moderate	Moderate
	Tourism and recreation	Major-Moderate	Minor	Major-Moderate
	Residential	Major-Moderate	Minor	Minor
	Rural Living	Moderate	Minor	Minor
<b>Constraints</b>	Seasonal waterlogging	Major	Major	Minor
	Mining tenements	Minor	Moderate	Moderate
	Acid Sulphate Soil potential	Moderate	Moderate	Minor
	Existing development	Moderate	Minor	Minor
	Land capability – agriculture	Minor	Major-Moderate	Minor
	Mining activities	Moderate	Moderate	Moderate
	Ground stability after mining	Moderate	Moderate	Moderate
	Basic Raw Materials Policy	Moderate	Moderate	Moderate

Notes:

#### Constraints

Major: Affects the majority of the area and can severely restrict land use.

Moderate: Affects a significant portion of the area and can moderately restrict land use.

Minor: Affects only a small proportion the area and does not significant restrict any land use.

#### Opportunities

Major: affects majority of area and high potential for land use.

Moderate: Affects a significant portion of the area and moderate potential for land use.

Minor: Affects only a small proportion the area and minor implications for land use.

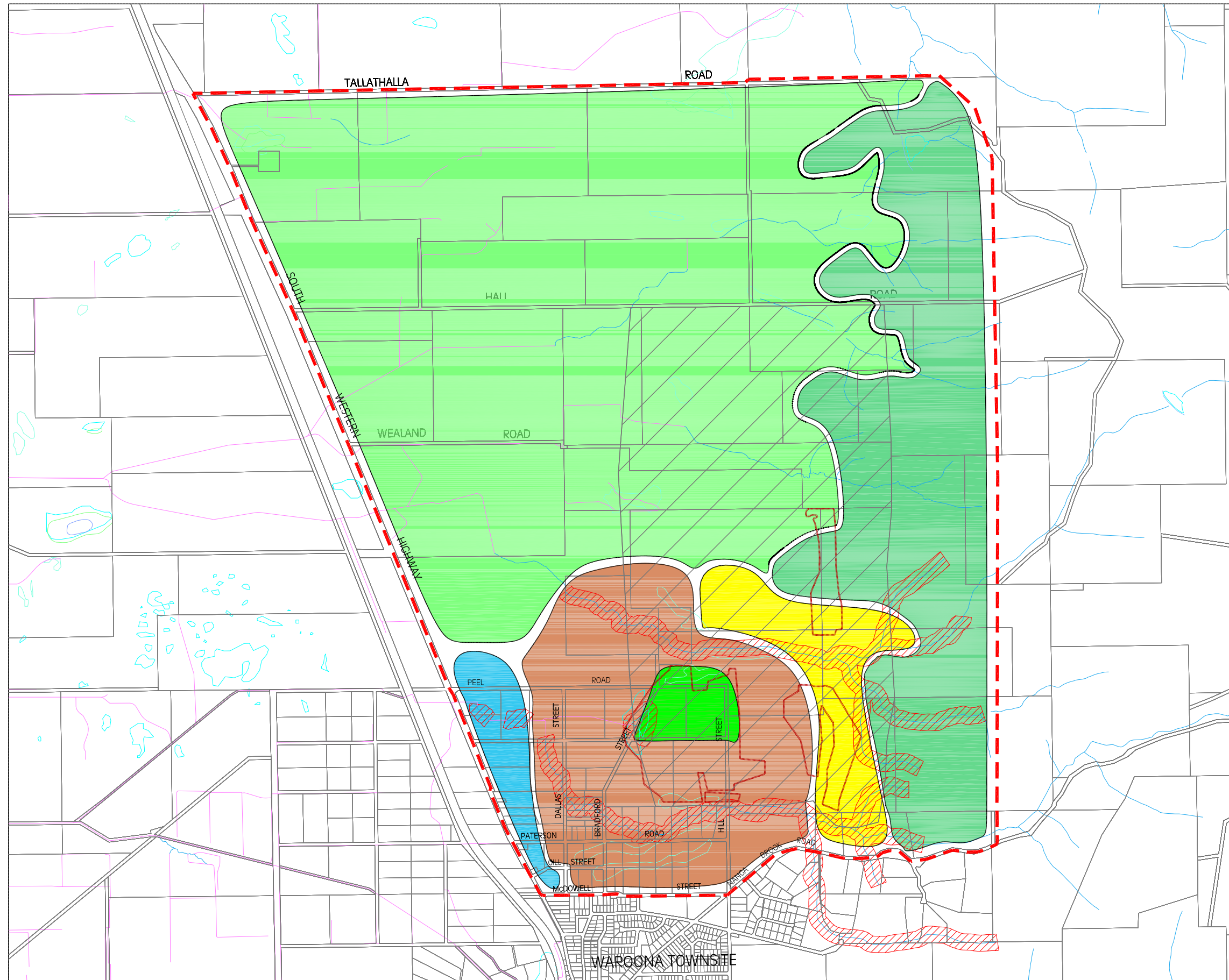
### ***Land Use Options***

A series of land use options have been prepared based on the outcomes of the opportunities and constraints and initial consultation with the community. Two options were circulated within the community showing a range of possible future land uses.

Following consideration of responses received the Working Group subsequently adopted a *Final Land Use Plan*. This plan identified seven broad land use categories over the Study Area that would form the basis of the Structure Plan.

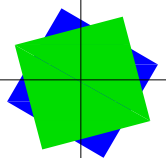
### ***Structure Plan***

A Structure Plan has been prepared based on the final land use option. It comprises both a plan and explanation of future land uses within the Study Area. The Structure Plan will be used to guide future land use within the Waroona North area over the next 10-15 years. A copy of the Structure Plan is provided at the end of this Executive Summary.



**LEGEND**

-  Study Area
  -  Cadastral Boundaries
  -  Major road network  
(Constructed roads and road reserves)
  -  Major road network - proposed  
(Roads to be constructed over long-term as land is developed/subdivided)
  -  Intensive Agriculture  
Subject to land capability assessment, water availability, environmental management and landscape protection.  
Minimum lot size:  
30ha productive per lot:  
Area shown: 1105.16ha
  -  Landscape Protection  
Low scale development considered.  
Possible tourism/recreation areas.  
Area shown: 354.27ha
  -  Highway Area 1  
Re-subdivision potential, subject to development being set-back from highway and appropriately screened.  
Average lot size: 1ha.  
Area shown: 32.29ha
  -  Long term: Townsite Expansion Area  
Average Lot size: 1000sqm.  
Area shown: 274.25ha
  -  Recreation  
Area shown: 26.50ha
  -  Rural Residential Area  
Minimum lot size: 4ha  
Area shown: 89.99ha
  -  Peel Region Scheme - Basic Raw Materials Area  
Non-permanent development only, until such time as raw materials have been extracted.
- Implementation of the WNSP in respect to the future townsite expansion area will require amendment(s) to the Peel Region Scheme.*



**BELTON-TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND 6056  
 POSTAL ADDRESS: PO BOX 429, MIDLAND, WA, 6936  
 PHONE: (08) 9274 1435  
 FAX: (08) 9274 1440  
 EMAIL: admin@beltontaylforth.com.au

FILE:	778
DRAWN BY:	MT
DATE:	21 Dec 2007
VERIFIED BY:	MT
APPROVED BY:	MT
DRAWING NO.:	778_SP.DWG



SCALE 1:25 000  
at A3

Note: This plan forms should be read in conjunction with the accompanying *Waroona North Structure Plan* report for further explanation of land uses identified.

Base data provided under licence by DLI, DOA AND DOIR.

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**STRUCTURE PLAN**

**EXECUTIVE SUMMARY**  
 566

## ***Table of Contents***

<b><i>EXECUTIVE SUMMARY</i></b> .....	<b><i>1</i></b>
<b><i>1 INTRODUCTION</i></b> .....	<b><i>1</i></b>
1.1 BACKGROUND.....	1
1.2 STUDY AREA.....	1
1.3 REPORT STRUCTURE.....	1
<b><i>PART 1 - OPPORTUNITIES &amp; CONSTRAINTS</i></b>	
<b><i>2 PREAMBLE</i></b> .....	<b><i>3</i></b>
<b><i>3 LEGISLATIVE AND POLICY FRAMEWORK</i></b> .....	<b><i>4</i></b>
3.1 PEEL REGION SCHEME.....	4
3.2 PEEL REGION SCHEME – STRATEGIC MINERALS AND BASIC RAW MATERIALS RESOURCE POLICY.....	4
3.3 SHIRE OF WAROONA TOWN PLANNING SCHEME NO. 7.....	4
3.4 SHIRE OF WAROONA LOCAL PLANNING STRATEGY (DRAFT).....	5
3.5 STATE PLANNING STRATEGY.....	5
3.6 STATEMENT OF PLANNING POLICY 2.1 – PEEL-HARVEY COASTAL PLAIN CATCHMENT.....	6
3.7 STATEMENT OF PLANNING POLICY 2.5 – AGRICULTURAL AND RURAL LAND USE POLICY.....	7
3.8 SWAN COASTAL PLAIN LAKES ENVIRONMENTAL PROTECTION POLICY.....	7
3.9 PEEL INLET-HARVEY ESTUARY EPP.....	8
3.10 COUNTRY SEWERAGE POLICY.....	8
3.11 PLANNING BULLETIN 64 – ACID SULPHATE SOILS.....	8
3.12 LOCAL POLICIES.....	9
<b><i>4 PHYSICAL &amp; BIOLOGICAL FEATURES</i></b> .....	<b><i>10</i></b>
4.1 LANDFORM.....	10
4.2 LAND RESOURCES.....	12
4.3 WATER RESOURCES.....	18
4.4 VEGETATION.....	25
<b><i>5 CULTURAL AND SOCIAL CHARACTERISTICS</i></b> .....	<b><i>27</i></b>
5.1 LAND TENURE.....	27
5.2 POPULATION AND PROJECTIONS.....	29
5.3 LAND USE PATTERNS.....	29
5.4 HERITAGE.....	30
<b><i>6 INFRASTRUCTURE &amp; SERVICING</i></b> .....	<b><i>32</i></b>
6.1 ROADS.....	32
6.2 POWER.....	32
6.3 WATER SUPPLY.....	33
6.4 WASTEWATER.....	33
6.5 GAS.....	34
6.6 TELECOMMUNICATIONS.....	34
<b><i>7 OPPORTUNITIES &amp; CONSTRAINTS SUMMARY</i></b> .....	<b><i>35</i></b>
7.1 INTRODUCTION.....	35
7.2 OPPORTUNITIES.....	36
7.3 CONSTRAINTS.....	36

## **PART 2 - COMMUNITY VISION**

<b>8 PREAMBLE.....</b>	<b>38</b>
8.1 COMMUNITY WORKSHOP.....	38
<b>9 WAROONA - CHARACTER AND CULTURE.....</b>	<b>40</b>
9.1 THE POSITIVES.....	40
9.2 THE NEGATIVES.....	40
9.3 THE GAPS.....	40
<b>10 STRUCTURE PLAN AREA .....</b>	<b>41</b>
10.1 POSITIVE FEATURES .....	41
10.2 NEGATIVE FEATURES .....	41
10.3 ISSUES AND TRENDS .....	42
<b>11 COMMUNITY VISION.....</b>	<b>43</b>

## **PART 3 - LAND USE OPTIONS**

<b>12 PREAMBLE.....</b>	<b>44</b>
12.1 PUBLIC REVIEW.....	44
<b>13 LAND USE OPTION 1.....</b>	<b>45</b>
13.1 DESCRIPTION.....	45
13.2 RATIONALE.....	45
13.3 SWOT ANALYSIS .....	46
<b>14 LAND USE OPTION 2.....</b>	<b>48</b>
14.1 DESCRIPTION .....	48
14.2 RATIONALE.....	48
14.3 SWOT ANALYSIS .....	50
<b>15 ADOPTED LAND USE OPTION .....</b>	<b>51</b>
15.1 DESCRIPTION .....	51
15.2 ADOPTION.....	52

## **PART 4 - STRUCTURE PLAN**

<b>16 PREAMBLE.....</b>	<b>53</b>
<b>17 PROPOSED STRUCTURE PLAN .....</b>	<b>54</b>
17.1 TOWNSITE EXPANSION .....	54
17.2 RURAL LIVING .....	55
17.3 HILLS LANDSCAPE PROTECTION .....	55
17.4 HIGHWAY RURAL SMALLHOLDINGS .....	56
17.5 PRIORITY AGRICULTURE .....	56
17.6 RECREATION .....	57
17.7 ROAD NETWORK.....	57
17.8 BUFFER REQUIREMENTS.....	57
17.9 ENVIRONMENTAL REQUIREMENTS .....	58



<b>18 IMPLEMENTATION.....</b>	<b>59</b>
18.1 RELATIONSHIP TO LOCAL PLANNING STRATEGY.....	59
18.2 PERIODIC REVIEW .....	59
<b>19 REFERENCES AND BIBLIOGRAPHY.....</b>	<b>60</b>

## **Appendices**

*Appendix A – Acid Sulphate Soils – Bulletin 64*

*Appendix B – Department of Environment Map*

*Appendix C – Mining Tenement Information*

*Appendix D – Aboriginal Heritage Register*

*Appendix E – Community Workshop Outcomes*

*Appendix F – Advertised Land Use Options*

## **List of Figures**

*Figure 1.1 – Study Area*

*Figure 4.1 – Landform*

*Figure 4.2 – Land Resources*

*Figure 4.3 – Land Capability – Annual Horticulture*

*Figure 4.4 – Land Capability – Perennial Horticulture*

*Figure 4.5 – Land Capability – Grazing*

*Figure 4.6 – Water Resources*

*Figure 5.1 – Land Tenure*

*Figure 6.1 – Existing Infrastructure*

*Figure 7.1 – Opportunities and Constraints*

*Figure 15.1 – Adopted Land Use Option*

*Figure 17.1 – Structure Plan*

*Figure 17.2 – Watercourse Buffers*

# 1 Introduction

## 1.1 Background

The Shire of Waroona is located within the fast-growing Peel Region. The Shire itself is experiencing a slow transformation with a changing pattern of land use, and it is expected there will be further pressure for growth within the Shire over the next 10 to 20 years.

The anticipated growth in the Shire is expected to be centred around both the existing town of Waroona, and also along the Shire's coastal areas. Unfortunately, planning to date to the north of the Waroona townsite has been somewhat limited, mainly due to uncertainty regarding the various mining tenements and proposed mining operations within this area. While preliminary investigations into land use opportunities within this area have indicated that the soils and topography may be suitable for several land uses, including diverse agricultural pursuits, tourism ventures, rural living and possible townsite expansion, no detailed plans have been prepared for the area.

Iluka Resources Ltd currently holds mining leases in addition to about 400 hectares in freehold land to the immediate north of the Waroona townsite. The company has indicated that mineral sand mining will commence in these areas in 2006 and last for between five and six years, after which rehabilitation will occur.

The mining and subsequent rehabilitation proposed north of the townsite will remove one of the area's major land use constraints and provides an opportunity for the Shire to commence long-term planning for the area via the preparation of a Structure Plan.

The Structure Plan will provide two main purposes:

- Guide land use and development within the Study Area during mineral sand mining (up until 2011-2012)
- Provide a longer-term plan for the Study Area post-mining.

## 1.2 Study area

The Study Area is located to the immediate north of the existing Waroona townsite, generally bounded by McDowell Street/Nanga Brook Road, South West Highway, Tallathalla Road and the Darling Scarp. No eastern boundary of the Study Area has been defined, however, for the purposes of this report the scarp has been included. As a guide it can be assumed that the eastern boundary of the Study Area corresponds with the north-south (unconstructed) Tallathalla Road reserve.

Some consideration of surrounding land uses and linkages to these areas has also occurred to ensure that surrounding land uses will not constrain, or be constrained, by future land use within the Study Area.

The Study Area is shown in Figure 1.1.

## 1.3 Report structure

This report is structured into four parts:

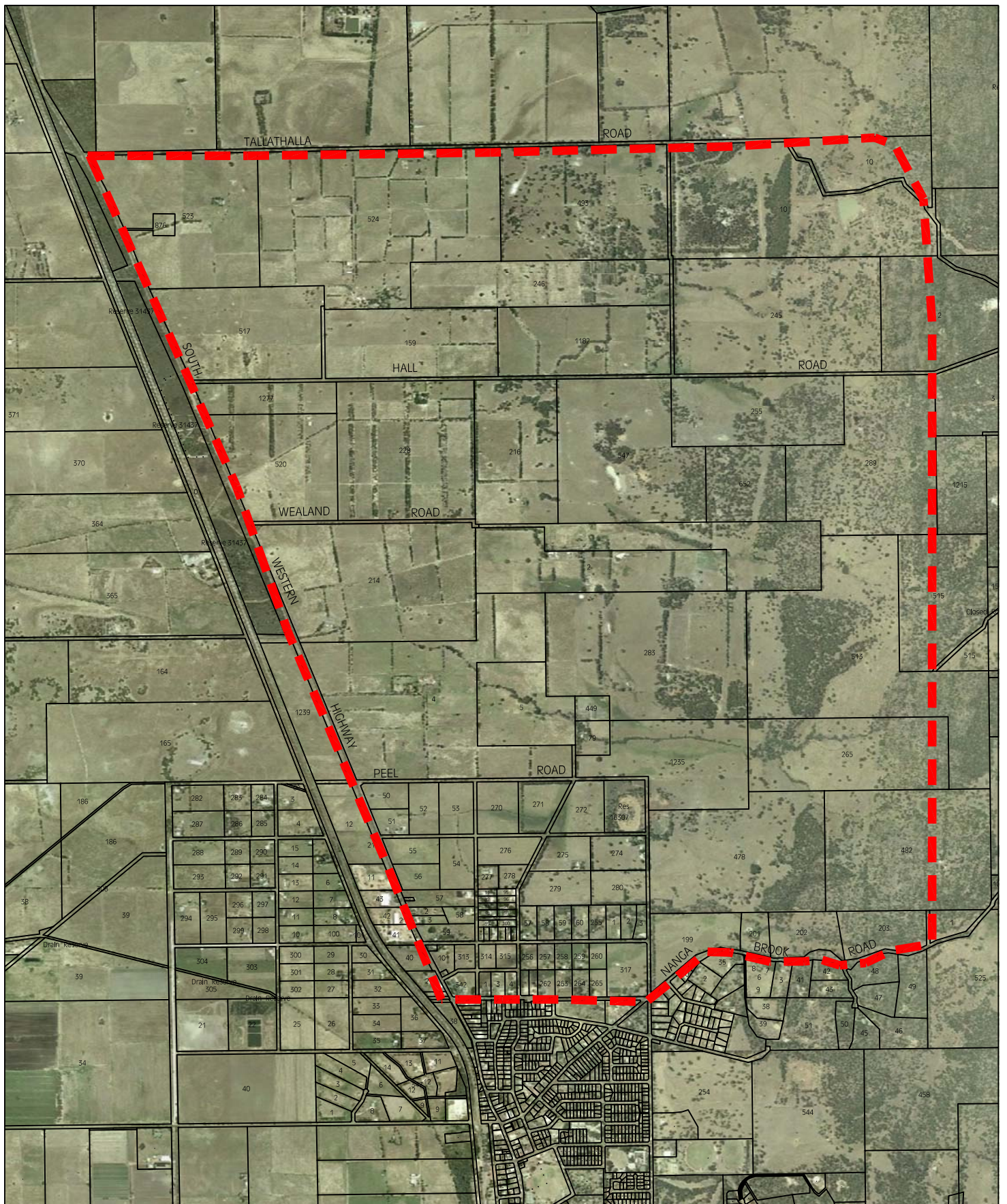
- Part 1 – Opportunities and Constraints
- Part 2 – Community Vision
- Part 3 – Land Use Options
- Part 4 – Structure Plan

Part 1 involved obtaining and analysing relevant background information to 'set the scene' for the consideration of various land use options for the Study Area.



Part 2 involved consulting with the community to begin the development of a *Community Vision*. The main community input in this stage was via a community workshop held towards the beginning of the Structure Planning process.

Part 3 involves consideration of several different land use options for the Study Area, based on the opportunities and constraints identified in Part 1 of this report.

Part 4 describes the components of the Structure Plan as well as specific requirements associated with each identified land use. A guide to implementation is also provided.



**LEGEND**

-  Study Area
-  Cadastre

Base data provided by Department for Planning & Infrastructure.



**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO. BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG1_1.DWG



1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**STUDY AREA**

**572** FIGURE 1.1

## **Part 1**

---

### *Opportunities & Constraints*

## 2 Preamble

There are a number of issues associated with the potential future use and development of the Study Area that need to be addressed. These can broadly be classified into policy issues, site and environmental issues, servicing issues and community desires. This first part of the Structure Plan considers the issues in the form of an Opportunities and Constraints Assessment.

**Table 1.1 – Key issues**

Classification	Potential issue
Policy	<ul style="list-style-type: none"> <li>• What are the implications for established policies regarding land use within the Study Area?</li> <li>• Are established policies still relevant?</li> <li>• How can the relationship between planning and mining legislation be appropriately handled to ensure the most effective planning outcome for the Study Area is realized?</li> </ul>
Site and environmental	<ul style="list-style-type: none"> <li>• Are the physical characteristics of the Study Area suitable for future development? ...and if so what type of development would be most suitable?</li> <li>• How will mining activities potentially impact on land capability and the area's physical characteristics?</li> <li>• What are the environmental features of the site? Are they worth protecting? If so, how can they be protected or incorporated into future use and/or development of the site?</li> <li>• Is existing land tenure conducive to the future use and development of the site?</li> </ul>
Infrastructure and servicing	<ul style="list-style-type: none"> <li>• Are services able to be readily extended to cover the Study Area?</li> <li>• Will the site and environmental characteristics of the Study Area have implications for service and infrastructure provision?</li> <li>• Will cost be an issue for servicing?</li> </ul>
Community desires	<ul style="list-style-type: none"> <li>• What are the desires of the landowners within the Study Area?</li> <li>• What are the views and vision of the community in relation to the future use and development of the Study Area?</li> <li>• Is there a demand for any particular type of development within the Study Area?</li> </ul>

The Shire has indicated the following objectives need to be met by the Structure Plan:

*To deliver a land use structure plan for the Study Area that:*

1. *Is a shared vision for the future development of the Waroona North area.*
2. *Responds to the opportunities and constraints presented by mining of the area and provides Iluka Resources Ltd guidance on the rehabilitation of the area post mining.*
3. *Provides the 'optimal' blend of land uses to balance the economic, environmental and social considerations and to provide for the long term expansion of Waroona.*

### **3 Legislative and policy framework**

#### **3.1 Peel Region Scheme**

The Peel Region Scheme (PRS) sets out the broad pattern of land use for the Peel Region. The principles and functions of the scheme are to:

- reserve land required for all kinds of public purposes and acquire it as necessary
- identify non-reserved land and classify it into zones such as urban, industrial or rural
- control development on reserved and zones land, particularly the issuing of decisions on development applications.

Local government usually has delegated authority to deal with applications for development on zoned land under the local Town Planning Scheme. The Western Australian Planning Commission usually retains authority to consider development applications for land that is reserved under the PRS, except in special circumstances.

The broad land use zoning classifications for the PRS include Urban (residential and related land uses), Industrial, Rural and Regional Centre. Reservations are areas identified for public purposes. Examples include high school sites, railways, regional roads and regional open space.

Land within the Study Area is zoned *Rural* or *Urban* under the Peel Region Scheme.

#### **3.2 Peel Region Scheme – Strategic Minerals and Basic Raw Materials Resource Policy**

This policy has been adopted by the WAPC and recognises the importance of protection areas of Strategic Minerals and Basic Raw Materials. Amendments to the Peel Region Scheme, Shire of Waroona Town Planning Scheme and any development or subdivision application within the Peel Region will be subject to the policy.

In a broad sense, the purpose of the policy is to identify mineral deposits and basic raw materials, protect these areas from incompatible development, encourage the mining or extraction of these materials and to ensure appropriate rehabilitation occurs.

There is a significant portion of the Study Area that is affected by the policy (the area affected is shown on Figure 7.1). Development within this area needs to reflect the requirements of the policy, namely to ensure that development proposed will not prevent the future mining or extraction of these resources.

#### **3.3 Shire of Waroona Town Planning Scheme No. 7.**

The Shire of Waroona is responsible for local planning and development control in all areas apart from Peel Region Scheme reserves. Development is controlled using a local town planning scheme that zones and reserves local land. The town planning scheme must be consistent with the zoning or reservation of land under the Peel Region Scheme.

The Shire of Waroona Town Planning Scheme No. 7 (TPS) was gazetted on the 17 December 1996. There are three zones within the Study Area. The southern portion of the Study Area is zoned *Rural 1 – General Farming*, while a portion centred around Patterson Road is zoned *Urban 6 – Rural Living*. The eastern portion of the Study Area is included within the *Rural 4 – Hills Face* zone.

The TPS text provides minimum development standards for uses within each zone that will need to be addressed as the Structure Plan is progressed.

### 3.4 *Shire of Waroona Local Planning Strategy (DRAFT)*

The Shire of Waroona has prepared a draft Local Planning Strategy. While the strategy has not been formally adopted to date, it provides guidance on the future planning within the Shire.

The Study Area is within the *Rural – Coastal Plain* and *Rural – Hills and Scarp* precincts for the main part, with the area around Peel Road and Hill Street being identified as *Possible/Future Urban*. The Strategy recommends a Structure Plan be prepared for the Study Area.

### 3.5 *State Planning Strategy*

The State Planning Strategy (WAPC, 1997) provides a strategic framework for the coordination and management of regional planning and development across the state. It promotes five principles to guide future planning and decision making throughout the State that are relevant to the development of the LPS. The principles are:

- **Environmental principle** – to protect and enhance the key natural and cultural assets of the State and deliver to all Western Australians a high quality of life which is based on environmentally sustainable principles.
- **Community principle** – to respond to social changes and facilitate the creation of vibrant, accessible, safe and self-reliant communities.
- **Economic principle** – to actively assist in the creation of regional wealth, support the development of new industries and encourage economic activity in accordance with sustainable development principles.
- **Infrastructure principle** – to facilitate strategic development by ensuring land use, transport and public utilities are mutually supportive.
- **Regional development principle** – to assist the development of regional Western Australia by taking account of the region's special assets and accommodating the individual requirements of each region.

The strategy's vision for the Peel Region is

*In the next three decades the Peel Region will continue to grow, with Mandurah being the major residential and commercial area. A series of lifestyle-based rural villages and development areas will be established. Emphasis will be placed on containing urbanisation, protecting estuarine and coastal areas and preserving the rural backdrop and environmental attributes to cater for lifestyle choices. The local economy will provide a range of employment opportunities for the expanded population, with significant areas of resource processing, mining, tourism, sustainable agriculture and other service industries. Peel will have strong and efficient inter-regional transport links, especially to the Perth and South-West regions.*

Specific strategies and actions for the Peel Region that have implications for the Shire of Waroona are identified in Table 2.1.



**Table 3.1 – State Planning Strategy**

Principles	Strategies	Actions
Environment & resources	Manage the Peel-Harvey catchment to reduce nutrient levels.	Ensure that structure plans, statutory region schemes and town planning schemes consider the effects of nutrient flows and drainage of the whole catchment to prevent further eutrophication of the Peel-Harvey Estuary.
		Integrate catchment management principles into town planning schemes.
		Ensure areas outside the Peel planning region reduce nutrient flows into the Peel-Harvey Estuary, especially those waterways flowing from the Wheatbelt.
	Protect the environmental resource areas.	Protect groundwater areas and surface catchment areas by catchment gazettal and town planning schemes if required.
		Identify and protect basic raw materials in regional and local plans.
		Recognise tourism as a legitimate land use compatible with a range of existing land uses and incorporate into future regional planning strategies and town planning schemes.
	Protect prime agricultural land and intensive agriculture infrastructure from incompatible development.	Identify and protect prime agricultural land, of State and regional significance, suitable for intensive and/or irrigated uses.
		Protect prime agricultural areas from Rural-Residential uses
	Protect sensitive environmental areas and cultural heritage.	Investigate alternative methods of protecting valuable natural environments.
		Protect culturally significant places through town planning schemes.
Community	Address the provision of social facilities.	Coordinate the provision of services such as schools, hospitals, community centres, recreation facilities, child care facilities and aged care.  Investigate alternative ways to provide community infrastructure in rural areas.
	Provide a sense of community.	Promote nodal settlement patterns in rural areas separated by agricultural/green belts.
Economy	Provide adequate land for employment opportunities.	Encourage alternative agricultural pursuits.
		Maximise benefits to the region from mining.
Infrastructure	Provide a strategic transport network within and to the Peel Region.	Implement transport initiatives such as the Southern Province Transport Strategy, Roads 2020 Strategies and the Additional Funding for Roads.

Source: State Planning Strategy.

### **3.6 Statement of Planning Policy 2.1 – Peel-Harvey Coastal Plain Catchment**

Statement of Planning Policy No 2.1 (SPP 2.1) was adopted by the State Planning Commission and gazetted on 21st February 1992. The SPP was drafted to ensure that:

- land use changes within the Peel-Harvey Estuarine System likely to cause environmental damage to the Estuary are brought under planning control and prevented
- landowners seek development approval prior to committing their investments
- all town planning schemes operating within the Catchment shall require development to be subject to the provisions of the SPP.

The majority of the Study Area is within the Peel-Harvey catchment as defined for the purposes of the policy. Development proposed within the Study Area will therefore need to be cognisant of the specific requirements of the policy addressing a range of issues relevant to reducing the nutrient load to the Peel-Harvey Estuary, including effluent disposal (requiring lots of less than 4000m<sup>2</sup> be connected to reticulated sewer), nutrient application and drainage.

The measures contained within the policy are implemented via the Shire's Town Planning Scheme. The Shire therefore has an obligation to ensure the requirements of SPP 2.1 are addressed as each application for development is assessed by Council.

### **3.7 Statement of Planning Policy 2.5 – Agricultural and Rural Land Use Policy**

Statement of Planning Policy No. 2.5 (SPP 2.5) applies to rural and agricultural land in the State. The Policy is guided by the fundamental principles that:

- the State's priority agricultural land resource should be protected
- rural settlement opportunities should be provided if sustainable and of benefit to the community
- the potential for land use conflict should be minimised
- the State's natural resources should be carefully managed.

Under SPP 2.5 local government is to:

- identify and appropriately zone agricultural areas of State or regional significance and other agricultural areas
- where necessary, identify and appropriately zone areas for rural-residential and rural smallholdings
- identify and zone appropriately, areas of natural resources which require protection from incompatible development
- wherever possible, provide planning direction for agriculturally-associated rural activities or land uses
- in the absence of a local planning strategy make recommendations to the Commission in respect to rural land subdivision having due regard to the objectives of this policy.

There are no areas identified as *Potential/Developing Agricultural Priority Management Areas* within the Study Area. Specific clauses within the policy relating to intensive agriculture, rural-living development and broadacre farming will still need to be considered and addressed.

### **3.8 Swan Coastal Plain Lakes Environmental Protection Policy**

The Swan Coastal Plain Wetlands EPP provides a statutory framework for the protection of identified wetlands. The purpose of the policy is to *protect the environmental values of lakes on the Swan Coastal Plain*. The policy identifies beneficial uses associated with lakes and wetlands, protects lakes and wetlands by prohibiting certain activities causing degradation (as outlined in the policy) and requiring persons causing degradation to rehabilitate.

There are no wetlands within the Study Area affected by the policy, however there is a wetland located immediately west of South Western Highway opposite Tallathalla, Hall and Wealand roads that has been identified. Future land use within the Study Area will need to ensure the environmental integrity of this wetland is maintained.

### **3.9 Peel Inlet-Harvey Estuary EPP**

The Environmental Protection (Peel Inlet-Harvey Estuary) Policy was prepared by the Environmental Protection Authority in 1992. The purpose of the EPP is to:

- provide a set of guiding principles for planning and management of land use and development within the Swan Coastal Plain Catchment of the Peel Inlet and Harvey Estuary
- ensure that the Peel-Harvey Estuarine System becomes clean, healthy and resilient and its beneficial uses are maintained or improved.

To meet the purpose of the EPP the Authority has set targets for annual total phosphorus loads to the Estuarine System and established principles to achieve its objectives. One of the key objectives is to ensure that SPP 2.1 incorporates the principles and purposes of the EPP, and therefore places the onus on local government to ensure compliance.

### **3.10 Country Sewerage Policy**

The policy sets out the requirements for effluent disposal in country areas of the State to protect public health. The policy applies to all subdivision (except subdivision of rural zoned land for rural purposes), and all residential or residential-equivalent (in terms of wastewater generation) development.

The policy contains both mandatory and discretionary provisions relating to the provision of reticulated sewer or other types of effluent disposal mechanism. Of particular note within the policy is the requirement for development to connect to reticulated sewer where it is available. Where it is not available, development can only proceed where it meets one of the identified discretionary provisions – relating to small infill, larger lots (greater than 2000m<sup>2</sup>), remote or isolated development (maximum density of 25 lots and no more than 25 lots), or towns without sewerage.

### **3.11 Planning Bulletin 64 – Acid Sulphate Soils**

The bulletin provides advice and guidance on matters that should be taken into account when developing, rezoning and subdividing land that contains acid sulphate soils. Acid sulphate soils are largely a naturally occurring phenomenon and are usually not harmful until disturbed and exposed to air.

Acid sulphate soils are frequently associated with damp or waterlogged soil not exposed to air. A western portion of the Study Area has been identified as having *low risk of shallow acid sulphate soils at less than 3 metres depth, however has moderate to high risk of acid sulphate soils occurring at a depth of greater than 3 metres from the soil surface.*

The eastern half of the Study Area is identified as having *no known risk of shallow or deeper acid sulphate soils.*

The bulletin identifies measures that need to be taken to support an application for subdivision or development in areas where a risk occurs. An extract from the bulletin map is provided at Appendix B.

### ***3.12 Local policies***

The Council has adopted several policies regarding planning and development in the Shire addressing a range of issues to be considered by Council when considering development proposed within the Shire. Future land use options and the eventual structure plan for the Study Area will need to be in accordance with these policies.

## 4 *Physical & biological features*

### 4.1 *Landform*

#### **Regional landform characteristics**

The Study Area contains three distinct landforms that characterise the majority of the South-West of the State – the Darling Plateau, the Darling Scarp and the Swan Coastal Plain.

The Darling Plateau extends eastwards from the Darling Scarp near the eastern boundary of the Study Area. In general terms, the area consists of ancient crystalline granite rock, covered by lateritic hardcap and associated clays. Soils include shallow sand over sheet laterite, gravely duplex soils and gray sands.

The Darling Scarp is the most prominent physiographic feature of the South-West of the State, being an ancient erosional feature separating the Yilgarn Craton from the sedimentary deposits that underlie the Swan Coastal Plain to the west.

The Swan Coastal Plain lies west of the Darling Scarp and is predominantly low-lying, with a gently undulating to flat surface.

#### **Localised landform characteristics**

There are two distinct landform features within the Study Area. These features are associated with the Darling Scarp and the commencement of the Darling Plateau, and the relatively flat land at the base of the scarp that forms part of the Swan Coastal Plain.

A series of four ridgelines extend from the scarp in a westerly direction. The ridgelines are important from a landscape perspective. When viewed from the west (including from within the Study Area), the ridgelines and scarp are the dominant landscape features being highly visible from most viewing angles.

The scarp and associated ridgelines also provide an opportunity for significant views over both the immediate Study Area and the greater coastal plain.

The two topographic elements of the Study Area will need to be taken into account when considering future land use options. The four ridgelines extending from the scarp west into the Study Area are one of the most defining features. The topography in these areas has limited development to date, and although cleared and developed in parts, still gives an impression of being largely undeveloped.

The topography and major ridgelines associated with the Study Area are shown on Figure 4.1.

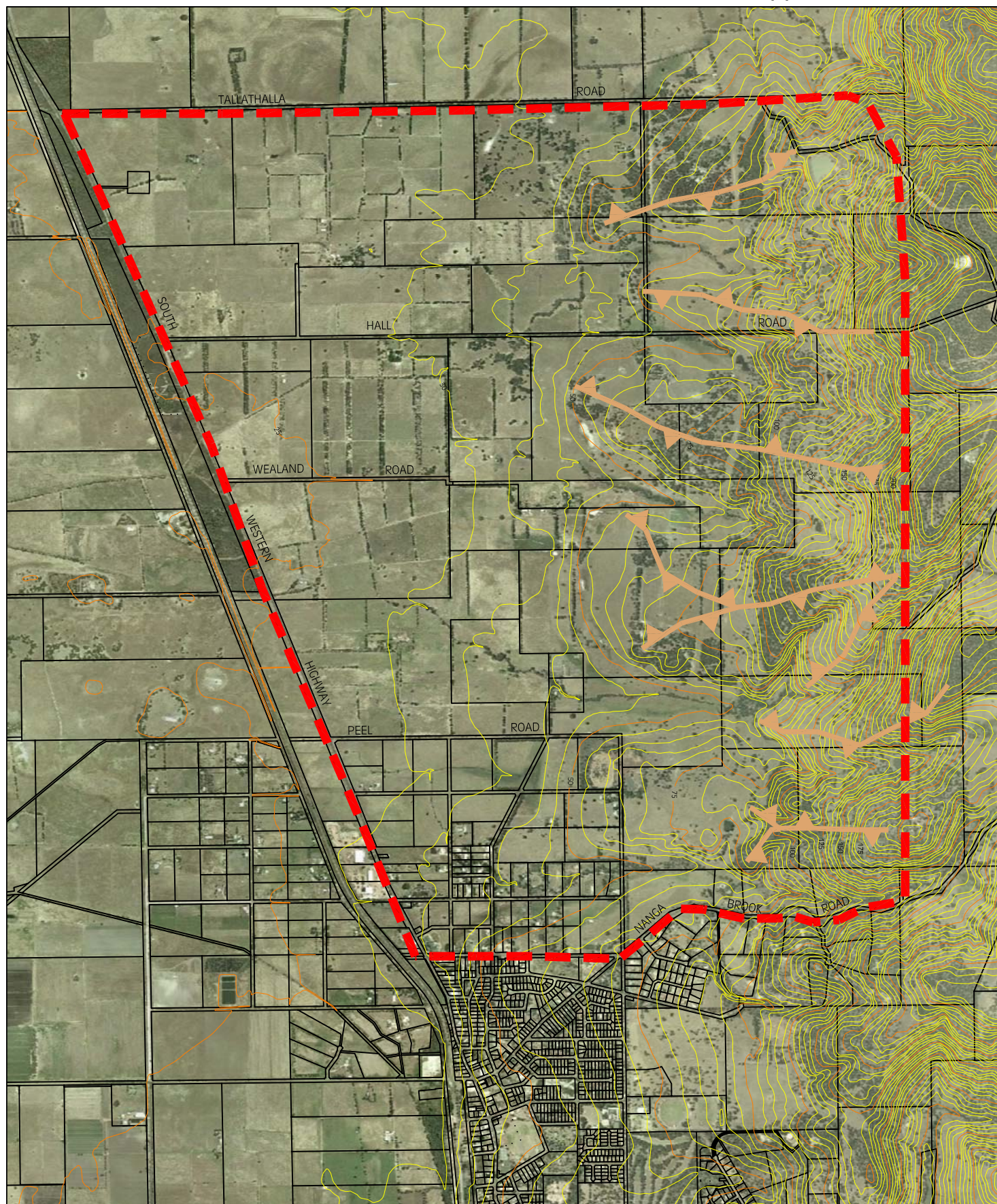


**View to west from ridgeline**

#### **Implications**

Landscape changes within the Swan Coastal Plain portion of the Study Area will be generally less intrusive from most viewing angles than development on the Darling Scarp. Even so, the views of the Study Area from the dominant scarp and ridgelines within the Study Area should not be compromised. As such, development on the Swan Coastal Plain portion of the Study Area could be *visually apparent* but development should generally be *subordinate to the established, predominantly rural, landscape pattern*.

Due to the visual dominance of the scarp and ridgelines from the Study Area and other part of the plain, it is considered imperative that the ridgeline features, and generally non-intrusive development thereon, remain intact. This will preserve the largely natural backdrop to the Study Area.



**LEGEND**

- Study Area
- 5-metre Contour
- Ridgeline
- Cadastre
- 1-metre Contour

Base data provided by Department for Planning & Infrastructure.



**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_1.DWG



1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**LANDFORM**

#### 4.2 Land resources

The land resources of the Study Area have been previously documented by the Department of Agriculture. The land resource information referred to in this report encompasses land systems and phases as identified by the Department of Agriculture. The land systems delineate areas of similar soil, vegetation and topographical characteristics, while the more detailed phases are unmapped subsets of map units that comprise areas of common landform and similar soils that occur repeatedly at similar points in the landscape (AGMAPS, 2003).

The Study Area falls within three distinct landform units. Each soil-landform unit contains areas of similar soil, vegetation and topography characteristics as described in Table 4.1.

**Table 4.1 – Soil-landform units**

<b>Pinjarra</b>	<p><i>Location:</i> Swan Coastal Plain from Perth to Capel</p> <p><i>Landform:</i> Poorly drained coastal plain</p> <p><i>Geology:</i> Alluvium over sedimentary rocks</p> <p><i>Soils:</i> Semi-wet soils, grey deep sandy duplexes, brown loamy earths, clays and wet soils</p> <p><i>Vegetation:</i> Jarrah-marri-wandoo-paperbark forest and woodland</p>
<b>Forrestfield</b>	<p><i>Location:</i> Eastern margin of the Swan Coastal Plain from Perth to Capel</p> <p><i>Landform:</i> Footslopes of the Darling and Whicher Scarps</p> <p><i>Geology:</i> Colluvium over granitic and sedimentary rocks</p> <p><i>Soils:</i> Duplex sandy gravels, yellow deep sands and grey deep sandy duplexes</p> <p><i>Vegetation:</i> Jarrah-marri forest and woodland</p>
<b>Murray Valleys</b>	<p><i>Location:</i> Western Darling Range from the Avon Valley to Harvey</p> <p><i>Landform:</i> Deeply incised valleys</p> <p><i>Geology:</i> Colluvium over granitic rocks</p> <p><i>Soils:</i> Friable red/brown loamy earths, brown loamy earths, loamy gravels, brown deep loamy duplexes, duplex sandy gravels and stony soils</p> <p><i>Vegetation:</i> Jarrah-marri-wandoo forest and woodland with mixed shrubland</p>

Source: Department of Agriculture/Agmaps





**Swan Coastal Plain (Pinjarra unit)**

Each unit is further characterised into specific *phases*. A description of the phases within each soil-landform unit is provided in Table 4.2 below. The extent of phases within each soil-landform unit is shown on Figure 4.2.

**Table 4.2 – Phases**

Soil-Landscape unit	Phase	Description	Land use considerations for dominant soil type <sup>1</sup>
Pinjarra	P1d	Flat to very gently undulating plain with deep acidic mottled yellow duplex (or 'effective duplex') soils. Shallow pale sand to sandy loam over clay; imperfect to poorly drained and moderately susceptible to salinity.	Waterlogging and seasonal inundation moderately limit land use options  Artificial drainage may sometimes be an option  Often have good summer moisture for perennial pastures, summer cropping
	P1b	Flat to very gently undulating plain with deep acidic mottled yellow duplex (or 'effective duplex') soils. Moderately deep pale sand to loamy sand over clay; imperfectly drained and moderately susceptible to salinity in limited areas.	Seasonal waterlogging over the clay may occur  Prone to wind erosion in exposed situations if left bare of surface cover

<sup>1</sup> There are generally several soil types within each phase. The information provided in this table lists *land use considerations* for the dominant soil type only (at least 45%).

Soil-Landscape unit	Phase	Description	Land use considerations for dominant soil type <sup>1</sup>
	P7	Seasonally inundated swamps and depressions with very poorly drained variable acidic mottled yellow and gray duplex soils.	Waterlogging and seasonal inundation severely limit land use options  Artificial drainage may sometimes be an option
	P9	Shallowly incised stream channels of minor creeks and rivers with deep acidic mottled yellow duplex soils.	Waterlogging and seasonal inundation moderately limit land use options  Artificial drainage may sometimes be an option  Often have good summer moisture for perennial pastures, summer cropping
	B2	Flat to very gently undulating sandplain with well to moderately well drained deep bleached grey sands with a pale yellow B horizon or a weak iron-organic hardpan 1-2 m.	Poor fertility and water-holding characteristics  Nutrient leaching and groundwater recharge are significant issues  Prone to wind erosion in exposed positions  Prone to water repellence, especially after legume cropping
	B4	Broad poorly drained sandplain with deep grey siliceous sands or bleached sands, underlain at depths generally greater than 1.5 m by clay or less frequently a strong iron-organic hardpan.	Waterlogging and seasonal inundation moderately limit land use options  Artificial drainage may sometimes be an option  Often have good summer moisture for perennial pastures, summer cropping
	B6	Sandplain and broad extremely low rises with imperfectly drained deep or very deep grey siliceous sands.	Poor fertility and water-holding characteristics  Nutrient leaching and groundwater recharge are significant issues  Prone to wind erosion in exposed positions  Prone to water repellence, especially after legume cropping
Forrestfield	F1b	1-15% lower slopes with well drained moderately deep to deep, gravelly acidic yellow duplex soils and rare laterite.	A seasonal perched watertable may overlie the clay in cleared areas  High gravel contents may limit water holding capacity of the soil and workability

Soil-Landscape unit	Phase	Description	Land use considerations for dominant soil type <sup>1</sup>
	F1c	1-15% lower slopes with well drained deep uniform yellowish brown sands which are generally free of laterite or gravel.	<p>Prone to wind erosion in exposed positions</p> <p>Some have poor fertility and water holding characteristics</p> <p>Moderate recharge hazard under annual agriculture</p>
	F4	Incised stream channels within gentle slopes with deep acidic yellow duplex soils and sandy alluvial gradational brown earths.	<p>Waterlogging and seasonal inundation moderately limit land use options</p> <p>Artificial drainage may sometimes be an option</p> <p>Often have good summer moisture for perennial pastures, summer cropping</p> <p>A seasonal perched watertable may overlie the clay in cleared areas</p> <p>High gravel contents may limit water holding capacity of the soil and workability</p>
	F5	Poorly defined stream channels on lowest slopes with deep acidic yellow duplex soils and sandy alluvial gradational brown earths.	<p>Waterlogging and seasonal inundation moderately limit land use options</p> <p>Artificial drainage may sometimes be an option</p> <p>Often have good summer moisture for perennial pastures, summer cropping</p>
Murray Valleys	D1	Gentle to moderate slopes of scarp face (5-25%) with red and yellow gradational earths and duplex soils with variable depth and common rock outcrop.	<p>A seasonal perched watertable may overlie the clay in cleared areas</p> <p>High gravel contents may limit water holding capacity of the soil and workability</p>
	D2	Gentle to moderately inclined slopes (3-20%) with red and yellow gradational earths and duplex soils with variable depth and common rock outcrop.	No data available
	D3	Deeply incised tributary valleys with slopes (<30%). Red and yellow gradational earths and duplex soils with variable depth and common rock outcrop.	No data available

Source: Department of Agriculture/Agmaps

## Land capability

Land capability assessment considers the specific requirements of the land use (e.g. unrestricted rooting depth or soil water availability) plus the risks of degradation associated with the land use (e.g. susceptibility to phosphorus export or wind erosion).

The Department of Agriculture has investigated the capability of the Study Area for a range of agricultural land uses. Generalised maps have been prepared for annual horticulture, perennial horticulture and grazing, and these are presented in Figures 4.3, 4.4, and 4.5 respectively.

Certain assumptions and definitions have been made by Department of Agriculture in preparing these maps:

### 1. Land capability for annual horticulture

Areas used for annual horticulture which are irrigated, cultivated and fertilised regularly. Crops include annual fruits, vegetables, commercial turf production and cut flowers, which are generally shallow rooting. Standard management practices and year round cropping are assumed. Machinery access is required for spraying and harvesting.

### 2. Land capability for perennial horticulture

Perennial horticulture is usually orchards or vineyards. Crops are generally deep-rooting and require at least 1 m of soil. Land is cultivated only at initial planting, but irrigated and fertilised regularly. Machinery access is required for spraying and harvesting.

### 3. Land capability for grazing in high (>600 mm) rainfall areas

Grazing refers to sheep and other hoofed stock on dry land pastures with occasional reseeded and fertiliser top-dressing. This classification does not apply to intensively managed areas with small irrigated paddocks, windbreaks and supplementary feeding. If the land use assumptions are changed the land capability ratings will change. For example the assessment for annual horticulture assumes that the capacity for year round cropping is desirable. Under this assumption, land which is waterlogged in winter but highly suitable for summer cropping has a lower rating than land which can be cropped throughout the year.

If the land use assumption was altered to consider summer cropping only, then the capability could be higher over much of the coastal plain where waterlogging is a major limitation. A difficulty with this example is that winter rainfall is likely to wash excess fertiliser remaining on the soil into the drainage network, hence waterlogged areas will still have a phosphorus export restriction. Phosphorus export could be managed by careful fertiliser use and ensuring soil is not left susceptible to water erosion during the winter rains.

It should be noted that the land capability information is at a broad scale, and that in certain circumstances a more detailed and site-specific investigation may indicate that certain activities are possible. In relation to the Study Area, the following aspects should be kept in mind:

- There are existing, successful horticultural activities near the Study Area on low-lying soils that are reported to have low capability
- The Harvey Water irrigation scheme abuts the Study Area and there may be future potential to expand the scheme into the Study Area should the need arise
- There may be possibilities to consider sub-soil drainage in the western half of the Study Area to allow for perennial agriculture

- The Study Area is ideally located near main access corridors and is close to relevant markets.

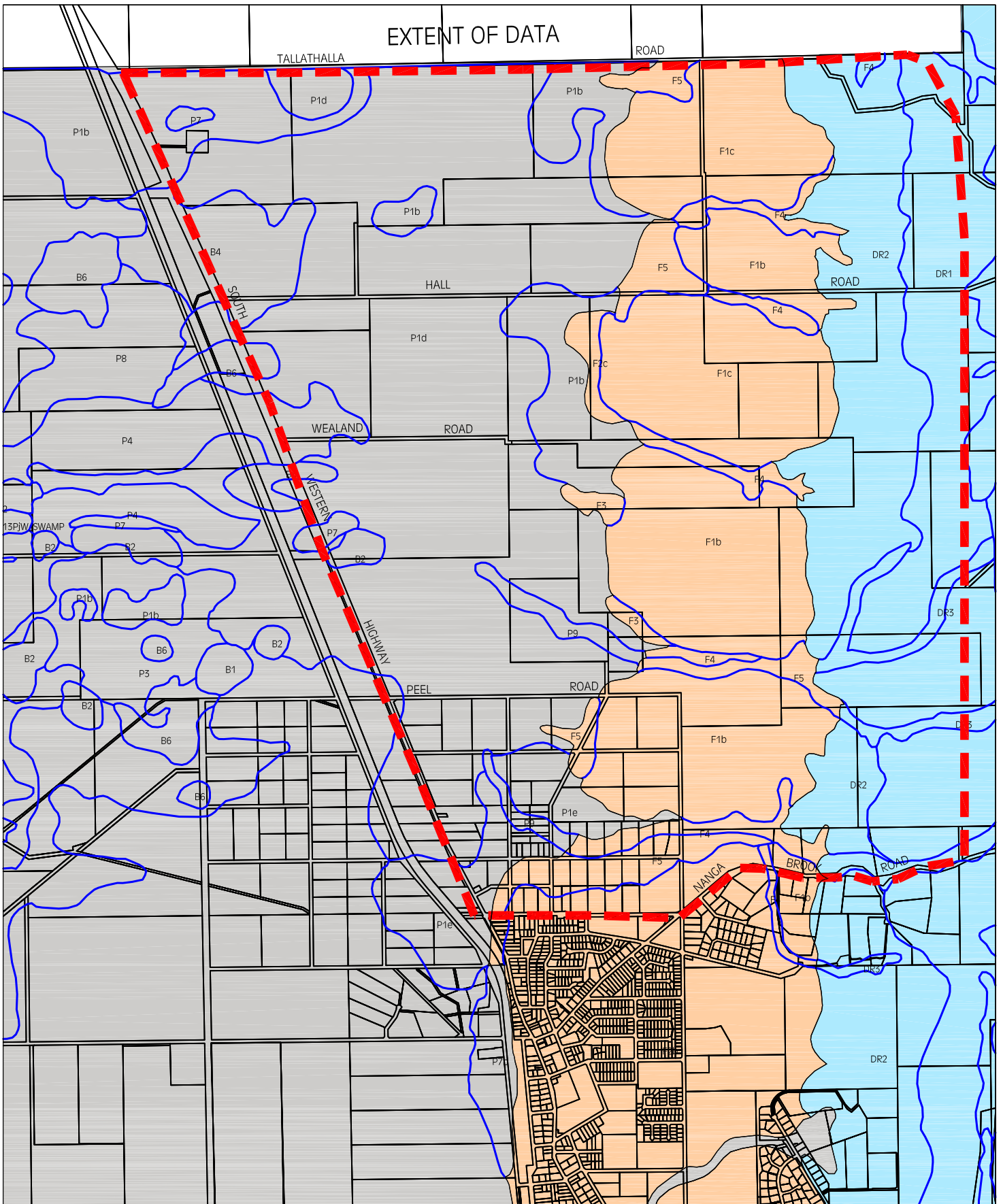
### **Implications**

The western portion of the site exhibits a generally poor capability for horticulture. The *Forrestfield* soil types have a significantly higher capability for perennial and annual horticulture. The western half of the Study Area, comprising *Pinjarra* soil types has a fair capability for grazing.

It would appear that intensive agriculture is not suited the western half of the Study Area corresponding to the *Pinjarra* soil types. Difficulties with land management in this area, including the need to address waterlogging and management of nutrient runoff, would need to be considered further prior to recommending the intensification of agricultural activities in this area.

It should also be noted that landscape and environmental values are not assessed as part of a land capability assessment. These values, along with land capability, will play a significant role in determining the suitability for the future use and development of the Study Area.

EXTENT OF DATA



LEGEND

- Study Area
- Pinjarra System
- Murray Valley System
- Cadastre
- Forrestdfield System
- P7b Phase

Base data provided by Department for Planning & Infrastructure.

**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

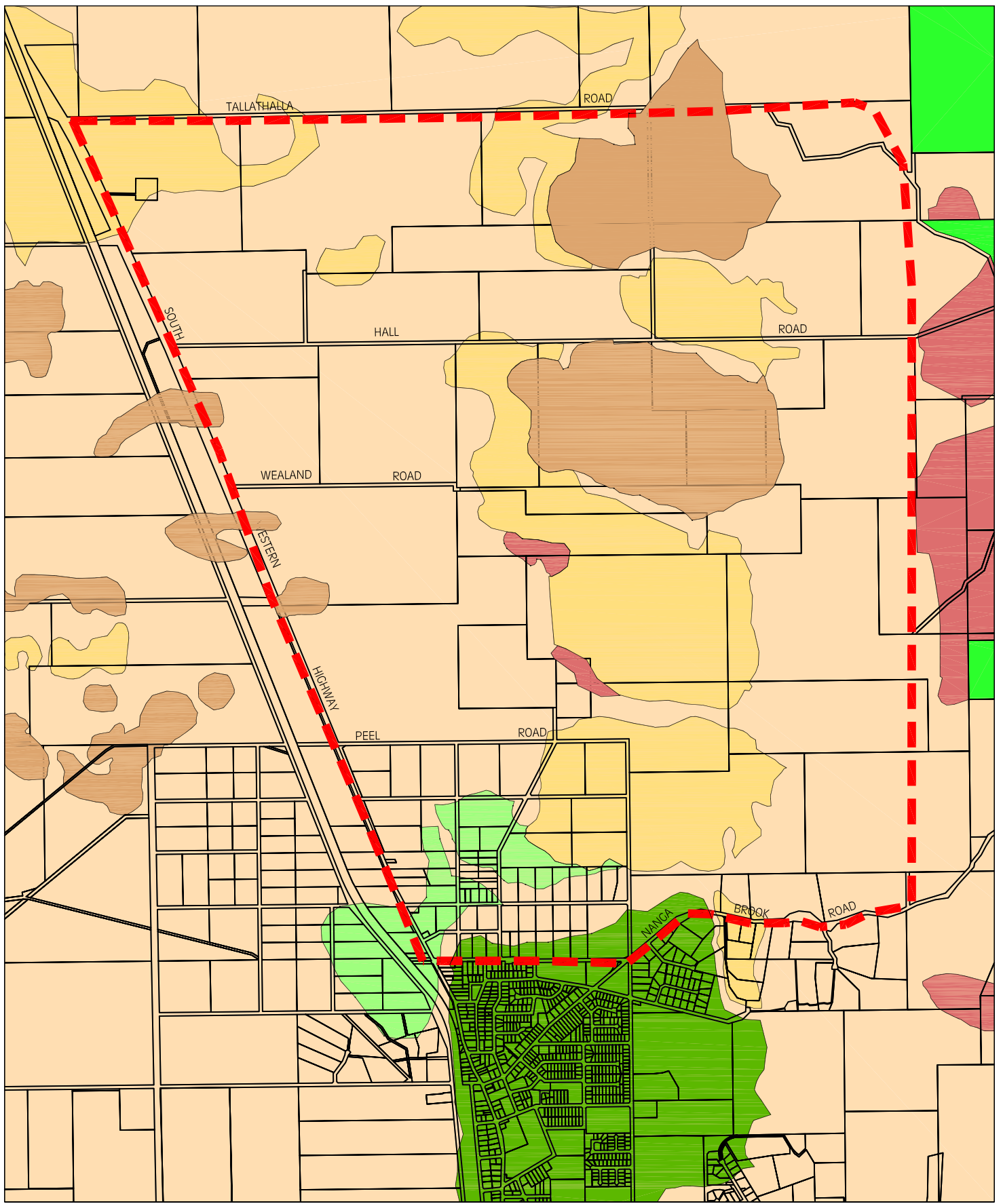
FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_2.DWG



1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**LAND RESOURCES**

**590**  
 FIGURE 4.2



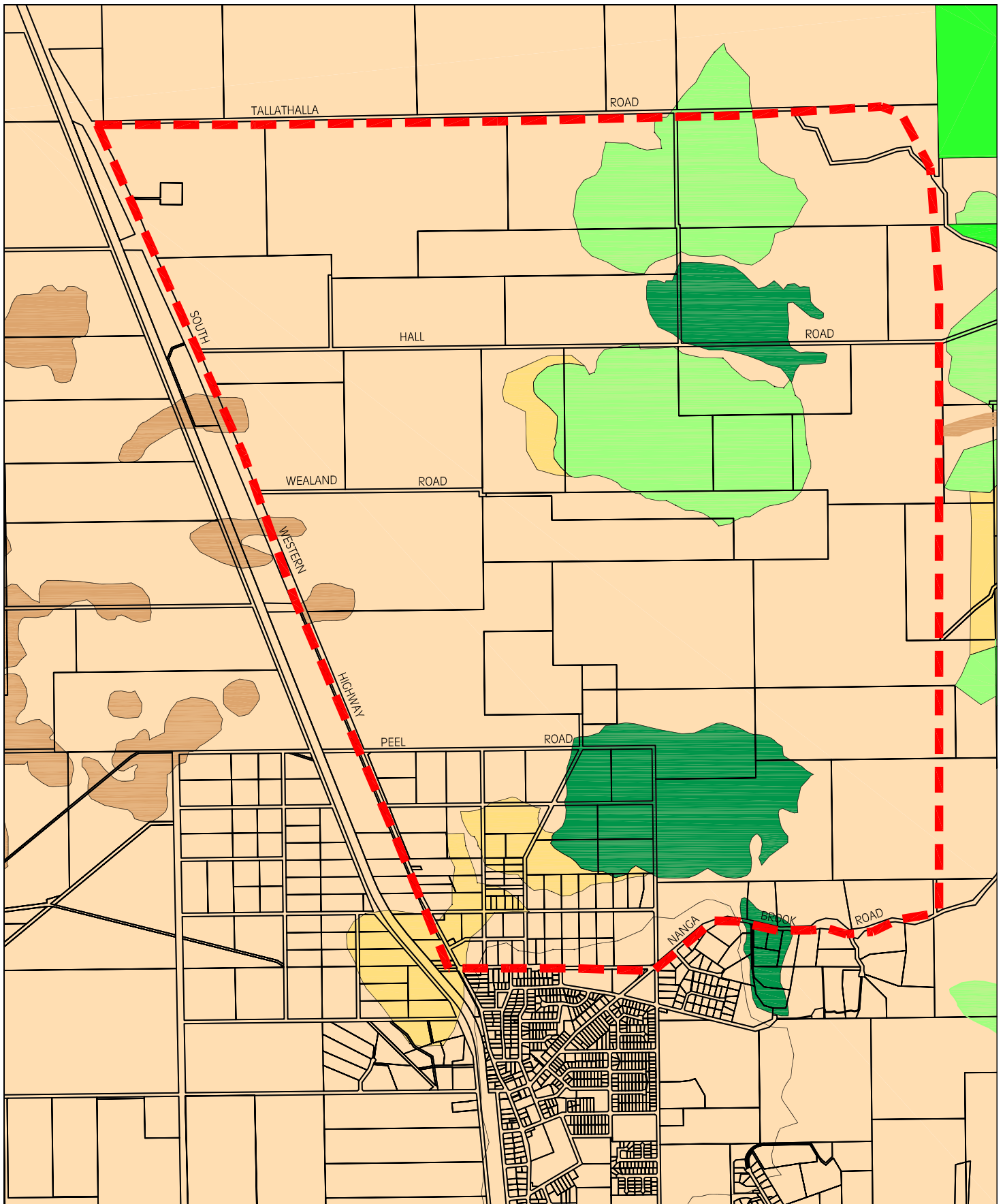
LEGEND	
	Study Area
	Cadastre
	>60% of soils have high or very high capability
	34-59% of soils have high or very high capability and are the dominant soils
	>60 soils have a fair capability
	34-59% of soils have fair capability and are the dominant soils
	34-59% of soils have low or very low capability and are the dominant soils
	>60% of soils have low or very low capability
	CALM Estate

**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au



FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_3.DWG



1:30 000  
 @  
 A4



SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
 LAND CAPABILITY -  
 ANNUAL HORTICULTURE  
**591** FIGURE 4.3






**LEGEND**

-  Study Area
-  Cadastre

-  >60% of soils have high or very high capability
-  34-59% of soils have high or very high capability and are the dominant soils


-  >60% soils have a fair capability
-  34-59% of soils have fair capability and are the dominant soils

-  34-59% of soils have low or very low capability and are the dominant soils

-  >60% of soils have low or very low capability
-  CALM Estate

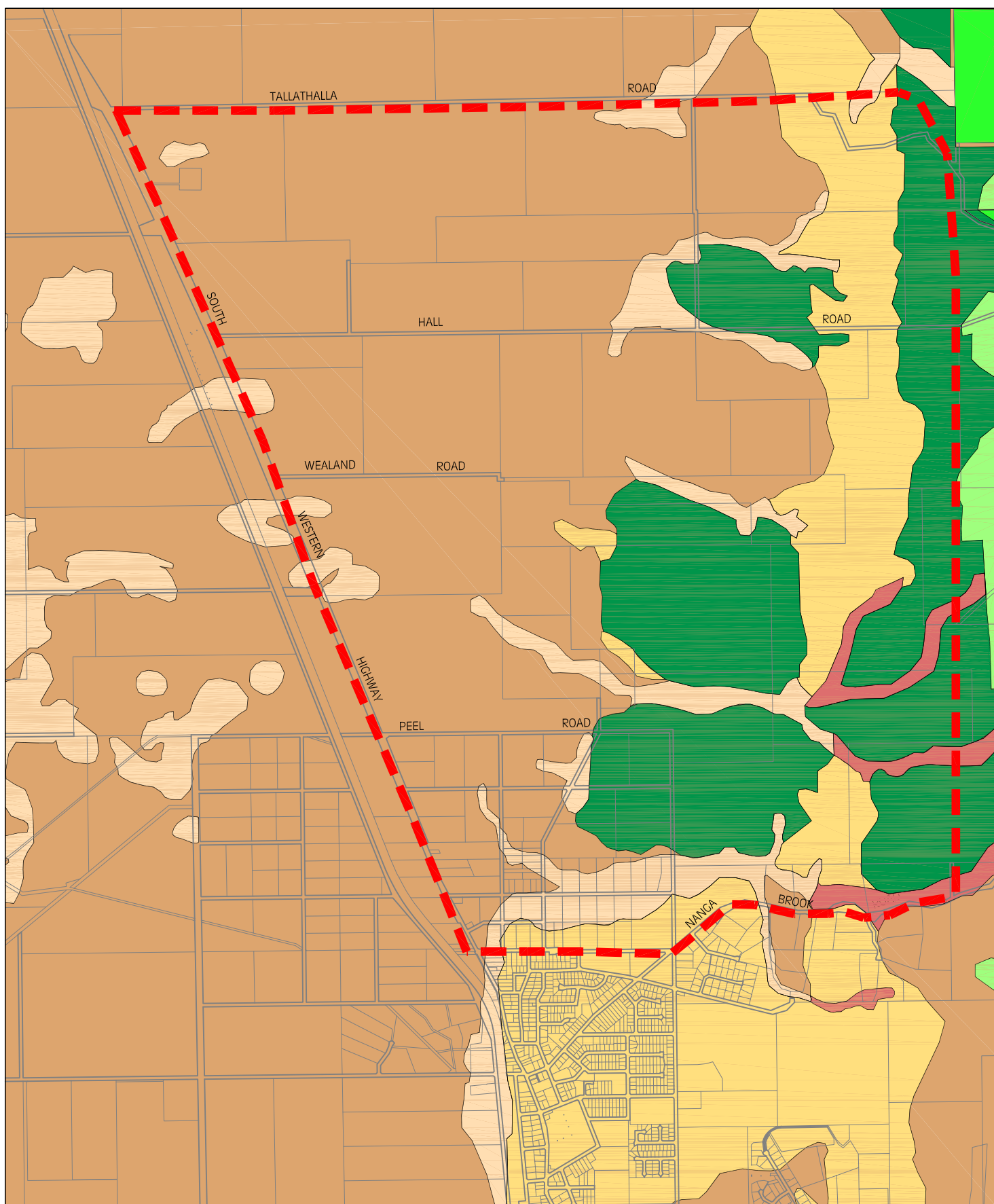
**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6956  
 PHONE : (08) 9274 1455  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_4.DWG


  
 1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
 LAND CAPABILITY -  
 PERENNIAL HORTICULTURE  
**592**  
 FIGURE 4.4





**LEGEND**

 Study Area

 Cadastre

>60% of soils have high or very high capability

34-59% of soils have high or very high capability and are the dominant soils

>60 soils have a fair capability

34-59% of soils have fair capability and are the dominant soils

34-59% of soils have low or very low capability and are the dominant soils

>60% of soils have low or very low capability

CALM Estate



**BELTON - TAYLFORTH**  
PLANNING AND ENVIRONMENTAL CONSULTANTS

UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
PHONE : (08) 9274 1435  
FAX : (08) 9274 1440  
EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_5.DWG

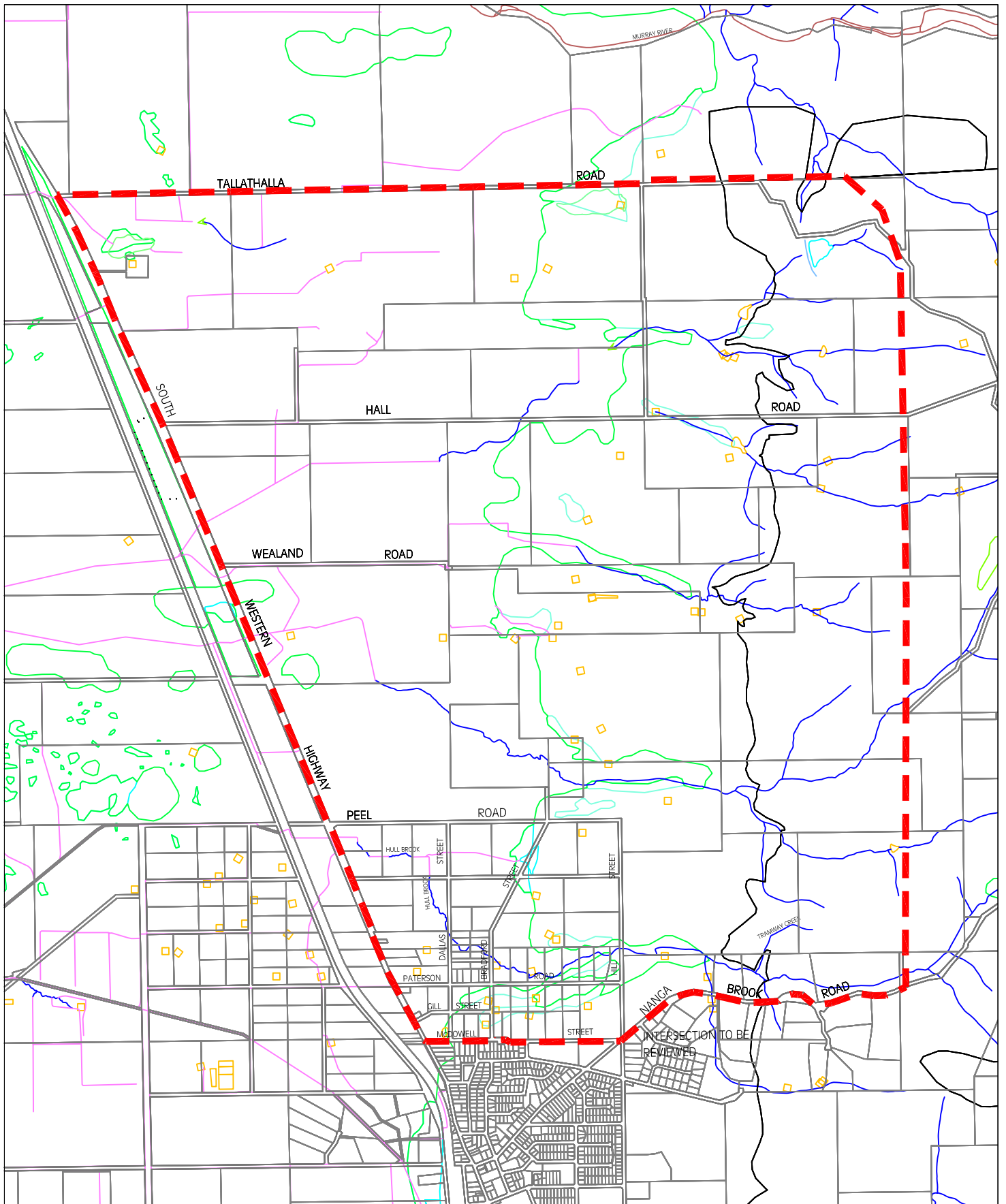


1:30 000  
@  
A4

SHIRE OF WAROONA  
WAROONA NORTH STRUCTURE PLAN

**LAND CAPABILITY -  
GRAZING (HIGH RAINFALL)**

**593** FIGURE 4.5



**LEGEND**

- Study Area
- Palusplain
- Drain - Major
- Earth Dam
- Cadastre
- Dampland
- Watercourse - Minor Perennial
- Watercourse - Major Perennial

Base data provided by Department for Planning & Infrastructure.



**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6956  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG4_6.DWG



1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**WATER RESOURCES**

**594** FIGURE 4.6

### 4.3 Water resources

#### Surface water features

The flat areas of the Swan Coastal Plain, which characterises the western half of the Study Area, comprises broad flats with poor natural drainage, seasonally inundated swamps and depressions and poorly defined natural stream channels. Wetlands are often interconnected by surface water, which ultimately flows into drainage lines.

The flat areas form part of the *Waroona Drainage District* of the *Harvey Basin* as defined by the Department of Environment. Several streamlines are located within the Study Area, only some of which are perennial. Run-off from rainfall is the major component of stream flow, particularly in the upper catchment areas of the escarpment. Flows in the lower areas, particularly during summer, are supported by base flow from local shallow groundwater resources.

West of the Study Area it appears that the majority of the surface water features have been significantly altered and modified to form part of the irrigation channels, ultimately draining to the Harvey Estuary. Within the Study Area the streamlines appear to support only minor riparian vegetation.

The Department of Environment has indicated that the western side of the Study Area is considered to be a wetland. The area classified as wetland coincides with the approximate boundary of the *Pinjarra* soil-landform unit, and extends some distance to the west of the Study Area. The wetland area is a palusplain wetland, indicating that it is a seasonally inundated flat wetland. The extent of the wetland is shown on the Department of Environment map in Appendix B.

Management categories for wetlands on the Swan Coastal Plain were developed by Hill *et al* (1996). Three categories were identified and these are described in Table 4.3.

**Table 4.3 – Wetland categories**

Category	General Description	Management Objectives
C – Conservation (incorporates EPA Bulletin 686 categories H and C)	Wetlands support a high level of ecological attributes and functions.	<p>Highest priority wetlands. Objective is preservation of wetland attributes and functions through various mechanisms including:</p> <ul style="list-style-type: none"> <li>- reservation in national parks, crown reserves and State owned land,</li> <li>- protection under Environmental Protection Policies, and</li> <li>- wetland covenanting by landowners.</li> </ul> <p>These are the most valuable wetlands and the Commission will oppose any activity that may lead to further loss or degradation. No development.</p>
R - Resource enhancement (incorporates EPA Bulletin 686 categories)	Wetlands which may have been partially modified but still support substantial ecological attributes	Priority wetlands. Ultimate objective is for management, restoration protection towards improving their conservation value. These wetlands have the potential to be restored to conservation category. This can be achieved by restoring wetland

Category	General Description	Management Objectives
O and R)	and functions.	structure, function and biodiversity. Protection is recommended through a number of mechanisms.
M - Multiple use (aligned with EPA Bulletin 686 category M)	Wetlands with few important ecological attributes and functions remaining.	Use, development and management should be considered in the context of ecologically sustainable development and best management practice catchment planning through land care. Should be considered in strategic planning (e.g. drainage, town/land use planning).

Source: Water and Rivers Commission, 2001.

The wetland area extending over the majority of the western half of the Study Area has been classified *Multiple Use*. The extent of the wetland is shown on the Department of Environment GIS extract at Appendix B. In considering land use wetland management categories are regarded as equivalent to the Department of Environment public drinking water source protection areas. Therefore, the wetland management categories of conservation, resource enhancement and multiple use correspond to water source protection areas Priority 1 (P1), Priority 2 (P2) and Priority 3 (P3) respectively in terms of land use compatibility.

Land uses that are considered to be compatible with Priority 3 areas have been considered by the Department of Environment. Selected land uses that may be of relevance to the Study Area are identified in Table 4.4.

**Table 4.4 – Land use compatibility within Priority 3 areas**

Group	Development	Compatibility
Agriculture – Animals	Apiary	Restricted
	Aquaculture	Restricted
	Dairy farming	Restricted
	Livestock grazing (extensive)	Compatible
	Livestock grazing (intensive)	Restricted <sup>1</sup>
	Piggeries	Incompatible
	Feedlots	Restricted
	Poultry farming (housed)	Restricted
	Stables	Compatible
	Stockholding and saleyards	Restricted <sup>2</sup>

Group	Development	Compatibility
Agriculture – Plants	Broadacre cropping i.e. non-irrigated	Compatible
	Floriculture (extensive)	Compatible
	Floriculture (intensive)	Restricted
	Field horticulture	Restricted
	Orchards	Compatible
	Potted nurseries	Compatible
	Silviculture (tree farming)	Compatible
	Turf farms	Restricted
	Viticulture	Compatible
Mining and Mineral Processing	Extractive industries	Restricted <sup>3</sup>
	Mineral exploration	Restricted <sup>4</sup>
	Mining and mineral processing	Restricted <sup>4</sup>
	Tailings dams	Restricted
Processing of animals/animal products	Abattoirs	Incompatible
	Cheese/butter factories	Restricted <sup>5</sup>
	Food processing	Restricted <sup>5</sup>
	Tanneries	Incompatible
	Wool-scours	Incompatible
Subdivision	Dog Kennel Subdivisions	Restricted
	Rural – minimum lot size ' 4 hectares (unsewered)	Compatible
	Rural – minimum lot size ' 1 hectare (unsewered)	Compatible
	Special rural – minimum lot size ' 2 hectares (unsewered)	Restricted <sup>6</sup>
	Special rural – minimum lot size ' 1 hectare (unsewered)	Restricted <sup>6</sup>

Group	Development	Compatibility
	Urban residential	Compatible <sup>5</sup>

Source: Department of Environment

**Notes:**

**Restricted:** The development/land use may be compatible with the management objectives of the Priority classification, with appropriate site management practices. Restricted activities should be referred to the Commission for assessment on a case specific basis.

**Incompatible:** The development/land use is incompatible with the management objectives of the Priority classification.

**Compatible:** The development/land use is compatible with the management objectives of the Priority classification.

- <sup>1</sup> Restrictions apply to stocking levels
- <sup>2</sup> May be permitted if this use is incidental to the overall land use in the area and consistent with planning strategies.
- <sup>3</sup> Restrictions apply to the storage of fuels and chemicals, with strict guidelines for rehabilitation
- <sup>4</sup> Subject to conditions placed on lease
- <sup>5</sup> Must be connected to deep sewerage, where practical, or otherwise to an approved waste disposal system that meets water quality protection objectives.
- <sup>6</sup> Restrictions apply to siting of effluent disposal systems in areas with poor land capability and a shallow depth to groundwater.

It is important to note that the position of the Department of Environment regarding activities that have the potential to affect wetlands that:

*The Commission (DoE) recognises that many activities were established prior to the introduction of this statement. However, this is not considered justification for establishing new or expanding existing land use activities that are incompatible with the wetland management objectives. Proposed activities are required to be compatible with the management requirements of any wetlands that the land use may impact (WRC, 2001).*

The Department of Environment allows for the classification of a wetland to be reviewed if it is in genuine dispute. The process for achieving this is detailed in EPA Bulletin 686, and must address issues including wetland vegetation, habitat value and distinguishing areas.

There are several seasonal streamlines running through the Study Area. The location and extent of each is identified on Figure 4.6. The Department of Environment has indicated that the following development buffers should apply around these streamlines to protect their environmental qualities:

- watercourses - permanent water - 50 metres
- watercourses - seasonally flowing - 30 metres
- watercourses - flow in response to specific rain events - 10 metres.

The above buffers are the recommended minimum and an analysis of slope, soil drainage and fringing vegetation may require greater and variable buffer widths.

### Drainage

The Department of Environment in January 2002 released a position statement on *Urban Stormwater Management in Western Australia*. This Statement provides the principles and objectives for stormwater management and builds upon the already published *Manual for Urban Stormwater Quality for Western Australia*. This position statement supports the *State*

*Sustainability Strategy* whereby water is used with care and is managed to meet community needs. The objective of this Strategy is to reduce water consumption, achieve water reuse and to extend responsibility for water supply and groundwater protection to Planning Authorities (water sensitive design). The following stormwater management principles should, where practicable, be implemented as part of any development in the Study Area.

1. *Retain and restore natural drainage system.*  
Retain and restore the natural elements of the local interdunal depressions that form wetlands and the groundwater features and processes.
2. *Implement non structural source controls.*  
Minimize contaminant inputs principally by planning development controls and education to reduce the amount of pollution at source that could enter the drainage system.
3. *Minimize runoff.*  
Within the lot and street scale develop systems to infiltrate the rain water so that it can be reused as high in the catchment as possible to reduce the volume of stormwater conveyed and install structural controls at the source to minimize pollutant inputs.
4. *Use of in-system management measures.*  
Includes creating vegetated swales, landscape disposal areas and structural quality improvement devices such as gross pollutant traps and artificial wetlands.

The Study Area is within the Harvey Basin Surface Water Allocation Area. The use of surface water for irrigation or other uses (including dams), requires a license from the Department of Environment.

#### **Implications**

The seasonally inundated wetlands that cover almost half of the Study Area may pose a constraint to the use of this land for particular land uses. In certain circumstances, development proposed within this area will need to be referred to the Department of Environment for consideration and advice, particularly where that development is listed as 'incompatible' or 'restricted' in the tables above.

Streamlines (permanent and seasonal) will need to be protected from development, with appropriate foreshore setbacks established where applicable, and following consultation with the Department of Environment.

Use of surface water for irrigation or other purposes will require assessment and licensing from the Department of Environment.

#### **Groundwater**

The Project Area is located within the south-east portion of the Waroona Sub-area of the Murray Groundwater Area. The aquifer systems underlying the Study Area are described in Table 4.5.

**Table 4.5 – Aquifers**

<b>Aquifer</b>	<b>Hydrogeology</b>
Superficial aquifer	<ul style="list-style-type: none"> <li>• The average saturated thickness of the sediments in this area are approximately 20 metres</li> <li>• The aquifer thickness progressively increases from east to west.</li> <li>• The aquifer consists mainly of clay and sandy sediments.</li> <li>• The watertable is generally very shallow and numerous drains have been constructed throughout the area.</li> <li>• Well yields in this area are expected to be low.</li> </ul>
Leederville aquifer	<ul style="list-style-type: none"> <li>• The Leederville aquifer exists throughout the Waroona sub-area.</li> <li>• The top of the aquifer may be encountered at about 20 metres depth.</li> <li>• The existence of a green clay marker, approximately 5-10 metres thick, separates the aquifer into two principal aquifer zones, described as the 'upper' and 'lower' Leederville aquifers.</li> <li>• The salinity of the aquifer ranges from fresh to brackish.</li> <li>• Downward leakage to the Cattamarra aquifer is expected to be negligible.</li> </ul>
Cattamarra aquifer	<ul style="list-style-type: none"> <li>• The Cattamarra aquifer exists throughout the Waroona sub-area.</li> <li>• The top of the aquifer may be encountered at depths of between 50 and 200 metres. The depth increases in a westerly direction.</li> <li>• Recharge to the aquifer is negligible due to the high proportion of siltstone and shale in the overlying Leederville aquifer.</li> <li>• The Cattamarra aquifer is likely to be saline through most of the area.</li> </ul>

Source: Water and Rivers Commission (1998).

The watertable is generally 1-2 metres below the surface in the Study Area, however can fluctuate during seasons, and to maintain wetlands. The largest seasonal range in the Murray Groundwater Area occurs near the Darling Scarp, and therefore groundwater levels within the Study Area can be significantly lower in summer.

Groundwater discharge can occur to major watercourses, inlets and coastal lakes. Clay layers can prevent groundwater discharge from the aquifer to the rivers/streams that flow across it. Significant quantities of groundwater are lost by evapo-transpiration from the wetlands and areas where the watertable is at a shallow depth. Local discharge to the Leederville aquifer also occurs. It is likely that this is the primary source of recharge for the deeper Leederville aquifer due to the thinness of the surficial sediments.

The Murray Groundwater Area has traditionally been renowned for its agricultural and mining activities and it is anticipated that these activities will continue in the region as a whole in the future. Agricultural and horticultural pursuits will need to be carefully regulated to prevent further nutrient release to the enriched Peel-Harvey estuarine system.

The Study Area is within a proclaimed groundwater area and groundwater abstraction licences are required from the Department of Environment prior to the construction of any groundwater bore. Licensing aims to ensure controls are applied to limit abstraction to sustainable levels consistent with the State conservation strategy to prevent any adverse impacts due to abstraction (WRC, 1998).

Domestic groundwater usage is permitted and is exempt from licensing. Other groundwater uses exempt from licensing include:



- fire fighting purposes
- water of cattle and other stock (other than those being raised under intensive conditions)
- water an area of lawn or garden that doesn't exceed 0.2 hectares in size
- other ordinary domestic uses.

### **Implications**

The land is hydraulically linked to the remainder of the Peel-Harvey catchment. Management practices should be implemented as part of any development to ensure that problems associated with water quality and quantity within the Study Area do not become apparent, and that no off-site impacts occur.

In some instances, the development of the land may provide a suitable opportunity to impose an effective environmental management regime that would otherwise not be possible if the land remains in its current configuration.

More intensive agricultural uses that will rely on a significant water source will be subject to assessment by the Department of Environment, both in terms of their nutrient input/export regimes and also in relation to groundwater abstraction.

Implications of proposed development on groundwater also relate to potential pollution issues and recharge rates. Applications for use of groundwater should be discussed with the Department of Environment at the earliest opportunity so specific land uses can be factored into longer-term planning and allocation rights within the Study Area.

#### 4.4 Vegetation

##### Original vegetation complexes

The entire Study Area is classified as being within *Eucalypt Woodlands*. The composition of vegetation complexes largely reflects the height above the watertable. At the highest elevation, low banksia woodlands occur on sandy soils grading into jarrah-marri associations on wetter soils. The banks of drainage channels support an overstorey of *Eucalyptus rudis*, *Melaleuca parviflora* and some *Banksia littoralis*, while swamps and seasonally inundated depressions are dominated by Malelueca species and sedges.

##### Remnant bushland

Remnant vegetation in the Study Area is limited, with the majority of the site being cleared for agricultural purposes at some time in the past. Some remnant vegetation is located alongside streamlines and in some flat, inundated areas unsuited to development.

The remnant vegetation, wetland chains and parkland cleared areas retain an environmental value that will need to be recognised and protected in any development proposed within the Study Area.



Melaleuca vegetation in low-lying area

**Implications**

The remnant vegetation within the Study Area is largely associated with streamlines or the ridgeline. Neither of these areas is suitable for agriculture and it would be reasonable to assume they have not been cleared in the past due to this.

The remnant vegetation represents only a small portion of the original vegetation communities in the area.

Connectivity between the streamlines, pockets of remnant vegetation and other fauna habitats (such as the scarp, and conservation reserve west of South Western Highway) is an important regional concept that will need to be interpreted at a local level as part of the Structure Planning process.

## 5 Cultural and social characteristics

### 5.1 Land tenure

Land tenure within the Study Area is largely freehold, with the exception of one small reserve on the corner of Peel Road and Hill Street.

*Mining Tenements* is a generic term given to various leases and licences under relevant mining-related legislation. Various Mining Tenements are located within the Study Area. Tenements include various Mining Leases, Exploration Licences and Prospecting Licences issued under the *Mining Act 1978* and one Mineral Lease issued under the *Mining Act 1904*, located on the eastern boundary of the Study Area.

Mining Tenements are an unusual form of tenure. Certain provisions within the *Mining Act 1978* afford tenement holders certain rights over both Crown and freehold land. The *Mining Act 1978* can also override town planning legislation, and as such the Shire's Town Planning Scheme may have limited ability to control mining activities.

Details of the types of Mining Tenements found in the Study Area are provided in Table 5.1. Further details on tenements and implications for private property are provided in Appendix C. Tenure information, showing reserves, mining tenements and highlighting Iluka Mining tenements, is provided on Figure 5.1 at the end of this section.

**Table 5.1 – Mining tenements**

Tenement	Description
Mining Lease	<ul style="list-style-type: none"> <li>The maximum area for a mining lease is 1000 hectares.</li> <li>Mining leases must be marked out.</li> <li>Application is made to the Mining Registrar of the relevant Mineral Field</li> <li>An application fee and rental is payable.</li> <li>There is no limit to the number of mining leases a person or company may hold.</li> <li>The term of a mining lease is 21 years and may be renewed for further terms.</li> <li>The lessee of a mining lease may work and mine the land, take and remove minerals and do all things necessary to effectually carry out mining operations in, on or under the land, subject to conditions of title.</li> </ul>
Exploration Licence	<ul style="list-style-type: none"> <li>In 1991 a graticular boundary (or block) system was introduced for exploration licences.</li> <li>The minimum size of an exploration licence is one block, and the maximum size is seventy blocks.</li> <li>An exploration licence is not marked out.</li> <li>Application is made to the Mining Registrar of the relevant Mineral Field</li> <li>An application fee and rental is payable.</li> <li>There is no limit to the number of licences a person or company may hold but a security (or bond) is required in respect of each licence.</li> </ul>

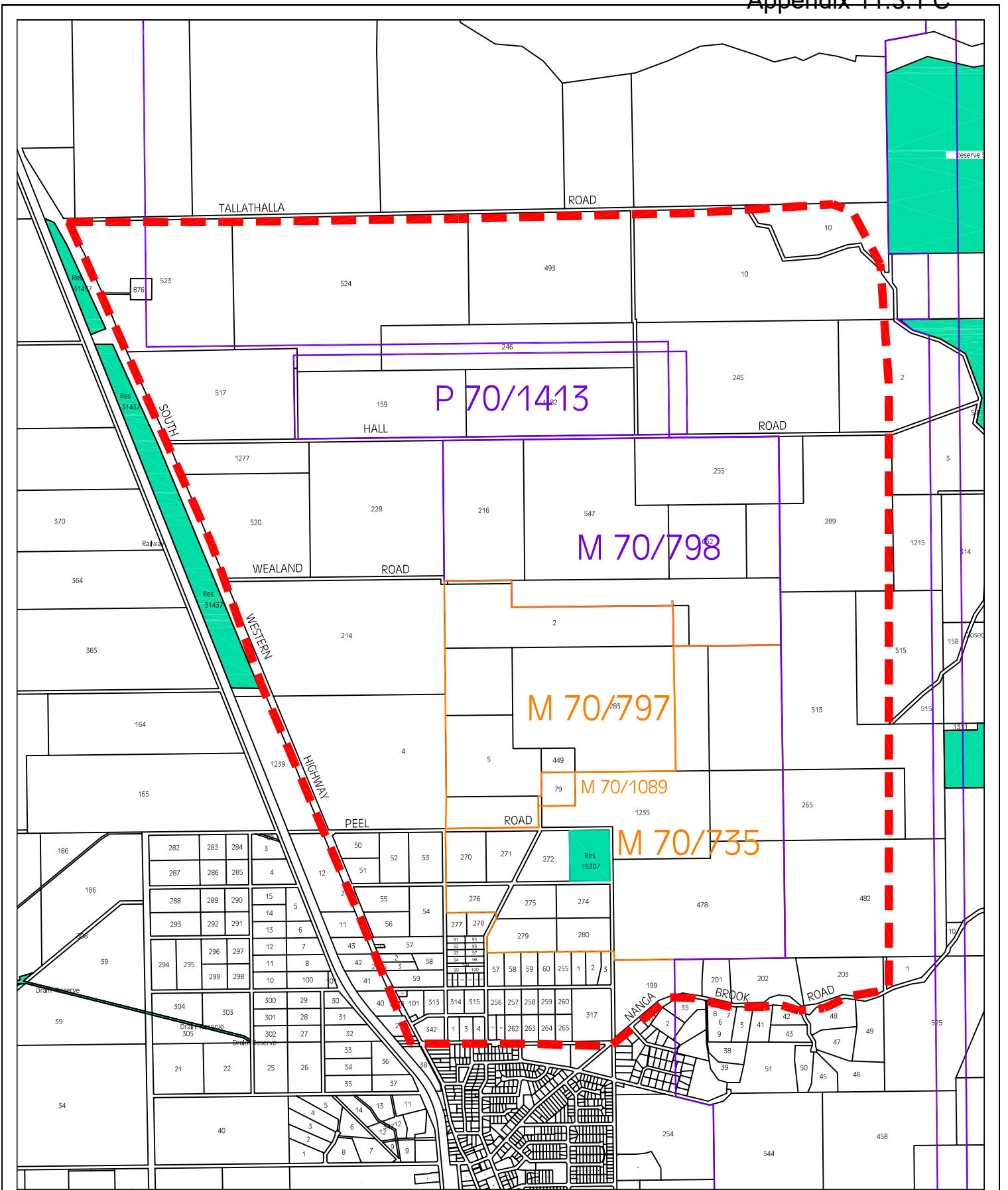
Tenement	Description
	<ul style="list-style-type: none"> <li>• The term of an exploration licence is 5 years. The Minister may extend the term in certain circumstances.</li> <li>• At the end of both the third and fourth year of its term, the licensee is required to surrender 50% of the licence.</li> <li>• The holder of an exploration licence may in accordance with the licence conditions, extract or disturb up to 1000 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.</li> </ul>
Prospecting Licence	<ul style="list-style-type: none"> <li>• The maximum area for a prospecting licence is 200 hectares.</li> <li>• Prospecting licences must be marked out.</li> <li>• Application is made to the Mining Registrar of the relevant Mineral Field</li> <li>• An application fee and rental is payable.</li> <li>• There is no limit to the number of licences a person or company may hold, but a security (or bond) is required in respect of each licence.</li> <li>• The term of a prospecting licence is 4 years.</li> <li>• The holder of a prospecting licence may, in accordance with the licence conditions, extract or disturb up to 500 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.</li> </ul>

Source: Department of Industry and Resources.

### Implications

As the majority of the land is freehold, its development will largely be at the discretion of the individual landowner unless some form of coordinated approach is adopted.

Mining tenements over the Study Area may have implications for development. In certain circumstances, mainly when land is not being used, tenement holders may have a right to enter private property for exploration and prospecting purposes. Mining of minerals at a depth of greater than 30 metres could also occur on private property under the provisions of the *Mining Act 1978*.



**LEGEND**

- Study Area
- Reserves
- M70/798 Mining Lease
- P70/1413 Prospecting Licence
- Cadastre
- Iluka Resources Tenements
- E70/2407 Exploration Licence
- ML 1SA Mineral Lease (1904 Act)

**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG5_1.DWG

1:30 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**LAND TENURE**  
606 GURE 5.1

## 5.2 Population and projections<sup>2</sup>

There are a range of residential lots in and around Waroona including single residential lots, approximately 200 special residential lots, 25 rural residential lots to the east of the town and 64 rural smallholding lots to the north and west that vary in size from 2 to 7 hectares and are used for residential, hobby farming and home based businesses.

In 2016 the potential population is projected to be 5 700 persons, an addition of 2 122 persons from 2001.

Based on the potential population addition of 2,176 persons between 2001 and 2016 and an average occupancy rate of 2.45 persons per dwelling, there will be a target of an additional 900 lots. Because land is rarely developed within the projection timelines, it will be necessary to allocate about 25% more lots if achieve the target. That is about 1125 lots.

The projected structure of the additional residential lots is as follows:

- Single Residential Lots 675 (60%)
- Special Residential Lots 180 (16%)
- Small Holding Lots 270 (24%)

Within and around the Waroona townsite, there is land that is either zoned or could be readily zoned for residential and/or special residential lots to cater for the projected lot requirements for the next 15 years to 2016. In relation to the Waroona North area, the following preliminary potential lot yield has been calculated.

*North of existing townsite, bounded by McDowell, Hill, Dallas & rear of Paterson Road properties*

- *Approx. Area 46 hectares*
- *Lot sizes 800m<sup>2</sup> (R12.5)*
- *Approx. Yield 360 lots*

*Considerations:*

- Subject to the Waroona North Structure Plan and final determination on arrangement of Special Residential vs Residential land use.
- Nanga Brook runs through a portion of the site.
- Drainage to be considered given part of the site is low-lying.
- Numerous landowners to be co-ordinated if it is to be subdivided.
- Requires preparation of an outline development plan prior to subdivision.
- Sand mining to be completed prior to rezoning or subdivision occurring.

## 5.3 Land use patterns

A review of historical aerial photography of the Study Area has indicated land use patterns have remained relatively static for at least the past 60 years (aerial photography prior to this date is unavailable).

A variety of broadacre agricultural land uses are located within the Study Area with generally larger lot sizes north of Peel Road. Only two more intensive agricultural uses – a vineyard and young olive plantation, were noticed within the Study Area. A *Special Rural* zone has been established on the northern boundary of the Waroona townsite.

Lot sizes within the Waroona townsite are generally in the order of 800 to 1000m<sup>2</sup>. Any extension of the townsite would encompass lots of a similar size. Lot sizes within the Study Area are significantly larger than this, ranging from about 1 hectare immediately north of

<sup>2</sup> Information in this section has been sourced from the Shire of Waroona draft Local Planning Strategy.

McDowell Street and becoming increasingly larger further from the townsite. The exception is a small pocket of 4000-5000m<sup>2</sup> lots between Dallas Street, Paterson Road and Bradford Street.

Indicative lot sizes within the Study Area are shown on Figure 5.2.



**Young Olive plantation – located on Darling Scarp**

#### **Implications**

The existing pattern of generally large lot size and flat agricultural land provides a good basis for the consideration of future, varied land uses.

The existing 'barrier' of Special Rural lots to the immediate north of the Waroona Townsite may prove to be a limiting factor for townsite expansion in this area.

#### **5.4 Heritage**

##### **Aboriginal**

A search of the Department of Indigenous Affairs (DIA) database of recorded Aboriginal sites indicated that there are five recorded sites within and around the Study Area. Details are provided in Table 5.2. An extract from the database, including a generalised location map for each site, is provided at Appendix D.

**Table 5.2 – Aboriginal heritage**

Site name	Site location
Waroona	Artefacts/Scatter
Gas Pipeline 92	Artefacts/Scatter



Site name	Site location
Twin Creeks	Camp
Wuradjie Waterfall	Mythological
Triple Blackboy	Significant Tree

Source: Department of Indigenous Affairs.

DIA provides advice to developers regarding any form of development. Specifically, to ensure compliance with the *Aboriginal Heritage Act 1972*, the Department advises that the following occur prior to work commencing on a site:

1. Consult to identify heritage sites and values. This should include consultation with DIA, which holds the Aboriginal sites records, information and names of Aboriginal people who are likely to have an association with the locations
2. Undertake an Aboriginal heritage survey (if it is noted from a desk top review that an adequate survey has not been undertaken for an area to be developed) and include consultation with the Aboriginal community
3. Undertake an archaeological survey prior to a development commencing
4. Ensure project staff undergo an introduction to Aboriginal heritage, so that they can recognise material that constitutes the types of sites likely to be found
5. If an Aboriginal heritage site cannot be avoided then they should submit a s18 request to the Minister for Indigenous Affairs.

Should an Aboriginal site be uncovered during construction or skeletal material found, work on the site needs to cease immediately. Various approvals need to be obtained prior to work re-commencing.

### European

There are no recorded sites of European Heritage within the Study Area.

### Implications

Existing Aboriginal Sites require protection from development. There are processes in place that can require development work to cease if sites are uncovered. Unless such a site is uncovered during development, heritage is not likely to be a significant issue.

## 6 Infrastructure & servicing

### 6.1 Roads

Roads in Western Australia are classified as being either State or Local roads. South Western Highway is the only State Road within the Study Area and is under the control and care of Main Roads Western Australia. All other roads are classified as being local roads, under the control and care of the Shire.

There are five main access roads running east-west from South Western Highway. These provide generally good access to the larger lots in the western part of the Study Area. Access to the eastern half of the Study Area is more difficult. There are several road reserves in the eastern half, however many of these have not been constructed. There also appears to be several lots that are landlocked, or rely of easements over other properties to enable access.

The internal layout developed for any coordinated development within the Study area is likely to involve an additional north-south road to complement the existing predominately east-west road layout.

#### Implications

On the whole, the Study Area has reasonable road access relative to its current use. Consideration may need to be given to constructing roads within existing road reserves or identifying and constructing new roads at some time in the future depending on final land use.

### 6.2 Power

Western Power has advised that there are both a high voltage supply mains and transmission line in the Study Area, along with an array of distribution lines. Western Power generally requires a 20 metre wide easement on either side of the high voltage mains and transmission lines where development is restricted. Where the easement does not exist it is usually requested if the land is affected by a proposed development.

Western Power has classified itself as an underground power authority. This means that all new development needs to be serviced with underground cabling. In addition, any existing overhead distribution cabling affected by the particular development will need to be replaced by an underground system. These requirements are usually included as conditions of subdivision or development approval and the costs are to be borne by the developer.

Western Power has no future plans for the area, relying on advance knowledge of developments to formulate its network. Capacity of the existing system can only be assessed once full knowledge of the proposed development in question is obtained.

Existing power infrastructure is shown on Figure 6.1.

#### Implications

Additional costs could be borne when proposing development as all power supplies now need to be underground, including the replacement of any existing overhead cabling affected by the proposed development.

Western Power will need to be kept informed of land use options for the Study Area to assess and plan for capacity upgrades as required.

Twenty metre wide easements alongside high voltage and transmission lines need to be incorporated into any planning undertaken.

### **6.3 Water supply**

Water supply to the Study Area is limited. A water reticulation system is based around the Waroona townsite and extends to the northern boundary of the townsite within the Study Area. There are no other Water Corporation assets within the Study Area.

A 'modest' development serviced by the existing water reticulation system could be possible, subject to it being on the same gradient as the existing system (otherwise pressure problems may result – a problem that apparently affects other sections of the Waroona townsite). Boosting of water pressure may be required in certain circumstances and would be undertaken at the expense of the developer.

Harvey Water advised that there are no irrigation channels within the Study Area. At this stage, there are no plans to expand the Harvey Water system into the Study Area, however this could be looked at in the future if required.

The Department of Environment has indicated there are numerous licensed bores within the Study Area.

#### **Implications**

Water supply in the majority of the Study Area will need to rely on either rainwater or groundwater supplies in the absence of any firm plans of Harvey Water to expand the irrigation scheme further north. As detailed previously, groundwater or surface water usage will require a license from the Department of Environment.

Connection to the Water Corporation reticulated system around the main townsite may be possible, however development costs would need to incorporate possible upgrading of the system to be able to provide additional capacity. Ongoing liaison with the Water Corporation would be required in this regard.

### **6.4 Wastewater**

The Water Corporation own a reticulated wastewater treatment plant in the Waroona townsite. An infill program within the townsite is planned for the next couple of years and planning for upgrading the plant has commenced to ensure it has suitable capacity.

There may be some scope for development on the outskirts of the townsite to connect to the existing reticulated system, however it is likely that any significant development or town expansion will create a need for further expansion of the treatment plant.

In other parts of the Study Area reticulated sewer is not available, and on-site systems will need to be considered. The main constraint for on-site effluent disposal is the land and soil qualities associated with each site. In the western portion of the Study Area, effluent disposal will likely need to be via aerobic treatment systems that have the capacity to attenuate nutrients.

The implications of SPP2.1 in relation to provision of reticulated sewer or traditional on-site treatment systems will also need to be taken into account.

**Implications**

Any urban development should connect to the Water Corporation wastewater system servicing the Waroona townsite. Larger lot development is likely to require individual treatment units that have the capacity to attenuate nutrients. Development of non-rural zoned land for non-rural purposes will also be subject to the requirements of the Government Sewerage Policy.

**6.5 Gas**

There is no gas reticulation in the area. The site is not affected by the Dampier-Bunbury gas pipeline.

**Implications**

Nil.

**6.6 Telecommunications**

Telstra local cables provide a service to the majority of the Study Area. These cables have been designed to a size to suit the rural nature of much of the area.

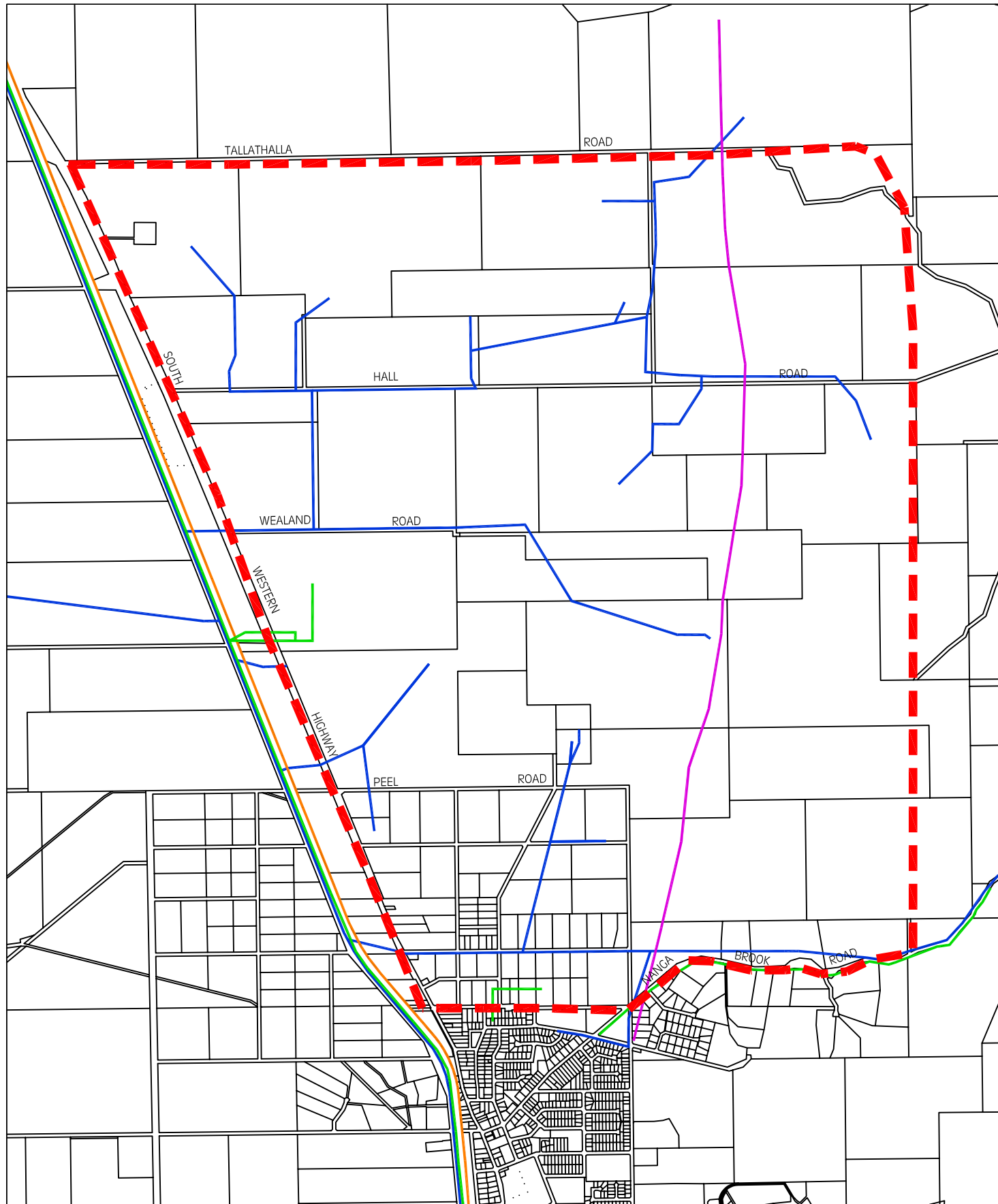
A main cable, incorporating a fibre optic cable, runs along the western side of the South Western Highway and should not restrict development within the Study Area in any way.

The cable network can generally be extended in a frontal manner to follow the development demand. If new subdivision abuts the existing Telstra network it is normally reticulated at no cost to the Developer if common trenching is provided. Where the new subdivision is remote from the main network a main cable extension may be necessary. In this situation the Developer may be required to provide a capital contribution towards the cost. Depending on the size of the development there may also be a contribution required to provide a site and facility for a localized hub.

Existing telecommunications infrastructure is shown on Figure 6.1.

**Implications**

Basic infrastructure is provided within or near the Study Area, and this can in most cases be extended or provided in a 'frontal' manner.



**LEGEND**

- Study Area
- Telstra Optical Fibre Cable
- Western Power Transmission Line
- Cadastre
- Telstra Local Cable
- Western Power High Voltage Line

**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	20 OCTOBER 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO:	778FIG6_1.DWG

1:30 000  
@  
A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN

**EXISTING INFRASTRUCTURE**

613

FIGURE 6.1

## 7 Opportunities & constraints summary

### 7.1 Introduction

This section provides a summary of the opportunities and constraints for future landuse and development described elsewhere in this report. The various physical, environmental and social characteristics of the Study Area present a range of potential constraints to more intensive development within the Study Area, the most prominent being the restrictions associated with the *Multiple Use Wetland* and the marginal land capability for more intensive agricultural pursuits. In general, the constraints are not considered fatal, but rather highlight issues that may need to be further addressed during detailed design stages.

The broad items identified are presented in Table 7.1 and are shown on Figure 7.1. The opportunities and constraints can vary depending on which portion of the Study Area is being considered. As such, each opportunity and constraint identified as been associated a value within three distinct sub-areas – the area immediately north of the Waroona townsite, the western portion of the Study Area delineated by the Pinjarra land system, and the eastern portion of the Study Area delineated by the Darling Scarp and Plateau.

**Table 7.1 – Opportunities and Constraints matrix**

		North of townsite	Study Area – West	Study Area - East
<b>Opportunities</b>	Availability of water	Moderate	Moderate	Minor
	Agriculture	Moderate	Moderate	Moderate
	Tourism and recreation	Major-Moderate	Minor	Major-Moderate
	Residential	Major-Moderate	Minor	Minor
	Rural Living	Moderate	Minor	Minor
<b>Constraints</b>	Seasonal waterlogging	Major	Major	Minor
	Mining tenements	Minor	Moderate	Moderate
	Acid Sulphate Soil potential	Moderate	Moderate	Minor
	Existing development	Moderate	Minor	Minor
	Land capability – agriculture	Minor	Major-Moderate	Minor
	Mining activities	Moderate	Moderate	Moderate
	Ground stability after mining	Moderate	Moderate	Moderate
	Basic Raw Materials Policy	Moderate	Moderate	Moderate

Notes:

**Constraints**

Major: Affects the majority of the area and can severely restrict land use.

Moderate: Affects a significant portion of the area and can moderately restrict land use.

Minor: Affects only a small proportion the area and does not significant restrict any land use.

**Opportunities**

Major: affects majority of area and high potential for land use.

Moderate: Affects a significant portion of the area and moderate potential for land use.

Minor: Affects only a small proportion the area and minor implications for land use.

## 7.2 Opportunities

### Availability of Water

There is some groundwater available for allocation within the Murray Groundwater Area, which incorporates the Study Area. Groundwater allocation will depend on licensing from the Department of Environment.

Groundwater availability progressively decreases towards the eastern boundary of the Study Area, and as such is only recorded as a minor opportunity in this area.

### Agriculture

The majority of the site is well suited to grazing and this is the main agricultural land use within the Study Area. Land capability for grazing is generally good, however capability for more intensive agriculture, particularly in the western portion of the Study Area, is limited. It should however be noted that there are existing horticultural activities on similar soil types near the Study Area. In addition, the possibility of future irrigation scheme availability and possible sub-soil drainage (subject to relevant approvals) could improve the capability of these areas for more intensive agriculture in the longer term.

### Tourism and recreation

The proximity to the Waroona townsite, coupled with the natural landform features of the Darling Scarp, provides significant opportunities for tourism and recreation both adjacent to the townsite and in the eastern portion of the Study Area.

### Residential

The close proximity of the Waroona townsite to the southern boundary of the Study Area, availability of infrastructure provides opportunities for residential development on the southern portion of the Study Area.

### Rural living

Rural living development is already located within the Study Area. It is considered the existing area could be expanded relatively easily in the southern portion of the Study Area.

## 7.3 Constraints

### Seasonal waterlogging

The western portion of the Study Area is classified as a wetland, and the soils within this area are described as being seasonally inundated and waterlogged. This will restrict some forms of development and land use within this area.

### Mining tenements

Various mining tenements are located throughout the Study Area. These tenements confer certain rights to the tenement holder, depending on the type of tenement held. Tenements for exploration and prospecting are not necessarily constrained by planning regulations.

### Acid Sulphate Soil potential

The western portion of the Study Area has been classified as having moderate to high potential for acid sulphate soils at a depth of greater than 3 metres. This could be a significant constraint to development that requires disturbance to the sediments at this depth including, for example, excavation, dewatering or otherwise changing the natural water balance in the area. A detailed study on how to manage acid sulphate soils would be required to support any proposed development.

**Existing development**

Existing development within the Study Area is limited. The southern portion of the Study Area contains some existing Rural Living development on larger lot sizes than those within the Waroona townsite. Any potential townsite/residential expansion area would need to consider how linkages and integration between the existing rural living development and possible townsite expansion area further to the north could be achieved.

**Land capability**

Land capability in the western portion of the Study Area is marginal for more intensive agriculture, thus limiting opportunities for diversification in this area. Some limited forms of annual horticulture may be possible.

**Mining activities**

Iluka Resources Ltd proposes to mine mineral sands within its tenements north of the Waroona townsite. Development within the tenements will be restricted for several years while mining occurs. Consideration of appropriate setbacks and buffers to surrounding areas also needs to be considered during this time.

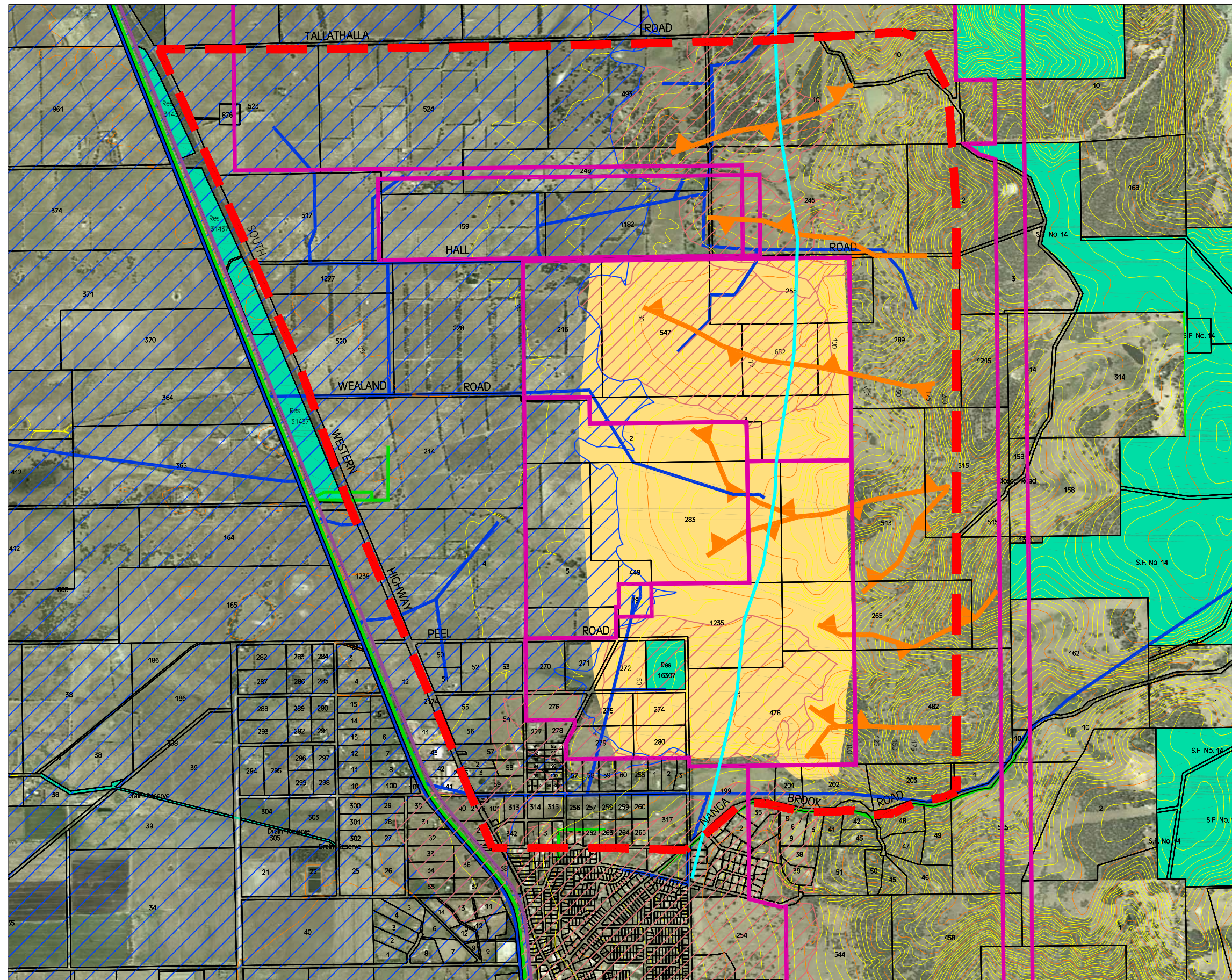
**Ground stability after mining**

Development on the Iluka Resources Ltd pit areas following mining may be restricted, depending on the type of development proposed for those areas. It is likely geotechnical investigations would be required to ensure that the structural integrity of development over these areas would be retained in the longer-term.










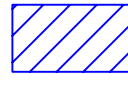




**Basic Raw Materials Policy**

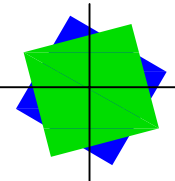
The policy, as described in Section 2.2 of this document, needs to be considered when planning future land uses within the Study Area. Development that has the potential to restrict access for future mining is unlikely to be supported by either the Council or the Western Australian Planning Commission. Following mining of the Iluka Resources Ltd tenements, it may be possible to seek a reduction in the size of the policy area.





**LEGEND**

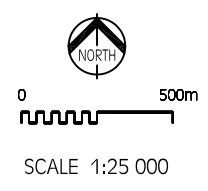
-  Cadastral Boundaries
-  Study Area
-  25 Metre Contour
-  5 Metre Contour
-  Ridgeline
-  Western Power Transmission Line (inc 20 metre easement)
-  Western Power High Voltage Line (inc 20 metre easement)
-  Telstra Optical Fibre Cable
-  Telstra Local Cable
-  Multiple Use Wetland & Moderate-High Potential for ASS at greater than 3m depth
-  Horticulture Potential
-  Reserves
-  Mining Tenements (Various)
-  Peel Region Scheme - Basic Raw Materials Area



**BELTON-TAYLFORTH**  
PLANNING AND ENVIRONMENTAL CONSULTANTS

UNIT 1/29 SPRING PARK ROAD, MIDLAND 6056  
POSTAL ADDRESS: PO BOX 429, MIDLAND, WA, 6936  
PHONE: (08) 9274 1435  
FAX: (08) 9274 1440  
EMAIL: admin@beltontaylforth.com.au

FILE:	778
DRAWN BY:	MT
DATE:	20 OCT 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO.:	778FIG7_1.DWG



Base data provided under licence by DLI, DOA AND DOIR.

SHIRE OF WAROONA  
WAROONA NORTH STRUCTURE PLAN  
**OPPORTUNITIES AND CONSTRAINTS**

**FIGURE 7.1**  
617

## **Part 2**

---

### *Community Vision*

## **8 Preamble**

This stage of the Structure Plan involved consulting with the community to begin the development of a *Community Vision*. The main community input in this stage was via a community workshop held towards the beginning of the Structure Planning process.

This Part of the report describes the community workshop process and key outcomes. A full transcription of ideas and comments from the workshop is provided in Appendix E.

### **8.1 Community workshop**

The structure planning process commenced with a community workshop held on 12 February 2005 aimed at:

- Informing participants about the Waroona North Structure Plan purpose and process
- Providing the context surrounding the study area
- Exploring the key aspects of Waroona's character and culture to underpin the structure plan
- Identifying the community values and negative aspects of Waroona North
- Seeking vision ideas and statements for the future of Waroona North

This workshop was attended by 18 local residents, the council's Manager of Planning and Development Services and the project consultants Ray Belton and Michael Taylforth. The workshop was facilitated by Elizabeth Vlok from Community Perspectives, also part of the Belton Taylforth consultancy team working on the project.

The results of the three key participatory exercises of the workshop are summarised below and reported verbatim in the detail of this report, which conclude with a draft community vision statement, based on the community values and outcomes of the workshop.



## **9 Waroona - Character and Culture**

The character of Waroona was generally described as laid back, with a traditional small country town atmosphere, friendly people and a close knit community made up of a diversity of people and cultures. The natural environment is also an important part of Waroona's character, providing plenty to do and see and a unique local identity. Waroona is also characterised by a sense of uncertainty, lack of focus and confidence.

### **9.1 The Positives**

The community values that emerged from the workshop are the country atmosphere and rural lifestyle, open space and natural environment, recreation opportunities and location, with easy access to Perth, Mandurah and Bunbury.

### **9.2 The Negatives**

Waroona's negative aspects generally related to the town centre's poor appearance, disjointed nature, old vacant shops, heavy traffic, poor pedestrian environment and community apathy. Industry being spread over a wide area and the impacts of mining and the proximity of Alcoa were also considered the most negative features of Waroona.

### **9.3 The gaps**

Workshop participants believed that Waroona is missing a clear sense of direction and a long-term vision to guide the future possibilities for growth and development. A thriving local economy, a focus beyond industry, diversification of agricultural pursuits and a lack of small land holdings were also considered shortcomings. Realising the tourism potential of the area, employment for young people, the town centre, an industrial site and investment in infrastructure were also considered lacking.

## ***10 Structure Plan Area***

### ***10.1 Positive features***

Participants identified the positive aspects of the structure plan area and six key community values emerged:

#### **Natural environment, waterways and scarp**

- Natural waterways.
- Scarp and vistas.
- Natural beauty.
- Vegetation, trees and woodlands.
- Good agricultural soil.
- Wildlife.

#### **Potential, opportunity and small land holdings**

- Opportunity to develop something unique.
- Opportunity to address local issues, employment, long-term sustainability.
- Undeveloped large area – a clean canvas.
- Potential to support many more people than it does now.
- Suitable land for small holdings within short distance of town site.

#### **Location**

- Entry into town: great outlook.
- Location, close proximity to town centre.
- Lifestyle.
- Open plan living.

#### **Opportunity to diversify farming**

- Suitable land for agriculture.
- Diverse farming potential.
- Rural zoning.

#### **Availability of infrastructure**

- Infrastructure available, or becoming available (power, water, etc.).
- Water availability via Iluka.
- Piped water supply.

### ***10.2 Negative features***

Participants identified the negative aspects of the structure plan area and six key negative aspects emerged:

#### **Poor road access and traffic**

- Incomplete road access to some areas.
- Standard of roads.

- Increase in traffic due to freeway extension.
- Entry to northern end of town not appealing

#### **Incompatible land uses and degradation**

- Incompatible uses and bad farming practices
- Land degradation, more trees needed
- Uncontrolled vermin and noxious weeds.

#### **Possibility of a satellite town site**

- Satellite townsite: north vs south.
- Existing rural residential blocks on Patterson and adjacent roads, impact on continuity of northern townsite development.

#### **Poor visual qualities and impacts**

- Visual impact of townsite development on existing lifestyle lots above mine site.
- Northern entry not pleasing to the eye.
- Power lines

#### **Winds and erosion**

- Prevailing easterly winds.
- Scarp winds - potential for erosion if not cleared sensibly.

#### **Water and drainage**

- Shallow perched water table will not allow for high density living: potential for pollution.
- Drainage.

### ***10.3 Issues and Trends***

The key issues participants identified as relevant to the future vision of the area related to the preservation of woodlands and waterways, the possibility of a satellite township, traffic safety, managing environmental impacts, block sizes and the need for a transitional/buffer zone between existing townsite and future northern residential developments. Strict council control over all buildings was also identified as an issue.

The trends identified as relevant to the future of the area related to the increase demand for rural lifestyle blocks, rural diversification and growth in eco-tourism and equestrian pursuits.

## ***11 Community Vision***

Based on the outcomes of the workshop the following community vision for the Waroona North Structure Plan has been compiled as a starting point for further input and consideration by workshop participants and the wider community.

*“The sand mining operation in Waroona North area has long since ceased and the natural environment and beauty of the area has been restored and enhanced with vegetation, trees, woodlands and pristine waterways, providing an enduring environment for a diversity of native flora and fauna. An abundance of quality public park land and open space is the ‘jewel in the crown’ of the area, incorporating walking and cycleways, horse riding trails and diverse recreational and eco-tourism opportunities that draw locals and visitors alike. A diversity of compatible rural viticultural and horticultural industries adds to a bustling local economy while providing employment opportunities, especially for young people. Small rural landholdings bring additional people to Waroona who value the land, sustainability and the unique lifestyle country living offers and a strong sense of community, pride and peaceful atmosphere prevails. The Waroona town centre remains as the central heart of the community, well connected to Waroona North with safe traffic and easy access to the Waroona townsite and within Waroona North.”*



## **Part 3**

---

### *Land Use Options*

## 12 Preamble

Two land use options have been prepared. Each land use option is represented by a plan that designates certain parts of the Study Area for a possible future use and has been prepared based on the opportunities and constraints identified for the Study Area in Part 1. The two options presented represent varying land uses that could be implemented. This is not to say, however, that other options could not be considered that either contain elements of those options presented or introduce new elements.

In summary, the options presented are designed to stimulate discussion regarding the future land use within the Study Area, and to assist the Shire and the Working Group in determining a preferred option.

The project Working Group considered the options at a meeting on the 19<sup>th</sup> April 2005. At that meeting the Working Group resolved to endorse Option 1 as the preferred option.

The following chapters of this report identify and describe land use options as follows:

- *Description:* describes the type and extent of each land use proposed as part of the option.
- *Rationale:* provides background as to why the land uses were chosen, and why they cover the particular area shown.
- *SWOT analysis:* Strengths, weaknesses, opportunities and threats associated with each land use proposed.

Land use options presented to the community are presented at Appendix F. The final land use option is presented at the end of this section.

### 12.1 Public review

The two land use options were advertised for comment and circulated within the community. Written comments were invited on which option was preferred and an Information Evening was held during the advertising period to provide the community with further opportunity to review and discuss each option with the Shire and Working Group.

Based on the submissions received, Option 1 was the clear preference, particularly as it did not include any *Townsite Expansion* areas and thus retained the *rural nature* of the Study Area.

## 13 Land Use Option 1

### 13.1 Description

Five land uses have been proposed within this option maximising the possibility for intensive development within the Study Area. A Special Residential area and future recreational area have been proposed in the southern half of the Study Area in the Nanga Brook-Patterson-Peel Road area. The majority of the western side of the Study Area from south of Peel Road to Tallathalla Road set aside for Intensive Agriculture. The top of the scarp along the eastern boundary of the Study Area has been identified as a landscape protection area. This is the only part of the Study Area where development may be limited under this option.

- *Special Residential:* Lot sizes of between 2000 and 4000 square metres surrounding the townsite expansion area. All services would be required to facilitate development in this area. Some subdivision potential would be provided north of McDowell Street/Nanga Brook Road, with lot sizes being similar to the smaller lots currently developed west of Bradford Street.
- *Recreation:* The recreation area has been centred on one of the Iluka Resources Ltd pit areas. A recreation area in this location should be able to be provided without the need for detailed geotechnical investigations into ground stability over the entire site. The area would provide a secondary focus for recreation in the northern part of the extended Waroona townsite to complement the facilities provided towards the southern boundary of the existing townsite. The type of facilities provided in the area would be subject to further assessment and design, but could include passive and active areas, lakes or other water features etc.
- *Highway Area 1:* Subdivision potential down to 1 hectare minimum lot sizes could be considered in this area. Development would be contingent on appropriate setbacks and suitable screening of development from the highway being proposed.
- *Priority Agriculture:* The existing pattern of broad-scale agricultural lots would prevail in this area. Subdivision to facilitate more intensive agricultural pursuits could be considered where appropriate justification is provided, including for example detailed land capability assessment, suitable water supply, appropriate environmental management, landscape protection and agricultural viability.
- *Landscape Protection:* Development within this area would be largely restricted. Some consideration of small-scale development to facilitate tourism or recreation areas could be considered, subject to the ongoing protection of the landscape features of the site and precinct.

### 13.2 Rationale

#### Special residential

- Will provide larger lot sizes and thus further lifestyle options to the town's residents. Larger lots may also provide a buffer between the smaller existing townsite lots and agricultural areas. Special Residential development will assist in maintaining the 'rural atmosphere' within the Study Area with no smaller 'townsite' lots being developed.
- Re-subdivision of some areas may be possible.

### Priority agriculture

- The priority agriculture area depicted over the western half of the Study Area encompasses soils of varying agricultural quality. Certain areas may therefore be more suited to intensive agriculture than others. Nevertheless, in the longer term there may be opportunities to develop some of the less capable areas for more intensive agricultural uses by, for example, extending the irrigation scheme and consideration of options to address seasonal waterlogging.
- A minimum lot size of 30 hectares has been designated over this area. Landowners wishing to subdivide would need to provide appropriate justification in terms of land capability, water availability, environmental management, landscape protection and agricultural viability.

### Recreation/Agriculture

- The proposed recreation area will cover an Iluka Resources Ltd pit. This land will only be developed once Iluka has ceased their operations. The recreation area will cater to both residents within the Study Area and from Waroona and could incorporate a variety of activities.
- Some of the recreation/agriculture areas have some potential for intensive agriculture. These opportunities could be re-assessed following mining activities.

### Highway Area 1

- This is a visually sensitive area being one of the main approaches to the Waroona townsite. Maintaining or enhancing the landscape in this area is considered important. Subdivision to 1 hectare lots is proposed for this area. Subdivision and development would be contingent upon appropriate development setbacks being imposed, and suitable screening of development from the highway to maintain or enhance the landscape value of this area.

### Landscape protection

- This area is largely unsuitable for other types of more intensive development by nature of the topography and soils. This area is also visually prominent and should be protected from visually intrusive development. Some small scale recreation or tourism development may be considered.

### 13.3 SWOT analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Maintains the 'rural atmosphere' of the Study Area through the provision of larger residential lot sizes, broad agricultural areas and an extensive landscape protection area.</li> <li>• Encourages most intensive use of somewhat marginal land in the north-west portion of Study Area</li> <li>• Maintains the landscape integrity of the Darling Scarp.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• No smaller 'townsite' lots have been proposed (700-1000m<sup>2</sup>) and as a result growth of the Waroona townsite will be restricted in this area.</li> <li>• Removes the potential to develop some land with high intensive agricultural potential in the southern half of the Study Area.</li> <li>• Western Power 20 metre easement for Transmission Line would dissect a Special Residential area.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Could provide subdivision potential to some landowners in the Study Area.</li> </ul>	<p><b>Constraints</b></p> <ul style="list-style-type: none"> <li>• Landowners may not wish to subdivide, resulting in stalled development.</li> </ul>

<ul style="list-style-type: none"> <li>• Provides a framework for the future staged provision of infrastructure – both for townsite development, Special Residential and to facilitate intensive agriculture.</li> <li>• Would facilitate an increased semi-urban population and re-enforce Waroona as the primary town in the Shire.</li> <li>• Intensive agriculture in reasonable proximity to the townsite may have positive flow on economic effects to both the Waroona townsite and the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• The need to protect the BRM area may delay development of some areas indefinitely.</li> <li>• Infrastructure may not be provided in a timely manner to facilitate development.</li> <li>• Land development costs have the potential to influence development timeframes and development viability in marginal areas.</li> </ul>
--	--

## 14 Land Use Option 2

### 14.1 Description

Six distinct land use options have been identified within this option. A townsite expansion area has been identified in the southern section of the Study Area, to the immediate north of the existing townsite. A buffer of Rural Living and recreation/agriculture development has been proposed around the townsite expansion area. The northern two-thirds of the Study Area are dominated by agricultural uses, with the Darling Scarp area incorporated into a Landscape Protection area.

- *Townsite Expansion:* Various urban land uses may be possible, including residential, commercial, recreation/POS etc. Lot sizes could vary however would include urban lots of varying size (depending on community desire and viability). All services, including reticulated sewerage and water supply, would be required.
- *Special Residential:* Lot sizes of between 2000 and 4000 square metres surrounding the townsite expansion area. All services would be required to facilitate development in this area. Some subdivision potential would be provided west of Bradford Street, between the future recreation areas and at the base of the scarp near Nanga Brook Road.
- *Recreation:* The recreation area has been centred on one of the Iluka Resources Ltd pit areas. A recreation area in this location should be able to be provided without the need for detailed geotechnical investigations into ground stability over the entire site. The area would provide a secondary focus for recreation in the northern part of the extended Waroona townsite to complement the facilities provided towards the southern boundary of the existing townsite. The type of facilities provided in the area would be subject to further assessment and design, but could include passive and active areas, lakes or other water features etc.
- *Highway Area 1:* Subdivision potential down to 1 hectare minimum lot sizes could be considered in this area. Development would be contingent on appropriate setbacks and suitable screening of development from the highway being proposed.
- *Priority Agriculture:* The existing pattern of broad-scale agricultural lots would prevail in this area. Subdivision to facilitate more intensive agricultural pursuits could be considered where appropriate justification is provided, including for example detailed land capability assessment, suitable water supply, appropriate environmental management, landscape protection and agricultural viability.
- *Landscape Protection:* Development within this area would be largely restricted. Some consideration of small-scale development to facilitate tourism or recreation areas could be considered, subject to the ongoing protection of the landscape features of the site and precinct.

### 14.2 Rationale

#### Townsite expansion area

- The townsite expansion area depicted allows for a northern extension to the existing Waroona townsite. If designed appropriately, the townsite expansion area will have good connectivity to the existing townsite, and will re-enforce Waroona as the primary town within the Shire.

- Re-subdivision of existing rural living development in the south-west portion of the Study Area may be possible.

### **Special residential**

- Will provide larger lot sizes and thus further lifestyle options to the town's residents. Larger lots may also provide a buffer between the smaller existing townsite lots and agricultural areas. Special Residential development will assist in maintaining the 'rural atmosphere' within most the Study Area. Special Residential areas shown in Option 2 provide a buffer between the townsite expansion area and the agricultural area. A small extension of the Special Residential at the base of the scarp, north of Nanga Brook Road, may provide a different type of lifestyle lot with possible views to the west.
- Re-subdivision of some areas may be possible.

### **Priority agriculture**

- The priority agriculture area depicted over the western half of the Study Area encompasses soils of varying agricultural quality. Certain areas may therefore be more suited to intensive agriculture than others. Nevertheless, in the longer term there may be opportunities to develop some of the less capable areas for more intensive agricultural uses by, for example, extending the irrigation scheme and consideration of options to address seasonal waterlogging.
- A minimum lot size of 30 hectares has been designated over this area. Landowners wishing to subdivide would need to provide appropriate justification in terms of land capability, water availability, environmental management, landscape protection and agricultural viability.

### **Recreation/Agriculture**

- The proposed recreation area will cover an Iluka Resources Ltd pit. This land will only be developed once Iluka has ceased their operations. The recreation area will cater to both residents within the Study Area and from Waroona and could incorporate a variety of activities.
- Some of the recreation/agriculture areas have some potential for intensive agriculture. These opportunities could be re-assessed following mining activities.

### **Highway Area 1**

- This is a visually sensitive area being one of the main approaches to the Waroona townsite. Maintaining or enhancing the landscape in this area is considered important. Subdivision to 1 hectare lots is proposed for this area. Subdivision and development would be contingent upon appropriate development setbacks being imposed, and suitable screening of development from the highway to maintain or enhance the landscape value of this area.

### **Landscape protection**

- This area is largely unsuitable for other types of more intensive development by nature of the topography and soils. This area is also visually prominent and should be protected from visually intrusive development. Some small scale recreation or tourism development may be considered.

### 14.3 SWOT analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Allows for the expansion of the Waroona townsite.</li> <li>• Allows for intensification of agricultural land uses in the northern part of the Study Area where these are proven viable and environmentally acceptable.</li> <li>• Maintains the landscape integrity of the Darling Scarp.</li> <li>• Maintains the rural nature of the majority of the Study Area.</li> <li>• Provides a variety of Special Residential Areas, each with different features and attractions.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• One Special Residential area has the potential to sterilise areas of BRM land if development not staged appropriately.</li> <li>• Western Power 20 metre easement for Transmission Line would dissect a Special Residential area.</li> <li>• No buffer provided between Townsite Expansion Area and agricultural uses.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Could provide subdivision potential to some landowners in the majority of the Study Area.</li> <li>• Sensitive (to landscape and environmental features) development of the Special Residential and Recreation areas could result in an attractive and sought-after lifestyle opportunity.</li> <li>• Provides a framework for the future staged provision of infrastructure – both for townsite development and to facilitate intensive agriculture.</li> <li>• Would facilitate an increased urban population and re-enforce Waroona as the primary town in the Shire.</li> <li>• Intensive agriculture in reasonable proximity to the townsite may have positive flow on economic effects to both the Waroona townsite and the Shire.</li> </ul>	<p><b>Constraints</b></p> <ul style="list-style-type: none"> <li>• Landowners may not wish to subdivide, resulting in stalled development.</li> <li>• The need to protect the BRM area may delay development indefinitely.</li> <li>• Infrastructure may not be provided in a timely manner to facilitate development.</li> <li>• Land development costs have the potential to influence development timeframes and development viability in marginal areas.</li> <li>• Buffer requirements (both to agricultural and BRM areas) may reduce the developable areas.</li> </ul>



## ***15 Adopted land use option***

### ***15.1 Description***

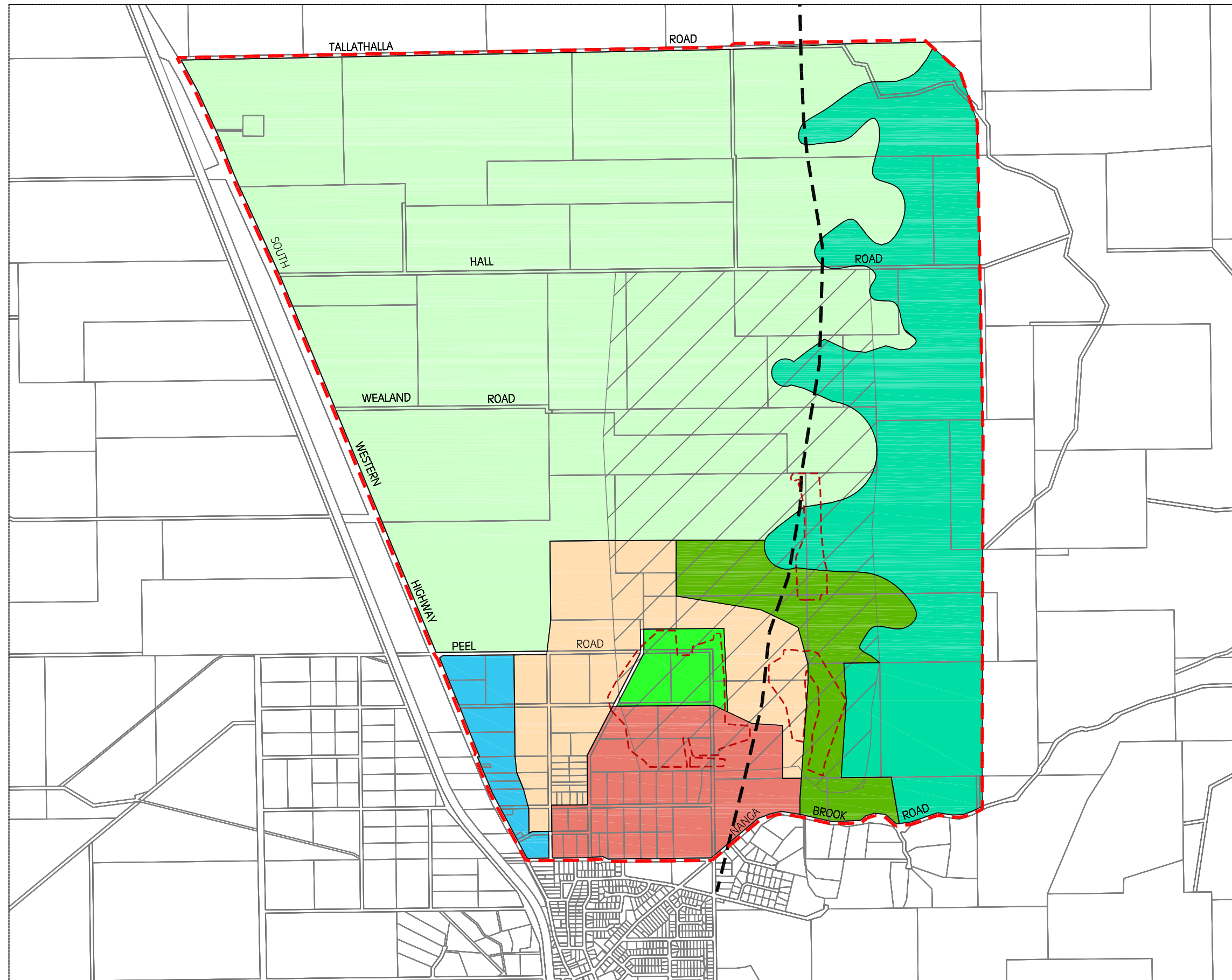
Following the advertising period the Working Group has met on several occasions and a final land use option has been prepared and adopted as the basis for the Structure Plan. The final land use option is presented at Figure 15.1.

Seven distinct land use options have been identified. A townsite expansion area has been identified in the southern section of the Study Area, to the immediate north of the existing townsite. A buffer of Special Residential and Rural Residential has been proposed around the townsite expansion area. The northern two-thirds of the Study Area are dominated by agricultural uses, with the Darling Scarp area incorporated into a Landscape Protection area. Development has also been proposed over the Iluka Resources Ltd pits as current advice received indicates that this would likely be possible.






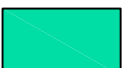






- *Townsite Expansion:* Various urban land uses may be possible, including residential, commercial, recreation/POS etc. Lot sizes could vary however would include urban lots of varying size (depending on community desire and viability). All services, including reticulated sewerage and water supply, would be required.
- *Special Residential:* Lot sizes of between 2000 and 4000 square metres surrounding the townsite expansion area. All services would be required to facilitate development in this area. Some subdivision potential would be provided west of Bradford Street, between the future recreation areas and at the base of the scarp near Nanga Brook Road.
- *Rural Residential:* A minimum lot size of 4 hectares would be required in this area, thus negating the need to provide a reticulated water supply to service the development (as water supply would be uneconomic in this area).
- *Recreation:* The recreation area has been centred on the northern portion of one of the Iluka Resources Ltd pit areas. The area would provide a secondary focus for recreation in the northern part of the extended Waroona townsite to complement the facilities provided towards the southern boundary of the existing townsite. The type of facilities provided in the area would be subject to further assessment and design, but could include passive and active areas, lakes or other water features etc.
- *Highway Area 1:* Subdivision potential down to 1 hectare minimum lot sizes could be considered in this area. Development would be contingent on appropriate setbacks and suitable screening of development from the highway being proposed.
- *Priority Agriculture:* The existing pattern of broad-scale agricultural lots would prevail in this area. Subdivision to facilitate more intensive agricultural pursuits could be considered where appropriate justification is provided, including for example detailed land capability assessment, suitable water supply, appropriate environmental management, landscape protection and agricultural viability.
- *Landscape Protection:* Development within this area would be largely restricted. Some consideration of small-scale development to facilitate tourism or recreation areas could be considered, subject to the ongoing protection of the landscape features of the site and precinct.

### **15.2 Adoption**

The final land use plan was adopted by the Working Group at its meeting on the 4<sup>th</sup> October 2005.



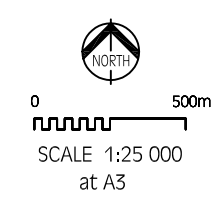
### LEGEND

-  Study Area
-  Cadastral Boundaries
-  Western Power High Voltage Line (inc 20 metre easement)
-  Iluka Resources Pit Areas (approximate)
-  **Intensive Agriculture**  
Subject to land capability assessment, water availability, environmental management and landscape protection.  
Minimum lot size:  
30ha productive per lot;  
10ha in special circumstances.  
*Area shown: 1105.16ha*
-  **Landscape Protection**  
Low scale development considered.  
Possible tourism/recreation areas.  
*Area shown: 354.27ha*
-  **Highway Area 1**  
Re-subdivision potential, subject to development being set-back from highway and appropriately screened.  
Average lot size: 1ha.  
*Area shown: 32.29ha*
-  **Long term: Townsite Expansion Area**  
Average Lot size: 1000sqm.  
*Area shown: 108.21ha*
-  **Recreation**  
*Area shown: 26.50ha*
-  **Special Residential Area**  
Re-subdivision potential.  
Lot sizes: 2000-4000sqm.  
*Area shown: 145.09ha*
-  **Rural Residential Area**  
Minimum lot size: 4ha  
*Area shown: 89.99ha*
-  **Peel Region Scheme - Basic Raw Materials Area**  
Non-permanent development only, until such time as raw materials have been extracted.



**BELTON-TAYLFORTH**  
PLANNING AND ENVIRONMENTAL CONSULTANTS  
UNIT 1/21 SPRING PARK ROAD, MIDLAND 6056  
POSTAL ADDRESS: PO BOX 429, MIDLAND, WA, 6936  
PHONE: (08) 9274 1435  
FAX: (08) 9274 1440  
EMAIL: admin@beltontaylforth.com.au

FILE:	778
DRAWN BY:	MT
DATE:	13 OCT 2005
VERIFIED BY:	RB
APPROVED BY:	MT
DRAWING NO.:	778FIG15_1.DWG
VERSION:	1



0 500m  
SCALE 1:25 000  
at A3

Base data provided under licence by DLI, DOA AND DOIR.

SHIRE OF WAROONA  
WAROONA NORTH STRUCTURE PLAN  
**ADOPTED LAND USE PLAN**

**FIGURE 15.1**

## **Part 4**

---

### *Structure Plan*

## ***16 Preamble***

The Waroona North Structure Plan will provide a framework for future decision-making by both the Shire of Waroona and the Western Australian Planning Commission.

This is the final stage in the structure planning process. This Part describes the components of the Structure Plan as well as specific requirements associated with each identified land use. A guide to implementation is also provided.

The final structure plan is presented at Figure 17.1.

## ***17 Proposed Structure Plan***

### ***17.1 Townsite expansion***

An area of 108.21 hectares has been identified within a *Townsite Expansion* area to facilitate the long-term future expansion of the Waroona townsite. In theory, this could accommodate about 700-800 lots.

Development of townsite lots is a long-term proposition and, under the terms of this structure plan, will not be supported until such time as there is a proven need for development, and when the existing development potential of lots within the Waroona townsite are exhausted. Development of townsite lots will not occur until such time as Iluka Resources has completed its mining activities and the *Basic Raw Materials Area* has been removed from the Peel Region Scheme. At this stage, it is not envisaged development within this area will occur for at least ten years.

Current lot sizes in this area are in the range of 4000m<sup>2</sup> to 6 hectares. In order to protect this area from forms of subdivision and development that will make it difficult to permit future subdivision for townsite expansion purposes, development and subdivision restrictions should be put in place.

A wide range of lot sizes is appropriate within the *Townsite Expansion* area, in order to provide for an orderly and sustainable expansion of the townsite.

When demand for this area is reached, it is recommended that a detailed Structure Plan be prepared to provide the basis for rezoning of the Peel Region Scheme and Town Planning Scheme and subsequent subdivision. The detailed Structure Plan will need to address, amongst other issues, the protection of streamlines within the area, address issues of Water Sensitive Urban Design (in relation to drainage and groundwater levels) and servicing and infrastructure. A mechanism to maintain or enhance the 'rural atmosphere' of the area should also be investigated and implemented.

The existing road reserve network within the area should act as the main connector routes to the south with Bradford Street and Hill Street being the focus.

### **Structure Plan requirements**

1. Rezoning, subdivision and development of the *Townsite Expansion* area for townsite expansion purposes will not be supported by the Shire of Waroona until such time as all other existing townsite lots available within the Waroona townsite have been suitably developed.
2. Future development of the *Townsite Expansion* area will be subject to the preparation of a detailed detailed Structure Plan over the area.
3. Rezoning and subdivision for other purposes within the *Townsite Expansion* area will not be supported by the Shire of Waroona.
4. Connection to reticulated sewerage connection will be require for any larter residential lots (eg 2000 to 4000m<sup>2</sup>) that are proposed within the *Townsite Expansion* area.
5. Rezoning and subdivision for *Townsite Expansion* purposes over the proposed Iluka Resources Ltd Pits will only be supported following detailed geotechnical studies that indicate the land is suitable for the purpose, and following confirmation from Iluka Resources Ltd.

6. Should the proposed Iluka Resources Ltd pits not be suitable for *Townsite Expansion* their land use category will revert to *Recreation*.

### **17.2 Rural residential**

#### **Rural Residential**

About 90 hectares of land has been identified for *Rural Residential*. Reticulated water is not able to be economically provided to the area. A minimum lot size of 4ha will be considered in this area, in order to minimise visual impacts of development upon the scarp.

The Shire of Waroona will require a detailed Structure Plan to be prepared to support applications to rezone land for Rural Residential purposes. The detailed Structure Plan would need to consider, amongst other issues, the protection of streamlines within the area, address issues of Water Sensitive Urban Design (in relation to drainage and groundwater levels) and servicing and infrastructure. The detailed Structure Plan should also include proposals to improve the environmental qualities and 'rural atmosphere' of the particular site (for instance by proposing revegetation, streamline setback/development exclusion zones etc).

Development of Rural Residential lots will not occur until such time as Iluka Resources has completed its mining activities and the *Basic Raw Materials Area* has been removed from the Peel Region Scheme.

#### **Structure Plan requirements**

1. Detailed proposals for rezoning will need to be prepared in the form of an detailed Structure Plan for *Rural Residential* areas. The detailed Structure Plan will need to address, amongst other issues, lot layout, road connections, environmental management, land capability and infrastructure provision.
2. An detailed Structure Plan should also include proposals for improving the environmental quality and 'rural atmosphere' of the particular area.
3. Minimum lot sizes for *Rural Residential* area will be 4 hectares.
4. Rezoning and subdivision for *Rural Residential* purposes over the proposed Iluka Resources Ltd pits will only be supported based on detailed geotechnical studies that indicate the land is suitable for the purpose, and following confirmation from Iluka Resources Ltd.
5. Should the proposed Iluka Resources Ltd pits not be suitable for *Rural Residential* development their land use category will revert to *Recreation*.

### **17.3 Hills landscape protection**

About 354 hectares has been identified as *Landscape Protection*. The eastern boundary of the Waroona North area is only schematically defined and it is anticipated this land use classification will extend further east within the LPS.

The western boundary of the *Landscape Protection* area has been broadly defined by the 100 metre contour line, above which the land becomes increasingly visible from surrounding areas particularly to the west. In some instances the *Landscape Protection* area extends slightly below the 100 metre contour where there are significant ridgelines that are considered to be worthy of protection from visually intrusive development.

The western boundary is to be considered a guide only. Any proposals for development within or adjacent to this area will need to incorporate a landscape and visual assessment to ensure the landscape integrity of the area remains intact.

Rezoning and subdivision within this area should not be supported where it will result in more intensive development. Limited, low-scale tourism and recreation based development may be considered within the area at Council's discretion.

#### **Structure Plan requirements**

1. Proposals for rezoning, subdivision and/or development within or adjacent to the identified *Landscape Protection* area will need to incorporate a detailed landscape and visual assessment to ensure the landscape integrity of the area remains intact.
2. Subdivision to a minimum of 10 hectares will be conditionally supported within the *Landscape Protection* area.
3. Limited, low-scale tourism and recreation based development may be considered within the area at Council's discretion.

#### **17.4 Highway Rural Smallholdings**

An area of about 33 hectares has been identified as *Highway*. The purpose of this land use classification is to protect and enhance the visual amenity of the main northern approach to the Waroona townsite. In order to facilitate the enhancement of the area, some subdivision potential has been provided with lot sizes proposed being a minimum of 1 hectare.

Suitable development setbacks and screening of development from the South Western Highway as recommended conditions of subdivision approval are key mechanisms to be used to enhance the visual amenity of this area.

#### **Structure Plan requirements**

1. Subdivision within the *Highway* area will be supported subject to minimum lot sizes being 1 hectare, suitable ingress/egress arrangements being available and infrastructure is available to service each lot (including reticulated water and sewer).
2. In supporting subdivision applications, the Shire of Waroona will seek the imposition of conditions requiring development to be set back an appropriate distance from the South Western Highway (based on visual assessment) and/or provision and maintenance of vegetative screening.
3. Wherever possible, access should be provided from local roads. It shall be a recommendation of subdivision that all lots provide the road reserve for a new road along the eastern edge of the 'Highway' land use to enable access from the local road network.
4. It should be noted that residential subdivision adjacent to the Highway may require noise assessment and noise mitigation.

#### **17.5 Priority agriculture**

Broad-based land capability assessed as this Structure Plan has been prepared indicated that the majority of the *Priority Agriculture* area has marginal capability for a range of agricultural land uses. As a result, subdivision for agricultural purposes will be limited. Nevertheless, there are other areas within the Shire that exhibit similar land capability qualities where innovative methods and techniques have been employed to gain further productivity from the land.

In recognition of this, an opportunity for subdivision has been provided for in the northern section of the Study Area. While there is a general presumption against subdivision in this area, subdivision to facilitate agricultural purposes will be considered subject to the provision of detailed supporting land capability, water availability and economic viability information. In most situations the Shire will support subdivision applications in this manner when there is at least a minimum of 40 hectares of productive and useable agricultural land on each proposed lot. In certain circumstances, mainly to facilitate specific, economically viable land uses that require smaller areas, subdivision to 10 hectares of productive and useable agricultural land



can be considered. Land uses proposed on each lot would need to be permissible under the relevant Shire of Waroona Town Planning Scheme and in accordance with relevant Department of Environment guidelines and Statements of Planning Policy.

Subdivision applications will be stringently reviewed against these criteria.

### **Structure Plan requirements**

1. There is a general presumption against subdivision in the *Priority Agriculture* area.
2. Notwithstanding this, subdivision may be supported in certain circumstances where land capability, water availability and economic viability can be provided as justification for a proposed agricultural enterprise.
3. Each lot proposed would need to contain, as a minimum, 40 hectares of productive agricultural land (based on justification provided under point 2). In certain circumstances, subdivision to 10 hectares of productive and usable land may be considered.

### **17.6 Recreation**

A single *Recreation* area of about 26.5 hectares has been identified. It is located immediately north of the *Townsite Expansion* area and covers the northern half of Iluka Resources Ltd's western-most pit.

The recreation area is to be used for passive recreation only at this stage (however the need for active recreation may need to be reviewed once the *Townsite Expansion* area has been fully developed). It will be developed following completion of mining by Iluka Resources Ltd – likely in 7-8 years time.

The nature of the site following mining may lend itself to the development of picturesque parklands, walking trails and possible water feature. The area should be low-maintenance. It is recommended a detailed design for this area be prepared in conjunction with Iluka Resources Ltd prior to rehabilitation works commencing.

It is likely this area will revert to Shire of Waroona Local Reserve and it should therefore be reserved for Parks and Recreation in the relevant Shire of Waroona Town Planning Scheme.

### **17.7 Road network**

The Waroona North area is generally well catered for in terms of the existing road network. There are several existing road reserves throughout the area, and while many of these are not constructed, they provide a good basis for traffic circulation particularly in the southern portion of the area.

In order to facilitate north-south movement through the eastern half of the Study Area an additional connector road is proposed that follows the alignment of the Western Power High Voltage line that runs through the Waroona North area. An easterly extension of Peel Road and Wealand Road could complete the linkages through the area.

It is likely the only realistic mechanism for obtaining the land for the roads would be via the land being ceded to the Shire free of cost as a condition of subdivision approval. This would have the additional benefit of ensuring the additional road linkages are constructed as subdivision occurs and demand is created.

### **17.8 Buffer requirements**

The Department of Environment have indicated the following minimum generic buffer distances for watercourses on private land:

- watercourses - permanent water - 50 metres
- watercourses - seasonally flowing - 30 metres
- watercourses - flow in response to specific rain events - 10 metres.

The above buffers are the recommended minimum and an analysis of slope, soil drainage and fringing vegetation may require greater and variable buffer widths. Measurements should be made from the outside edge of riparian vegetation or the edge of the 1 in 100 year floodway where the flood plain is wide. These requirements would need to be undertaken as part of either a subdivision application or detailed Structure Plan as appropriate. Wetland buffers will need to be taken into account as development proceeds within the Study Area. Buffer requirements will be of particular significance in the southern portion of the Study Area where more intensive land uses are proposed. Buffers within this area are shown in Figure 17.2.

Western Power has a High Voltage Transmission Line that runs through the Study Area with a 20 metre easement (10 metres per side) around the line and restricts development within that area. As identified in Section 17.7 above, it is proposed to incorporate a road reserve following the transmission line alignment.

The Department of Environment or WAPC may stipulate minimum buffer requirements for various land uses. When considering development within the *Priority Agriculture* area it will be imperative that buffer distances are calculated so that future development of residential land uses will not be impeded (Townsite Expansion, Rural Residential).

### **17.9 Environmental requirements**

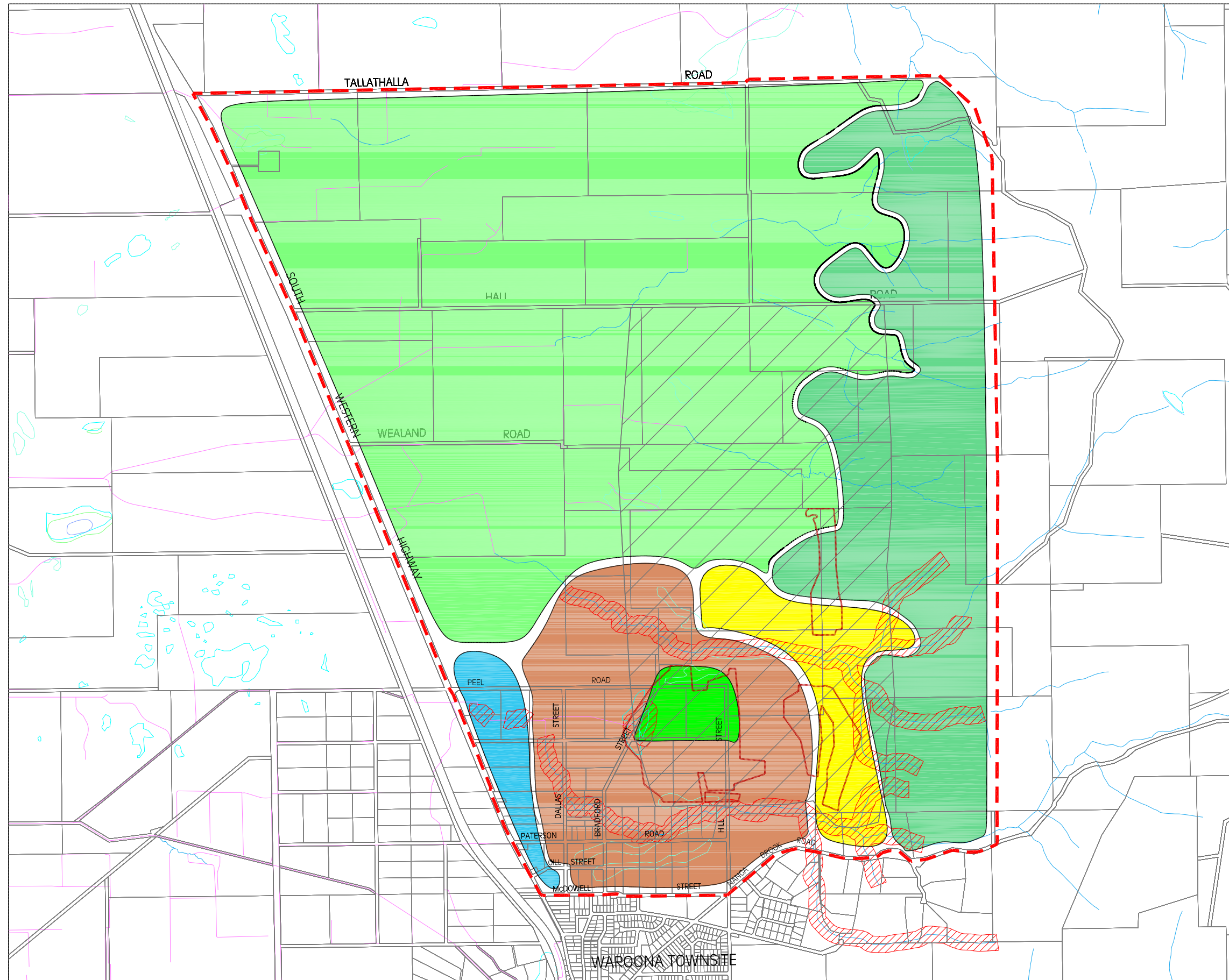
It should be noted that Declared Rare Flora (DRF) and Threatened Ecological Communities (TECs) exist in the Study Area. Spring and Autumn Surveys will be a prerequisite of future rezoning, detailed structure plans and subdivision applications for the area.

Residential development of the area will generate large volumes of stormwater and the EPA will not permit discharge of stormwater to watercourses. A Local Water Management Strategy will be a prerequisite of rezoning or detailed structure planning of the townsite expansion area.

The protection of streamlines and fringing vegetation is a priority for the EPA. As part of any rezoning, detailed structure planning or subdivisions an appropriate foreshore reserve should be identified for each watercourse within the area and a Foreshore Management Plan be prepared for them.

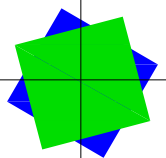
It is noted that portions of the study area have potential or actual acid sulphate soils. Detailed investigation will be required as part of any rezoning, detailed structure planning or subdivision.

A geotechnical report will be required as part of any future residential subdivision, including information regarding proposed fill sources to achieve an improved Phosphorus Retention Index of the native soils.



**LEGEND**

-  Study Area
  -  Cadastral Boundaries
  -  Major road network  
(Constructed roads and road reserves)
  -  Major road network - proposed  
(Roads to be constructed over long-term as land is developed/subdivided)
  -  Intensive Agriculture  
Subject to land capability assessment, water availability, environmental management and landscape protection.  
Minimum lot size:  
30ha productive per lot:  
Area shown: 1105.16ha
  -  Landscape Protection  
Low scale development considered.  
Possible tourism/recreation areas.  
Area shown: 354.27ha
  -  Highway Area 1  
Re-subdivision potential, subject to development being set-back from highway and appropriately screened.  
Average lot size: 1ha.  
Area shown: 32.29ha
  -  Long term: Townsite Expansion Area  
Average Lot size: 1000sqm.  
Area shown: 274.25ha
  -  Recreation  
Area shown: 26.50ha
  -  Rural Residential Area  
Minimum lot size: 4ha  
Area shown: 89.99ha
  -  Peel Region Scheme - Basic Raw Materials Area  
Non-permanent development only, until such time as raw materials have been extracted.
- Implementation of the WNSP in respect to the future townsite expansion area will require amendment(s) to the Peel Region Scheme.*



**BELTON-TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND 6056  
 POSTAL ADDRESS: PO BOX 429, MIDLAND, WA, 6936  
 PHONE: (08) 9274 1435  
 FAX: (08) 9274 1440  
 EMAIL: admin@beltontaylforth.com.au

FILE:	778
DRAWN BY:	MT
DATE:	21 Dec 2007
VERIFIED BY:	MT
APPROVED BY:	MT
DRAWING NO.:	778_SP.DWG



SCALE 1:25 000  
at A3

Note: This plan forms should be read in conjunction with the accompanying *Waroona North Structure Plan* report for further explanation of land uses identified.

Base data provided under licence by DLI, DOA AND DOIR.

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**STRUCTURE PLAN**

**FIGURE 17.1**  
643



**LEGEND**

- Study Area
- 50m Buffer
- Drain - Major
- Townsite Exp.
- Highway
- Cadastre
- Dampland
- Watercourse - Minor Perennial
- Rural Residential
- Intensive Ag.
- Landscape Protection
- Recreation

**BELTON - TAYLFORTH**  
 PLANNING AND ENVIRONMENTAL CONSULTANTS  
 UNIT 1/21 SPRING PARK ROAD, MIDLAND, 6056  
 POSTAL ADDRESS : PO BOX 429 MIDLAND, WA, 6936  
 PHONE : (08) 9274 1435  
 FAX : (08) 9274 1440  
 EMAIL : admin@beltontaylforth.com.au

FILE NO:	778
DRAWN BY:	MT
DATE:	21 Dec 2007
VERIFIED BY:	MT
APPROVED BY:	MT
DRAWING NO:	778FIG17_2.DWG



1:15 000  
 @  
 A4

SHIRE OF WAROONA  
 WAROONA NORTH STRUCTURE PLAN  
**STRUCTURE PLAN**  
**WATERCOURSE BUFFERS**  
 (INTENSIVE DEVELOPMENT AREAS ONLY)

## ***18 Implementation***

### ***18.1 Relationship to Local Planning Strategy***

The Shire of Waroona will utilise the Waroona North Structure Plan as a component of the Shire's Local Planning Strategy and as the basis for future amendments to the Town Planning Scheme. It is anticipated that once the Structure Plan has been endorsed by the Western Australian Planning Commission it will be incorporated into the Local Planning Strategy.

As such, the Structure Plan will be the basis for the Shire's and the WAPC's consideration of rezoning, subdivision and development proposals within the Waroona North area.

### ***18.2 Periodic review***

The Structure Plan provides guidance on future land use within the Waroona North area. It is intended as a broad guide only to assist the Shire, WAPC and Iluka Resources Ltd in considering future development of the area following the cessation of mining by Iluka.

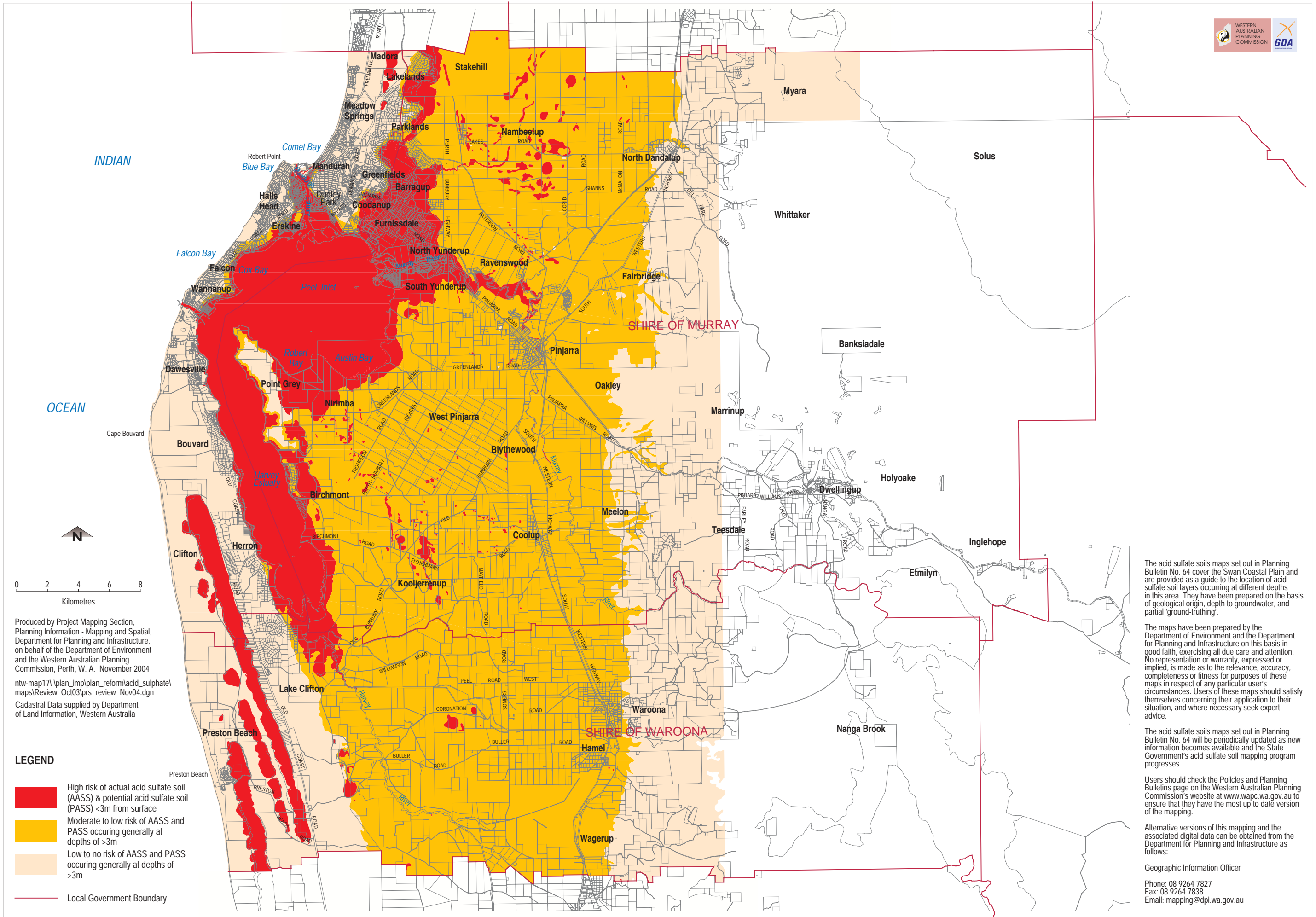
It is recommended that the Structure Plan be review as part of the next Local Planning Strategy review, due in about five years time.

## ***19 References and bibliography***

- Department of Agriculture (1999) *Coastal Land and Groundwater for Horticulture from Gingin to Augusta*
- Environmental Protection Authority (1999) *Review of the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992*
- Government of Western Australia (1992) *Environmental Protection (Peel Inlet – Harvey Estuary) Policy 1992*
- Government of Western Australia (1999) *Draft Country Sewerage Policy*
- Iluka Resources Limited (2004) *Flora and Fauna Survey*
- Iluka Resources Limited (undated) *Baseline Groundwater Summary*
- Peel Development Commission (2004) *Development of the Horticultural Industry in the Peel Region*
- Shire of Waroona (1996) *Town Planning Scheme No. 7*
- Shire of Waroona (2002) *Local Planning Strategy – Discussion Paper 2*
- Shire of Waroona (2004) *Community Strategic Plan – 1999-2004 – Status Report (May 2004)*
- Shire of Waroona (undated) *Policy Manual – Planning and Development Services*
- Water and Rivers Commission (1998) *Groundwater Allocation Plan – Murray Groundwater Area*
- Water and Rivers Commission (1998) *Proposed Harvey Basin Surface Water Allocation Plan*
- Water and Rivers Commission (2001) *Position Statement – Wetlands*
- Western Australian Planning Commission (2002) *Peel Region Scheme – State Agricultural Resource Policy*
- Western Australian Planning Commission (2002) *Peel Region Scheme - Strategic Minerals and Basic Raw Materials Resource Policy*
- Western Australian Planning Commission (2002) *Peel Region Scheme Text & Maps*
- Western Australian Planning Commission (2003) *Development of Land and the Peel Region Scheme*
- Western Australian Planning Commission (2004) *Bulletin 64 – Acid Sulphate Soils*

# **APPENDIX A**

## *Acid Sulphate Soils – Bulletin 64*



Produced by Project Mapping Section,  
 Planning Information - Mapping and Spatial,  
 Department for Planning and Infrastructure,  
 on behalf of the Department of Environment  
 and the Western Australian Planning  
 Commission, Perth, W. A. November 2004  
 ntw-map17\plan\_imp\plan\_reform\acid\_sulphate\  
 maps\Review\_Oct03\prs\_review\_Nov04.dgn  
 Cadastral Data supplied by Department  
 of Land Information, Western Australia

**LEGEND**

- High risk of actual acid sulfate soil (AASS) & potential acid sulfate soil (PASS) <3m from surface
- Moderate to low risk of AASS and PASS occurring generally at depths of >3m
- Low to no risk of AASS and PASS occurring generally at depths of >3m
- Local Government Boundary

The acid sulfate soils maps set out in Planning Bulletin No. 64 cover the Swan Coastal Plain and are provided as a guide to the location of acid sulfate soil layers occurring at different depths in this area. They have been prepared on the basis of geological origin, depth to groundwater, and partial 'ground-truthing'.

The maps have been prepared by the Department of Environment and the Department for Planning and Infrastructure on this basis in good faith, exercising all due care and attention. No representation or warranty, expressed or implied, is made as to the relevance, accuracy, completeness or fitness for purposes of these maps in respect of any particular user's circumstances. Users of these maps should satisfy themselves concerning their application to their situation, and where necessary seek expert advice.

The acid sulfate soils maps set out in Planning Bulletin No. 64 will be periodically updated as new information becomes available and the State Government's acid sulfate soil mapping program progresses.

Users should check the Policies and Planning Bulletins page on the Western Australian Planning Commission's website at [www.wapc.wa.gov.au](http://www.wapc.wa.gov.au) to ensure that they have the most up to date version of the mapping.

Alternative versions of this mapping and the associated digital data can be obtained from the Department for Planning and Infrastructure as follows:

Geographic Information Officer  
 Phone: 08 9264 7827  
 Fax: 08 9264 7838  
 Email: [mapping@dpi.wa.gov.au](mailto:mapping@dpi.wa.gov.au)

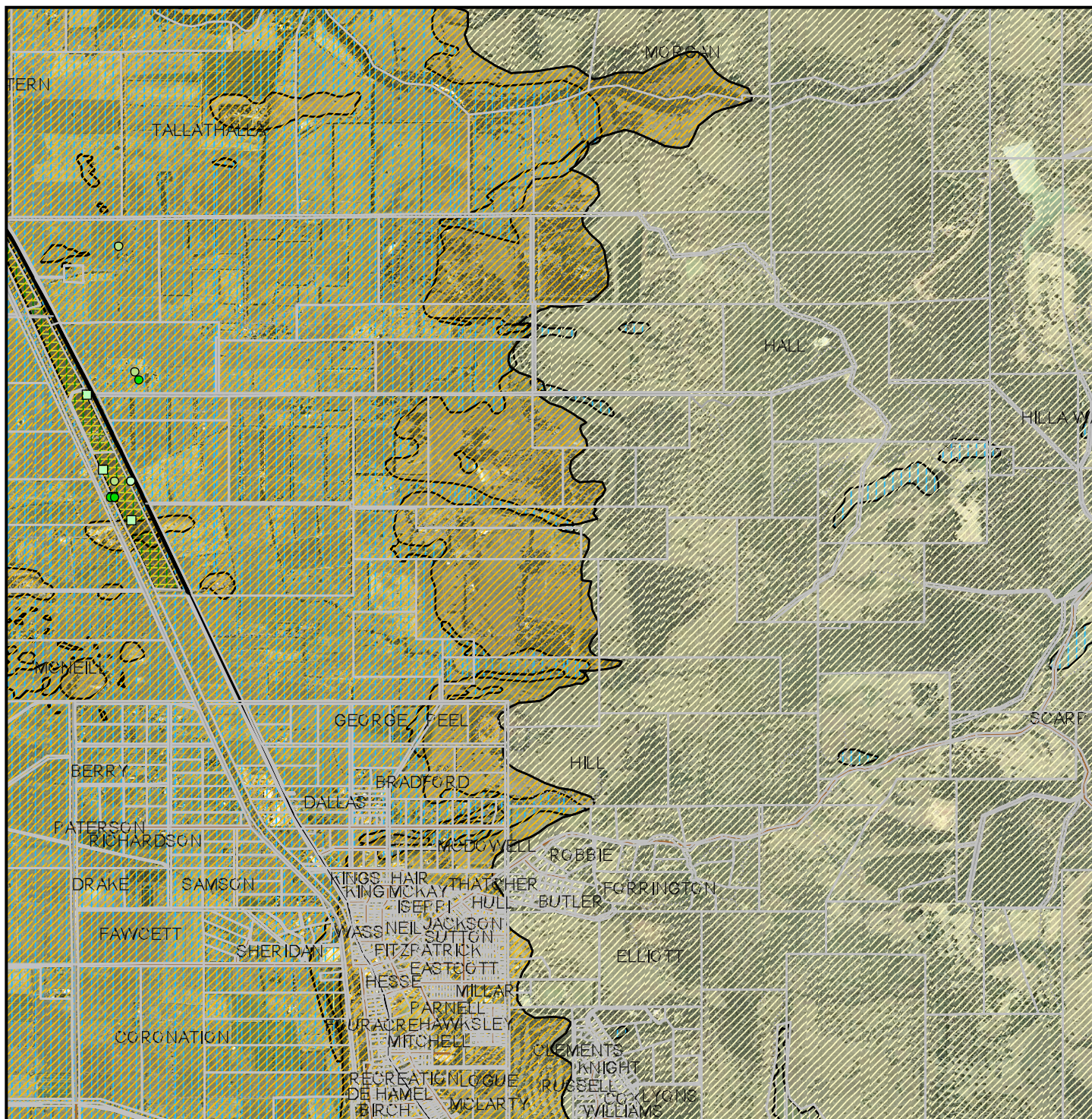
Planning Bulletin No. 64  
**Peel Region Scheme Acid Sulfate Soils**



# **APPENDIX B**


## *Department of Environment Map*

# Waroona North - Structure Plan Area

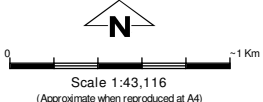


**LEGEND**

- Priority 2 - Poorly Known Taxa
- Priority 3 - Poorly Known Taxa
- Priority 4 - Poorly Known Taxa
- Threatened Ecological Communities - CALM 15/7/03
- Cadastre - DLI 1/09/04
- Highway
- Local Rd - Other
- Local Rd - Sealed
- Track
- Class 2 - Low risk of shallow ASS or PASS (<3m), but moderate to high risk of ASS or PASS occurring at greater than 3 m from soil surface
- Class 3 - No known risk of shallow or deeper ASS or PASS
- Conservation
- Multiple Use
- Not Assessed
- Resource Enhancement



EPI  
Sw




Scale 1:43,116  
(Approximate when reproduced at A4)

Geocentric Datum of Australia 1994

*Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.*

Prepared by: thomik  
Prepared for:  
Date: Thursday, 24 February 2005 09:47

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



**Department of Environment**

WA Crown Copyright 2005

## **APPENDIX C**

---

### *Mining Tenement Information*



## Basic Provisions

Revised as at July 2003

[Crown Ownership of Minerals](#)  
[Mineral Fields](#)  
[Miner's Rights](#)  
[Land Open for Mining](#)  
[Crown Land](#)  
[Public Reserves](#)  
[Private Land](#)  
[Compensation](#)  
[Mining Tenements](#)  
[Prospecting Licence](#)  
[Special Prospecting for Gold \(SPL\)](#)  
[Exploration Licence](#)  
[Retention Licence](#)  
[Mining Lease](#)  
[General Purpose Lease](#)  
[Miscellaneous Licences](#)  
[Requirement to Meet Annual Expenditure Licence](#)  
[Annual Reporting of Activities](#)  
[Royalties](#)  
[Fees Payable](#)  
[Appendix A](#)

## Crown Ownership of Minerals

1. Except in the case of land alienated in fee simple before the 1st January, 1899 (in which case minerals other than gold, silver and precious metals are the property of the owner), all minerals are the property of the Crown.  
*Section 9*
2. The following, when they occur on private land, are not minerals:  
limestone, rock, gravel, shale (other than oil shale), sand (other than mineral sands, silica sand or garnet sand) and clay (other than kaolin, bentonite, attapulgite or montmorillonite).  
*Section 8*
3. Where the minerals are the property of the Crown a mining title must be obtained from the Department of Industry and Resources before any mining operations may be undertaken.

[TOP](#)

## Mineral Fields

4. For the purposes of the Mining Act, 1978 the State is divided into various mineral fields, some further divided into districts (Section 16). The locality of the various mining registrars' offices is shown on Appendix "A".

[TOP](#)

## Miner's Rights

5. A Miner's Right allows the holder to prospect on Crown land and take and keep samples and specimens of any ore or material up to 20 kilograms. However, a Miner's Right does not authorise the holder to carry out mining operations.
6. Entry onto certain classes of Crown land is restricted (eg. within a 400 metre radius of a pastoral lessee's well), other than to gain access to other Crown land for the purpose of prospecting or marking out that other land.
7. The holder of a Miner's Right may also fossick<sup>1</sup> on Crown land, whether or not that land is held as a mining tenement, subject to the prior written consent of any occupier of that land and the mining tenement holder.

### Note 1:

"Fossick" means to search for remove rock, ore or minerals other than gold or diamonds not exceeding 20 kilograms for a mineral collection, lapidary work or hobby interest by use of hand tools only (ie: mechanised equipment, metal detectors etc may not be used in fossicking). Information Pamphlet No. 2 explains the rights and obligations of the holder of a Miner's Right in more detail.

[TOP](#)

## Land Open for Mining

8. There are three categories of land open for mining:

Crown Land (Sections 1-22)  
Public Reserves, etc. (Sections 23-26)  
Private Land (Sections 27-39)

## Crown Land

9. 9.1 As defined in the Act Crown land includes reserves for common and public utility, leases for grazing purposes only, leases of Crown land for the use and benefit of the Aboriginal inhabitants and leases for timber or pastoral purposes. It does not include private land or other reserved land.

9.2 In respect of Crown Land, a miner<sup>2</sup> may:

- Prospect under the authority of the Miner's Right.
- Mark out a mining tenement.
- Carry out exploration or mining activities when a mining tenement has been granted.

9.3 Where the Pastoralist or a Manager is living on the pastoral lease the miner should give that occupier prior notification of proposed movements and activity, and compensation is payable for damage caused by the miner to any improvements on the lease.

9.4 When a mining tenement is applied for, the applicant must send to the pastoralist by registered post a copy of the application and plan within 14 days of lodging the application.

9.5 If the mining tenement is granted, the miner must then obtain the approval of the Regional Mining Engineer (located at Perth, Kalgoorlie, Karratha) before mechanical equipment is used for purposes such as clearing, gridding or costeaning.

9.6 An application for an approval to use equipment should include the proposed methods of rehabilitation, and any approval given may be subject to specific conditions. Information as to these conditions can be obtained from the Regional Mining Engineer.

9.7 One of the conditions of grant of a mining tenement, situated on a pastoral lease, is that the lessee/licensee or transferee as the case may be, must notify the pastoralist when the mining tenement is granted or transferred.

*Note 2:*

For the purpose of these notes "miner" refers to a person who holds a Miner's Right or a granted mining tenement.

[TOP](#)

### **Public Reserves etc**

10. 10.1 Mining (which by definition includes prospecting and exploration) may not be carried out on Reserved land without the written consent of the Minister for State Development.

10.2 Restrictions also apply in respect of entry onto some categories of reserved land, and specific permission may be needed to enter and/or mark out land.

10.3 Specific restrictions include:

- National Parks, Class "A" Nature Reserves and any other Class "A" Reserves within the South West Land Division, Esperance and Ravensthorpe Municipal Districts.

The Act provides that Ministerial consent is required prior to prospecting or marking out in these reserves.

- State Forests or Timber Reserves

May be marked out or applied for only in accordance with the conditions and restrictions prescribed pursuant to Section 128(1)(h) of the Conservation and Land Management Act 1984 (ie. approval must be obtained from the Regional CALM officer prior to marking out).

- Aboriginal Reserves

An entry permit must be obtained from the Department of Indigenous Affairs prior to entering an Aboriginal Reserve.

10.4 In instances where part of a mining tenement involves Reserved land, title may be granted with a "no mining condition" in respect of the Reserve. This restrictive condition applies to all exploration, ore development and mining activities. Where such activities are required to be undertaken the prior written consent of the Minister for State Development is necessary.

[TOP](#)

## Private Land

11. Private land may only be marked off by virtue of a permit to enter private land issued by a warden. Generally, a mining tenement giving a right to the surface (or to within a depth of 30 metres of the natural surface) may only be granted with the written consent of the owner and occupier of that land. Until compensation has been resolved no mining activities can be commenced on the surface of private land.

Information Pamphlet No. 4 entitled "Private Land Provisions" contains more detailed information.

[TOP](#)

## Compensation

12. The provisions of Sections 123 to 125 of the Act apply in relation to the determination of compensation in respect of private land.

In addition to compensation in respect of private land compensation may also be payable to the lessee of a pastoral lease or a lease or concession granted by the Crown for grazing purposes only for damage to improvements, loss of earnings, etc.

[TOP](#)

## Mining Tenements

13. The mining tenements available under the Act are:
- Prospecting Licences (Sections 40-56).
  - Special Prospecting Licences for Gold (Sections 56A, 70 and 85B).
  - Exploration Licences (Sections 57-69).
  - Retention Licences (Sections 70A - 70M).
  - Mining Leases (Sections 71-85).
  - General Purpose Leases (Sections 86-90).
  - Miscellaneous Licences (Sections 91-94).

Some of the basic features of these tenements are outlined in the following paragraphs.

[TOP](#)

## Prospecting Licence

- 14.
- The maximum area for a prospecting licence is 200 hectares.
  - Prospecting licences must be marked out.
  - Application is made to the Mining Registrar of the relevant Mineral Field (see Appendix "A").
  - An application fee and rental is payable.
  - There is no limit to the number of licences a person or company may hold, but a security (or bond) is required in respect of each licence.
  - The term of a prospecting licence is 4 years.
  - The holder of a prospecting licence may, in accordance with the licence conditions, extract or disturb up to 500 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.

[TOP](#)

### Special Prospecting for Gold (SPL)

- 15.
- An SPL is limited in area to 10 hectares.
  - A person may have an interest in no more than three SPL's at the same time.
  - An SPL may be marked out in respect of land within an existing prospecting licence or exploration licence (viz. "the primary tenement") that has been in force for one year.
  - With the consent of the lease holder an SPL may be marked out in respect of land within an existing mining lease (viz. "the primary tenement.")
  - An SPL on a prospecting or exploration licence may be granted if it is considered that activities could be carried on without undue detriment to the activities of the "primary tenement" holder.
  - Other information and restrictions apply in respect of SPL's and these are outlined in the Information pamphlet No. 14 "Special Prospecting Licence (for Gold)"

[TOP](#)

### Exploration Licence

- 16.
- On 28.6.1991 a graticular boundary (or block) system was introduced for exploration licences.
  - The minimum size of an exploration licence is one block, and the maximum size is seventy blocks.
  - An exploration licence is not marked out.
  - Application is made to the Mining Registrar of the relevant Mineral Field (see Appendix "A").
  - An application fee and rental is payable.
  - There is no limit to the number of licences a person or company may hold but a security (or bond) is required in respect of each licence.
  - The term of an exploration licence is 5 years. The Minister may extend the term in certain circumstances.
  - At the end of both the third and fourth year of its term, the licensee is required to surrender 50% of the licence.
  - The holder of an exploration licence may in accordance with the licence conditions, extract or disturb up to 1000 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.

[TOP](#)

### Retention Licence

- 17.
- A Retention Licence is a "holding" title for a mineral resource that has been identified but is not able to be further explored or mined. See Information Pamphlet No. 13 "Retention Licence" for further details.
  - A Retention Licence may be granted in respect of the whole or any part of land within the boundaries of a primary tenement (ie prospecting licence, exploration licence or mining lease or combination of such tenements).
  - Application is made to the Mining Registrar of the relevant Mineral Field (See Appendix "A").
  - An application fee and rental is payable.
  - The term of a Retention Licence cannot exceed 5 years and is renewable for further periods not exceeding 5 years.
  - There is no maximum area.

[TOP](#)



### Mining Lease

- 18.
- The maximum area for a mining lease is 1000 hectares.
  - Mining leases must be marked out.
  - Application is made to the Mining Registrar of the relevant Mineral Field (see Appendix "A").
  - An application fee and rental is payable.
  - There is no limit to the number of mining leases a person or company may hold.
  - The term of a mining lease is 21 years and may be renewed for further terms.
  - The lessee of a mining lease may work and mine the land, take and remove minerals and do all things necessary to effectually carry out mining operations in, on or under the land, subject to conditions of title.

[TOP](#)

### General Purpose Lease

- 19.
- The maximum area is 10 hectares.
  - General purpose leases must be marked out and are limited to a depth of 15 metres or such other depth that may be specified.
  - A general purpose lease is for purposes such as operating machinery, depositing or treating tailings etc.
  - Application is made to the Mining Registrar of the relevant Mineral Field (see Appendix "A").
  - An application fee and rental is payable.
  - There is no limit to the number of general purpose leases a person or company may hold.
  - The term of a general purpose lease is 21 years, and may be renewed for further terms.

[TOP](#)

### Miscellaneous Licences

- 21.
- There is no maximum area for a miscellaneous licence.
  - Miscellaneous licences must be marked out.
  - A miscellaneous licence is for purposes such as a road, pipeline, water, as prescribed in the Regulations, or such other purposes as the Director General of Mineral and Petroleum Resources may approve.
  - Application is made to the Mining Registrar of the relevant Mineral Field (see Appendix "A").
  - An application fee and rental is payable.
  - There is no limit to the number of licences a person or company may hold.
  - The term of a miscellaneous licence is 5 years, and may be renewed for further terms.
  - A miscellaneous licence can be applied for over (and can "co-exist" with) other mining titles.

[TOP](#)

### **Requirement to Meet Annual Expenditure Licence**

22. Prospecting Licences, Exploration Licences and Mining Leases are subject to a prescribed minimum annual expenditure commitment. This requirement applies to granted tenements only and the labour cost of the tenement holders' own work on the tenement (as if he/she was working for wages) may be treated as expenditure.

There is no prescribed annual expenditure for a Retention Licence, however, the Minister may determine the level of expenditure by condition on grant.

If a licensee/lessee cannot fulfil the expenditure obligations, he/she may apply for exemption from all or part of the commitment.

A separate Information Pamphlet is available concerning exemptions.

[TOP](#)

### **Annual Reporting of Activities**

23. The holder of Prospecting Licences, Exploration Licences, Retention Licences and Mining Leases must lodge a Form 5 (Report on Operations on Mining Tenement) Report each year with the Department of Industry and Resources at Perth.

Any person may, on payment of the prescribed fee, obtain a copy of the front page of that Report, which summarises the activities undertaken and their cost.

[TOP](#)

### **Royalties**

24. When any minerals are produced or obtained from a mining tenement, a quarterly production report must be lodged and a royalty is payable. Regulation 86 sets out the rates of royalty payable.

[TOP](#)

### **Fees Payable**

25. A handout entitled "Fees and Charges - Information on Mining Tenements" is available from the Department and this shows the charges payable in respect of the various types of tenements.

[TOP](#)



## Private Land Provisions

Revised as at July 2003

### Crown Ownership of Minerals

1. Except in the case of land alienated in fee simple before the 1st January, 1899 (in which case minerals other than gold, silver and precious metals are the property of the owner), all minerals are the property of the Crown.

#### *Section 9*

2. The following, when they occur on private land, are not minerals -

limestone, rock, gravel, shale (other than oil shale), sand (other than mineral sands, silica sand or garnet sand) and clay (other than kaolin, bentonite, attapulgite or montmorillonite).

Extraction of these minerals when on private land is not governed by the Mining Act 1978.

#### *Section 8*

3. To extract or explore for other minerals on private land a mining title must be obtained from the Department of Industry and Resources before any mining operations may be undertaken.

### Entry Onto Private Land

Application for Permit to Enter

4. No person (except the owner in occupation of the land) may search for minerals on private land without a permit to enter which is issued by a Warden.

#### *Section 28*

5. Form 2 is used to apply for a Permit to Enter and the application must be lodged at the Mining Registrar's office, together with a map on which the private land is clearly shown and the prescribed fee per lot or location affected with a prescribed minimum.

#### *Sections 30(1) to (4), Regulation 5*

### Rights of Permit Holder

6. The term of a permit to enter shall not exceed thirty days, and the permit only authorises the holder (or his agent) to:

#### *Section 30(3)*

- a. Enter on private land. *Section 32*
- b. Search for minerals.

- c. Detach and remove from the land samples of any vein or lode out-cropping on the surface up to an aggregate weight of 13 kilograms, unless the taking of additional samples is authorised by the owner or occupier of the land.
- d. Mark out a mining tenement, but not mine or otherwise disturb the surface.

Where the holder of a permit to enter marks out and applies for a mining tenement on the private land concerned, the permit shall be deemed to continue in force, for the purpose only of repairing or maintaining the marks so set up and the notices posted thereon, until the application for the mining tenement is determined.

*Section 30(3)*

### **Service of Permit on Owner and Occupier**

7. The permit holder (or his agent) shall, on the first occasion that he enters the land after the issue of the permit, hand a copy of the permit to the occupier of the land. If the occupier is not present, the permit holder shall:

*Section 31*

- a. place a copy of the permit in a prominent position on the occupier's dwelling, or at the main entrance to the land if there is no dwelling; and
  - b. in any event, within forty-eight hours of his entering the land, send a copy of the permit by registered post to the occupier.
8. Where none of the owners of the land is also in occupation of the land, a copy of the permit must also be sent, within forty-eight hours of first entering the land after issue of the permit, by prepaid registered post to one of the owners at the registered office in the case of a body corporate, or in other cases to the last known place of abode or business.

*Section 31(3)*

### **Mining Tenements on Private Land**

#### **Consent of Owner and Occupier to Grant in Respect of Surface Land**

*Section 29*

9. A mining tenement in respect of the natural surface and to within a depth of 30 metres thereof shall not be granted in respect of private land which is:
  - in bona fide and regular use as a yard, stockyard, garden, orchard, vineyard, plant nursery or plantation;
  - under cultivation (ie. used for agricultural purposes including cropping or pasturing; whether cleared or uncleared, used for grazing stock in the ordinary course of management of the land);
  - the site of a cemetery, burial ground or reservoir (ie. a dam, bore, well or spring)
  - land on which there is erected a substantial improvement (as adjudged by the Warden);
  - within 100 metres of any private land referred to above;
  - a separate parcel of land having an area of 2000 square metres or less;

**except with the written consent of the owner and occupier of that land.**

#### **Grant of Tenement at Depth**

10. Where the owner and occupier do not consent; a mining tenement may only be granted in respect of land below a depth of 30 metres from the natural surface.

*Section 29*

In the case of a mining tenement granted in respect to land below a depth of 30 metres from the natural surface the mining tenement holder may subsequently, should the owner and occupier of the land subsequently consent, apply to have the remaining portion of the land (from the surface to a depth of 30 metres) included in the mining tenement.

Whilst the right to so apply exists, the land from the surface to a depth of 30 metres is not open for mining to any other person.

*Section 29(5)*

### **Revestment of Private Land**

11. Where private land, situated within a current mining tenement, ceases to be private land and reverts to the Crown, that land will automatically be included into any underlying mining tenement.

*Section 29*

### **Compensation**

#### **No Surface Mining Before Compensation Agreed/Determined**

12. The holder of a mining tenement shall not commence any mining on the surface (or to a depth of 30 metres) unless and until he has paid, or tendered to the owner and occupier the amount of compensation required under the Act, or has made an agreement as to the amount; times and mode of compensation, if any.

*Section 35*

13. Basis of Compensation

The compensation shall include compensation for being deprived of the possession of the surface or any part of the surface of the private land, and for damage thereon to the surface or the part, and to any improvements thereon, that may arise from the exercise of the rights conferred by the mining tenement, and for the severance of such land from other land of the owner and occupier, and for rights of way and for consequential damages.

Compensation is not payable in any case in respect of the value of any mineral known or supposed to be in, on or under the surface of any land to which a claim for compensation under this Act relates.

*Sections 123 and 124*

14. How Compensation Determined

The amount of compensation shall be determined by agreement between the holder of the mining tenement and the owner and occupier, or in default of agreement, an amount determined by the Warden's Court upon the application of the owner, the occupier or the holder of the mining tenement.

If access is agreed but compensation is not, the holder of a mining tenement and the owner of private land or occupier of Crown land or private land may, consent to have the matter determined by the Warden without requiring any formal proceedings to be taken.

*Section 123(3)*

15. Compensation in Respect to Adjoining Land, Etc.

Compensation is also payable in respect to adjoining or nearby land injured or depreciated in value by mining operations on a mining tenement.

*Section 123(5)*

## 16. Warden's Court Plaintiff

Actions may be commenced by way of Warden's Court plaintiff relating to the determination of compensation where agreement cannot be reached.

*Section 123*

## Application for Mining Tenements

## 17. Copies to be Served

An application for a mining tenement on Private land must, within 14 days of the date of application serve a copy of the application (ie. Form 21) together with a map or plan on which the boundaries of the land comprising the proposed mining tenement are clearly defined, on the:

*Section 33(1) Regulation 7(1)*

- a. clerk of the council of the municipality;
- b. the owner and occupier of the private land, (but if there is no occupier the copy shall be affixed in some conspicuous place on the land); and
- c. each mortgagee of the land.

If the time prescribed to serve such copies of the application and map is extended by the Warden, the applicant must then, along with the application and map, serve the affected parties with a written notice that the period for lodging objections is within 21 days of the date of service.

*Regulation 7(2)*

In cases of sub-surface applications for mining tenements on private land (ie. only for land below a depth of 30 metres from the lowest part of the natural surface), it is not necessary to serve a copy of the application on the:

- i. owner and occupier of the land; or
- ii. each mortgagee of the land.

*Section 33(1a)*

Sub-surface conditions also apply to reserved land but not vacant Crown land.

## 18. Objections

An objection (in the Form No. 16) to the granting of an application that relates to private land shall be lodged at the office of the Mining Registrar:

- a. within 21 days of the date on which the person was served with a copy of notice required to be given under Section 33(1); or
- b. within 35 days of the date of the application,

whichever period ends later, or such further period as the Warden considers reasonable.

*Regulation 67(2)*

## 19. The owner and occupier of the land and any mortgagee are entitled to be heard before the application is determined.

20. The Warden may, if in the circumstances of the case warrant, and irrespective of the manner in which the application for the mining tenement is disposed of, order that the applicant pay to the objector or objectors, such sum by way of costs as the Warden orders.

*Section 33(2)*

This pamphlet is issued by the Mineral Titles Division of the Department of Industry and Resources.

1st Floor Mineral House  
100 Plain Street (Cnr Adelaide Terrace)  
EAST PERTH WA 6004  
PHONE: (08) 9222 3333  
FAX: (08) 9222 3444  
Email: [mtd@doir.wa.gov.au](mailto:mtd@doir.wa.gov.au)  
Internet: <http://www.doir.wa.gov.au>

N.B. The information contained in this pamphlet is designed to assist in gaining a general awareness of the requirements of the Mining Act 1978 and is not intended to be a substitute for understanding the statutory requirements of the Act and Regulations there under.

# **APPENDIX D**

---

## *Aboriginal Heritage Register*



<p><b>Search Criteria</b></p> <p>MGA Coordinates (Zone 50)          Easting: 396159 Northing: 6371640          Easting: 402326 Northing: 6371506          Easting: 402656 Northing: 6365982          Easting: 399028 Northing: 6366089</p>	<p><b>Disclaimer</b></p> <p>Copyright in the information contained herein is and shall remain the property of the Government of Western Australia. All rights reserved. This includes, but is not limited to, information from the Register of Places and Objects (often known as the 'Sites Register') established and maintained under the <i>Aboriginal Heritage Act 1972 (AHA)</i>.</p> <p>Aboriginal sites exist that are not recorded on the Sites Register, and some registered sites may no longer exist. Consultation with Aboriginal communities is on-going to identify additional sites. The AHA protects all Aboriginal sites in Western Australia whether or not they are registered.</p>
--	---

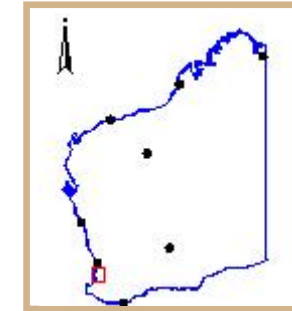
<p><b>Legend</b></p> <table border="0"> <tr> <td>Restriction</td> <td>Status</td> <td>Access</td> </tr> <tr> <td>N No Restriction</td> <td>I Interim Register</td> <td>C Closed</td> </tr> <tr> <td>M Male Access Only</td> <td>P Permanent Register</td> <td>O Open</td> </tr> <tr> <td>F Female Access Only</td> <td>S Stored Data</td> <td>V Vulnerable</td> </tr> </table>	Restriction	Status	Access	N No Restriction	I Interim Register	C Closed	M Male Access Only	P Permanent Register	O Open	F Female Access Only	S Stored Data	V Vulnerable	<p>Index coordinates are indicative locations and may not necessarily represent the centre of sites, especially for sites with an access code "closed" or "vulnerable". Map coordinates (Lat/Long) and (Easting/Northing) are based on the GDA 94 datum. The Easting / Northing map grid can be across one or more zones. The zone is indicated for each Easting on the map, i.e. '5000000:Z50' means Easting=5000000, Zone=50.</p> <p>Reliable – The spatial information recorded in the site file is deemed to be reliable, due to methods of capture.</p> <p>Unreliable – The spatial information recorded in the site file is deemed to be unreliable due to errors of spatial data capture and/or quality of spatial information reported.</p>
Restriction	Status	Access											
N No Restriction	I Interim Register	C Closed											
M Male Access Only	P Permanent Register	O Open											
F Female Access Only	S Stored Data	V Vulnerable											

Site ID	Status	Access	Restriction	Site Name	Site Type	Additional Info	Informants	Coordinates	Site No.
3309	I	O	N	WAROONA	Artefacts / Scatter			-32.8426 S / 115.9276 E, 399639mE 6365648mN Zone 50 [Unreliable]	S00205
4333	P	O	N	GAS PIPELINE 92	Artefacts / Scatter			-32.7885 S / 115.9282 E, 399639mE 6371648mN Zone 50 [Unreliable]	S00824
15324	I	O	N	TWIN CREEKS.		Camp	*Registered Informant names available from DIA.	-32.8227 S / 115.9419 E, 400961mE 6367871mN Zone 50 [Reliable]	S03052
15325	P	O	N	WURADJIE WATERFALL	Mythological		*Registered Informant names available from DIA.	-32.8069 S / 115.9386 E, 400631mE 6369618mN Zone 50 [Reliable]	S03053

Site ID	Status	Access	Restriction	Site Name	Site Type	Additional Info	Informants	Coordinates	Site No.
17243	P	O	N	TRIPLE BLACKBOY		[Other: Significant Tree]	*Registered Informant names available from DIA.	-32.8081 S / 115.9396 E, 400728mE 6369493mN Zone 50 [Reliable]	

# REGISTER OF ABORIGINAL SITES

## SITE SEARCH MAP



**Legend**

- Selected Site
- Town
- Map Area
- Search Area

Copyright for base map information shall at all times remain the property of the Commonwealth of Australia, Geoscience Australia - National Mapping Division. All rights reserved.

Copyright for Native Title Land Claim and Local Government Authority boundaries shall at all times remain the property of the State of Western Australia, Dept of Land Information. All rights reserved.

Copyright for Mining Tenement boundaries shall at all times remain the property of the State of Western Australia, Dept of Industry and Resources. All rights reserved.

### 5 Aboriginal Heritage Sites found in Polygon

- MGA Coordinates (Zone 50)
- Easting: 396159 Northing: 6371640
  - Easting: 402326 Northing: 6371506
  - Easting: 402656 Northing: 6365982
  - Easting: 399028 Northing: 6366089

## **APPENDIX E**

### *Community Workshop Outcomes*



**Waroona North Structure Plan**

**Community Workshop**

**Report**

**12 February 2004**

## CONTENTS

<b>EXECUTIVE SUMMARY</b>		<b>3</b>
<b>1</b>	<b>WAROONA – THE CHARACTER AND CULTURE</b>	<b>7</b>
1.1	The Character of Waroona	7
1.2	The Positives	7
1.3	The Negatives	8
1.4	What is Missing in Waroona	8
<b>2</b>	<b>WAROONA NORTH STRUCTURE PLAN</b>	<b>9</b>
2.1	The Positives	9
2.2	The Negatives	10
2.3	Issues and Trends	11
<b>3</b>	<b>VISION IDEAS AND STATEMENTS</b>	<b>12</b>
3.1	Vision Statements	12
3.2	Describe what you see on the site	13
3.3	Describe what you hear	13
3.4	Describe how you feel about the area	13
3.5	Draft Vision Statement	14

## EXECUTIVE SUMMARY

The Waroona North Structure Plan covers an area of 1500 hectares north of the Waroona townsite extending from McDowell Street to Tallathalla Road and east of South Western Highway and has the potential to provide for the economic growth of the town and to provide lifestyle and tourism opportunities.

However, a proposed sand mining operation has constrained the area for many years, but with mining due to commence in 2006, the Shire of Waroona, in conjunction with Iluka Resources Limited, has resolved to prepare a structure plan for the area to determine the end land use.

While there is potential for diverse agricultural pursuits, tourism ventures, rural lifestyle blocks, recreation facilities and even an expansion of the Waroona townsite, an important part of this structure plan process involves establishing a shared community vision for the area.

The structure planning process commenced with a community workshop held on 12 February 2005 aimed at:

- Informing participants about the Waroona North Structure Plan purpose and process
- Providing the context surrounding the study area
- Exploring the key aspects of Waroona's character and culture to underpin the structure plan
- Identifying the community values and negative aspects of Waroona North
- Seeking vision ideas and statements for the future of Waroona North

This workshop was attended by 18 local residents, the council's Manager of Planning and Development Services and the project consultants Ray Belton and Michael Talyforth. The workshop was facilitated by Elizabeth Vlok from Community Perspectives, also part of the Belton Talyforth consultancy team working on the project.

The results of the three key participatory exercises of the workshop are summarised below and reported verbatim in the detail of this report, which conclude with a draft community vision statement, based on the community values and outcomes of the workshop.

### Waroona - Character and Culture

The character of Waroona was generally described as laid back, with a traditional small country town atmosphere, friendly people and a close knit community made up of a diversity of people and cultures. The natural environment is also an important part of Waroona's character, providing plenty to do and see and a unique local identity. Waroona is also characterised by a sense of uncertainty, lack of focus and confidence.

#### The Positives

The community values that emerged from the workshop are the country atmosphere and rural lifestyle, open space and natural environment, recreation opportunities and location, with easy access to Perth, Mandurah and Bunbury.

#### The Negatives

Waroona's negative aspects generally related to the town centre's poor appearance, disjointed nature, old vacant shops, heavy traffic, poor pedestrian environment and community apathy. Industry being spread over a wide area and the impacts of mining and the proximity of Alcoa were also considered the most negative features of Waroona.

#### The gaps

Workshop participants believed that Waroona is missing a clear sense of direction and a long-term vision to guide the future possibilities for growth and development. A thriving local economy, a focus beyond industry, diversification of agricultural pursuits and a lack of small land holdings were also considered shortcomings. Realising the tourism potential of the area, employment for young people, the town centre, an industrial site and investment in infrastructure were also considered lacking.

## Structure Plan Area - Positive features

Participants identified the positive aspects of the structure plan area and six key community values emerged:

### Natural environment, waterways and scarp

- Natural waterways.
- Scarp and vistas.
- Natural beauty.
- Vegetation, trees and woodlands.
- Good agricultural soil.
- Wildlife.

### Potential, opportunity and small land holdings

- Opportunity to develop something unique.
- Opportunity to address local issues, employment, long-term sustainability.
- Undeveloped large area – a clean canvas.
- Potential to support many more people than it does now.
- Suitable land for small holdings within short distance of town site.

### Location

- Entry into town: great outlook.
- Location, close proximity to town centre.
- Lifestyle.
- Open plan living.

### Opportunity to diversify farming

- Suitable land for agriculture.
- Diverse farming potential.
- Rural zoning.

### Availability of infrastructure

- Infrastructure available, or becoming available (power, water, etc.).
- Water availability via Iluka.
- Piped water supply.



## Structure Plan Area – Negative features

Participants identified the negative aspects of the structure plan area and six key negative aspects emerged:

### Poor road access and traffic

- Incomplete road access to some areas.
- Standard of roads.
- Increase in traffic due to freeway extension.
- Entry to northern end of town not appealing

### Incompatible land uses and degradation

- Incompatible uses and bad farming practices
- Land degradation, more trees needed
- Uncontrolled vermin and noxious weeds.

### Possibility of a satellite town site

- Satellite townsite: north vs south.
- Existing rural residential blocks on Patterson and adjacent roads, impact on continuity of northern townsite development.

### Poor visual qualities and impacts

- Visual impact of townsite development on existing lifestyle lots above mine site.
- Northern entry not pleasing to the eye.
- Power lines

### Winds and erosion

- Prevailing easterly winds.
- Scarp winds - potential for erosion if not cleared sensibly.

### Water and drainage

- Shallow perched water table will not allow for high density living: potential for pollution.
- Drainage.

## Issues and Trends

The key issues participants identified as relevant to the future vision of the area related to the preservation of woodlands and waterways, the possibility of a satellite township, traffic safety, managing environmental impacts, block sizes and the need for a transitional/buffer zone between existing townsite and future northern residential developments. Strict council control over all buildings was also identified as an issue.

The trends identified as relevant to the future of the area related to the increase demand for rural lifestyle blocks, rural diversification and growth in eco-tourism and equestrian pursuits.

## Draft Community Vision

Based on the outcomes of the workshop the following draft community vision for the Waroona North Structure Plan has been compiled as a starting point for further input and consideration by workshop participants and the wider community.

*"The sand mining operation in Waroona North area has long since ceased and the natural environment and beauty of the area has been restored and enhanced with vegetation, trees, woodlands and pristine waterways, providing an enduring environment for a diversity of native flora and fauna. An abundance of quality public park land and open space is the 'jewel in the crown' of the area, incorporating walking and cycleways, horse riding trails and diverse recreational and eco-tourism opportunities that draw locals and visitors alike. A diversity of compatible rural viticultural and horticultural industries add to a bustling local economy while providing employment opportunities, especially for young people. Small rural landholdings bring additional people to Waroona who value the land, sustainability and the unique lifestyle country living offers and a strong sense of community, pride and peaceful atmosphere prevails. The Waroona town centre remains as the central heart of the community, well connected to Waroona North with safe traffic and easy access to the Waroona townsite and within Waroona North."*

# 1 WAROONA – THE CHARACTER AND CULTURE

Workshop participants worked in groups and completed worksheets to provide an insight into the character and culture of Waroona which will guide the development of the Waroona North Structure Plan in a manner consistent with Waroona’s underpinning character and culture. Participant’s responses are recorded below.

## 1.1 The Character of Waroona

- Laid back.
- Traditional character of small town with close-knit community. Demographics over past 10 years have had major impact on character, as people and infrastructure try to keep up with new diversity. Need to ensure we don’t lose the character that makes us unique and attractive, through growth.
- Good fun. Plenty to do if you want to do it.
- Country friendly people.
- Country-town feel.
- A country town, surrounded by the natural environment and farmland, within reach of the city.
- Country, but on the edge of becoming something different.
- Friendly, laid back, close community. Small picturesque.
- Friendly, easy going.
- Friendly and vibrant – there is always something going on somewhere.
- A semi-rural area intermingled with mining.
- Country town with facilities that other closer neighbours envy. Fairly close knit community.
- Close knit country community, full of diversity amongst the people.
- Essentially rural with a unique mix of nationalities (diversity).
- Multi-cultural; rural.
- Uncertain: not focused, lack of confidence – not even aware of its natural attributes and potential future for lifestyle developments.

## 1.2 The Positives

- Country atmosphere.
- Waroona, to me, is a great location: being only 1½ hours north to Perth, and 1½ hours to wine regions.
- Rural/semi-rural lifestyle.
- Close community: great place to bring up your children. Town on the move.
- Community pride. Lifestyle. Closeness to major centres. Close-knit community.
- Still has a country town feeling with plenty of open space and room to move.
- Rural lifestyle: laid back. Location: beach to hills. Facilities: sporting and leisure.
- The mix of rural beauty (scarp, forests) with recreational lakes/dams (fishing, water skiing, canoeing, marroning) and seaside areas (fishing, boating).
- Community spirit; rural aspect of the town and nearby scarp; recreation facilities; and proximity to Mandurah and Bunbury.
- Small town/friendly people. Sense of community. Easy access to natural environment. Access to Mandurah/Perth.
- Location to major towns and city.
- Accessibility to other locations.
- Location; open space; services that exist now within the town.
- Space: generally not boxed in. Quality of services available – aquatics, etc.
- Situated near Darling Ranges. Excellent sporting facilities. Geographically situated – 100kms from Perth.
- Location: close to Perth, Mandurah, Bunbury and coastal activities. That the shire has still retained a “rural” lifestyle despite other pressures.
- Location from Perth, Bunbury and the coast. Rural identity. Close-knit community.

### 1.3 The Negatives

- Apathetic nature and response to problems both by the shire and the community.
- The cosmetic of the entrance to town a mainstream; looking forward to the new main centre.
- Public focus on industry.
- Apathy: no one wants to get involved but they don't mind complaining.
- Traffic through main street. Alcoa pollution.
- Traffic.
- Lack of job opportunities. Pedestrian unfriendly main street.
- Is disjointed, with services spread from one side to another.
- Narrow-minded attitudes and visions. Mining impacts. Entry into Waroona (North).
- Town centre, old shops that are vacant.
- Empty businesses, the propensity of people to shop in Mandurah or Perth.
- Industry spread over a wide area – no industrial site. Population not big enough for facilities.
- Out of town business owners who don't care for their buildings (paint upkeep). Main street; Alcoa; traffic; apathy; change: dairy to industry.
- We want country feel, but where are we heading?
- The appearance and presentation of the town.
- Traffic through the main street, especially the trucks. Lack of shopping facilities.
- The main street aspect; visual entry from north of town; use of town water on sporting complexes.
- The close proximity of Alcoa, and the potential that represents for air, land, table water, night sky and visual pollution.

### 1.4 What is Missing in Waroona

- Direction.
- We have great sporting facilities in Waroona that I would like to be more challenged.
- Focus beyond industry. Sustainable developments post Alcoa. If Wagerup 3 goes ahead Alcoa may be gone as soon as 20 to 30 years.
- Better youth employment opportunities.
- Garden soils and mulches. Plants. Major shopping centre.
- A long-term vision of what direction Waroona will develop.
- Diversification into other farming areas.
- More small holdings enabling more family and businesses to operate.
- A thriving local economy (hence shopping in Mandurah or Perth).
- Industrial site – a good and creative main street. Small holdings.
- Money to do more and keep facilities updated. Direction; industrial site; major shopping centre; small farming land.
- Town beautification. Lack of investment by government (not local government).
- Unique tourism drawcard to attract and retain visitors. Many people pass straight through due to the nature of the main street.
- Sewer; infill programme; reticulation of treated effluent; public transport; more tourist facilities around dams.
- A sense of direction and pride in the future possibilities for growth and development – especially the need to pressure and exploit the natural attributes of forest, water resources, sea and scarp.

## 2 WAROONA NORTH STRUCTURE PLAN

Workshop participants identified the following positive aspects, or community values, as well as the negative aspects of the Waroona North Structure plan area and the associated issues and trends as follows.

### 2.1 The Positives

- Remnant vegetation (x3).
- Existing tree planting.
- Opportunity for positive growth.
- Good soils/rich agricultural soil (x3).
- Flat land.
- Preservation and enhancing of Nanga Brook.
- Continue looking after waterways.
- Natural waterways (x2).
- Ground water.
- Water availability via Iluka.
- Piped water supply.
- Infrastructure available, or becoming available (power, water, etc.).
- Location to scarp.
- Views (x3).
- Topography heading towards the scarp.
- National park value: pristine beauty of scarp with brooks, waterfalls, woodlands, granite outcrops with views.
- Natural beauty.
- Trees and waterways.
- Flora/fauna.
- Wildlife.
- Scarp.
- Picturesque land between highway and scarp.
- Jarrah forest transition zone.
- Entry into town: great outlook.
- Location.
- Location: close proximity to town centre.
- Lifestyle.
- Clean, green environment.
- Undeveloped.
- Large area.
- Open plan living.
- Potential to support many more people than it does now.
- Open, cleared land – clean canvas.
- Suitable land for agriculture.
- Diverse farming.
- Rural zoning: general farming, rural living and lifestyle holdings.
- Land development potential.
- Opportunity to develop something unique.
- Opportunity to lead to change.
- Opportunity to address local issues: employment, long-term sustainability.
- Semi-rural potential to share desirable lifestyle.
- Suitable land for small holdings within short distance of town site.
- Small farms; small acreage.
- Farming area with shelter belts and streamlined waterways.
- On harvest highway.

### 2.2.1 **Common themes**

- Vista.
- Natural environment.
- Location.
- Large, undeveloped area.
- Lifestyle-rural (opposed to residential).
- Natural beauty of scarp woodlands, waterways, and scenic granite country.
- Excellent soils and plentiful water for agriculture/horticulture of flatlands at base of scarp.
- Importance of retaining remnant natural vegetation; tree plantings, and woodlands.
- Environmentally sound.
- Eco-tourism, diversified farming: not industry.
- Ready to go.
- Supporting more people on smaller holdings, providing population growth, to support services provided by the town.
- Services (underground power, piped water) becoming available, or already available.
- Existing shelter and waterways.

## 2.2 **The Negatives**

- Power line: sequester this away from living areas (x2).
- Standard of roads.
- Incomplete road access to some areas.
- Road link.
- Increase in traffic due to freeway extension.
- Traffic – mining.
- Entry to northern end of town not appealing to people using the highway (x2).
- Eyesore into town.
- Existing zone of rural residential blocks on Patterson and adjacent roads: desire for continuity of northern townsite development.
- Shallow perched water table will not allow for high density living: potential for pollution.
- Drainage.
- Don't want a satellite townsite: north vs south.
- Two individual towns.
- Visual impact on "lifestyle" lots above mine site: eg from Forrington Heights.
- Incompatible uses.
- Prevailing easterly winds (x2).
- Scarp winds (potential for erosion if not cleared sensibly).
- Easterly winds, some flooding: potential to cause erosion.
- Land degradation.
- More trees needed: not destruction.
- Bad farming practices.
- Uncontrolled vermin and noxious weeds.
- Structure Plan – no structure plan in place.

### 2.2.1 **Common Themes**

- Problem of the power line running through the middle of the north structure plan area: important to sequester this from living zones.
- Present road access not conceived with future diversified land use plans.
- Northern entry not pleasing to the eye.
- Visual impact of townsite development on existing lifestyle lots above mine site.

- Problem of creating a transitional/buffer zone between existing townsite and future northern residential developments: given existing rural residential blocks on Patterson Rd and adjacent area.
- No two-town concept: townsite needs to stay central.
- Important to avoid creating satellite northern townsite: like Carcoola/Pinjarra.
- Take into account negative impact of howling east winds coming off scarp.
- Environmental factors should govern farming practices.
- Environment: pollution of shallow perched water table – damages probable.
- Tree removal.
- Must consider landscape; groundwater.
- Zoning/compliance/strict by-laws for control an absolute necessity.

### **2.3 Issues and Trends**

- Vital to preserve what is left of woodlands and waterways.
- Eastern tree buffer zone.
- No satellite township: essential to have even transition from high density to low density development moving from town centre.
- “Tree Change” or “Sea Change”: Rural eco-tourism should be a main theme for land use.
- Environmental impact study is a first priority.
- Small rural diversity.
- Lifestyle/semi-lifestyle blocks.
- Lifestyle 'In-migration'.
- Equestrian industry.
- Block sizes.
- Future deviation (bypass).
- Safe entry/exits from/to highway.
- Main entry road from Waroona townsite. Only minor roads as access to highway for northern development.
- Strict shire control over all buildings.

### 3 VISION IDEAS AND STATEMENTS

In developing vision ideas and statements for the Waroona North Structure Plan area, participants worked in groups and identified the following vision ideas. A second component involved participants in completing a 'visualisation' exercise:

"It is 2020 and you are travelling back to Waroona by helicopter. It has been a long time since you have been back to Waroona. As you approach the town you fly over the study area. Mining has long since finished on the site and you see an amazing transformation. You hover low over the study area taking in the new land uses, the landscape, the environment, the views and vistas and the people living and visiting the site..." Describe what you see, hear and feel. The responses to this exercise appear after 3.1.

#### 3.1 Vision Statements

- The "jewel in the crown" of this structure plan should be to set aside as pristine scarp area (comprising lots 265 & 519) as a national park facility, incorporating walking and horse-riding trails, cycleways, and picnic areas, and access from Tallathalla Rd.
- Central parkland area.
- Plots of public space.
- The new subdivision to cater for walking, bike and bridle paths (x2).
- Large recreation area: golf, bowls, etc.
- Equine Centre: riding facilities, training facilities, showing arena.
- Equine industry: monitored to reduce environmental impact.
- Small (15-20 hectare) rural viticulture, horticulture, eco-tourism land holdings.
- Intensive agriculture (15-20 hectares): viticulture, horticulture.
- Small land holdings close to town; getting larger as it moves north.
- Limit residential land use. Rural residential (2-10 hectares) developments, bordering/incorporating/preserving woodlands at base of scarp (avoids potential conflict with existing rural residential landholders on Patterson Rd etc.).
- One new investor to set up new agriculture form. Then you will get smaller satellite forms to diversify (rolling train effect).
- Lifestyle living.
- Rural lifestyle blocks (5-7 hectares).
- Rural community.
- Smaller lots closer to town. Northern area – equestrian.
- Townsite needs to stay central: larger blocks/hobby farms, only, to be out of town.
- Entry to estate within townsite to keep town as one.
- Strict bylaws for overstocking.
- Must be strict by-laws.
- Building design controls, and limit number of dwellings above set contour.
- Inland harvest highway: Hall Rd to Nanga?
- North-south road link.
- Piped water available for all areas.
- All with rainwater tanks.
- Eco waste-water systems.
- No new development without deep sewerage.
- ZONE 1: Tallathalla Rd accessing a beautiful, pristine woodlands/trailways and national park (lots 265/519). Important that Tallathalla Rd dead-ends in the park, and doesn't link up with Nanga Brook Rd to create a "race track".
- ZONE 2: New road running along power line to provide access to eco-tourism landholdings east and west of road – running north-south from Tallathalla to Nanga Brook Rd.
- ZONE 3: Rural residential developments (lots 482, 478, etc.) and special residential (lot 482) north of existing townsite serviced by extensions of Hill St and Peel Rd, and off power line Rd. Consider sewage treatment/plant designed to recycle brown water for golf course/sporting fields. [Accompanying aerial map to identify Zones provided]



### 3.2 Describe what you see on the site

- I hope to see part cleared blocks, plenty of vegetation, clear waterways, no powerlines, public parks with bridle paths, cycleways, and walking paths.
- A few more houses than there are now.
- Roof tops.
- Parkland, cleared rural lots, small vineyards and orchards, horses and cows.
- Diverse agri/horti/viticulture environments, small rural holdings, sheltered waterways and creeks, together with a bustling economy.
- Massive greenery emanating from viticultural and horticultural areas - all with piped water. Neat buildings; lakes and golf courses.
- Small farm lots, each with a house and an intensive agriculture crop from which a living is made, which in turn employs workers for harvesting – all working together in harmony.
- Farmland used for horticulture, tree farming, parkland, cycleways, waterways.
- Well-planned rural subdivision running up to the scarp.
- Wonderful rural setting of various sized lots, with many various rural pursuits, quality home sites, treed and very private family areas.
- A housing estate at the top of Peel Rd joining onto a golf course, a national park, and with blocks of 2 hectares and upwards spreading northward with vines, fruit, etc.
- Natural vegetation, walk trails, bridle trails, cycleways, lakes, picnic areas, rural land lots through to rural residential. Rural viticulture, horticulture, etc.
- Lifestyle blocks: 50 acres used for intensive growth e.g. horticulture, equestrian pursuits. Area developed for walking, bridle paths. Has water feature e.g. pond, with island in centre as sanctuary for birds. MANY TREES (not in rows!).

### 3.3 Describe what you hear

- I would like to hear the birds, the bees, and on weekends BBQ noises from parklands and light traffic noise.
- The rotor blades.
- Frogs, horses.
- Birds, livestock, rustling of trees.
- The peace and quiet coupled with the sounds of industry: not heavy industry.
- Happy people intermingled with a healthy environment.
- Not much: nature.
- Happy families living in a quiet rural lifestyle and going about their business.
- The helicopter noise, birds in trees, horses and cattle making a noise.
- Very little, just everyday noise – Great.
- The sound of the scarp meeting the small farm or land holding. No heavy industry.
- Rural tranquillity, birds.
- Birds and animal sounds, and silence at times.

### 3.4 Describe how you feel about the area

- I feel we have a great chance to develop a diverse farmland, and provide land for equestrian, which is a big need in Waroona.
- Happy to see our ideas have been put into effect.
- The vision the people has worked.
- Welcoming: if I don't look at the highway.
- Contentment, happy that I had my say.
- Healthy feeling, with a sense of pride, because it had started at a workshop (12/02/05).
- Satisfaction: Waroona booming, moving forward!
- Happy to put an input on the development of the area in the year 2005.
- Glad I subdivided our block and moved on.
- It's great: wish this had been in place many years before.
- A sense of calm, a desire to get on the ground and explore the many different things I see.
- An affinity with the rural lifestyle. Pride, definitely rural.

### 3.5 Draft Vision Statement

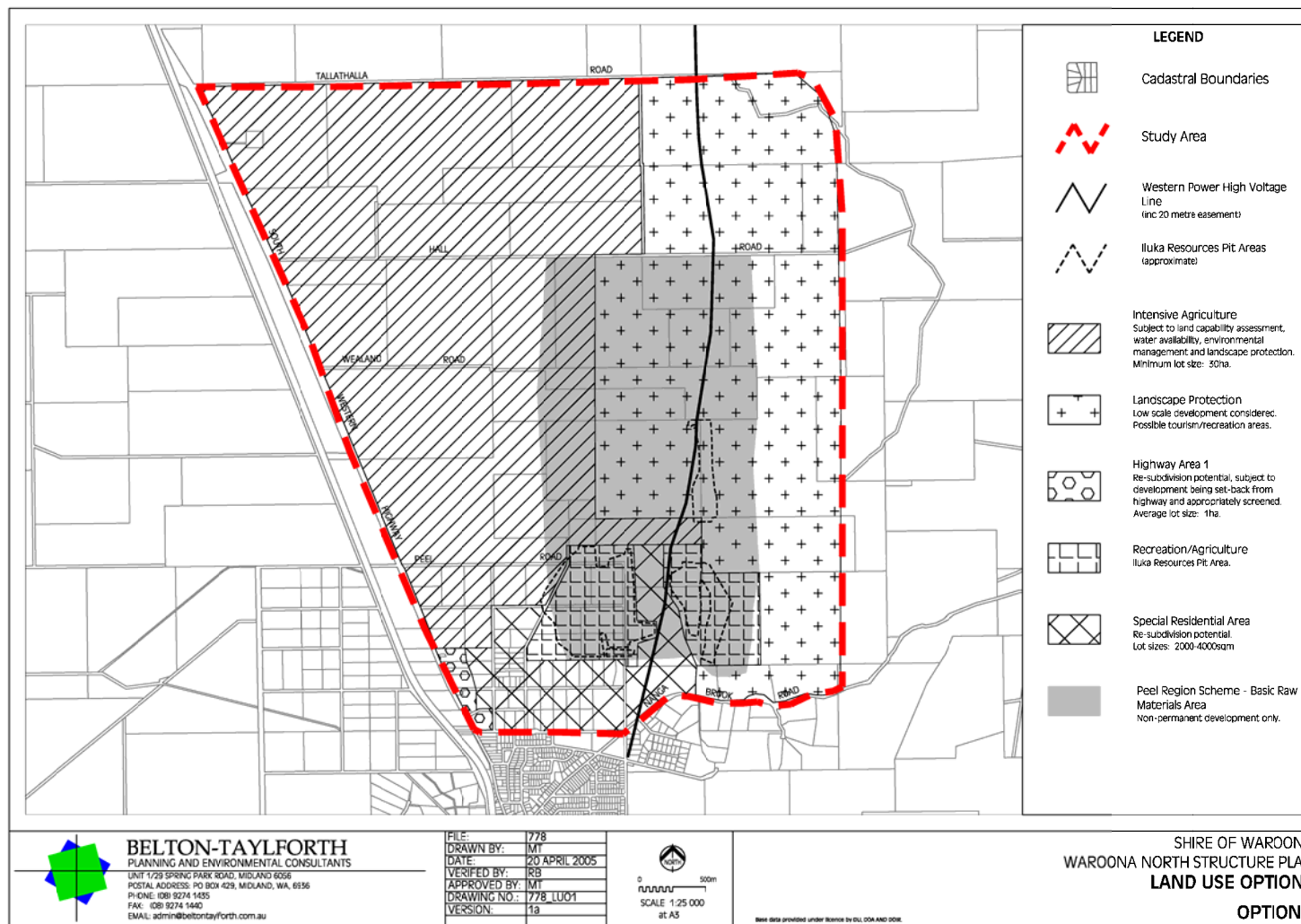
Based on the outcomes of the workshop the following draft community vision for the Waroona North Structure Plan has been compiled as a starting point for further input and consideration by workshop participants and the wider community.

*"The sand mining operation in Waroona North area has long since ceased and the natural environment and beauty of the area has been resorted and enhanced with vegetation, trees, woodlands and pristine waterways, providing an enduring environment for a diversity of native flora and fauna. An abundance of quality public park land and open space is the 'jewel in the crown' of the area, incorporating walking and cycleways, horse riding trails and diverse recreational and eco-tourism opportunities that draw locals and visitors alike. A diversity of compatible rural viticulture and horticultural industries add to a bustling local economy while providing employment opportunities, especially for young people. Small rural landholdings bring additional people to Waroona who value the land, sustainability and the unique lifestyle country living offers and a strong sense of community, pride and peaceful atmosphere prevails. The Waroona town centre remains as the central heart of the community, well connected to Waroona North with safe traffic and easy access to the Waroona townsite and within Waroona North."*

# **APPENDIX F**

## *Advertised Land Use Options*

# Land Use Option 1 (preferred)



## COMMENTS ARE INVITED ON THE ABOVE LAND USE OPTION.

This option has been identified as the 'preferred' option by the Waroona North Working Group. The Working Group are now seeking your comments and invite you to make a written submission to the Shire by May 17, 2005.

An information evening is also being held between 6.30 and 8.30 Tuesday, May 10 2005 at the Shire Offices.

For further details, or for a copy of the above plan, please contact the Shire Offices.

# Waroona North Structure Plan

## *Land Use Option 1 (preferred)*



**Special Residential:** Lot sizes of between 2000 and 4000 square metres surrounding the townsite expansion area. All services would be required to facilitate development in this area. Some subdivision potential would be provided north of McDowell Street/Nanga Brook Road, with lot sizes being similar to the smaller lots currently developed west of Bradford Street.

**Recreation:** The recreation area has been centred on one of the Iluka Resources pit areas. A recreation area in this location should be able to be provided without the need for detailed geotechnical investigations into ground stability over the entire site. The area would provide a secondary focus for recreation in the northern part of the extended Waroona townsite to complement the facilities provided towards the southern boundary of the existing townsite. The type of facilities provided in the area would be subject to further assessment and design, but could include passive and active areas, lakes or other water features etc.

**Highway Area 1:** Subdivision potential down to 1 hectare minimum lot sizes could be considered in this area. Development would be contingent on appropriate setbacks and suitable screening of development from the highway being proposed.

**Intensive Agriculture:** The existing pattern of broad-scale agricultural lots would prevail in this area. Subdivision to facilitate more intensive agricultural pursuits could be considered where appropriate justification is provided, including for example detailed land capability assessment, suitable water supply, appropriate environmental management, landscape protection and agricultural viability.

**Landscape Protection:** Development within this area would be largely restricted. Some consideration of small-scale development to facilitate tourism or recreation areas could be considered, subject to the ongoing protection of the landscape features of the site and precinct.

### Strengths

Maintains the 'rural atmosphere' of the Study Area through the provision of larger residential lot sizes, broad agricultural areas and an extensive landscape protection area.

Encourages most intensive use of somewhat marginal land in the north-west portion of Study Area

Maintains the landscape integrity of the Darling Scarp.

### Weaknesses

No smaller 'townsite' lots have been proposed (700-1000m<sup>2</sup>) and as a result growth of the Waroona townsite will be restricted in this area.

Removes the potential to develop some land with high intensive agricultural potential in the southern half of the Study Area.

Western Power 20 metre easement for Transmission Line would dissect a Special Residential area.

### Opportunities

Could provide subdivision potential to some landowners in the Study Area.

Provides a framework for the future staged provision of infrastructure – both for townsite development, Special Residential and to facilitate intensive agriculture.

Would facilitate an increased semi-urban population and re-enforce Waroona as the primary town in the Shire.

Intensive agriculture in reasonable proximity to the townsite may have positive flow on economic effects to both the Waroona townsite and the Shire.

### Constraints

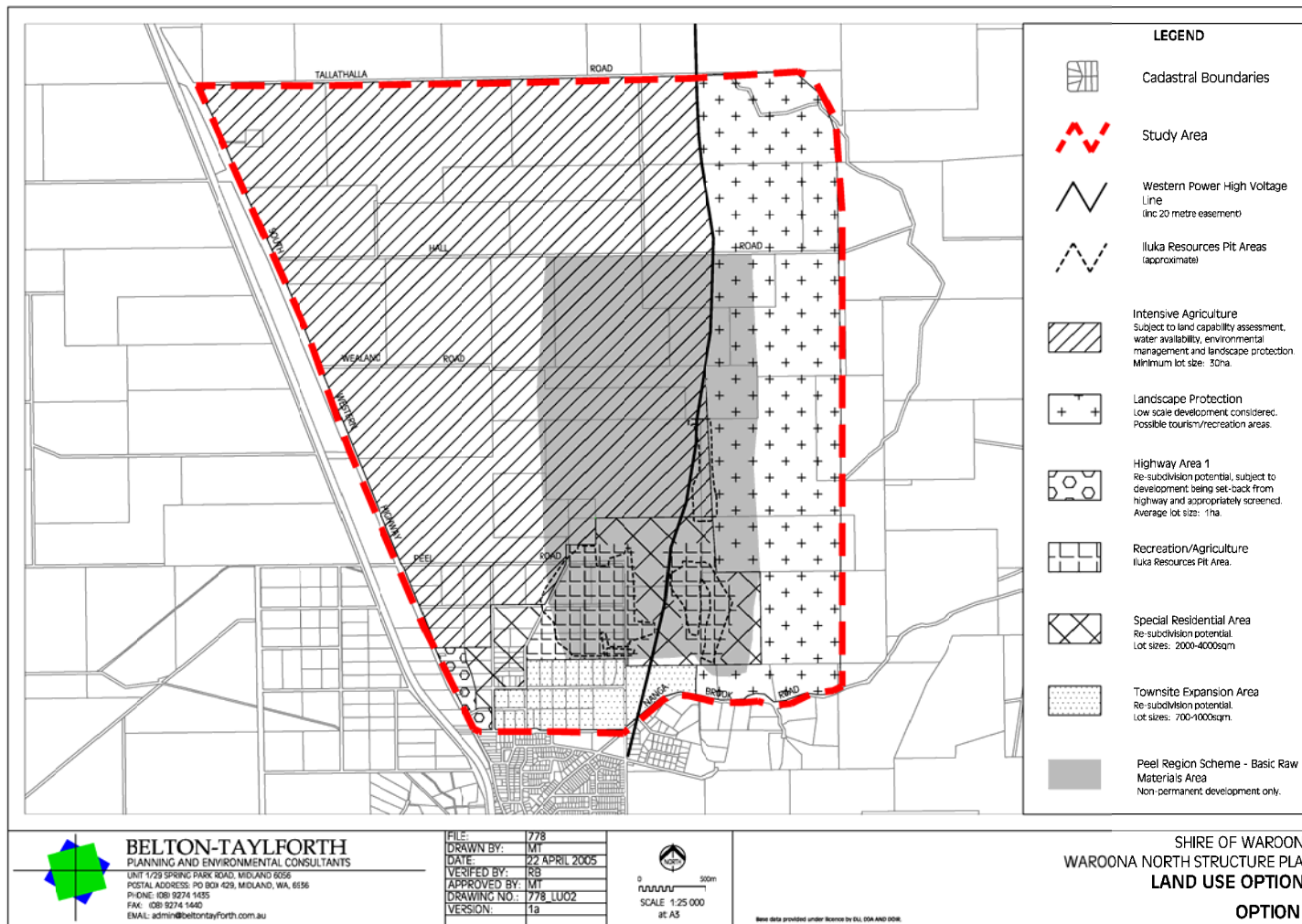
Landowners may not wish to subdivide, resulting in stalled development.

The need to protect the BRM area may delay development of some areas indefinitely.

Infrastructure may not be provided in a timely manner to facilitate development.

Land development costs have the potential to influence development timeframes and development viability in marginal areas.

# Land Use Option 2 (alternative)



## COMMENTS ARE INVITED ON THE ABOVE LAND USE OPTION.

Option 2 is an alternative to the Waroona North Working Group 'preferred' option 1. The Working Group are now seeking your comments and invite you to make a written submission to the Shire by May 17, 2005.

An information evening is also being held between 6.30 and 8.30 Tuesday, May 10 2005 at the Shire Offices.  
For further details, or for a copy of the above plan, please contact the Shire Offices.

# Waroona North Structure Plan

## *Land Use Option 2 (alternative)*



**Townsite Expansion:** Various urban land uses may be possible, including residential, commercial, recreation/POS etc. Lot sizes could vary however would include urban lots of varying size (depending on community desire and viability). All services, including reticulated sewerage and water supply, would be required.

**Special Residential:** Lot sizes of between 2000 and 4000 square metres surrounding the townsite expansion area. All services would be required to facilitate development in this area. Some subdivision potential would be provided west of Bradford Street, between the future recreation areas and at the base of the scarp near Nanga Brook Road.

**Recreation:** The recreation area has been centred on one of the Iluka Resources pit areas. A recreation area in this location should be able to be provided without the need for detailed geotechnical investigations into ground stability over the entire site. The area would provide a secondary focus for recreation in the northern part of the extended Waroona townsite to complement the facilities provided towards the southern boundary of the existing townsite. The type of facilities provided in the area would be subject to further assessment and design, but could include passive and active areas, lakes or other water features etc.

**Highway Area 1:** Subdivision potential down to 1 hectare minimum lot sizes could be considered in this area. Development would be contingent on appropriate setbacks and suitable screening of development from the highway being proposed.

**Intensive Agriculture:** The existing pattern of broad-scale agricultural lots would prevail in this area. Subdivision to facilitate more intensive agricultural pursuits could be considered where appropriate justification is provided, including for example detailed land capability assessment, suitable water supply, appropriate environmental management, landscape protection and agricultural viability.

**Landscape Protection:** Development within this area would be largely restricted. Some consideration of small-scale development to facilitate tourism or recreation areas could be considered, subject to the ongoing protection of the landscape features of the site and precinct.

### Strengths

Allows for the expansion of the Waroona townsite.

Allows for intensification of agricultural land uses in the northern part of the Study Area where these are proven viable and environmentally acceptable.

Maintains the landscape integrity of the Darling Scarp.

Maintains the rural nature of the majority of the Study Area.

Provides a variety of Special Residential Areas, each with different features and attractions.

### Weaknesses

One Special Residential area has the potential to sterilise areas of BRM land if development not staged appropriately.

Western Power 20 metre easement for Transmission Line would dissect a Special Residential area.

No buffer provided between Townsite Expansion Area and agricultural uses.

### Opportunities

Could provide subdivision potential to some landowners in the majority of the Study Area.

Sensitive (to landscape and environmental features) development of the Special Residential and Recreation areas could result in an attractive and sought-after lifestyle opportunity.

Provides a framework for the future staged provision of infrastructure – both for townsite development and to facilitate intensive agriculture.

Would facilitate an increased urban population and re-enforce Waroona as the primary town in the Shire.

Intensive agriculture in reasonable proximity to the townsite may have positive flow on economic effects to both the Waroona townsite and the Shire.

### Constraints

Landowners may not wish to subdivide, resulting in stalled development.

The need to protect the BRM area may delay development indefinitely.

Infrastructure may not be provided in a timely manner to facilitate development.

Land development costs have the potential to influence development timeframes and development viability in marginal areas.

Buffer requirements (both to agricultural and BRM areas) may reduce the developable areas.

Appendix 11.3.1 D

Waroona Rec Centre Facility Sizing

AREA	SQUARE METRES	REQUIRED	NOTES
POOL + SURROUNDS	1217.56	900	Concourse area can be downsized.
PLANT ROOM	56	56	
FIRST AID ROOM	7.25	10	Current First Aid Room is very small
OFFICE STOREROOM	4	8	More storage will be helpful to assist with kiosk stock
KIOSK	28	40	Potential to have small commercial kitchen in kiosk to cook required food for games night
OFFICE	40	40	
FOYER	65	50	
COURT 1	540	772.26	772.26.10 is the minimum area required for a court with legal run off requirements (36.6 x 21.1)
COURT 2+3	1400	2137.44	Minimum 3.65m between courts (Min 3 Court Area is 36.6 x 58.4 = 2137.44)
MULTIPURPOSE ROOM	93.5	120	Reaches capacity on multiple occasions during the year. Multipurpose room could be replaced with usage of court 1 partitioned into two areas so multiple activities could run at once
BASKETBALL OFFICE	20	20	Dependent on club
SPIN STUDIO	92	120	Reaches capacity on multiple occasions during the year
GYM ABLUTIONS	16	32	Minimum 2 Required (Toilet + Shower)
GYM	121.9	220	Gym needs to be expanded to accommodate growing membership base.
KITCHEN	55	55	Kitchen Size is appropriate depending on facility
STOREROOM ONE (GYMNASTICS)	42.34	50	More storage required from a rec perspective let alone other clubs/groups
STOREROOM TWO (CLEANERS)	180	240	
STOREROOM THREE (SPORTS)	72	100	
STOREROOM FOUR (POOL)	9	15	
SQUASH COURT	63.375	128	2 Squash Courts should be accounted for
CRECHE	90	140	Could be increased and an outdoor area should be included
GRANSTAND	120	400*	Could be increased if more courts are built
CHANGEROOMS	150	250	Will need to be increased if servicing multiple clubs
HALLWAYS	80	80	Will vary depending on facility
MANAGERS OFFICE	16.34	17.5	
MEETING ROOM	0	17.5	
	CURRENT	NEW	
<b>TOTAL FACILITY SIZE</b>	<b>4579.265</b>	<b>5618.7</b>	New facility could be 5498.7 if MP room is substituted for court 1



## Merrin Kirk

---

**From:** Waroona Football Club <waroonafc@gmail.com>  
**Sent:** Tuesday, 3 October 2023 8:23 PM  
**To:** Mark Goodlet  
**Subject:** Draft Master Plan - Waroona Recreation and Sports Facility

Hi Mark

### Appendix 11.3.1 D

Thank you for meeting with me today. I have discussed the plan with the appropriate people at the football club.

We are supportive of the precinct on the northern edge of town. We support Option B and understand that this plan is conceptual at the moment. In light of this we have the following suggestions:

- football oval to be on eastern side of clubhouse for the purpose of reducing sun glare for spectators;
- football oval playing surface to be slightly larger than the minimum standard so there is more space and a more attractive game can be played (i.e. 170m long x 130m wide - same size as Optus Oval playing surface);
- FFL of the club house to be raised above the oval to enable better viewing;
- clubhouse to entail a stepped, covered pavilion facing the oval for spectator viewing and seating;
- Clubhouse pavilion to be close to edge of football oval playing surface for spectator viewing purposes;
- football oval to be provided with a 1.2m high fence around the boundary so that sponsor logos can be attached to the fencing;
- football oval, clubhouse and netball courts to be surrounded by a 1.8m high fence (match days attract entry fees);
- parking bays to be provided adjacent to clubrooms for ease of access; and
- the drop off area and parking between the southern end of the clubhouse and bowling greens to be relocated or removed (I can't speak for the bowling club but for access and viewing purposes we'd imagine they'd prefer to have their bowling greens abutting their end of the clubhouse"

We are also supportive of the embankment shown around the edge of the oval to enable a better viewing experience for those who like to watch the game in their cars.

If you have any queries please get in touch.

Kind regards

Rhys Bloxsidge  
**President**  
**Waroona Football and Netball Club**

P: 0458048844  
E: [waroonafc@gmail.com](mailto:waroonafc@gmail.com)



## Merrin Kirk

---

**From:** Merrin Kirk  
**Sent:** Tuesday, 17 October 2023 11:48 AM  
**To:** Mark Goodlet  
**Subject:** FW: Waroona sports precinct - Waroona Netball - Requests for sport precinct

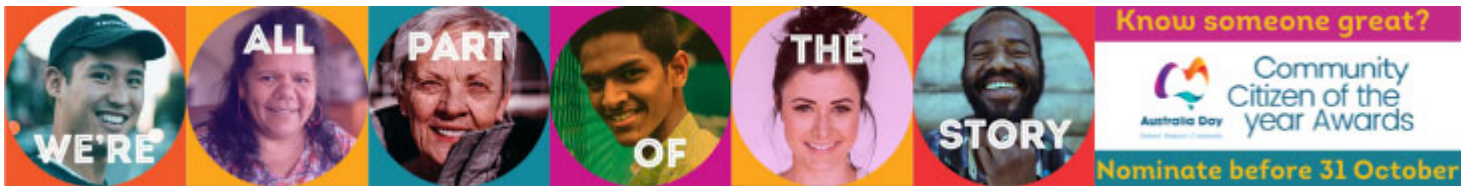
Appendix 11.3.1 D

**Merrin Kirk**  
**Executive Assistant**

**52 Hesse Street | PO Box 20 Waroona WA 6215**



T: +61 8 9733 7800  
E: [eso@waroona.wa.gov.au](mailto:eso@waroona.wa.gov.au)  
W: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)



-----Original Message-----

From: Waroona Junior Netball Association <[waroonajuniornetball@outlook.com](mailto:waroonajuniornetball@outlook.com)>  
Sent: Monday, 16 October 2023 6:31 PM  
To: Merrin Kirk <[eso@waroona.wa.gov.au](mailto:eso@waroona.wa.gov.au)>  
Cc: Jane McIntyre <[lytmup@hotmail.com](mailto:lytmup@hotmail.com)>  
Subject: Waroona sports precinct

Hi Mark

Thank you for your time last week in rolling out the proposed Waroona sport precinct.

The Waroona Junior Netball Association is in full support in the long term development of a joint recreation precinct on the northern edge of Waroona.

As a club, we request 3 indoor regulation size netball courts and small lockable storage for equipment.

We also recommend the provision of a small playground for spectating families.

Kind regards

Catherine Stone

Secretary / Registrar.

Sent from my iPhone

## Merrin Kirk

---

**From:** Bowling Club <waroonabowlingclub@outlook.com>  
**Sent:** Thursday, 2 November 2023 10:37 AM  
**To:** Mark Goodlet  
**Cc:** Joe Dineley; hayesms@bigpond.com  
**Subject:** I18831 - RC.13 - Attention Mark  
**Attachments:** Sports Precinct Plan.jpg

Appendix 11.3.1 D

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mark,

Further to our discussion regarding the new sport's complex plans, we held a special meeting with our committee members. The committee have decided on the following.

1. We agree in principle, but with the following suggestions. (Please see attached plans)
  - a. Size of storage area, is it big enough.
  - b. Should have a building attached to greens with facilities- see point 3 below.
  - c. As per attached suggested plan changes –

1. Hockey/Soccer/Rugby field to the North.
2. Multipurpose Courts to the North with toilets M/F connected.
3. Parking at north of bowling greens are changed to facilitate clubhouse for viewing bowling events.
4. Clubhouse mentioned above requires office and storage for administration, filing, kitchen etc
5. Has plan taken into account the situation of the Dart's Club who use both the Football and the Bowling Club clubrooms.
6. Functions, will they be independent, eg events may clash if all sports are using the same facilities.

Yours faithfully

Joe Dineley  
President  
Waroona Bowling and Social Club Inc

11/10/23

Drakesbrook Croquet Club  
PO Box 28  
Waroona, WA 6215

CEO Shire of Waroona  
Hesse St.  
Waroona, WA 6216

Appendix 11.3.1 D

**Re: Proposed Recreational & Sport Facilities**

Dear Mark,

The Drakesbrook Croquet Club members provided the following comments to the overall site master plan just north of Waroona, east side of South West Highway.

We need at least two, but preferably four courts, where the hockey/soccer/rugby site on **Plan B** is located. The area is needed because of the increase in numbers of people playing the game. Last week we had far too many trying to play on the one marked court on Waroona football oval. Also, proposed toilet facilities are closer for elderly people to access in Plan B, and the parking lot is closer. Most players are elderly, with the eldest person playing so far 90 years of age.

Perhaps it is better to use existing facilities in Waroona. Could the Grade B current cricket grounds behind the Recreation Centre become dedicated croquet courts? Would the Shire be prepared to upgrade the grounds? If the Waroona Cricket Club moved to the proposed northern Waroona site, could the present Cricket Club building be Croquet's centre? We realize this would require negotiation with the Waroona Cricket Club as well as the Shire.

If the northern plan goes ahead, is the Shire of Waroona able to keep up three sports centres (i.e. football oval, Recreation Centre, and northern sports hub)?

One long term resident pointed out that history of sports ground development in Waroona shows that 20 acres is not enough area to allow all the proposed facilities. It would be better to have 30 acres, construct what is suggested in the proposed plans and sporting club recommendations, and hold the remainder for future assessment and required facilities?

Thank you for your consideration in this matter.

Yours faithfully,

  
Laurie Snell

President

Drakesbrook Croquet Club

## Merrin Kirk

---

**From:** Laurie Snell <lsnell@waroonacouncillor.wa.gov.au>  
**Sent:** Tuesday, 3 October 2023 7:32 PM  
**To:** Mark Goodlet  
**Subject:** North area Recreation proposal

Hi Mark,  
Thank you for meeting with Greg Weller and myself today regarding the croquet Club's thoughts on recreation grounds.  
After our conversation, Greg mentioned that security would be important in the newly proposed recreation area and that this factor be taken into consideration.  
I thought it was a good point.

Appendix 11.3.1 D

Regards,

Laurie Snell  
President  
Drakesbrook Croquet Club

**52 Hesse Street, Waroona, WA 6215**



T 08 9733 7800  
F 08 9733 1883  
W [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)

This e-mail and any attachments are confidential, and may contain legally privileged material or personal information. This e-mail is intended solely for the named addressee. Any confidentiality or privilege is not waived or lost because this e-mail has been sent to you by mistake. If you are not the intended recipient, you must not disclose, use, copy, disseminate or print this e-mail or any information contained in it. If you have received this e-mail in error, please tell us immediately by return e-mail, delete it from your system and destroy any copies. Emails may be interfered with, may contain computer viruses or other defects and may not be successfully replicated on other systems. The Shire of Waroona accepts no liability for any damage caused by this e-mail or its attachments due to viruses, corruption, interference, or any unauthorised access or alteration of this e-mail or its content.



## Merrin Kirk

---

**From:** Darren Monument <darren@abvconsultants.com.au>  
**Sent:** Tuesday, 31 October 2023 10:08 PM  
**To:** Mark Goodlet  
**Subject:** RE: Waroona Master Planning

Thanks Mark

Appendix 11.3.1 D

Looks promising!

Thanks  
Darren

**Darren Monument**  
  
M | 0421 366 366  
[www.abvconsultants.com.au](http://www.abvconsultants.com.au)



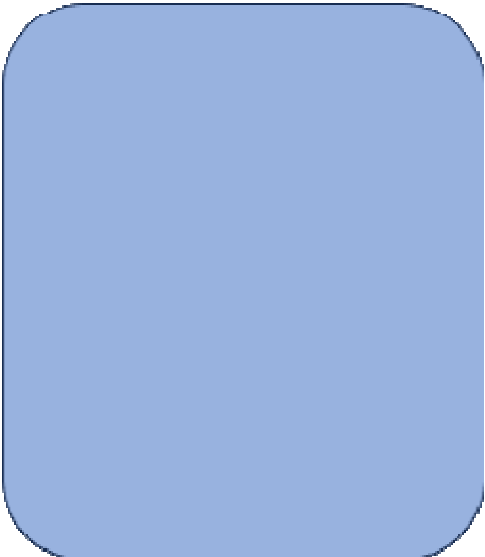
---

**From:** Mark Goodlet <ceo@waroona.wa.gov.au>  
**Sent:** Friday, 20 October 2023 2:40 PM  
**To:** Darren Monument <darren@abvconsultants.com.au>  
**Subject:** RE: Waroona Master Planning

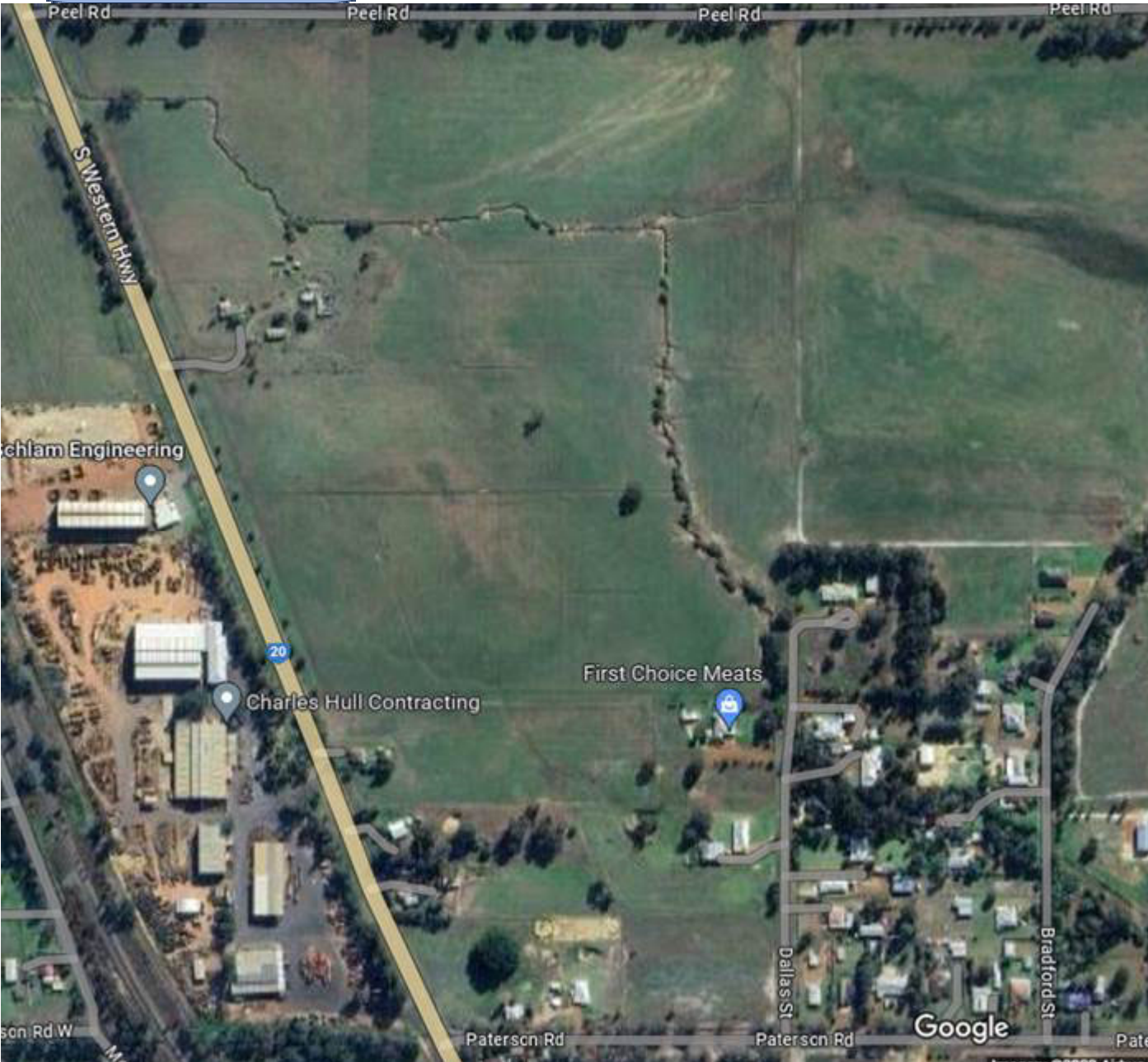
Hi Darren,

Yes, there's been some movement on this. I did consultation with Western Power and got an environmental consultant to look at the recreation centre to see if a collocated footy cricket oval and multi-function centre would work. However, the costs (moving the transmission line and earthworks) and loss of environmental values were insurmountable issues.

At the same time we've had the stars align on a single location for the multi-function centre with Iluka, who owns the north end of town seeking to exit their old mining lands. The north end of town is also the direction the town will be growing towards. As a result, I've worked up a layout (attached) and am consulting each club for their comments / support. Each have so far supported this location. We now have to do a deal with the State Gov and the Iluka to secure the land. If this then gets across the line I'll be getting the master plan finalised and come up with a staging plan to move the clubs over there over the next 10 to 25 years, depending on grant funding and need.



Appendix 11.3.1 D



I'll be in touch once the land deal is secured.

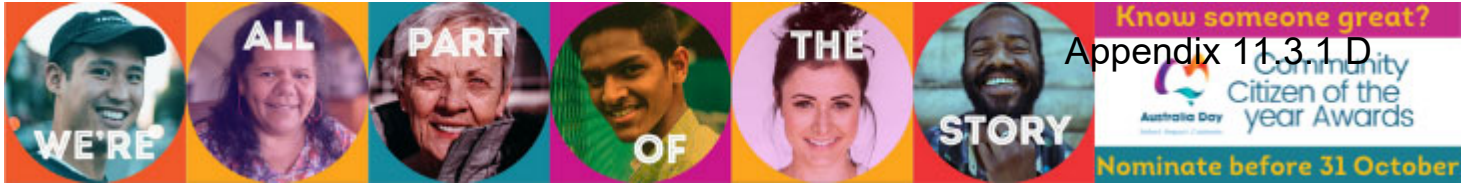
Thanks



**Mark Goodlet**  
**Chief Executive Officer**  
BTh BE (Civil-Hon) PCertBus MPRM MIEAust CPEng NER APEC Engineer Int PR(Aust)  
52 Hesse Street | PO Box 20 Waroona WA 6215



T: +61 8 9733 7800  
E: [ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)  
W: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)



Appendix 11.3.1 D

---

**From:** Darren Monument <[darren@abvconsultants.com.au](mailto:darren@abvconsultants.com.au)>  
**Sent:** Thursday, October 12, 2023 4:01 PM  
**To:** Mark Goodlet <[ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)>  
**Subject:** RE: Waroona Master Planning

Hi Mark

Hope all is going well.

I thought id follow up from your phone message that indicated you were getting close to a preferred direction on the plan.

Would you mind updating me on its status when you get a chance please?

Thanks and regards

Darren

**Darren Monument**  
  
M | 0421 366 366  
[www.abvconsultants.com.au](http://www.abvconsultants.com.au)



---

**From:** Mark Goodlet <[ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)>  
**Sent:** Monday, 18 July 2022 8:25 AM  
**To:** Darren Monument <[darren@abvconsultants.com.au](mailto:darren@abvconsultants.com.au)>  
**Subject:** RE: Waroona Master Planning

Hi Darren,  
Yes, all good in Waroona! I trust you are OK too.

I'm in discussion with an architect presently regarding the location options and would like to finalise those discussions prior to closing out the Master Plan. I hope this doesn't impact your scheduling too adversely.

Kind regards

**Mark Goodlet**  
**Chief Executive Officer**  
**BTh BE (Civil-Hon) PCertBus MPRM MIEAust CPEng NER APEC Engineer Int PR(Aust)**  
**52 Hesse Street | PO Box 20 Waroona WA 6215**



T: +61 8 9733 7800  
F: +61 8 9733 1883  
E: [ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)  
W: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)

## Appendix 11.3.1 D

---

**From:** Darren Monument <[darren@abvconsultants.com.au](mailto:darren@abvconsultants.com.au)>  
**Sent:** Tuesday, 12 July 2022 12:56 PM  
**To:** Mark Goodlet <[ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)>  
**Subject:** FW: Waroona Master Planning

Hi Mark

Hope everything going well in Waroona!

I'm just following up on the finalisation of the Master Plan report.

Last we communicated, you mentioned you were in touch with many of the clubs and had questions on the report which I addressed in the email below.

I have a few hours left in the consultancy to make changes to the Draft report and re issue the Final and was wondering if that might be able to be done soon?

I look forward to hearing from you when convenient.

Regards

Darren

**Darren Monument**  
  
M | 0421 366 366  
[www.abvconsultants.com.au](http://www.abvconsultants.com.au)



---

**From:** Darren Monument  
**Sent:** Monday, 30 May 2022 2:15 PM  
**To:** 'Mark Goodlet' <[ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)>  
**Subject:** Waroona Master Planning

Hi Mark

Apologies for delay getting back to you on this, have been dealing with covid in the household, seems to be under control and back to normal now.

I have followed up with Jenni (ABV who worked with me on the Master Planning) and our notes from the project regarding the areas we discussed and provide the following information;

- The rationale for retaining 2 sport and recreation hub areas
- Overhead Powerlines at WRAC
- Management Model examples for a shared facility

### **The rationale for retaining 2 sport and recreation hub areas**

- Within the report in Section 12 Needs Analysis (p28) it states the following;
 

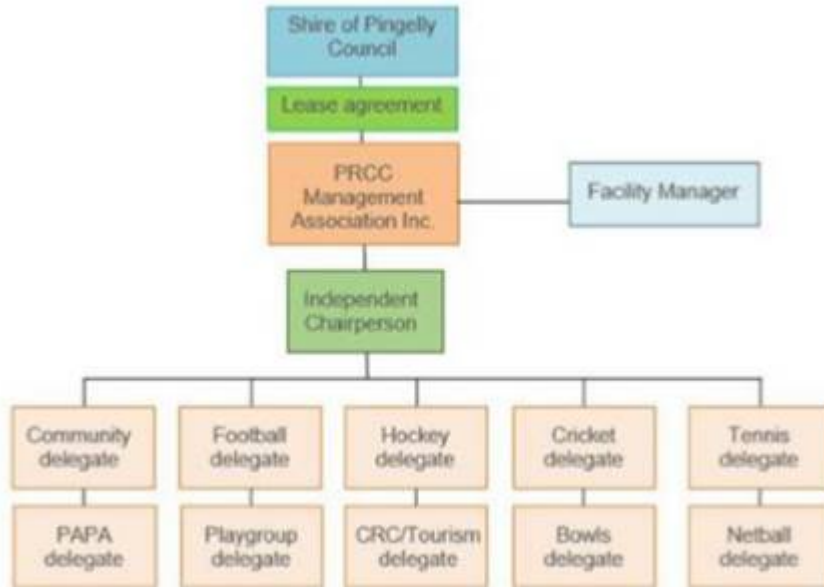
*“Separate Precincts Master Plans*  
*Through the consultation, research and analysis stages of this project it became apparent that the retention of 2 sport and recreation precincts would be more advantageous than collocating all user groups to a single precinct as per project objective 4. Identify opportunities for shared purpose facilities and provide options for the co-location (and relocation) of community facilities to create one sport and recreation precinct.*  
*In consultation with Shire of Waroona project staff, it was determined the report should deliver 2 separate master plans for the 2 precincts; Waroona Recreation and Aquatic Precinct (WRAC) and Town Oval Precinct”.*
- The contributing factors for the retaining of the 2 areas for sport and recreation hubs;
  - Town centre activation – it was considered to be taking away from the activation if bowls and football were relocated from the oval area. The Town had just been working on the activation strategy with element (consultants). Element expressed a desire to keep all activity in the area to achieve increased activation and this position was supported by the Shire’s planning staff.
  - Originally a 3<sup>rd</sup> oval was considered to be necessary if the football was to relocate to WRAC precinct. The carrying capacity of the existing ovals was not considered to be optimum with significant drainage problems on the lower oval and aging reticulation systems, therefore a 3<sup>rd</sup> oval was probably required. The significant land fall at this site (golf club) would add considerable cost to a third oval with required fill dependant on where it could be located (it was noted that the golf club reported that the more interesting part of the course was the upper northern area). A further issue was the potential cost to purchase land to the north or east of the existing upper oval if that area was to be used.
  - The need for power lines to be run underground in that area was considered expensive for the benefits to be gained).
  - From an operational perspective, the aim of a single facility location to service the existing and new clubs with a 3<sup>rd</sup> oval was not achievable without significant compromise from one or more of the clubs.

### **Overhead Powerlines at WRAC**

- This wasn’t considered feasible to run them underground the required distance (by the Officers in discussions for the potential benefits to be gained).
- ABV didn’t get to the stage of contacting Western Power and we are not aware if anyone from either of the Shires spoke with them specifically on this issue.

### **Management Model examples for a shared facility**

- Within the MP Report the possible model options available for shared facilities were outlined with their pros and cons.
- As I mentioned on the phone the Bruce Rock District Club is considered an example of a successful model that works well and returns a surplus to groups (when they trade at a profit). I understand you have seen a copy of the club’s constitution and whilst Donnybrook was forging ahead with their colocated model they too were also citing Bruce Rock as a successful model.
- A model that is considered successful in the Perth metropolitan area is the Joondalup Sports Association (Iluka, City of Joondalup). I have included a summary document to this email outlining a 2016 benchmarking review (Note this was pre covid). It is made up of a number of sporting clubs
  - A recent model of a small regional LGA and the type that is often aspired to is that of Pingelly, see below for the depiction of the model ;



Appendix 11.3.1 D

I hope this assists in providing further background to the report focus.

Please don't hesitate to contact me should you require further information.

Regards  
Darren

**Darren Monument**

M | 0421 366 366  
www.abvconsultants.com.au



**Disclaimer**

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

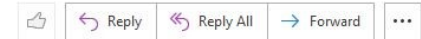
This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

**Disclaimer**

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

Re: Sport & Recreation Master Plan Consultation



Tue 3/10/2023 11:43 AM

**BO** Bradley Oborn  
To Mark Goodlet; **Executive**

You replied to this message on 3/10/2023 5:05 PM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

Both are good layouts. My preference is Option B- 150 car parks might be lost or relocated elsewhere, however it would enable the multiuse oval to be considered more inclusive rather than stuck off to the side. Access pathways and lighting to multiuse oval will be improved being closer to the central facility.

The kiosk is not required in Option B. Good move. Less buildings to maintain.

Thanks,

**Brad Oborn**  
**Manager Works and Waste Services**  
**52 Hesse Street | PO Box 20 Waroona WA 6215**  
  
T: +61 8 9733 7817  
F: +61 8 9733 1883  
E: [mwws@waroona.wa.gov.au](mailto:mwws@waroona.wa.gov.au)  
W: [www.waroona.wa.qov.au](http://www.waroona.wa.qov.au)

---

**From:** Mark Goodlet <[ceo@waroona.wa.gov.au](mailto:ceo@waroona.wa.gov.au)>  
**Sent:** Tuesday, 3 October 2023 9:41 AM  
**To:** Executive <[executive@waroona.wa.gov.au](mailto:executive@waroona.wa.gov.au)>  
**Subject:** FW: Sport & Recreation Master Plan Consultation

FYI.

# PEEL ROAD

BOUNDARY 241.4M

BOUNDARY 312.31M

LOT No. 270

LOT No. 271

HOCKEY  
SOCCER  
RUGBY

69M

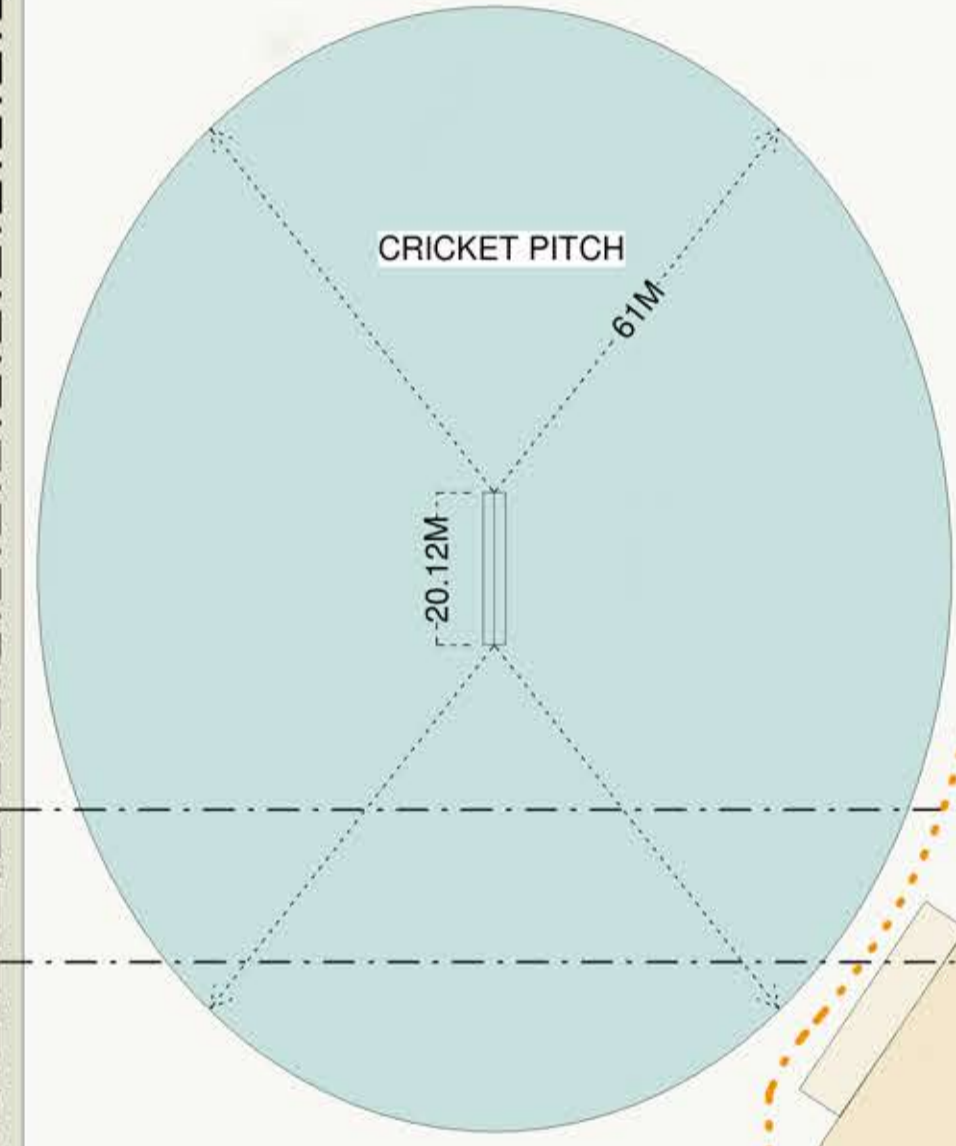
14.4M

BOUNDARY 110M

BOUNDARY 193.46M

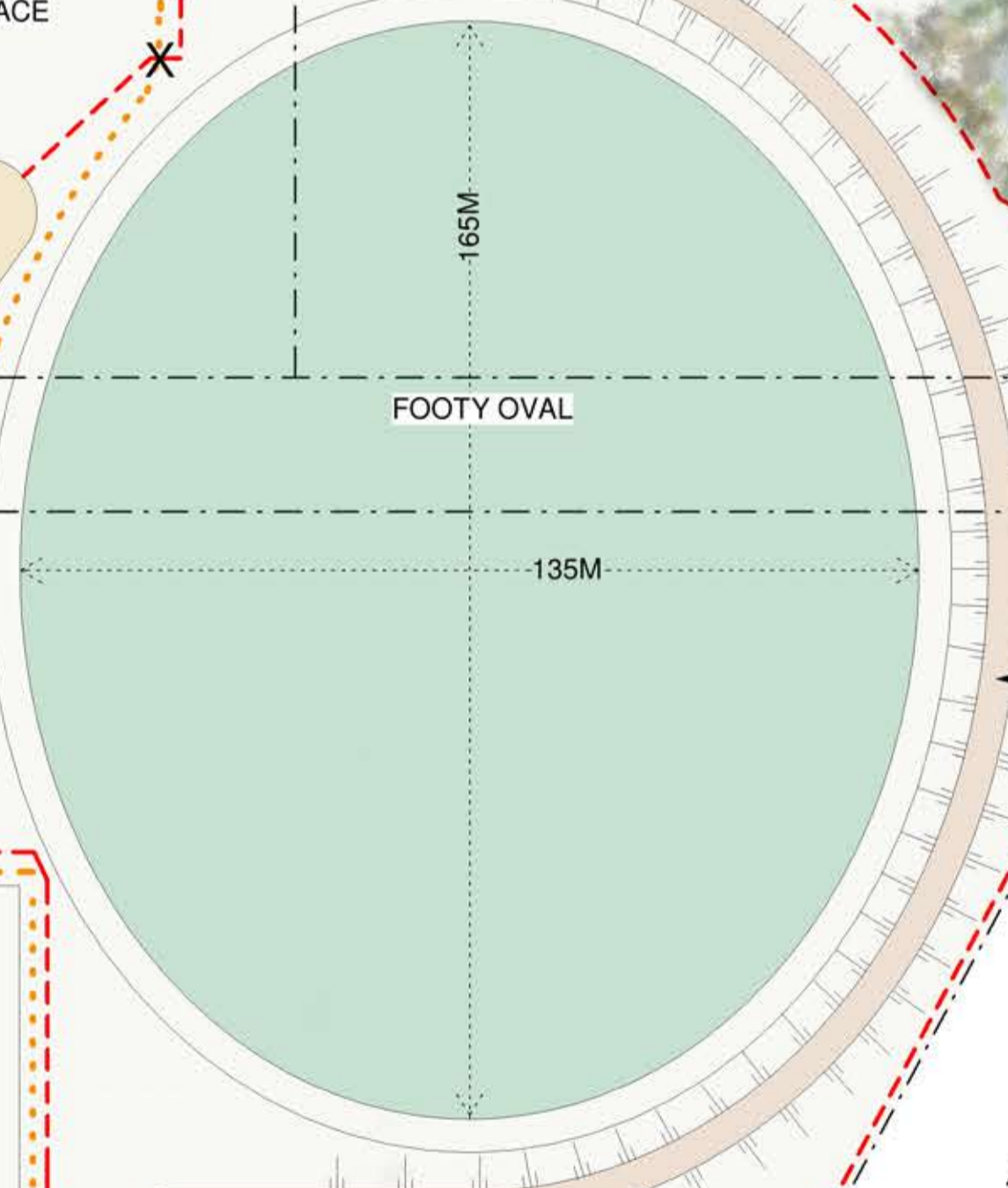
BOUNDARY 223.6M

BOUNDARY 303.88M



NORTHERN ACTIVITY SPACE

RECREATION CENTRE  
6000 M<sup>2</sup>



LOT No. 276

BOUNDARY 10.35M

EMBANKED PARKING  
AROUND HALF OF OVAL

FENCE SHOWN IN DASH

LOT No. 272

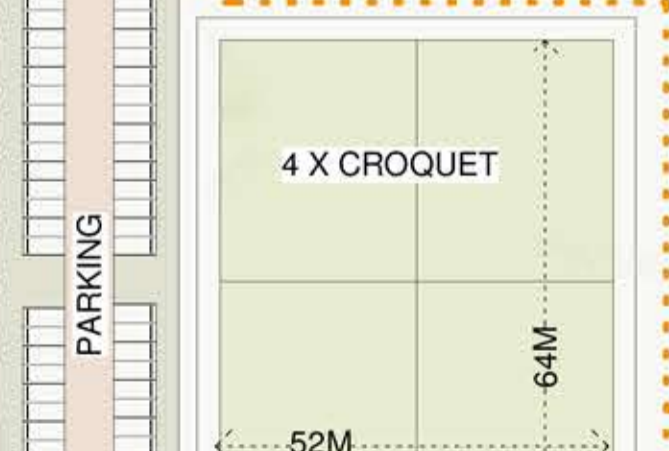
No. 76 LOT 275

LOT No. 53

LOT No. 54

DALLAS ST

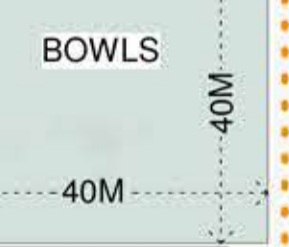
PARKING



AMBO ACCESS

WC

STORE



DROP-OFF



ACCESS RD



WATER AVAILABLE  
AT THIS POINT

BOUNDARY 296.05M

EXISTING RESIDENCES

No. 68 LOT 277

No. 71 LOT 78

## OVERALL SITE MASTER PLAN - OPTION C

SCALE 1:2000 @ A3

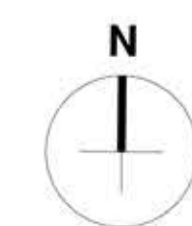
# PROPOSED WAROONA NORTH RECREATION PRECINCT

DALLAS ST, WAROONA

2217

SK01

30/11/2023



**COPYRIGHT**  
THIS DRAWING IS AND SHALL REMAIN  
THE PROPERTY OF "MCG Architects Pty  
Ltd". IT MAY ONLY BE USED FOR THE  
PURPOSE FOR WHICH IT WAS  
COMMISSIONED AND MAY NOT BE  
REPRODUCED WITHOUT WRITTEN  
PERMISSION OF THE OWNER

**MCG Architects** Pty Ltd  
The Stage, Old Railway Institute Building,  
62 Witteneoom Street, Bunbury, WA 6230  
T: (08) 9791 6993 E: reception@mcgarchitects.com.au



## Appendix 11.3.2

Dear ...,

### **ATM HOSTING RENT INCOME OPPORTUNITY IN WAROONA TOWNSITE**

The Shire has been working with the community and the NAB to secure the ongoing presence of a major bank automated teller machine (ATM) in Waroona townsite. As such we are looking to interested landlords, with a South Western Highway frontage who might be interested in hosting an ATM on a commercial basis with the NAB. In principle the landlord will provide the land for the ATM and collect rental income, while the NAB will provide and operate the ATM. It may of course, encourage foot traffic to the landlord's premise as an added bonus.

In discussion with the NAB's representative the following information has been provided about the location and other requirements for the ATM, as well as some key lease terms that would apply. These are as follows –

#### **NAB's Location and Other Preference for an ATM –**

- High foot traffic area, on the main strip.
- The ATM needs to be in the shop front of a store (window front) rather than within the store. This will provide customers access to the machine outside of business hours.
- A stand-a-lone ATM (not within a building) is an option that NAB will consider.
- ATM footprint size is approximately 2 m<sup>2</sup>.
- ATM rear clear distance is approximately 1m. The store operator will have to ensure there is enough space at the back of the ATM for the guards to cash and service the machine.
- Surrounding building material can be anything. It doesn't have to be brick.
- There are no security camera requirements as the NAB will provide security cameras if needed. The machines also have cameras installed within them.

NAB will organise contractors to visit the site to complete an audit to ensure the ATM will not compromise the structural integrity of the site.

#### **Lease Terms**

- No costs will be incurred on the landlord's end during the install, operating and make good period.
- NAB have a ... lease across the board for all ATMs, preferably with ... options to renew however that is not a must.
- NAB will be looking between ... per annum plus GST for the rental. This is negotiable however this is the current market for the ATM.
- A full make good will be completed at the end of the term.

If you think this might be suitable for your property and would like to make further enquiries about this, please let me know ([eso@waroona.wa.gov.au](mailto:eso@waroona.wa.gov.au)) so that we are aware of the status

of this effort, and also contact ..., who is heading up this work on behalf of the NAB. Her details are ...

If you have any queries in relation to this matter please contact me at ..., or phone ... to discuss the matter.



**COMMUNITY PARTNERSHIP AGREEMENT**  
**Shire of Waroona**

**DATE**

The date of this Agreement shall be the date on which the Agreement has been executed by all the Parties here to.

**PARTIES**

**Alcoa of Australia Limited** ABN 93 004 879 298 of Cnr Marmion and Davy Streets, Booragoon, in the State of Western Australia (**Alcoa**)

**Shire of Waroona** ABN 22 902 474 201 of PO Box 20 Waroona, WA 6215 in the State of Western Australia (the **Shire of Waroona**)

**RECITALS**

- A. Alcoa and the Shire of Waroona wish to enter into an agreement for Alcoa to contribute funds to the Shire of Waroona and, in exchange, for Alcoa to obtain certain benefits on the terms and conditions set out below.

**OPERATIVE PROVISIONS**1. **INTERPRETATION**1.1 **Definitions**

The following definitions apply in this agreement.

**Alcoa Licensed Marks** means the trademarks and other Intellectual Property of Alcoa listed in **Item 5** of schedule 1.

**Benefits** mean the benefits provided to Alcoa by the Shire of Waroona, details of which are set out in schedule 2.

**Benefits Period** means the period set out in **Item 3** of schedule 1.

**Communication** means any communication or display (in any form or media) which identifies or promotes the Shire of Waroona, the Permitted Use, or a product or service of the Permitted Use.

**Confidential Information** means:

- (a) any information provided by one party (**Discloser**) to the other party (**Recipient**) which is designated confidential and recorded as such via item 9 in Schedule 1 or which otherwise would be understood by a reasonable person in the position of the Recipient to be confidential in nature;

but does not include information which:

- (b) at the time of the disclosure is in the public domain; or
- (c) after disclosure becomes part of the public domain otherwise than by disclosure in breach of this agreement.

**Contribution** means the amount set out in **Item 2** of schedule 1.

**GST** means the same as in the GST Law.

**GST Law** means the same as in *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Insolvency Event** means, for a person, being in liquidation or provisional liquidation or under administration, having a controller (as defined in the *Corporations Act 2001*) (Corporations Act) or analogous person appointed to it or any of its property, being taken under section 459F(1) of the Corporations Act to have failed to comply with a statutory demand, being unable to pay its debts or otherwise insolvent, dying, ceasing to be of full legal capacity or otherwise becoming incapable of managing its own affairs for any reason, taking any step that could result in the person becoming an insolvent under administration (as defined in section 9 of the Corporations Act), entering into a compromise or arrangement with, or assignment for the benefit of, any of its members or creditors, or any analogous event.

**Intellectual Property** means all relevant rights to trademarks, trade names, copyright, patents, designs, trade secrets, get up, know how, and any other industrial and intellectual property rights.

**Law** means the law in force in the State.

**Shire of Waroona's Licensed Marks** means the trademarks and other Intellectual Property of the Shire of Waroona listed in **Item 5** of schedule 1.

**Permitted Use** has the meaning set out in **Item 1** of schedule 1.

**State** means the state of Australia set out in **Item 8** of schedule 1.

## 2. OBLIGATIONS OF THE SHIRE OF WAROONA

- (a) The Shire of Waroona grants Alcoa the Benefits on the terms and conditions set out in this agreement.
- (b) The Shire of Waroona agrees to only use the Contribution for the Permitted Use and will in carrying out its obligations under this agreement:
  - (i) exercise all professional skill, care and competence that would be reasonably expected of a person carrying out similar activities in Australia and internationally;
  - (ii) act in good faith;
  - (iii) faithfully and promptly comply with all of Alcoa's guidelines, policies and procedures and any directions and instructions regarding the Benefits; and
  - (iv) not do or permit another person to do anything which may prejudice or derogate from the goodwill attaching to Alcoa's Licensed Marks.
- (c) The Shire of Waroona is solely responsible for the preparation, co-ordination, management and delivery of the Permitted Use or any activities relating to it. Alcoa shall not be responsible for any cost, liability or claim arising out of the preparation, co-ordination, management and delivery of the Permitted Use or any acts or omissions of the Shire of Waroona in any way in relation to the Permitted Use.
- (d) The Shire of Waroona agrees to keep financial accounts and other records that detail and document the preparation, co-ordination, management and delivery of the Permitted Use (or any activities relating to it) and enable all receipts and payments related to the Permitted Use to be identified and reported. The Shire of Waroona agrees to keep such records of five years after the Permitted Use and provide copies of the records to Alcoa upon request.
- (e) The Shire of Waroona agrees that Alcoa, or its representative, may at all reasonable times and upon giving reasonable notice to the Shire of Waroona, inspect and copy documentation, books and records, however stored, in the Shire of Waroona's custody, possession or control relating to the Permitted Use, and to conduct audits relevant to

the performance of the Shire of Waroona's obligations under this agreement. The Shire of Waroona shall provide all reasonable assistance to Alcoa in that regard.

### 3. OBLIGATIONS OF ALCOA

Alcoa will make the Contribution (which is exclusive of GST) to the Shire of Waroona in the manner set out in **Item 4** of schedule 1.

### 4. PERIOD OF BENEFITS

The Shire of Waroona will grant Alcoa the Benefits during the Benefits Period.

### 5. CONFIDENTIALITY

The parties must keep confidential and must not disclose or make available directly or indirectly to any third party any Confidential Information unless the disclosure of Confidential Information is necessary to comply with any law or the lawful requirements of any government agency.

### 6. DISPUTES

#### 6.1 Discussion

If a dispute arises in relation to this agreement, the parties agree at first instance to endeavour to resolve it by discussion and agreement. Either party may request, on reasonable notice to the other party, that the parties meet to discuss a dispute.

#### 6.2 Failure to resolve

If within 14 days of a request in accordance with clause 6.1, the parties have not met or the dispute otherwise remains unresolved, then subject to this clause 6, either party may take further action to resolve the dispute.

### 7. INTELLECTUAL PROPERTY

#### 7.1 Alcoa

- (a) Alcoa grants to the Shire of Waroona a non-exclusive, non-transferable, revocable, royalty free licence to use the Alcoa Licensed Marks during the Benefits Period for the sole purpose of providing the Benefits. Alcoa grants to the Shire of Waroona no other right to any Intellectual Property belonging to Alcoa.
- (b) The Shire of Waroona:
  - (i) acknowledges that Alcoa remains the proprietor of the Alcoa Licensed Marks and of the goodwill attaching to them;
  - (ii) must faithfully reproduce any Alcoa Licensed Marks in the form notified by Alcoa from time to time;
  - (iii) must use any markings or notices required from time to time by Alcoa to give notice to the public of Alcoa's ownership of the Alcoa Licensed Marks;
  - (iv) must not do or permit another person to do anything which may damage or endanger Alcoa's Intellectual Property; and
  - (v) must submit to Alcoa all Communications which include references to Alcoa or the Alcoa Licensed Marks for approval prior to use.

## 7.2 Shire of Waroona

- (a) The Shire of Waroona grants to Alcoa a non-exclusive, non-transferable, revocable, royalty free licence to use the Shire of Waroona's Licensed Marks during the Benefits Period for the purpose of promoting the Benefits or for any other purpose contemplated by this agreement. The Shire of Waroona grants to Alcoa no other right to any Intellectual Property belonging to the Shire of Waroona.
- (b) Alcoa:
- (i) acknowledges that the Shire of Waroona remains the proprietor of the Shire of Waroona's Licensed Marks and of the goodwill attaching to them;
  - (ii) must faithfully reproduce any of the Shire of Waroona's Licensed Marks in the form notified by the Shire of Waroona from time to time;
  - (iii) must use any markings or notices required from time to time by the Shire of Waroona to give notice to the public of the Shire of Waroona's Licensed Marks;
  - (iv) must not do or permit another person to do anything which may damage or endanger the Shire of Waroona's Intellectual Property; and
  - (v) must submit to the Shire of Waroona all Communications which include references to the Shire of Waroona or the Shire of Waroona's Licensed Marks for approval prior to use.

## 8. WARRANTIES AND REPRESENTATIONS

The Shire of Waroona warrants and represents to Alcoa that:

- (a) the Shire of Waroona's entry into this agreement does not infringe the rights of any other person including the rights in any Intellectual Property or breach any existing agreement or arrangement between it and any other person; and
- (b) all Communications will be truthful and accurate and will comply with all statutes, regulations and ordinances and if applicable with the standards from time to time set down by the Media Council of Australia, the Advertising Standards Council of Australia or any similar body charged with the administration of the voluntary codes of advertising.

## 9. CONSULTATION AND REPORTING

### 9.1 Consultation

The Shire of Waroona will ensure that Alcoa is regularly consulted and informed about the Shire of Waroona's activities regarding the Permitted Use and the promotion, planning and conduct of all aspects of the Benefits.

### 9.2 Reports

The Shire of Waroona will provide Alcoa with the reports set out in **Item 6** of schedule 1.

## 10. TERMINATION

### 10.1 Termination by either party

A party (**Terminating Party**) may terminate this agreement immediately by giving the other party notice if the other party commits a material breach of this agreement and fails to remedy that breach within 14 days of receiving a notice from the Terminating Party requiring them to remedy that breach.

### 10.2 Termination by Alcoa

Alcoa may terminate this agreement:

- (a) immediately by giving notice to the Shire of Waroona if an Insolvency Event occurs in respect of the Shire of Waroona; or
- (b) at any time without reason on 90 days' notice to the Shire of Waroona.

### 10.3 Consequences of termination

If this agreement is terminated pursuant to this clause 10:

- (a) this agreement, other than clauses 5 and 6, is at an end as to its future operation except for the enforcement of any right or claim that has arisen before termination;
- (b) the Shire of Waroona must immediately cease all use of Alcoa's Licensed Marks and any of Alcoa's Intellectual Property;
- (c) the Shire of Waroona must immediately cease any Communications containing any reference to Alcoa;
- (d) each party must immediately return (or at the request of the other party destroy) any Confidential Information belonging to the other party; and
- (e) Alcoa will not be required to make any further instalments of the Contribution to the Shire of Waroona.

## 11. NOTICES

- (a) A notice, consent or other communication under this agreement is only effective if it is in writing, signed and either left at the addressee's address or sent to the addressee by mail or fax.
- (b) If a notice is sent by mail, it is taken to have been received 3 working days after it is posted. If it is sent by fax, it is taken to have been received when the addressee actually receives it in full and in legible form.
- (c) Each party's address and fax number for notices are those so specified in **Item 7** of schedule 1, or as the party notifies the sender.

**12. GST**

- (a) Words defined in the GST Law have the same meaning in this clause unless the context makes it clear that a different meaning is intended.
- (b) If the Contribution is consideration for a taxable supply by the Shire of Waroona to Alcoa, Alcoa must pay to the Shire of Waroona the amount of the GST for which the Shire of Waroona is liable in respect of the taxable supply at the same time as it is required to pay the Contribution, provided that Alcoa need not pay until 7 days after receipt of a tax invoice in respect of the taxable supply.
- (c) The Shire of Waroona must promptly create an adjustment note for, and refund to Alcoa, the amount of any overpayment by Alcoa for GST.
- (d) If a party has a claim under or in connection with this agreement for a cost on which that party must pay an amount for GST, the claim is for the cost plus the amount for GST (except any amount for GST for which that party is entitled to an input tax credit).
- (e) If Alcoa is liable for GST on any supply by it to the Shire of Waroona, the Shire of Waroona must indemnify Alcoa against and pay to Alcoa on demand the amount of that GST.

**13. GENERAL****13.1 No relationship**

Nothing in this agreement shall be construed as meaning or implying that the relationship between Alcoa and the Shire of Waroona is that of partners, employee and employer, joint venturers or trustee and beneficiary.

**13.2 Governing law**

This agreement is governed by the law in force in the State.

**13.3 Liability for expenses**

Each party must pay its own expenses and disbursements incurred in connection with this agreement.

**13.4 Giving effect to this agreement**

Each party must do anything (including execute any document), and must ensure that its employees and agents do anything (including execute any document), that the other party may reasonably require to give full effect to this agreement.

**13.5 Waiver of rights**

A right may only be waived in writing, signed by the party giving the waiver, and:

- (a) no other conduct of a party (including a failure to exercise, or delay in exercising, the right) operates as a waiver of the right or otherwise prevents the exercise of the right;
- (b) a waiver of a right on one or more occasions does not operate as a waiver of that right if it arises again; and
- (c) the exercise of a right does not prevent any further exercise of that right or of any other right.

**14. SPECIAL CONDITIONS**

The special conditions set out in **Item** 9 of schedule 1 apply to this agreement.

**15. INSURANCES**

The Shire of Waroona agrees to maintain appropriate professional indemnity and public liability insurance for all services provided by its personnel and must provide copies of the same upon request from Alcoa.

**EXECUTED** as an agreement.

EXECUTED for and on behalf of **ALCOA OF AUSTRALIA LIMITED** by:

Alcoa Authorised Signatory

Name: ..... Signature: .....

Title: ..... Date: .....

Witness

Name: ..... Signature: .....

Occupation: ..... Date: .....

Address: .....

.....

EXECUTED for and on behalf of **Shire of Waroona** by:

Shire of Waroona Authorised Signatory

Name: ..... Signature: .....

Title: ..... Date: .....

Witness

Name: ..... Signature: .....

Occupation: ..... Date: .....

Address: .....



## SCHEDULE 1

## INDEX

Item	Reference	Details
1.	<b>Permitted Use (clause 1.1)</b>	Funds are provided to support the operating of the Waroona Recreation Centre or as agreed to between the parties during the term of this agreement.
2.	<b>Contribution (exclusive of GST) (clause 1.1)</b>	From a base amount of \$222,143 (2023), payments for 2024,2025, 2026, 2027 & 2028, will be calculated each year compounding by the Perth Metropolitan Consumer Index (CPI) in accordance with Item 4.
3.	<b>Benefits Period (clause 4)</b>	Commencing 1 <sup>st</sup> March 2024 and ending 28 <sup>th</sup> February 2028 or the date on which this agreement is terminated in accordance with clause 10, whichever is sooner.
4.	<b>Payment Schedule (clause 3)</b>	<p>Upon execution of this agreement and the receipt annually of a tax compliant invoice the following payment will be provided each year until 2028.</p> <p>Year 1 (2024) - \$222,143 plus the Perth Metropolitan CPI for the 2023 year.</p> <p>Year 2 (2025) – The amount paid for 2024 (excluding GST) plus the Perth Metropolitan CPI for the 2024 year.</p> <p>Year 3 (2026) - The amount paid for 2025 (excluding GST) plus the Perth Metropolitan CPI for the 2025 year.</p> <p>Year 4 (2027) - The amount paid for 2026 (excluding GST) plus the Perth Metropolitan CPI for the 2026 year.</p> <p>Year 5 (2028) - The amount paid for 2027 (excluding GST) plus the Perth Metropolitan CPI for the 2027 year.</p> <p>The applicable GST will be added to each annual payment.</p>
5.	<b>Alcoa Licensed Marks (clause 1.1) Shire of Waroona’s Licensed Marks (clause 1.1)</b>	<p>See Attachment A to schedule 1</p> <p>See Attachment B to schedule 1</p>
6.	<b>Reports (clause 9)</b>	<p>1.) An acquittal of the partnership funds will be submitted each 12 months on the Alcoa acquittal form by the 31st January each year of the agreement. This requirement must be met before subsequent payments can occur.</p> <p>2.) The acquittal must include the following social metrics data:</p> <ul style="list-style-type: none"> <li>• Visitation/use of the community facilities</li> <li>• Gender breakdown of beneficiaries (number)</li> <li>• Ethnicity - Indigenous and Non-Indigenous beneficiaries (number)</li> </ul> <p>Alcoa acknowledges that some constraints to gathering exact data may exist, where this is the case organisations are requested to provide their best reasonable estimates.</p> <p>3.) The Shire will include with the acquittal report a copy of its relevant financial statements identifying the income and expenditure related to the community facilities funded through the partnership.</p>

Item	Reference	Details
		4.) A final sponsorship acquittal form will be completed and provided to Alcoa by the 31 <sup>st</sup> January 2028.
7.	<b>Addresses for Notices (clause 11)</b>	<b>Alcoa</b> Address: PO Box 84, Waroona, 6215 Email: <a href="mailto:tom.busher@alcoa.com">tom.busher@alcoa.com</a> Attention: Tom Busher <b>Shire of Waroona</b> Address: PO Box 20, Waroona, 6215 Email: <a href="mailto:ceo@waroona.wa.gov.au">ceo@waroona.wa.gov.au</a> Attention: Mark Goodlet
8.	<b>State</b>	Western Australia
9.	<b>Special Conditions including any items to be kept confidential (clause 14)</b>	

ATTACHMENT A TO SCHEDULE 1

Licensed Marks: [provide attachment showing Licensed Marks for which a licence is granted pursuant to clause 7]



**ATTACHMENT B TO SCHEDULE 1**

Shire of Waroona's Licensed Marks: [provide attachment showing Licensed Marks for which a licence is granted pursuant to clause 7]



**SCHEDULE 2****BENEFITS**

The Shire of Waroona will grant Alcoa the following Sponsorship Benefits:

- Alcoa employees will be offered a 50% discount on annual membership of the Waroona Recreation Centre's swim, gym, group fitness or these combined activities, based on providing evidence of current employment with Alcoa at the time of payment.
- Alcoa logo to be placed in marketing collateral and promotional materials produced relating to the Waroona Recreation Centre.
- Alcoa to be acknowledged as a Major Sponsor of the Waroona Recreation Centre in marketing collateral and promotional materials related to the facilities.
- Minimum two articles published per annum in Shire newsletters acknowledging Alcoa as a 'Major Partner' of the Waroona Recreation Centre. Alcoa to be provided with an opportunity to provide a comment/quote in any statements.
- Signage to be placed at the Waroona Recreation Centre acknowledging Alcoa as a Major Partner and include the Alcoa logo. Alcoa agrees to fund this signage and collaborate with the Shire in its design.

Alcoa to review and approve all instances of Alcoa logo use and references to partnership support prior to publication.