

APPENDICES INDEX

ORDINARY COUNCIL MEETING 22 September 2026

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Peel Country Zone Minutes

20 August 2026

Hosted via MS Teams

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, of amendments to recommendations within the State Council or Zone Agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance The attendance was confirmed prior to the commencement of the meeting.

ATTACHMENTS

1. LGIRS Local Government Division Report
2. Minutes of previous meeting
3. Zone Status Report
4. WALGA President's Report

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Zone Chair, President Cr Mike Walmsley opened the meeting at 1:03pm.

1.2 ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Local Government
Shire of Boddington	President Cr Eugene Smallberger Cr Paul Carrots Ms Julie Burton, Chief Executive Officer – non-voting
City of Mandurah	Cr Shannon Wright Ms Casey Mihovilovich, Chief Executive Officer
Shire of Murray	President Cr Douglas McLarty Cr Ange Rogers Mr Dean Unsworth, Chief Executive Officer – non-voting
Shire of Serpentine Jarrahdale	President Cr Rob Coales Cr Courtney Mazzini Mr Frazer Sullivan, Chief Executive Officer – non-voting
Shire of Waroona	President Cr Mike Walmsley (Chair) Mr Mark Goodlet, Chief Executive Officer
WALGA Secretariat	Ms Hannah Godsave, Policy Manager Community Ms Mackenzie Young, Policy Advisor, Waste Management
Guest Speaker	Ms Kate Vivian, DFES Assistant Commissioner Resilience and Recovery

1.3 APOLOGIES

Members of Parliament	Hon Jessica Stojkovski MLA, Minister for Peel
City of Mandurah	Mayor Amber Kearns
Shire of Waroona	Cr Brad Vitale

2 ACKNOWLEDGEMENT OF COUNTRY

We, the delegates of the Peel Country Zone acknowledge the traditional owners of this land that we are meeting on today and pay our respects to Elders past, present and future.

3 DECLARATIONS OF INTEREST

Zone Delegates must declare to the Chair any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Zone Delegates and Deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil.

4 DEPUTATIONS

Nil.

5 AGENCY REPORTS

5.1 LGIRS LOCAL GOVERNMENT DIVISION REPORT

The August 2026 report from the Department of Local Government, Industry Regulation and Safety (LGIRS) Local Government Division was enclosed as an attachment.

Noted

5.2 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)

DFES Assistant Commissioner Resilience and Recovery, Kate Vivian provided a brief update to the Zone.

Noted

6 CONFIRMATION OF MINUTES

The previous meeting Minutes of the Peel Country Zone have been circulated to Zone Delegates and is provided as an attachment to the Agenda.

RESOLUTION

Moved: President Cr Douglas McLarty
Seconded: President Cr Eugene Smallberger

That the Minutes of the meeting of the Peel Country Zone held on 18 June 2026 be confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

A Status Report outlining any recent updates and/or actions taken on the Zone's previous meetings resolutions for both State Council and Zone items is enclosed as an attachment. These item updates will remain on the Status Report until completed or no further action is required by WALGA.

Noted

8 ZONE BUSINESS

8.1 EMERGENCY SERVICES LEVY ADMINISTRATION FEES

By the Shire of Murray

Shire of Murray CEO, Dean Unsworth requested to raise for discussion changes in Emergency Services Levy (ESL) administration fees.

RESOLUTION

Moved: President Cr Douglas McLarty
Seconded: President Cr Rob Coales

That the Peel Country Zone calls on WALGA to advocate to the Department of Fire and Emergency Services to review the support mechanisms including the administration fee allocation and indexation for the Emergency Services Levy.

CARRIED

8.2 REQUEST TO PRESENT – DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT (CITS)

The Department of Creative Industries, Tourism and Sport (CITS) is responsible for supporting and growing Western Australia's creative industries, tourism, sport and active recreation sectors. The Department works in partnership with government, industry and community stakeholders to deliver social, cultural and economic benefits across the State.

CITS is interested in engaging further with Local Governments through the Zones.

For those Zones that are interested, the presentation will provide an overview of CITS, including its responsibilities, strategic priorities and key areas of focus. The session will explore the Department's role in supporting communities across Western Australia and highlight opportunities for engagement and collaboration between CITS and Local Governments. The presentation will conclude with a question-and-answer session, providing Zone members with the opportunity to discuss matters of interest relevant to their communities and regions.

RESOLUTION

Moved: President Cr Eugene Smallberger
Seconded: President Cr Douglas McLarty

That the Peel Country Zone supports a presentation from the Department of Creative Industries, Tourism and Sport (CITS) at a future Zone meeting.

CARRIED

8.3 RURAL HEALTH ADVOCACY UPDATE

By Hannah Godsave, Manager Community Policy

WALGA continues to advocate for measures to address the cost impost borne by Local Governments supporting GP services. The [WALGA 2025 General Practice Support Survey Report](#) (the Report) identified that in 2024-25, West Australian Local Governments incurred over \$9.5 million in costs associated with supporting GP services.

WALGA is progressing advocacy efforts to advance the priorities and strategic objectives of the revised [Rural and Remote Healthcare Services Advocacy Position](#) endorsed by State Council in September 2025 across three related streams:

- raising awareness of the scale of support Local Governments are providing and that this is not a Local Government responsibility, including in:
 - meetings with State and Federal Ministers, Members of Parliament and the National Rural Health Commissioner;
 - discussions with key health stakeholders including key State Government agencies;
 - a submission and evidence provided to the [Commonwealth Inquiry into rural, regional and remote Medicare access and funding](#);
 - presenting at the Local Government Rural Health Funding Alliance Canberra Session in June 2026; and
 - sharing insights and progress with ALGA and Local Government Associations, including sharing the WALGA survey methodology to support the collection of nationally comparable data.

- calling for sector reimbursement, including the \$9.5 million per annum reimbursement fund ask within the WALGA 2026-27 [Federal](#) and [State](#) Budget Submissions.
- facilitating cross-sector collaboration with health organisations to develop and advocate for sustainable service and funding model reforms that would reduce or remove the need for Local Government support and identifying opportunities to engage with the Commonwealth and State Governments' strategic reform direction.

Building on the existing partnership with Rural Health West, WALGA has brought together key health organisations to investigate practical, WA focussed alternative service and funding models. This approach also provides joint advocacy opportunities to increase the reach and impact of WALGA advocacy. The group provides a strong foundation for the development of sustainable, system-wide policy solutions responsive to the needs of communities, service providers and government stakeholders. The group includes:

- the Royal Australian College of General Practitioners WA;
- Australian Medical Association WA Rural Doctors Group;
- Health Consumers' Council WA; and
- Curtin University Medical School.

The work has also been informed by input from WA Country Health Service, the WA Primary Health Alliance and the Office of the Chief Medical Officer, and discussions with the National Rural Health Commissioner in late July.

The group's findings and recommendations will be shared and tested with Members ahead of finalisation. WALGA is also considering mechanisms to support ongoing Member engagement and collaboration on this issue, including opportunities for participation in advocacy activities.

WALGA welcomes ongoing Member engagement and collaboration on this important issue. Local Governments are uniquely placed to demonstrate the real community and human impacts of this issue, which is critical to ensuring advocacy is credible, meaningful and effective.

Noted

9 WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda which can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items. The Zone comment will then be presented to the State Council for consideration at their next meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 RETIREMENT OF ADVOCACY POSITIONS ACHIEVED BY REFORM

By Felicity Morris, Manager Governance and Procurement

EXECUTIVE SUMMARY

- WALGA has been undertaking a process of reviewing and updating Advocacy Positions.
- Five Advocacy Positions within Section 2 (Governance and Organisational Services) of the [Advocacy Position Manual](#) have been reviewed, with a recommendation to retire these Positions as their intended outcomes have been achieved through legislative changes.
- The Governance Advisory Group considered these positions at their meeting held on 22 July 2026 and recommends the retirement of these positions to State Council.

POLICY IMPLICATIONS

This report recommends that the below items be retired from the existing WALGA Advocacy Positions Manual.

2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility

The Local Government sector supports reforms to prevent the use of 'sham leases' in Council elections, including:

1. *Requiring a minimum lease period of 12 months for anyone to register a person to vote or run for Council;*
2. *Making home-based businesses ineligible to register a person to vote or run for Council because any residents are already eligible voter(s) for that address;*
3. *Clarifying the minimum criteria for leases eligible to register a person to vote or run for Council; and*
4. *Publishing the basis of eligibility for each candidate (e.g. type of property and suburb of property), including in the candidate pack for electors.*

2.5.19 Re-Counts

The Local Government sector supports the introduction of standard processes for vote re-counts if there is a very small margin (e.g. 10 or fewer votes) between candidates, inclusive of Regulations that specify the circumstances in which the Returning Officer must arrange for some or all of the votes to be re-counted.

2.5.27 – Annual Review of Certain Employee's Performance

Section 5.38 of the Local Government Act 1995 should be deleted, or amended so there is only a specific requirement for Council to conduct the Chief Executive Officer's annual performance review.

2.5.33 – Vexatious and Frivolous Complainants

A statutory provision should be developed, permitting a Local Government to:

1. *Enable discretion to refuse to further respond to a complainant where the CEO of the Local Government is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the Parliamentary Commissioner Act 1971.*
2. *Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review.*

3. *Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including abuse of process; harassing or intimidating an individual, Elected Member or employee of the Local Government; or unreasonably interfering with the operations of the Local Government.*

2.6 Group Ticket Voting

The Local Government sector supports the removal of group ticket voting from the Legislative Council electoral system, and supports reforms modelled on the Senate reforms of 2016.

BACKGROUND

The Governance Advisory Group currently oversees approximately 100 Advocacy Positions on a wide range of issues. As part of a comprehensive review program, the WALGA Governance team is assessing these positions to identify opportunities to streamline and strengthen existing Advocacy Positions, while also updating or retiring those that have become outdated or superseded. At the meeting held on 22 July 2026, the Governance Advisory Group agreed to recommend to State Council the retirement of the positions outlined in this report.

COMMENT

Following recent legislative changes, particularly the ongoing reforms to the *Local Government Act 1995* (the Act), several positions have been identified for retirement as their objectives have been achieved.

2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility

This Position was adopted at the February 2022 Special State Council meeting.

Amendments to the Act and *Local Government (Elections) Regulations 1997* have achieved the following:

- Requirement of a right of occupation for a period of 12 months prior to an enrolment eligibility claim (Section 4.32(3)).
- Occupation of a residence does not constitute occupation for the basis of enrolment, with the effect that home based businesses are ineligible, while residents are enrolled on the residents' roll (Elections r.10A(2)(a)).
- Detailed minimum requirements for leases to constitute a basis for enrolment (Section 4.23, Elections r.10A, 12B, 12C).
- The basis of enrolment eligibility (resident, owner or occupier) must be identified by the Returning Officer and included in the information that must be published about each candidate for election (Elections r.29A).

Given that all elements of Position Statement 2.5.17 have been addressed through legislative reform, it is recommended that this Advocacy Position be retired.

2.5.19 Re-Counts

This Position was adopted at the December 2023 State Council meeting.

Amendments to the *Local Government (Elections) Regulations 1997* in 2025 introduced a new Part 12D, establishing requirements for mandatory recounts if the margin is less than a defined re-count threshold.

Given that the objective of the Position has now been achieved, it is recommended that this policy position be retired.

2.5.27 – Annual Review of Certain Employee's Performance

Section 5.38 of the Act has been amended to specify that the Local Government (Council) is responsible for the Chief Executive Officer's performance review, while the CEO is responsible for ensuring that the performance of each other employee for more than 1 year is reviewed.

When the *Local Government Amendment Act 2023* takes full effect, Section 5.38 will be further amended to expand on the process required for a CEO performance review and remove all references to employees other than the CEO.

As the required change has been achieved it is recommended that Position 2.5.27 be retired.

2.5.33 – Vexatious and Frivolous Complainants

This Position was adopted at the March 2019 State Council meeting.

On 1 January 2026, amendments to the Act took effect inserting a new Part 5, Division 11 – Restricting communication about complaints.

The new provisions:

- Provide CEOs with the authority to restrict communication with complainants in certain circumstances, including where the complaint has been responded to, would divert substantial resources, is vexatious, misconceived, frivolous or without substance.
- Provide a mechanism for review and oversight by the Local Government Inspector.

Considering these legislative changes, it is proposed that that Position 2.5.33 be retired, as the intent of the Advocacy Position has been substantially addressed through the Act.

2.6 Group Ticket Voting

This Position was adopted at the June 2021 State Council meeting.

Amendments to the *Electoral Act 1907* have implemented reforms that abolish group ticket voting and introduce optional preferential voting for the Legislative Council. These changes were affected through legislative amendments, including the removal of Part IV (ss. 104–133) by the *Electoral Amendment (Finance and Other Matters) Act 2023*.

Given that the objective of Position 2.6 has now been achieved, it is recommended that this Advocacy Position be retired.

WALGA RECOMMENDATION

That State Council retire the following Advocacy Positions:

1. 2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility
2. 2.5.19 – Re-Counts
3. 2.5.27 – Annual Review of Certain Employee's Performance
4. 2.5.33 – Vexatious and Frivolous Complainants
5. 2.6 – Group Ticket Voting

RESOLUTION

Moved: Mr Mark Goodlet
 Seconded: Cr Paul Carrots

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

9.2 CIRCULAR ECONOMY ADVOCACY POSITION

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- A new Advocacy Position on circular economy is proposed.
- To focus future advocacy, a draft Advocacy Position was developed for sector feedback, supported by a [Background Paper](#).
- The paper identified the potential that transitioning to a circular economy has to reduce cost of living pressures, maximise use of resources and reduce a range of environmental impacts associated with the manufacture, distribution and post consumption management of products.
- The Advocacy Position was endorsed by the Municipal Waste Advisory Council at its final meeting on 18 June 2026 and noted by the Environment, Planning and Waste Advisory Group at its 13 July 2026 meeting.

STRATEGIC PLAN IMPLICATIONS

This item aligns with WALGA's Strategic Pillars:

- **Influence:** Lead advocacy on issues important to Local Government and lead policy development for the Local Government sector.
- **Support:** Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

A new policy position on circular economy is proposed:

1. *Local Government supports the principle of a circular economy and recognises its potential to:*
 - a. *maximise the value and use of resources through a products life cycle*
 - b. *minimise environmental and financial impacts associated with the manufacture, distribution and post consumption management of products.*
2. *Local Government calls on the:*
 - a. *State Government to undertake a detailed study to determine how Western Australia can move toward a circular economy.*
 - b. *Australian Government to:*
 - i. *establish and maintain a regulated product stewardship framework for products entering the Australian market*
 - ii. *set standards to ensure products are designed to be durable, reused, repaired and recycled at their highest value*
 - iii. *implement Right to Repair Legislation, including incentives, training and cost-effective insurance options.*
 - c. *Australian and State Governments to take a collaborative approach to:*

- i. identify and remove legislative barriers to enable more circular approaches*
- ii. streamline Government approvals processes and facilitate innovation*
- iii. embed circular procurement practices across Government*
- iv. support and provide incentives for recovered materials infrastructure and market development for priority materials across Western Australia.*

BACKGROUND

Circular economy is defined as 'an economic strategy that maintains the value of materials for as long as possible and ensures materials are used efficiently across all phases of their life cycle'. WALGA [submissions](#) on the review of the State Waste Strategy identified that an overall State Government position on a circular economy for Western Australia is needed, recommending that State Government, in consultation with Local Governments, develop a position and plan for a circular economy in Western Australia which includes consideration of costs, benefits and options.

WALGA's [submission to the Productivity Commission Inquiry into Opportunities in the Circular Economy](#) further highlighted priority action areas to promote circularity. This included the important role of procurement, the need for quality assurance and market development for recovered materials, specific programs and incentives to shift consumer behaviours, the Right to Repair and a mandated product stewardship framework.

A defined circular economy position and plan is required to back up the vision and identify the role of each sector in achieving a circular economy, both nationally and in Western Australia. There has been only limited discussion outside of the waste management context on what a circular economy is and its potential.

COMMENT

In April 2026, WALGA released the [Circular Economy Advocacy Position Background Paper](#). The Paper outlines that transitioning to a circular economy has the potential to reduce cost of living pressures, maximise use of resources and reduce a range of environmental impacts associated with the manufacture, distribution and post consumption management of products.

In drafting the draft Circular Economy Advocacy Position, WALGA drew on international, national and local circular economy policies and activities to identify the barriers and opportunities to move toward a circular economy in WA. The Advocacy Position outlines the actions needed from all levels of Government to change legislation and policies where required, put in place relevant incentives and lead by example.

Consultation on the Paper and draft Advocacy Position was carried out from 20 April to 15 May 2026. Responses were received from 10 Local Governments, five Metropolitan and five Regional. Of the submissions received, eight supported the Advocacy Position without amendments and two supported the Advocacy Position with minor suggested changes, which have been incorporated.

WALGA updated the Advocacy Position following feedback from the Municipal Waste Advisory Council at its 18 June 2026 meeting. The Advocacy Position was noted by the Environment, Planning and Waste Advisory Group at its 13 July 2026 meeting.

WALGA RECOMMENDATION

That State Council endorse the following new Circular Economy Advocacy Position:

1. *Local Government supports the principle of a circular economy and recognises its potential to:*
 - a. *maximise the value and use of resources through a products life cycle; and*
 - b. *minimise environmental and financial impacts associated with the manufacture, distribution and post consumption management of products.*
2. *Local Government calls on the:*
 - a. *State Government to undertake a detailed study to determine how Western Australia can move toward a circular economy.*
 - b. *Australian Government to:*
 - i. *establish and maintain a regulated product stewardship framework for products entering the Australian market;*
 - ii. *set standards to ensure products are designed to be durable, reused, repaired and recycled at their highest value; and*
 - iii. *implement Right to Repair Legislation, including incentives, training and cost-effective insurance options.*
 - c. *Australian and State Governments to take a collaborative approach to:*
 - i. *identify and remove legislative barriers to enable more circular approaches;*
 - ii. *streamline Government approvals processes and facilitate innovation;*
 - iii. *embed circular procurement practices across Government; and*
 - iv. *support and provide incentives for recovered materials infrastructure and market development for priority materials across Western Australia.*

RESOLUTION

Moved: President Cr Eugene Smallberger
 Seconded: Ms Casey Mihovilovich

That the Peel Country Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

Note: Any future review of the circular economy needs to include representation of Local Governments.

9.3 OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Advisory Group Reports or the Key Activity Reports.

10 EXECUTIVE REPORTS

10.1 WALGA PRESIDENT'S REPORT

The WALGA President's Report was enclosed as an attachment.

Noted

10.2 STATE COUNCILLOR'S REPORT

Peel Country Zone State Councillor, President Cr Mike Walmsley provided an update on the activities of State Council since the last Zone meeting.

Noted

11 OTHER BUSINESS

Nil.

12 NEXT MEETING

The next meeting of the Peel Country Zone will be held on Thursday, 19 November 2026 at the Shire of Serpentine Jarrahdale commencing at 1:00pm.

13 CLOSURE

There being no further business the Chair closed the meeting at 2:25pm.



ALCOA WAROONA SUSTAINABILITY FUND ADVISORY COMMITTEE

MINUTES

**TUESDAY SEPTEMBER 1 2026 4:15PM – 4:33PM
ONLINE VIA MICROSOFT TEAMS**

1. MEETING OPEN

The meeting was declared open at 4:15pm.

2. RECORD OF ATTENDANCE Committee (Voting)

Mark Goodlet	Chief Executive Officer, Shire of Waroona
Linda Butterly	Community Representative
Cr Brad Vitale	Shire of Waroona Councillor
Tom Busher	Manager Community Relations, Alcoa of Australia
Scott Hansen	Community Relations and Communications, Willowdale Bauxite Mine, Alcoa of Australia

Shire of Waroona Staff (Non-Voting)

Patrick Cole	Manager Community and Economic Development, Shire of Waroona
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3. APOLOGIES FOR NON-ATTENDANCE

Cr Karlie Bartle	Shire of Waroona Councillor
Vic Muller	Community Representative

4. DECLARATIONS OF INTEREST

Cr Brad Vitale declared an interest in the Waroona Basketball Association, where he serves as Treasurer, and Waroona District High School, where he serves as Chairperson. Cr Vitale confirmed that he would assess the applications impartially and on their merits. The Committee considered the declaration and agreed that Cr Vitale could participate in discussion and voting on the applications.

Tom Busher declared an interest in Waroona District High School as a member of the school committee. Tom confirmed that he would assess the application impartially and on its merits. The Committee considered the declaration and agreed that Tom could participate in discussion and voting on the application.



5. CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION:

Moved: Tom Busher

Seconded: Cr Brad Vitale

That the minutes of the Alcoa Waroona Sustainability Fund Advisory Committee meeting held Friday 6 March 2026 be confirmed as being a true and correct record of proceedings.

CARRIED 5/0

6. FINANCIAL REPORT

COMMITTEE RESOLUTION:

Moved: Tom Busher

Seconded: Linda Butterly

That the Financial Report be received.

CARRIED 5/0



7. REPORTS

7.1 Alcoa Waroona Micro Grant Fund 2026 / 2027 Round	
File Ref:	GS.4 – Grants and Subsidies – Programs – Alcoa Waroona Micro Grant
Previous Items:	Nil
Author and Responsible Officer:	Manager Community and Economic Development
Declaration of Interest:	Yes – refer Item 4.
Voting Requirements:	Simple Majority
Appendix Number	7.1 – Consolidated Applications

COMMITTEE RESOLUTION:

Moved: Cr Brad Vitale

Seconded: Linda Butterly

That the Alcoa Waroona Sustainability Fund Advisory Committee:

1. supports a contribution of \$2,000 towards Country Week uniforms for the Waroona Basketball Association;
2. supports a contribution of \$2,000 towards the Waroona District High School “One School, One Table – A Waroona Christmas” project;
3. supports a contribution of \$2,000 towards the replacement of an ageing administrative computer for the Waroona Golf Club; and
4. supports a contribution of \$2,000 towards the Waroona Lions Club Community Christmas Gala.

CARRIED 5/0

8. OTHER BUSINESS

Sustainability Fund Discussion

Tom Busher updated the Committee on discussions regarding the current Alcoa Waroona Sustainability Fund agreement, which concludes in 2028, and advised that discussions are underway regarding the next iteration of the Fund. The Committee will be invited to provide comment on any proposed new agreement before it comes into effect.



Ongoing Event Support

Patrick Cole provided the Committee with information regarding frequent applicants to the Micro Grant Fund for the delivery of annual events. The Waroona Lions Club and Preston Beach Golf Club, for example, apply each year for funding for the same events.

Recognising the established nature and ongoing merit of these events, the Committee discussed the possibility of providing multi-year funding for a period of up to three years, rather than requiring applicants to re-apply annually for the same project.

The Committee requested that officers review the Terms of Reference to determine whether a multi-year funding arrangement would be appropriate. Officers will provide a report to the next Committee meeting for consideration

9. NEXT MEETING

The next meeting date is to be determined.

10. CLOSURE

There being no further business, the Chair declared the meeting closed at 4:33pm.



FINANCE & AUDIT COMMITTEE MEETING MINUTES

**3.30PM TUESDAY 25 February 2025
SHIRE OF WAROONA COUNCIL CHAMBER**

1. DECLARATION OF OPENING / ANNOUNCEMENTS

The meeting was opened at 3.31pm.

2. RECORD OF ATTENDANCE

Cr Mike Walmsley
Cr Naomi Purcell
Cr Karen Odorisio
Cr Larry Scott

Shire President
Deputy Shire President
Councillor
Councillor

Mark Goodlet
Kirsty Ferraro

Chief Executive Officer
Acting Director Corporate & Community Services
/ Director Customer & Development Services
Director Infrastructure Services
Acting Manager Corporate Services
Coordinator Regulatory & Development Services
Executive Assistant

Bradley Oborn
Kathy Simpson
Craig Zanotti
Merrin Kirk

ABSENT

Cr Charlie Clarke
Cr John Mason

Councillor
Councillor

APOLOGIES

Ashleigh Nuttall

Director Corporate & Community Services

3. DISCLOSURE OF MEMBERS' & OFFICERS' INTERESTS

Nil

4. PETITIONS AND APPROVED DEPUTATIONS

5. CONFIRMATION OF MINUTES – MEETING HELD 17 DECEMBER 2024

COMMITTEE RESOLUTION / OFFICER RECOMMENDATION:



Moved: Cr Purcell
Seconded: Cr Odorisio

That the Minutes of the Finance & Audit Committee Meeting held 17 December 2024 be confirmed as a true and correct record.

CARRIED 4/0

5. REPORTS OF OFFICERS

5.1 DIRECTOR CORPORATE SERVICES

5.1.1 Local Government Compliance Audit Return – 1 January 2024 to 31 December 2024	
File Ref:	CM.13 – Corporate Management – Reporting – Statutory Returns
Previous Items:	OCM24/02/015
Applicant:	Nil
Author and Responsible Officer	Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	5.1.1 - Compliance Audit Return 2024 - Version for Council Signing

COMMITTEE RESOLUTION / OFFICER RECOMMENDATION:

Moved: Cr Odorisio
Seconded: Cr Scott

That the Finance & Audit Committee adopts the Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

CARRIED 4/0

IN BRIEF

Council is requested to adopt the Compliance Audit Return for the twelve-month period 1 January 2024 to 31 December 2024.

BACKGROUND

The Compliance Audit is a self-assessment tool that allows Council to monitor how the organisation is functioning in relation to meeting its statutory obligations under the Local Government Act 1995 and its regulations.

This return is completed online through the Department of Local Government, Sport and Cultural Industries portal and then submitted once accepted by Council.

The Department assesses these returns to examine each Local Governments' compliance and identify any areas of improvement in relation to regulatory compliance.



REPORT DETAIL

Each year, officers complete an annual compliance return, which is then submitted to the Finance and Audit Committee for endorsement. Once endorsed by the Finance and Audit Committee the return is tabled for the Council's consideration. If there are any areas of non-compliance, an officer will make recommendations on improvements to mitigate these issues.

During the 2024 calendar year, there was one instance of non-compliance with s.5.75 of the Local Government Act 1995 and r.22, Form 2 of the *Local Government (Administration) Regulations 1995*: an elected member failed to submit their completed primary return within three months of their start date. The return was submitted and completed correctly, however, it missed the statutory deadline. This has been detailed in the return.

Officers have assessed the process for requesting and collating primary returns and have concluded that the initial request and number of reminders sent is a sufficient process. On investigation, officers determined that this instance was a one-off occurrence and all subsequent annual returns by that elected member have been completed and submitted within the statutory timeframe. This process will be closely monitored during the 2024/25 return period to ensure its continued sufficiency.

The Shire of Waroona complied with all other statutory requirements listed in the 2024 Compliance Audit Return.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.2 Promote an organisational culture of safety, best practice and continuous improvement

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

7.13. Regulations as to audits

- (1) Regulations may make provision as follows —
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.



Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table can be found within the Local Government (Audit) Regulation at section 7.13

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation —

certified in relation to a compliance audit return means signed by —

 - (a) the mayor or president; and
 - (b) the CEO.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Nil.

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

Nil.

Policy Implications



The compliance return relates to adherence to several Council Policies.

Risk Management Implications

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	There is a risk surrounding the annual compliance return. Officers have put in place good governance procedures to ensure that all legislative requirements are complied with. The annual return is a good instrument to review these procedures to ensure continued compliance.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Each process is given practices that highlight the relevant legislation. Elected Members and Officers are expected to be familiar with the legislation that covers each procedure.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Internal consultation with officers of the Shire of Waroona.

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Administrative resources were utilised to complete the compliance return and establish the report. Resources will be utilised to finalise the return once submitted to the Finance & Audit Committee and Council.

CONCLUSION

It is the Committee's recommendation that the 2024 compliance return be adopted by Council and submitted to the Department of Local Government, Sport and Cultural Industries.



5.1.2 Budget Review for the Period 1 July 2024 to 31 December 2024	
File Ref:	FM.6 – Financial Management - Budgeting
Previous Items:	OCM24/02/016
Applicant:	Nil
Author and Responsible Officer	Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	5.1.2 – 2024/25 Shire of Waroona Budget Review Financial Statements

COMMITTEE RESOLUTION / OFFICER RECOMMENDATION:

Moved: Cr Odorisio

Seconded: Cr Scott

That the Finance & Audit Committee:

- 1. receives the 2024/25 budget review as per Appendix 5.1.2 for the period 1 July 2024 to 31 December 2024;**
- 2. adopts the amendments proposed in Appendix 5.1.2 note 4 to the 2024/25 budget; and**
- 3. authorises the creation of a new reserve account for 'Waroona North Development' with the purpose of 'providing funds for the development of recreation land, infrastructure and facilities'.**

CARRIED 4/0

IN BRIEF

Between the 1st January and the last day of February each financial year, local governments must conduct a review of their annual budget. This review assesses the financial performance for the period, the current financial position, and the projected year-end position.

Following Council adoption, legislation provides that the review must be submitted to the Department of Local Government, Sport and Cultural Industries within 14 days.

As part of this process, Council is also requested to approve budget amendments and establish a new reserve account for the future development of Waroona north. This financial reserve will fund the development of recreation land, infrastructure, and facilities.

BACKGROUND

Between 1 January and the last day of February of each year, a local government is to review its annual budget for that year. The review is to be submitted to Council on or before the 31 March of that financial year.

The review of the annual budget for the financial year must –

- 1) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and**



- 2) consider the local government's financial position as at the date of the review; and
- 3) review the outcomes for the end of that financial year that are forecast in the budget; and
- 4) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.

Within 14 days after a council has made a determination, a copy of the review is to be submitted to the Department of Local Government, Sport and Cultural Industries.

Included with the agenda in Appendix 5.1.2 is a detailed financial report (including predicted financial position as of 30 June 2025) pertaining to the 2024/2025 budget. The report covers the 6-month period to 31 December 2024 by which this review is based.

REPORT DETAIL

Operating Revenue

Rates

Rating income is currently sitting at \$216,639 below the budgeted amount for the financial year. However, this shortfall is expected to be offset through interim rates income once Landgate have completed the revaluation process requested due the recently approved change of rating method.

Grants, subsidies and contributions

The Shire has been notified that untied grant funding received from the federal government in the way of Financial Assistance Grants has been reduced as a result of an adjustment of grant funding from prior years. This adjustment was unanticipated and as a result a budget amendment will be required.

Since budget adoption in August 24, the Shire has successfully several operating grants, including:

- Thank a Volunteer Day (\$1,000)
- Youth Week Grant (\$3,000)
- Seniors Week (\$2,629)
- Australia Day (\$13,200)
- Public Health Initiatives (\$13,489)
- Waste Sorted Community Education (\$4,429)

Fees and Charges



Income from fees and charges from planning, building and waste operations are tracking higher than originally budgeted. The additional income will offset additional expenses for building services and the tip contract required due to the increase in operations.

Interest & Other Revenue

Higher interest rates on term deposits have led to greater-than-expected investment income from both general investments and reserve investments. Investments are expected to realise an additional \$25,000 in interest income. Additional unexpected income from mine closures approvals is proposed to be allocated to a new financial reserve account for future planning and development of Waroona North.

Capital Revenue

Two capital grants have been approved since budget adoption including:

- Disaster Recovery Funding Round 2 (\$37,769)
- WA Bike Network Grant – 24/25 portion (\$4,596)

On adoption of the budget, Council approved expenditure of \$40,000 being the 50% contribution required to secure Disaster Recovery Funding to upgrade the switchboard at the Shire's evacuation centre (WRAC). The Shire's application for \$37,769 has been approved.

Funding from the WA Bike Network Grant for \$175,477 for recreation and community shared path upgrades has been secured. The Shire will receive the funding in instalments (\$4,596 in 24/25, \$40,000 in 25/26 and \$130,881 in 26/27) over the next three financial years.

Operating Expenditure

Employee costs

Minor budget amendments have been proposed to employee costs resulting from a reallocation of duties and costs associated with higher than anticipated leave expenditure from works employees. While these factors increase the annual and personal leave budget, they also decrease the works maintenance budget due to reduced productivity when employees are on leave. Adjustments have been made to the works program and the overall effect to employee costs nets to \$0.

Materials and contracts

Several budget amendments have been proposed for materials and contracts mainly resulting from expenditure for grant income. Additional expenditure was required for emergency works relating to IT repairs for point-to-point connections and security/access. This expenditure was necessary to ensure the continuation of day-to-day operations and should increase overall IT security moving forward. It is also proposed to reallocate savings from a contingency budget for election expenses to expenses associated with transferring the website platform and completing the Shire's tourism website.

Budgeted expenditure allocated to consultants for the development of the Long-Term Financial Plan and Preston Beach Visitor Strategy has been reduced due to the skills and ability of Shire employees to complete them inhouse.



Capital Expenditure

Land & Buildings

A reallocation of own source expenditure from the Environmental Centre upgrades is proposed due to the likelihood of this project not being completed within the 24/25 financial year. In addition, anticipated expenditure from the Council Construction reserve account (approved in the 23/24 financial year) will be required to complete the Administration Disability Access renovation. Other capital expenditure includes emergency repairs required to the leach drains at the Anglican Opportunity Shop (leased building) and expenses associated with the expenditure of the Disaster Recovery Funding grant.

Plant & Equipment

Amendments to the plant replacement budget are proposed to address savings for the purchase of the tip truck. Additionally an amendment to income from the sale of assets is proposed due to the offset by the corresponding asset disposal transaction.

Infrastructure

A budget amendment is submitted to amend the capital expenditure for the three Regional Road Group capital road construction programs to match the funding application submission, resulting in little effect to the overall capital expenditure budget.

Several Roads to Recovery and own source construction projects were included in the road construction budget, with a total capital expenditure of \$412,843. This was funded through \$328,281 in Roads to Recovery income, \$146,756 in Direct Grant income and \$15,883 in Shire own source expenditure. However, a resource assessment determined that the Shire lacks the capacity to complete all the projects within the 2024/25 financial year and allowed for a more accurate allocation to jobs. Consequently, the Holmes Road reseal project, valued at \$16,985, will be deferred to the 2025/26 financial year, reducing own-source funding to \$1,811 for road construction projects.

An update for 2024/25 capital expenditure projects as at 31st December 2024 is provided below:

Details	Budget Amount	Actual 31/12/2024	Comments
Admin Building – Disability Access Renovations	\$187,831.27	\$135,989.89	Progressing. Estimated completion April 2025.
Evacuation centre upgrades	\$40,000.00	\$0.00	Matched funding confirmed Dec 24. To commence approx. June 25.
Replace Volunteer ranger ute	\$40,000.00	\$34,090.91	Project complete.
Replace Volunteer ranger ATV	\$24,200.00	\$0.00	RFQ issued.
CCTV Installation Cricket Club	\$14,375.00	\$14,373.75	Project complete.
Community Centre – Repairs to walls and doorways inc. repainting	\$12,000.00	\$0.00	Purchase order raised.



Playgroup roof repairs	\$39,000.00	\$41,953.17	Project complete.
Transfer station – Tip shop, tyre compound and scrap metal area	\$80,000.00	\$1,755.00	Work commenced on tyre compound with scrap metal and tip shop scheduled for May.
Enviro Centre LRCI Phase 4	\$139,346.00	\$1,250.00	Requests for Quotation now sought.
Memorial Hall – Repair toilet floors	\$7,000.00	\$0.00	Purchase order issued.
Football Club – Repair roof leaks, stormwater	\$5,000.00	\$0.00	Not commenced.
PB Golf Club – Repair roof sheeting	\$3,730.00	\$480.00	Purchase order issued.
Centennial Park – Paint toilets and floor	\$4,000.00	\$3,000.00	Project complete.
Town Oval – New pump & extend reticulation	\$20,000.00	\$0.00	Not complete. Tyre of pump under review.
WRAC – Ceiling mtce & water leaks, gym window replacements, wall seal painting, painting multipurpose room, install patio and BBQ	\$59,270.00	\$6192.61	Louvres replaced with glass windows.
WRAC – Replace poolside furniture	\$12,100.00	\$5,999.76	Chairs replaced.
WRAC – Main pool pump x 2	\$6,600.00	\$0.00	Not yet commenced.
Depot Office – Repair, patch and paint walls	\$8,000.00	\$0.00	On hold. Quotes exceeded budget estimate.
Vehicle changeover – DIDS	\$55,000.00	\$0.00	Purchase order issued.
Purchase tip truck & works vehicle	\$310,000.00	\$281,421.64	Project complete.
Install security camera installation	\$3,190.00	\$2,899.23	Project complete.
Railside Park	\$1,027,557.00	\$183,455.71	Tender for Big Shed to be issued in February 2025.

Transfers to Reserve

A new reserve account is proposed to plan for the future development of Waroona North. This financial reserve will fund the development of recreation land, infrastructure, and facilities. Funds for the establishment of this reserve will be allocated from income from a mine closure application within the development area.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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



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

OTHER STRATEGIC LINKS

Shire of Waroona Corporate Business Plan
 Shire of Waroona Long Term Financial Plan
 Shire of Waroona 2024/25 Adopted Annual Budget

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

33A.Review of budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.



- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Completing the half yearly budget review provides critical insights into the economic performance of the Shire by analysing revenue and expenditure patterns against budget estimates. This enables informed decision-making to optimise resource allocation, stimulate local economic activity through strategic investments, and foster sustainable growth initiatives, thereby enhancing overall economic stability and prosperity within the Shire.

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

By prioritising expenditures based on community needs and feedback, the review ensures equitable access to services, enhances public amenities, and fosters a sense of well-being among residents.

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

Through proactive measures and responsible stewardship of resources, the review contributes to safeguarding the environment for current and future generations, fostering resilience and ecological balance within the Shire.

Policy Implications

Nil

Risk Management Implications

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Failure to manage the Shire’s ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the year-end position. Compliance with legislation is essential to ensure an unqualified audit.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Mid-year budget review is conducted in line with legislation. Further budget reviews are conducted at regular intervals following the mid-year review to ensure compliance with predicted income and expenditure levels by year-end. Additional budget amendments may need to be considered in May/June.
Risk Acceptance	Accept - Risk acceptable with adequate controls



CONSULTATION

Consultation with all Shire Officers who are responsible for budget monitoring.

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial

Budget reviews assist in maintaining financial sustainability by ensuring that any budget to actual variances are documented and assessed for any potential end-of-year impact. Notwithstanding the above, all amendments proposed for endorsement result in the budget remaining “balanced” as detailed.

Workforce

Nil.

CONCLUSION

When considering this review, staff are not aware of any circumstances which would create an adverse financial position at year-end. As with most budget reviews the timing of capital expenditure and the progress of large projects can impact not only the end-of-year position but also the subsequent financial year.

In addition to the recommendations within this report, a further review will be carried out at regular intervals up to the end of the financial year.

7. CLOSURE OF MEETING

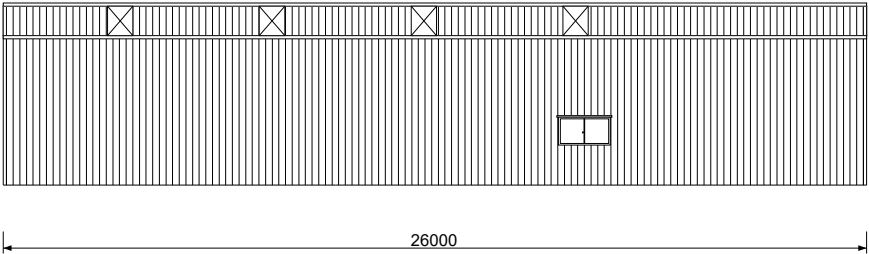
The meeting was closed at 3.34pm

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE FINANCE & AUDIT COMMITTEE MEETING HELD _____ AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS

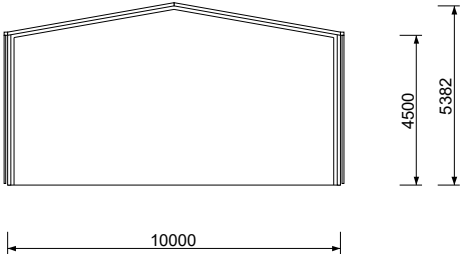
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PRESIDING MEMBER

.....
DATE

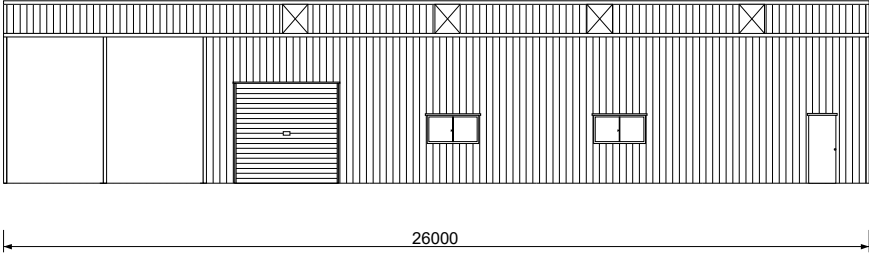
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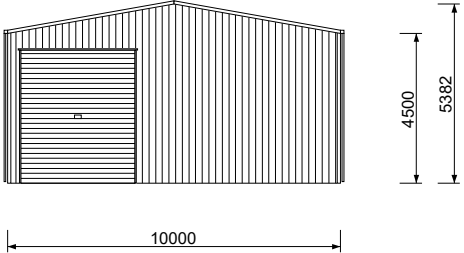
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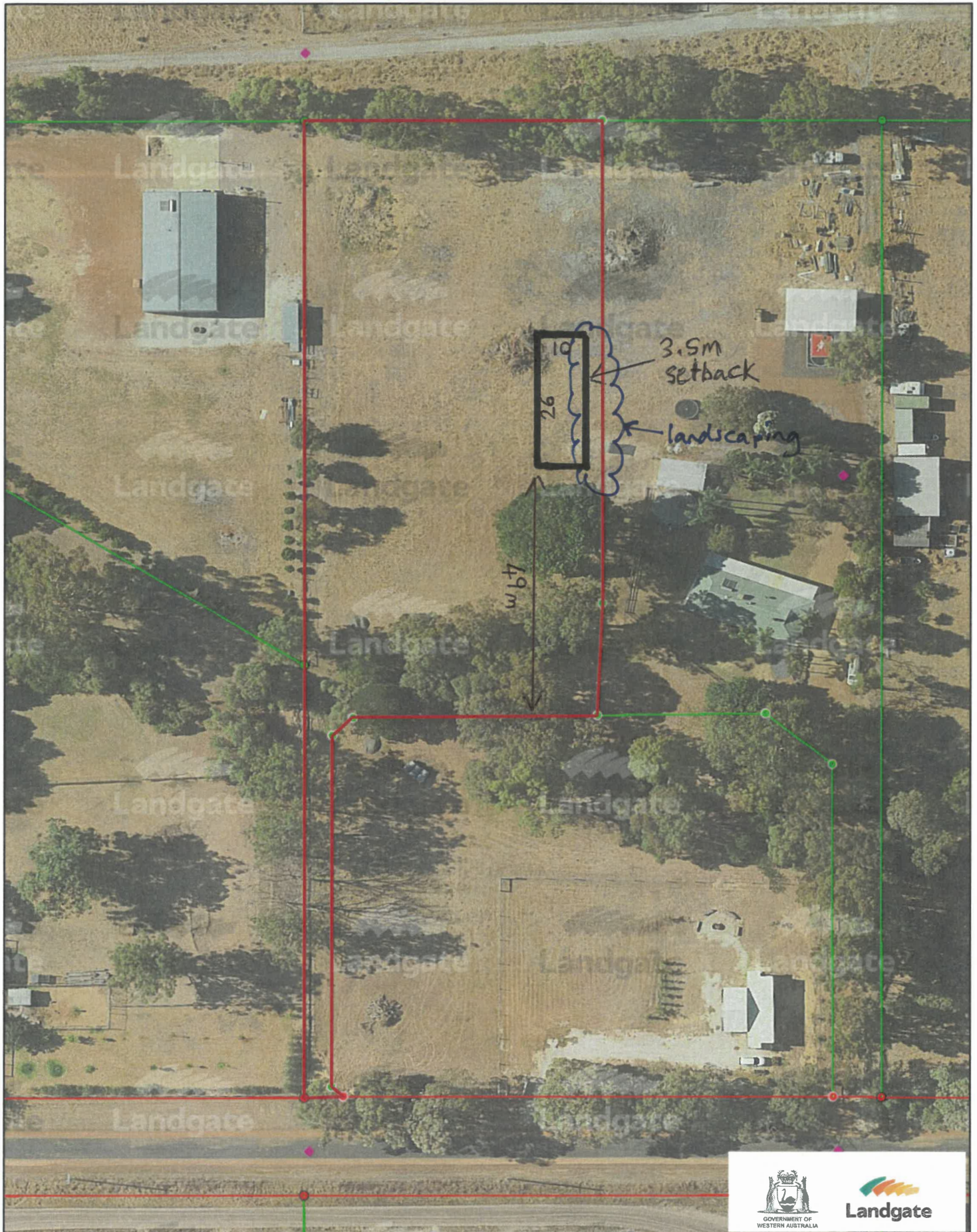
Company: Action Sheds Australia PTY LTD
Address: 55 Erceg Road
Phone: 6559 1970
Email: karli@actionsheds.com.au



CLIENT NAME: Kelli Wright
SITE ADDRESS: 75 Paterson Road
Waroona, WA, PC: 6215

CLIENT SIGNATURE:
.....

TITLE: Elevations View
QUOTE No: ASHKR75610
DATE: 14/08/2026
SCALE: NTS
REV. A
34 2 of 2



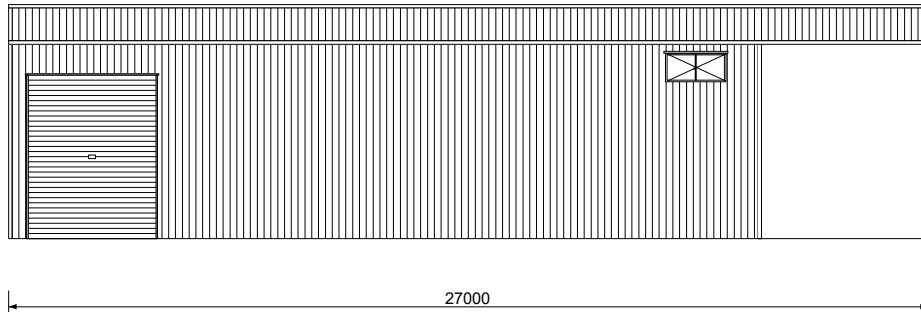
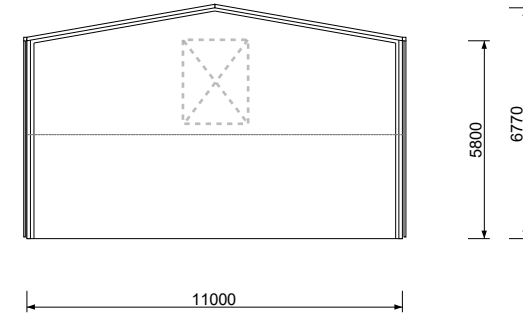
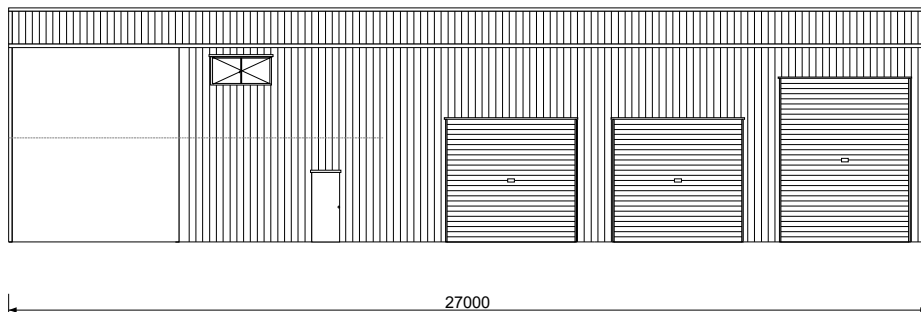
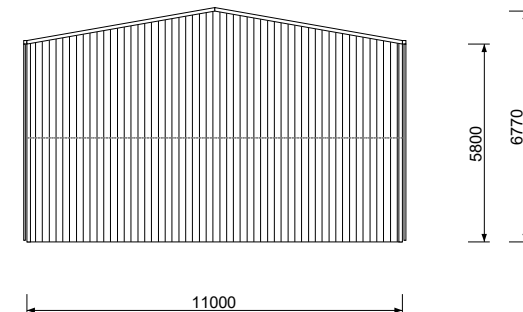
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Author:

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Please refer to original documentation for all legal purposes.

**Back****Left****Front****Right**

Company: Action Sheds Australia PTY LTD
 Address: 55 Erceg Road
 Phone: 6559 1970
 Email: darnell@actionsheds.com.au

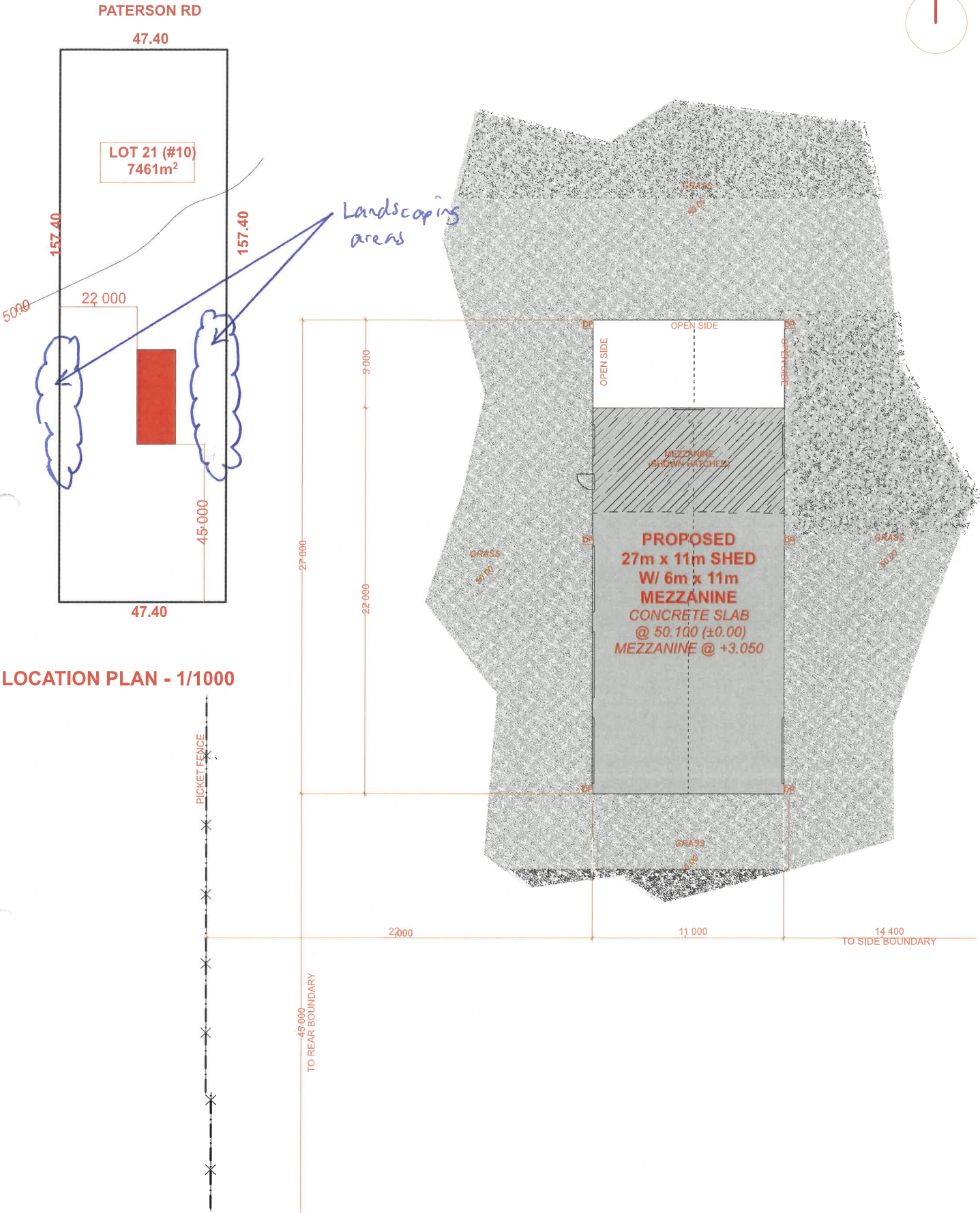


CLIENT NAME: **Seth Judd**
 SITE ADDRESS:
 110 Paterson Road
 Waroona, WA, PC: 6215

CLIENT SIGNATURE:

.....

Elevations View			
QUOTE No:	ASHDG77985	SCALE: NTS	REV.
DATE:	05/08/2026	PAGE: 36 2 of 2	A



SITE PLAN - 1/200

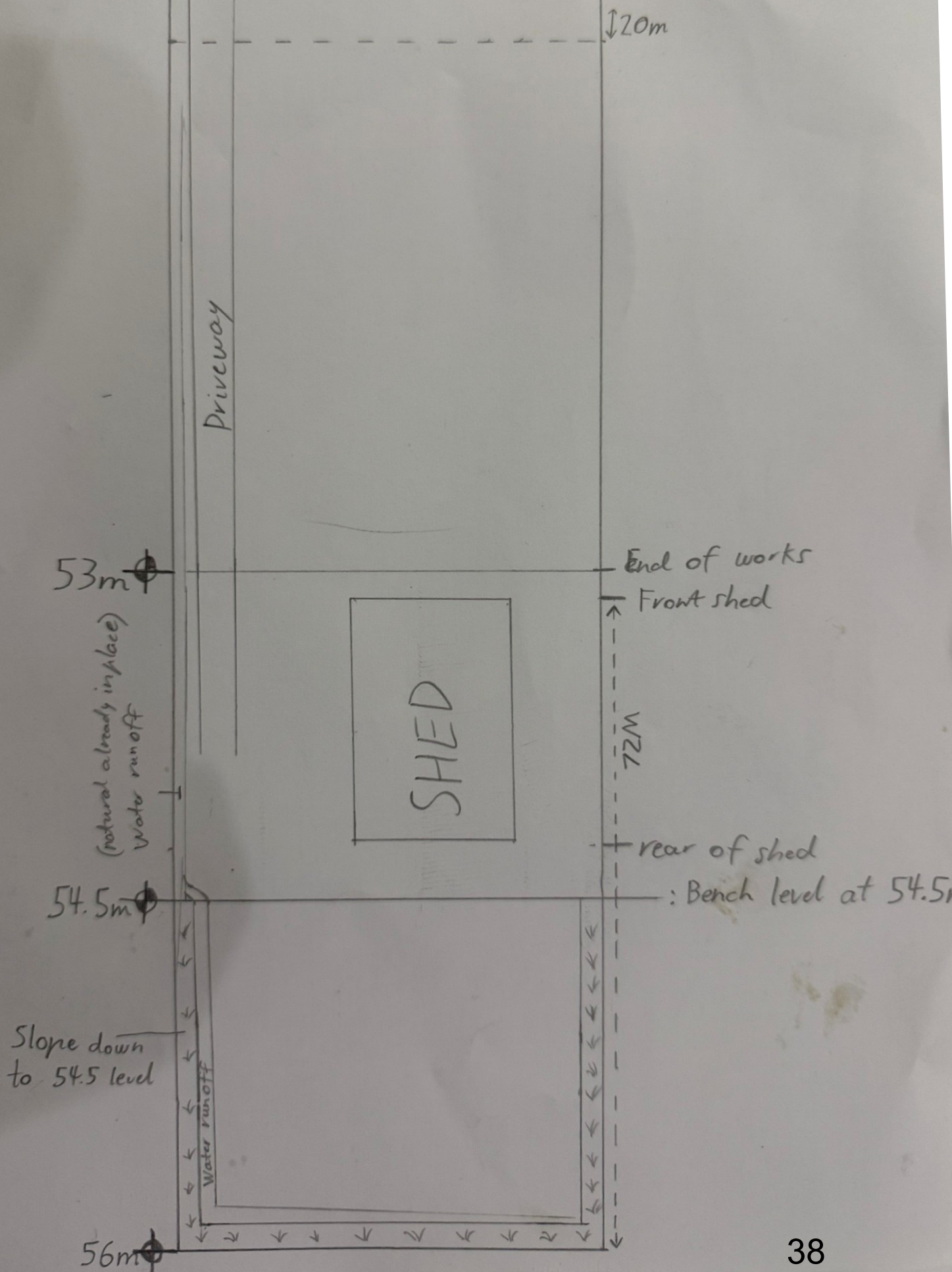
INFORMATION	
10.20	EXISTING SPOT LEVELS (SUBJECT TO SURVEY)

- NOTES:**
- PROPOSED SHED: 27m x 11m x 5.8m WALLS (6.77m RIDGE) WITH 6m x 11m MEZZANINE.
 - NGL BEING LEVELLED FOR SLAB, MINIMAL GROUND CHANGES.
 - DP = DOWNPIPES.
 - DIMENSIONS SHOWN ARE TO BE FOLLOWED AND MUST BE CHECKED ON SITE.
 - ALL STORMWATER TO BE RETAINED ON SITE AND TO COMPLY WITH LG REQUIREMENTS.
 - LEVELS AND DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY.

PROJECT Proposed Shed w/ Mezzanine		STATUS DA
ADDRESS Lot 21 (#10) Paterson Rd, Waroona	SCALE @ A3 1:1000, 1:200	DWG # A301
CLIENT Action Sheds	Date 19.08.26	REV REV B
DRAWING Proposed Site plan		

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Appendix 11.2.2



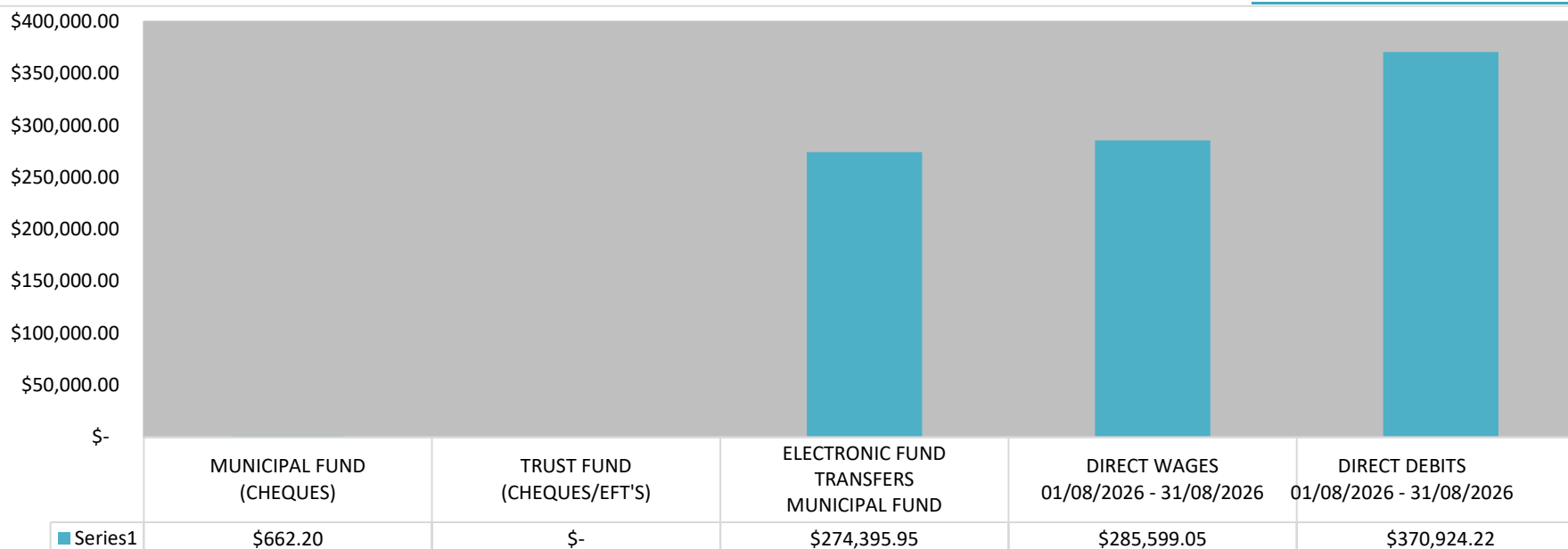


SUMMARY OF PAYMENTS FOR THE PERIOD

01/08/2026 TO 31/08/2026

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10521 - 10522	\$ 662.20
TRUST FUND (CHEQUES/EFT'S)	NIL	\$ -
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	45716 - 45846	\$ 274,395.95
DIRECT WAGES 01/08/2026 - 31/08/2026	N/A	\$ 285,599.05
DIRECT DEBITS 01/08/2026 - 31/08/2026	N/A	\$ 370,924.22

GRAND TOTAL: \$ 931,581.42



List of Accounts Due & Submitted to Committee September 2026			
Municipal Funds Cheques August 2026			
Chq/EFT	Date	Name	Amount
10521	07/08/2026	SYNERGY	-\$ 130.72
10522	07/08/2026	WATER CORPORATION	-\$ 531.48
			-\$ 662.20
Trust Fund Cheques/EFTs			
Chq/EFT	Date	Name	Amount
NIL			
			\$ -
Direct Debit Payments			
Direct Debit	Date	Name	Amount
DD26050.1	05/08/2026	BEAM SUPERANNUATION FUND	-\$ 26,405.21
DD26053.1	17/08/2026	AUSSIE BROADBAND LIMITED	-\$ 67.20
DD26055.1	04/08/2026	GOGO MEDIA	-\$ 75.90
DD26057.1	03/08/2026	DEPARTMENT OF TRANSPORT	-\$ 2,895.70
DD26059.1	04/08/2026	DEPARTMENT OF TRANSPORT	-\$ 184,290.35
DD26063.1	05/08/2026	DEPARTMENT OF TRANSPORT	-\$ 9,519.85
DD26069.1	06/08/2026	DEPARTMENT OF TRANSPORT	-\$ 3,743.20
DD26071.1	08/08/2026	FLEET CARE PTY LTD	-\$ 2,169.92
DD26073.1	07/08/2026	DEPARTMENT OF TRANSPORT	-\$ 5,094.85
DD26078.1	10/08/2026	DEPARTMENT OF TRANSPORT	-\$ 7,422.05
DD26080.1	11/08/2026	DEPARTMENT OF TRANSPORT	-\$ 6,419.25
DD26085.1	12/08/2026	DEPARTMENT OF TRANSPORT	-\$ 7,074.95
DD26087.1	13/08/2026	DEPARTMENT OF TRANSPORT	-\$ 7,251.35
DD26089.1	14/08/2026	DEPARTMENT OF TRANSPORT	-\$ 7,491.20
DD26094.1	16/08/2026	TELAIR PTY LTD	-\$ 970.33

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DD26096.1	15/08/2026 FLEET PARTNERS PTY LIMITED	-\$	2,337.05
DD26098.1	16/08/2026 TELAIR PTY LTD	-\$	2,690.90
DD26100.1	17/08/2026 DEPARTMENT OF TRANSPORT	-\$	10,797.75
DD26104.1	18/08/2026 DEPARTMENT OF TRANSPORT	-\$	4,875.85
DD26108.1	19/08/2026 BEAM SUPERANNUATION FUND	-\$	29,585.85
DD26112.1	19/08/2026 DEPARTMENT OF TRANSPORT	-\$	9,502.65
DD26119.1	20/08/2026 DEPARTMENT OF TRANSPORT	-\$	1,346.35
DD26121.1	22/08/2026 WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-\$	45.36
	Preston Beach Bushfire Brigade		
	31/07/2026 Fuel Card Fee - Ref: 5476	\$	2.50
	Total	\$	2.50
	Waroona West Bushfire Brigade		
	03/07/2026 Fuel - Ref: 1INK008	\$	40.36
	03/07/2026 Fuel Card Fee - Ref: 1369	\$	2.50
	Total	\$	42.86
DD26123.1	22/08/2026 AMPOL CARD	-\$	88.75
	Lake Clifton Bushfire Brigade		
	20/07/2026 Fuel - Ref: ICVF316	\$	88.75
	Total	\$	88.75
DD26125.1	21/08/2026 DEPARTMENT OF TRANSPORT	-\$	12,013.00
DD26127.1	24/08/2026 DEPARTMENT OF TRANSPORT	-\$	4,089.70
DD26129.1	25/08/2026 DEPARTMENT OF TRANSPORT	-\$	3,275.90
DD26132.1	19/08/2026 BEAM SUPERANNUATION FUND	-\$	297.30
DD26138.1	26/08/2026 DEPARTMENT OF TRANSPORT	-\$	8,949.10
DD26140.1	27/08/2026 DEPARTMENT OF TRANSPORT	-\$	1,274.90
DD26142.1	28/08/2026 DEPARTMENT OF TRANSPORT	-\$	3,490.10
DD26145.1	31/08/2026 DEPARTMENT OF TRANSPORT	-\$	5,372.40
		-\$	370,924.22

Municipal Electronic Funds Transfers			
Chq/EFT	Date	Name	Amount
EFT45716	06/08/2026	AMPAC DEBT RECOVERY	-\$ 336.00
EFT45717	07/08/2026	ROSEANNE KEARING	-\$ 15.19
EFT45718	07/08/2026	RENIER & CHRISTINE THEELEN	-\$ 8.90
EFT45719	07/08/2026	JENNIFER ANNE MILLER	-\$ 5.44
EFT45720	07/08/2026	CARMEN TYRER	-\$ 4.45
EFT45721	07/08/2026	HUCKLEBERRY'S TANK AND WATER SERVICE	-\$ 280.00
EFT45722	07/08/2026	CAMILLE LOUISE ODORISIO	-\$ 204.00
EFT45723	07/08/2026	KATHLEEN NORMA KRAUTH	-\$ 82.77
EFT45724	07/08/2026	CITY & REGIONAL FUELS	-\$ 9,957.42
EFT45725	07/08/2026	SAVAGE ST	-\$ 108.75
EFT45726	07/08/2026	PETER FOEKEN	-\$ 65.25
EFT45727	07/08/2026	DAVREY GROWERS	-\$ 177.08
EFT45728	07/08/2026	COMPLETE REFRIGERATION & AIR	-\$ 363.00
EFT45729	07/08/2026	ALANA RAINER	-\$ 28.48
EFT45730	07/08/2026	SCOPE BUSINESS IMAGING	-\$ 2,043.76
EFT45731	07/08/2026	TEAM GLOBAL EXPRESS PTY LTD	-\$ 34.49
EFT45732	07/08/2026	LITTLE FARM HONEY - MAREE ELLIS	-\$ 332.52
EFT45733	07/08/2026	LETITIA CLIFTON	-\$ 59.81
EFT45734	07/08/2026	BARBARA MILLAR	-\$ 76.15
EFT45735	07/08/2026	LISA GAYE WALKER	-\$ 58.02
EFT45736	07/08/2026	LYNETTE ANNE CLARK	-\$ 7.21
EFT45737	07/08/2026	HELEN GRACE PRATT	-\$ 37.04
EFT45738	07/08/2026	GREG LUCAS	-\$ 87.00
EFT45739	07/08/2026	WAROONA ROADHOUSE	-\$ 191.37
EFT45740	07/08/2026	AMAZON WEB SERVICES AUSTRALIA PTY LTD	-\$ 543.66
EFT45741	07/08/2026	FEDELE STEPHAN FRANCO	-\$ 5,400.00
EFT45742	07/08/2026	EARTHLY RAINBOW CREATIONS	-\$ 242.89

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EFT45743	07/08/2026 FULLY PROMOTED MANDURAH	-\$	457.44
EFT45744	07/08/2026 CLAUDIA FRANKS	-\$	7.26
EFT45745	07/08/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-\$	946.51
EFT45746	07/08/2026 CF BUILDING APPROVALS	-\$	5,940.00
EFT45747	07/08/2026 TREVOR JAMES FLOYD	-\$	39.88
EFT45748	07/08/2026 SKETCHES BY HAYLEY B	-\$	25.02
EFT45749	07/08/2026 CREATIONS 49	-\$	67.07
EFT45750	07/08/2026 WAROONA HARDWARE (MITRE 10)	-\$	158.80
EFT45751	07/08/2026 WORKSCREEN PTY LTD	-\$	547.25
EFT45752	07/08/2026 MATTERHORN REFRIGERATION AND AIRCONDITIONING	-\$	718.69
EFT45753	07/08/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-\$	68.50
EFT45754	07/08/2026 MCCALL BROS. ENGINEERING	-\$	984.50
EFT45755	07/08/2026 OUR COMMUNITY PTY LTD	-\$	420.00
EFT45756	07/08/2026 PERTH REGION TOURISM ORGANISATION	-\$	1,925.00
EFT45757	07/08/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-\$	710.00
EFT45758	07/08/2026 ROYAL LIFESAVING SOC OF AUST	-\$	84.20
EFT45759	07/08/2026 CHILD SUPPORT AGENCY	-\$	616.40
EFT45760	07/08/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-\$	153.33
EFT45761	07/08/2026 SHIRE OF WAROONA	-\$	126.77
EFT45762	07/08/2026 WORK CLOBBER	-\$	544.65
EFT45763	07/08/2026 JEANETTE AUDINO (Beadsparklez)	-\$	215.73
EFT45764	07/08/2026 GAIL DIANNE CURTIS	-\$	62.68
EFT45765	07/08/2026 CHRISTINE HYDE	-\$	417.89
EFT45766	07/08/2026 SANDRA HEPTON	-\$	15.55
EFT45767	07/08/2026 TAMRA HULL	-\$	28.64
EFT45768	07/08/2026 JENNIFER IRENE STOKES	-\$	43.52
EFT45769	14/08/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION &	-\$	714.39
EFT45770	14/08/2026 FOCUS NETWORKS	-\$	28.05

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EFT45771	14/08/2026 WORKSCREEN PTY LTD	-\$	547.25
EFT45772	14/08/2026 ARROW BRONZE	-\$	1,040.56
EFT45773	14/08/2026 BUNBURY MACHINERY	-\$	290.13
EFT45774	14/08/2026 WINC AUSTRALIA PTY LIMITED	-\$	490.02
EFT45775	14/08/2026 MALATESTA GROUP HOLDINGS PTY LTD	-\$	360.00
EFT45776	14/08/2026 SHIRE OF WAROONA	-\$	35.00
EFT45777	14/08/2026 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-\$	19,273.39
EFT45778	14/08/2026 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE	-\$	96.25
EFT45779	14/08/2026 WAROONA IGA	-\$	605.66
EFT45780	19/08/2026 NATIONAL AUSTRALIA BANK	-\$	9,152.87
Chief Executive Officer			
	01/07/2026 Fairfax Media - Ref: 74564726180	\$	25.99
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total CEO	\$	34.99
Director Corporate and Community Services			
	06/07/2026 Vibe Waroona - Ref: 74564456186	\$	78.91
	06/07/2026 Code Two - Ref: 74143616187	\$	824.83
	17/07/2026 Vend Ltd - Ref: 24324406197	\$	2,748.00
	20/07/2026 Vibe Waroona - Ref: 74564456200	\$	88.55
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total DCCS	\$	3,749.29
Director Customer and Development Services			
	03/07/2026 The Lucky Shag - Ref: 74201336183	\$	83.90
	03/07/2026 Google Australia - Ref: 74773886182	\$	429.18
	07/07/2026 Dome Perth - Ref: 74564726187	\$	72.95
	13/07/2026 Vibe Waroona - Ref: 74564456192	\$	73.01
	23/07/2026 Event and Conference Co - Ref: 74466026203	\$	1,960.88
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total DCDS	\$	2,628.92

Manager Corporate Services

17/07/2026 Vibe Waroona - Ref: 74564456197	\$	80.31
22/07/2026 Groupof100 - Ref: 74201336202	\$	220.00
27/07/2026 Everything ID - Ref: 74201336205	\$	106.95
28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
Total MCS	\$	416.26

Executive Assistant

08/07/2026 Pinjarra Bakery - Ref: 74201336188	\$	165.11
28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
Total EA	\$	174.11

Visitor Centre Manager

24/07/2026 Ink Station - Ref: 24294286204	\$	275.79
28/07/2026 Red Dot - Ref: 74940526207	\$	23.99
28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
Total VCM	\$	308.78

Manager Community and Economic Development

03/07/2026 Facebook - Ref: 74987506183	\$	66.00
03/07/2026 Waroona Roadhouse - Ref: 24109336183	\$	65.81
20/07/2026 Facebook - Ref: 74987506199	\$	9.88
20/07/2026 Pinjarra Roadhouse - Ref: 74564456198	\$	69.86
24/07/2026 Waroona Roadhouse - Ref: 24109336204	\$	82.14
28/07/2026 Ian Diffen Waroona - Ref: 74564726208	\$	45.00
28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
Total MCED	\$	347.69

Manager Development Services

21/07/2026 The Crosswalk - Ref: 74201336201	\$	95.00
23/07/2026 Pinjarra Bakery - Ref: 74201336203	\$	147.81
24/07/2026 Mandurah Panel and Paint - Ref: 74564726204	\$	756.75

	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total MDS	\$	1,008.56
	Manager Recreation Centre		
	30/06/2026 Waroona Roadhouse - Ref: 24109336180	\$	63.47
	03/07/2026 Waroona Roadhouse - Ref: 24109336183	\$	74.87
	10/07/2026 Vibe Waroona - Ref: 74564456190	\$	73.19
	16/07/2026 Vibe Waroona - Ref: 74564456196	\$	80.13
	22/07/2026 Vibe Waroona - Ref: 74564456202	\$	81.73
	27/07/2026 Vibe Waroona - Ref: 74564456205	\$	56.86
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total MRC	\$	439.25
	Executive Manager Infrastructure Services		
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total EMIS	\$	9.00
	Bushfire Risk Mitigation Coordinator		
	28/07/2026 NAB Card Fee - Ref: 74557046209	\$	9.00
	Total BRMC	\$	9.00
	Other Charges		
	28/07/2026 International Transaction Fees - Ref: 74557046201	\$	27.02
	Total Other Charges	\$	27.02
EFT45781	21/08/2026 PETES TREEWORX	-\$	19,171.79
EFT45782	21/08/2026 ANW ENTERPRISES PTY LTD T/AS MUDDY CREEK	-\$	1,695.10
EFT45783	21/08/2026 METAL ARTWORK BADGES	-\$	101.20
EFT45784	21/08/2026 AUSTRALIA POST (NEW)	-\$	118.30
EFT45785	21/08/2026 SCAVENGER FIRE & SAFETY	-\$	4,981.90
EFT45786	21/08/2026 SUCCESSFUL PROJECTS	-\$	2,342.26
EFT45787	21/08/2026 FULLY PROMOTED MANDURAH	-\$	1,930.50
EFT45788	21/08/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-\$	3,530.98
EFT45789	21/08/2026 FOCUS NETWORKS	-\$	3,509.95

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EFT45790	21/08/2026 TOTAL HYGIENE SERVICES	-\$	3,478.49
EFT45791	21/08/2026 PRESTON BEACH ONE STOP SHOP	-\$	421.41
EFT45792	21/08/2026 WAROONA HARDWARE (MITRE 10)	-\$	247.55
EFT45793	21/08/2026 ECONOMIC DEVELOPMENT AUSTRALIA LIMITED	-\$	3,825.00
EFT45794	21/08/2026 Leanne ANGI	-\$	204.00
EFT45795	21/08/2026 AM PISCONERI PTY LTD	-\$	13,618.00
EFT45796	21/08/2026 ARROW BRONZE	-\$	412.70
EFT45797	21/08/2026 COCA -COLA AMATIL (AUST) PTY LTD	-\$	1,647.55
EFT45798	21/08/2026 DRAKESBROOK HOTEL MOTEL	-\$	340.00
EFT45799	21/08/2026 JASON SIGNMAKERS	-\$	278.34
EFT45800	21/08/2026 SOUTH WEST ISUZU	-\$	2,903.10
EFT45801	21/08/2026 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-\$	5,500.00
EFT45802	21/08/2026 McLEODS LAWYERS PTY LTD	-\$	1,256.20
EFT45803	21/08/2026 MALATESTA GROUP HOLDINGS PTY LTD	-\$	720.00
EFT45804	21/08/2026 PLANT INVESTMENTS PTY LTD	-\$	1,485.00
EFT45805	21/08/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-\$	710.00
EFT45806	21/08/2026 PINJARRA BAKERY & PATISSERIE	-\$	161.00
EFT45807	21/08/2026 ROYAL LIFESAVING SOC OF AUST	-\$	1,309.00
EFT45808	21/08/2026 THE WEST AUSTRALIAN (HARVEY REPORTER)	-\$	2,109.65
EFT45809	21/08/2026 CHILD SUPPORT AGENCY	-\$	611.78
EFT45810	21/08/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-\$	152.00
EFT45811	21/08/2026 SYNERGY - STREETLIGHT ACCOUNT	-\$	9,371.55
EFT45812	21/08/2026 SHIRE OF WAROONA	-\$	50.00
EFT45813	21/08/2026 D & A ENTERPRISES (WA) PTY LTD T/AS T & V FENCING	-\$	1,473.97
EFT45814	21/08/2026 WORK CLOBBER	-\$	169.65
EFT45815	21/08/2026 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-\$	5,478.00
EFT45816	21/08/2026 CAFE WAROONA	-\$	259.00
EFT45817	21/08/2026 MARGARET BRODIE	-\$	250.00
EFT45818	21/08/2026 AUSTRALIAN TAXATION OFFICE	-\$	31,021.00

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EFT45819	27/08/2026 KLEEN WEST DISTRIBUTORS	-\$	1,645.11
EFT45820	27/08/2026 PETES TREEWORX	-\$	1,147.32
EFT45821	27/08/2026 HEATLEYS SAFETY & INDUSTRIAL	-\$	382.77
EFT45822	27/08/2026 SEEK	-\$	462.00
EFT45823	27/08/2026 SJ TRAFFIC MANAGEMENT	-\$	3,486.34
EFT45824	27/08/2026 LOCKDOWN SECURITY	-\$	385.00
EFT45825	27/08/2026 TEAM GLOBAL EXPRESS PTY LTD	-\$	159.27
EFT45826	27/08/2026 HARVEY PLUMBING AND GAS	-\$	222.75
EFT45827	27/08/2026 WAROONA CARPET CARE	-\$	1,000.00
EFT45828	27/08/2026 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-\$	573.96
EFT45829	27/08/2026 TOTAL GREEN RECYCLING	-\$	1,203.51
EFT45830	27/08/2026 FULLY PROMOTED MANDURAH	-\$	428.87
EFT45831	27/08/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-\$	143.00
EFT45832	27/08/2026 FOCUS NETWORKS	-\$	17,875.11
EFT45833	27/08/2026 WAROONA HARDWARE (MITRE 10)	-\$	33.90
EFT45834	27/08/2026 WORKSCREEN PTY LTD	-\$	547.25
EFT45835	27/08/2026 BUNBURY MACHINERY	-\$	448.97
EFT45836	27/08/2026 CLEANAWAY	-\$	44,276.12
EFT45837	27/08/2026 CEMETERIES & CREMATORIA ASSOCIATION	-\$	130.00
EFT45838	27/08/2026 HARVEY COURIER	-\$	38.01
EFT45839	27/08/2026 HARVEY WATER	-\$	22.78
EFT45840	27/08/2026 JASON SIGNMAKERS	-\$	345.21
EFT45841	27/08/2026 LANDGATE	-\$	336.90
EFT45842	27/08/2026 MANDURAH PEEL REGION CHAMBER OF COMMERCE	-\$	1,089.00
EFT45843	27/08/2026 McLEODS LAWYERS PTY LTD	-\$	738.10
EFT45844	27/08/2026 PRESTIGE PRODUCTS	-\$	499.78
EFT45845	27/08/2026 PFD FOOD SERVICES PTY LTD	-\$	257.00
EFT45846	27/08/2026 READYTECH USER GROUP WA INC	-\$	962.50
		-\$	274,395.95

Electronic Fund Transfer - Direct Salaries & Wages		
Date	Name	Amount
04/08/2026	NATIONAL AUSTRALIA BANK	- 134,967.98
18/08/2026	NATIONAL AUSTRALIA BANK	- 148,645.56
18/08/2026	NATIONAL AUSTRALIA BANK	- 1,985.51
		-\$ 285,599.05
Total Municipal Fund Cheques		- 662.20
Total Trust Fund Cheques		-
Total Direct Debit		- 370,924.22
Total Electronic Funds		- 274,395.95
Total Direct Wages		- 285,599.05
		-\$ 931,581.42



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 JULY 2026

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



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

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

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 31 JULY 2026

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	6,798,655	0	0	0		
Grants, Subsidies and Contributions	8	1,164,716	25,823	22,402	(3,421)	(15%)	▼
Fees and Charges		2,234,787	80,395	69,765	(10,630)	(15%)	▼
Interest Earnings		276,375	1,375	1,916	541	28%	▲
Other Revenue		208,045	9,171	26,797	17,626	66%	▲
Profit on Asset Disposal	10	54,133	0	0	0		
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,736,711	116,764	120,880			
Expenditure from operating activities							
Employee Costs		(5,794,894)	(550,181)	(335,736)	(214,445)	(64%)	▼
Materials and Contracts		(4,506,388)	(521,100)	(395,661)	(125,439)	(32%)	▼
Utilities Charges		(424,449)	(47,791)	(64,746)	16,955	26%	▲
Depreciation (Non-Current Assets)		(2,845,667)	(237,140)	0	(237,140)	(100%)	▼
Finance Costs		(50,133)	0	1,573	(1,573)	100%	
Insurance Expenses		(329,920)	(164,962)	(149,832)	(15,130)	(10%)	▼
Other Expenditure		(354,401)	(8,217)	(10,274)	2,057	20%	▲
Loss on Asset Disposal	10	(40,195)	0	0	0		
		(14,346,047)	(1,529,391)	(954,675)	574,716		
Non-cash amounts excluded from operating activities		2,789,060	0	0	0		
Amount attributable to operating activities		(820,276)	(1,412,627)	(833,795)	578,832		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		4,297,539	149,214	161,395	12,181	8%	
Proceeds from disposal of assets	10	187,000	0	0	0		
		4,484,539	149,214	161,395	(12,181)		
Outflows from investing activities							
Payments for property, plant and equipment		(1,565,638)	(94,136)	0	(94,136)	(100%)	▼
Payments for construction of infrastructure		(5,022,156)	(34,338)	(2,129)	(32,209)	(1513%)	▼
		(6,587,794)	(128,474)	(2,129)	126,345		
Non-cash amounts excluded from investing activities		0	151,141	151,141	0		
Amount attributable to investing activities		(2,103,255)	20,740	310,406	289,666		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		612,000	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		97,000	46,800	0	(46,800)	(100%)	▼
		709,000	46,800	0	(46,800)	(100%)	▼
Outflows from financing activities							
Repayment of borrowings		(67,656)	0	0	0		
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(225,045)	0	0	0		
		(292,701)	0	0	0		
Non-cash amounts excluded from financing activities		0	(151,141)	(151,141)	0		
Amount attributable to financial activities		416,299	46,800	(151,141)	(197,941)	131%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,507,232	0	2,517,541	2,517,541		
Amount attributable to operating activities		(820,276)	(1,412,627)	(833,795)	578,832		
Amount attributable to investing activities	0	(2,103,255)	20,740	310,406	289,666		
Amount attributable to financing activities		416,299	46,800	(151,141)	(197,941)	131%	
Surplus or deficit after imposition of general rates		0	(1,345,087)	1,843,012	3,188,099		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 31 JULY 2026

	Note	30-Jun-26	31-Jul-26
Current Assets			
Cash and cash equivalents	2	7,798,769	7,128,390
Trade and other receivables		516,575	383,418
Inventories		24,009	0
Other assets		81,475	65,452
Total Current Assets		8,420,828	7,577,260
Non-Current Assets			
Trade and other receivables		55,249	55,249
Other financial assets		116,383	116,383
Property, plant and equipment		48,628,809	48,628,810
Infrastructure		111,694,452	111,696,581
Right of use assets		151,141	151,141
Total non-current assets		160,646,034	160,648,164
TOTAL ASSETS		169,066,862	168,225,424
Current Liabilities			
Trade and other payables		1,753,183	1,585,084
Other liabilities		892,979	892,979
Lease liabilities		61,849	61,849
Borrowings	12	65,424	65,424
Employee related provisions		772,807	772,807
Total Current Liabilities		3,546,242	3,378,143
Non-current Liabilities			
Lease liabilities		89,292	89,292
Borrowings	12	1,302,840	1,302,840
Employee related provisions		75,762	75,762
Total non-current Liabilities		1,467,894	1,467,894
TOTAL LIABILITIES		5,014,136	4,846,037
NET ASSETS		164,052,726	163,379,387
Equity			
Retained surplus		22,655,974	21,982,635
Reserve accounts		3,311,432	3,311,432
Revaluation surplus		138,085,320	138,085,320
Total Equity		164,052,726	163,379,387

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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 with exception to the following:

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

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

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

The Local Government Reporting Entity

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

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

Critical accounting and judgement estimates

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

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

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

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

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 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 31 JULY 2026

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	31/07/2026
Current assets		
Cash and cash equivalents	7,798,769	7,128,390
Trade and other receivables	515,576	183,254
Inventories	23,068	0
Contract assets	51,502	65,452
Other assets	29,973	0
Total current assets	8,418,888	7,377,096
Current liabilities		
Trade and other payables	(1,753,183)	(1,329,673)
Contract liabilities	(892,979)	(892,979)
Total current liabilities	(2,646,162)	(2,222,652)
Net current assets	5,772,726	5,154,444
Less: Total adjustments to net current assets	(3,366,681)	(3,311,432)
Net current assets used in the Statement of Financial Activity	2,406,045	1,843,012

2b. Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

Less: Cash - reserve accounts	(3,311,432)	(3,311,432)
Add: Deferred pensioners	(55,249)	
less: Total adjustments to net current assets	(3,366,681)	(3,311,432)

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

Items excluded from calculation of budgeted deficiency

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

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

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

Adjustments to operating activities

Less: Profit on asset disposals	(54,133)	0
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	40,195	0
Add: Depreciation	2,845,667	0
Add: Movement in employee provisions	(42,669)	
Total current assets	2,789,060	0

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

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

Adjustments to investing activities

Right of use assets recognised	151,141	151,141
Total current assets	151,141	151,141

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

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

Adjustments to financing activities

Less: Lease liability recognised	(151,141)	(151,141)
Total current assets	(151,141)	(151,141)

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	(3,311,432)	(3,311,432)
Total adjustments to net current assets	(3,311,432)	(3,311,432)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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 lower than budgeted due lower than expected income for grants, contributions.

Fees and Charges

Income is lower than budgeted due budget not adopted and annual invoices not raised as yet.

Interest Revenue

Income is higher than anticipated due higher due to higher than expected interest earned on muni account.

Other Revenue

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

3.2 Expenditure from operating activities

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

Employee costs

Employee costs are lower than budgeted due budget profile settings.

Materials and contracts

Expenses are lower than budgeted due to lower than expected expenditure for materials and contracts and budget not yet adopted.

Utility charges

Utility charges are lower due to budget profile settings.

Depreciation

Depreciation costs are lower than expected due July depreciation not yet calculated.

Insurance

Insurance costs are lower due to insurance expenditure for Plant Operations Costs allocated in different IE code.

Other expenditure

Other expenditure are higher than budgeted due to higher than expected expenditure for bank charges.

3.3 Inflows from investing activities

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

Nil

3.4 Outflows from investing activities

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

Payments for property, plant and equipment

Expenditure is lower than budgeted due to lower than expected expenditure and budget not yet adopted.

Payments for construction of infrastructure

Expenditure is lower than budgeted due to lower than expected expenditure and budget not yet adopted.

3.5 Inflows from financing activities

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

Nil

3.6 Outflows from financing activities

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

Nil

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

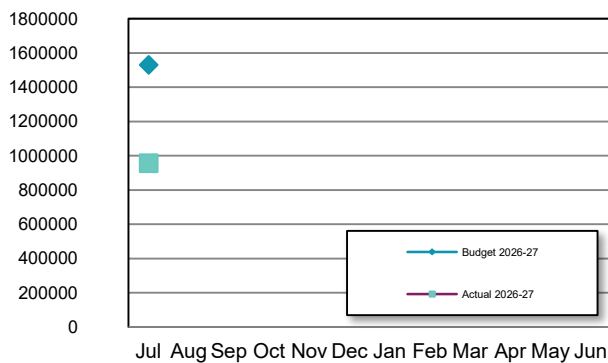


FOR THE PERIOD ENDED 31 JULY 2026

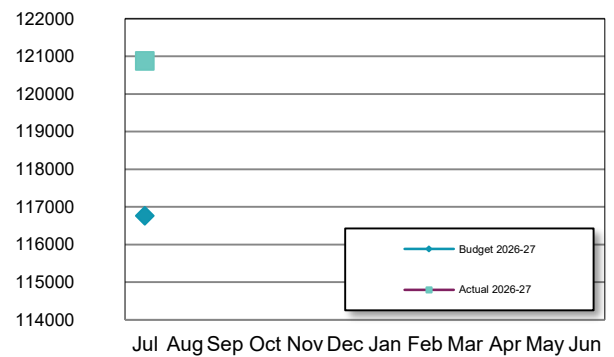
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

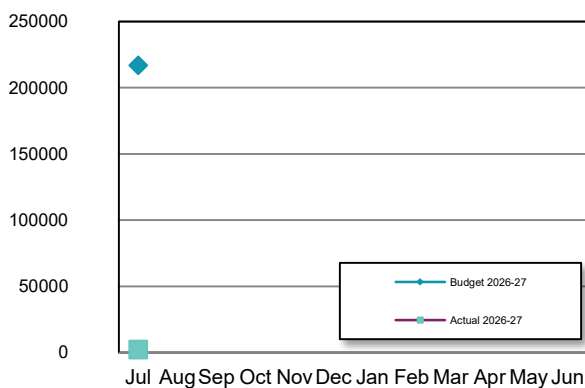
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



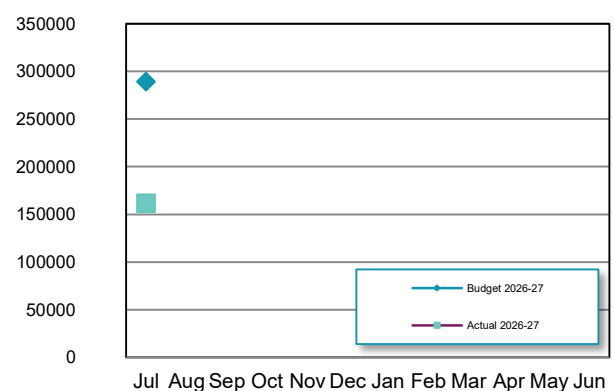
BUDGET OPERATING REVENUES -v- YTD ACTUAL



BUDGET CAPITAL EXPENSES -v- YTD ACTUAL



BUDGET CAPITAL REVENUES -v- YTD ACTUAL



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	1,249,061	0	0	0	1,249,061	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	574,022	0	574,022	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	5.05%	0	3,311,431	0	0	3,311,431	NAB	24/09/2026
(c) Investments								
Trust Term Deposit 1	5.15%			2,000,000		2,000,000	Bendigo	7/04/2027
Muni Term Deposit 1	4.00%				500,000	500,000	NAB	7/08/2026
Muni Term Deposit 2	4.60%				500,000	500,000	NAB	7/09/2026
Muni Term Deposit 3	5.00%				500,000	500,000	NAB	7/10/2026
Muni Term Deposit 4	5.05%				500,000	500,000	NAB	9/11/2026
Muni Term Deposit 5	5.10%				500,000	500,000	NAB	7/12/2026
TOTAL		1,250,811	3,311,431	2,574,022	2,500,000	9,636,265		

KEY INFORMATION

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

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

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

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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	86,375	0	0	0	86,375	86,375				86,375
Council Building Maintenance	216,108	0	0	0	216,108	216,108				216,108
Rec Centre Building Maintenance	125,181	0	0	0	125,181	125,181				125,181
Preston Beach Volunteer Rangers	77,523	0	14,545	0	92,068	77,523				77,523
Emergency Assistance	127,384	0	0	0	127,384	127,384				127,384
Works Depot Redevelopment	96,493	0	0	0	96,493	96,493				96,493
Council Building Construction	77,575	0	0	0	77,575	77,575				77,575
Information Technology	162,278	0	0	0	162,278	162,278				162,278
Footpath Construction	38,300	0	0	0	38,300	38,300				38,300
Plant Replacement	469,987	0	80,000	(60,000)	489,987	469,987				469,987
Staff Leave	41,699	0	0	0	41,699	41,699				41,699
Strategic Planning	3,148	0	0	0	3,148	3,148				3,148
Waste Management	1,446,437	0	130,000	(37,000)	1,539,437	1,446,437				1,446,437
History Book Reprint	14,057	0	500	0	14,557	14,057				14,057
Risk & Insurance	11,079	0	0	0	11,079	11,079				11,079
Drakesbrook Cemetery	69,181	0	0	0	69,181	69,181				69,181
Waroona North Development	248,627	0	0	0	248,627	248,627				248,627
Renewable Energy Reserve	0		0	0	0	0				0
Total	3,311,432	0	225,045	(97,000)	3,439,476	3,311,431	0	0	0	3,311,431

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget Replacement		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog		\$	\$	\$
5204	0	0	0	Educ	Officer vehicle (MCED)	55,000	0	(55,000) ▼
0924	0	0	0	LOPS	Office vehicle (Ranger)	47,500	0	(47,500)
3534	0	0	0	Trans	Officer vehicle (EMIS)	55,000	0	(55,000) ▼
3554	0	0	0	Trans	Mitsubishi Triton (P0118)	50,000	0	(50,000) ▼
3554	0	0	0	Trans	Officer Vehicle (MRS) - Sale	0	0	0
3554	0	0	0	Trans	Cat 120H Grader - Sale	0	0	0
3554	0	0	0	Trans	New Holland Tractor	20,000	0	(20,000)
3554	0	0	0	Trans	Rotary Hoe	25,000	0	(25,000)
3554	0	0	0	Trans	Mini Digger	60,000	0	(60,000)
3554	0	0	0	Trans	Isuzu 3 Way Tipper	15,000	0	(15,000)
3554	0	0	0	Trans	Holden Colorado	50,000	0	(50,000) ▼
1524	0	0	0	CA	Fire Tender - Refuse Site	25,000	0	(25,000)
0	0	0	0	TOTALS		402,500	0	(402,500)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$			\$	\$	\$
				Property, Plant & Equipment				
0	0	0	0	Land and Buildings		1,065,638	0	(1,065,638) ▼
0	85,000	0	85,000	Plant & Equipment		402,500	0	(402,500) ▼
0	0	0	0	Furniture & Equipment		53,000	0	(53,000) ▼
				Infrastructure				
1,615,252	0	0	1,615,252	Roadworks		2,731,962	0	(2,731,962) ▼
0	0	91,323	91,323	Other Infrastructure		1,864,593	0	(1,864,593) ▼
1,615,252	85,000	91,323	1,791,575	Totals		6,117,693	0	(6,117,693)

Contributions				Land & Buildings		Current Budget		
Grants/Cont	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance
						\$	\$	\$
0	0	0	0	Gov	Records Donga, Asbestos program	45,000	0	(45,000) ▼
0	0	0	0	Health	Community Resource Centre - Upgrade alarm s	33,000	0	(33,000) ▼
0	0	0	0	E & W	Playgroup - Paint Eaves, Arts & Craft Kitchen	14,000	0	(14,000) ▼
0	0	0	0	E & W	Senior Citizens - Repair brickwork	8,000	0	(8,000) ▼
0	0	0	0	R & C	Football Club Upgrades	813,185	0	(813,185) ▼
0	0	0	0	R & C	LC Community Centre - Replace toilets, PB colo	39,200	0	(39,200) ▼
0	0	0	0	R & C	WRAC - Install patio, repair leaks, gym extenstic	113,253	0	(113,253) ▼
0	0	0	0	Totals		1,065,638	0	(1,065,638)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

NOTE 7: Capital Disposals and Acquisitions

Contributions				Plant & Equipment		Current Budget			
Grants	Reserve	Borrow	Total			This Year			
						Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Prog	Description	\$	\$	\$	
0	0	0	0	Com Dev	Officer vehicle (MCED)	55,000	0	(55,000)	▼
0	0	0	0	LOPS	Offiice vehicle (Ranger)	47,500	0	(47,500)	▼
0	0	0	0	Trans	Officer vehicle (EMIS)	55,000	0	(55,000)	▼
0	0	0	0	Trans	Mitsubishi Triton (P0118)	50,000	0	(50,000)	▼
0	0	0	0	Rec	Officer Vehicle (MRS) - Sale	0	0	0	
0	0	0	0	Trans	Cat 120H Grader - Sale	0	0	0	
0	0	0	0	Trans	New Holland Tractor	20,000	0	(20,000)	▼
0	0	0	0	Trans	Rotary Hoe	25,000	0	(25,000)	▼
0	60,000	0	60,000	Trans	Mini Digger	60,000	0	(60,000)	
0	0	0	0	Trans	Isuzu 3 Way Tipper	15,000	0	(15,000)	
0	0	0	0	Trans	Holden Colorado	50,000	0	(50,000)	▼
0	25,000	0	0	CA	Fire Tender - Refuse Site	25,000	0	(25,000)	
0	85,000	0	60,000		Totals	402,500	0	(402,500)	

Contributions				Furniture & Equipment		Current Budget		
						This Year		
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	Prog	Description	\$	\$	\$
0	0	0	0	Gov	Governance	4,000	0	(4,000)
0	0	0	0	L, O & PS	Law, Order, Public Safety	7,500	0	(7,500) ▼
0	0	0	0	R & C	WRAC - Replace various equipment	41,500	0	(41,500) ▼
0	0	0	0		Totals	53,000	0	(49,000)

Contributions				Infrastructure - Roads		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$			\$	\$	\$	
449,252	0	0	449,252	Trans	Roads to Recovery	383,000	0	383,000	▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	2,348,962	0	2,348,962	▼
1,615,252	0	0	1,615,252	Totals		2,731,962	0	2,731,962	

Contributions				Other Infrastructure		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
514,000	0	0	514,000	Trans	Lake Clifton Bridge	0	0	0
0	0	0	0	CA	Townsite drainage works	0	0	0
0	0	0	0	E & W	Playgroup grounds improvements	0	0	
0	0	0	0	R & C	Preston Beach Golf Course pathway	0	0	0
0	0	0	0	R & C	Lake Clifton Reserve Development	80,000	0	(80,000) ▼
0	0	0	0	R & C	Tow Oval - Widen gates	502,135	0	(502,135) ▼
0	0	0	0	Trans	Footpath construction & upgrades	617,135	0	(617,135) ▼
0	0	91,323	91,323	Econ	Railside Park	574,000	0	(574,000) ▼
353,129	0	0	353,129	Econ	Peel Regional Trails development	91,323	0	(91,323) ▼
867,129	0	91,323	958,452	Totals		1,864,593	0	(1,864,593)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Bushfire Risk Mitigation Coordinator 25/26	DFES	41,738	0	0	41,738	0	0	0	0
Bushfire Risk Mitigation Coordinator 26/27	DFES			(11,821)	(11,821)	170,143	0	0	170,143
Drakebrook Cemetery NRM Funding	DPIRD	5,712	0	0	5,712	5,712	0	0	0
Community Engagement Program	Alcoa of Australia	0	0	0	0	18,927	0	0	18,927
Community Safety Initiative	WA Police	2,500	0	0	2,500	2,500	0	0	0
Evacuation Centre Backup Power Supply	DFES	(18,884)	0	0	(18,884)	0	0	0	18,885
Local Drug Action Team	LDAT	0	0	0	0	6,000	0	0	6,000
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Emergency Services Dinner	Volunteering WA	0	0	0	0	5,000	0	0	5,000
Youth Week	Dept of Communities	0	0	0	0	3,000	0	0	3,000
Volunteer Breakfast	Dept of Communities	0	0	0	0	1,500	0	0	1,500
Public Health Initiative	Public Health	0	0	0	0	5,000	0	0	5,000
Australia Day 2027	Australia Day Council	0	0	0	0	15,000	0	0	15,000
Anzac Day 2027	Lotterywest	0	0	0	0	7,000	0	0	7,000
Total		31,066	0	(11,821)	19,246	240,782	0	0	251,455

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2026	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant	Peel Development Comm	(32,618)	0	(2,129)	(34,747)	320,736	0	0	353,129
Waroona Football Club Upgrades	Dept Creative Indust Tourism	85,685			85,685	785,685	0	0	700,000
Lake Clifton Bridge (BR03)	Main Roads WA	514,000			514,000	514,000	0	0	0
Road Safety Program (Lake Clifton Rd)	Main Roads WA	238,494	0	0	238,494	363,560	0	0	125,066
Roads to Recovery	Main Roads WA	0	0	0	0	383,000	0	0	383,000
Regional Road Group (RC05)	Main Roads WA	0	0	0	0	225,000	0	0	150,000
Regional Road Group (RC47)	Main Roads WA	0	0	0	0	360,402	0	0	180,000
Regional Road Group (RC54)	Main Roads WA	0	0	0	0	150,000	0	0	100,000
Regional Road Group (RC75)	Main Roads WA	0	0	0	0	225,000	0	0	150,000
Regional Road Group (RC82)	Main Roads WA	2982.76	0	0	2,983	750,000	0	0	500,000
Regional Road Group (RC87)	Main Roads WA	0	0	0	0	200,000	0	0	133,333
Regional Road Group (RC90)	Main Roads WA	0	0	0	0	225,000	0	0	150,000
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	1,867
Total		810,410	0	(2,129)	808,281	4,504,250	0	0	2,926,395
Total contract asset					(65,452)				
Total contract liability					892,979				

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

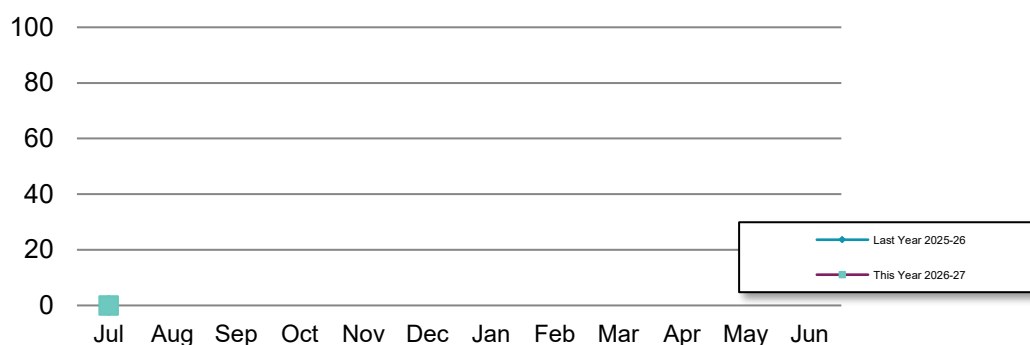


FOR THE PERIOD ENDED 31 JULY 2026

NOTE 9: Receivables

Receivables - Rates & Rubbish	Current 2026-27	Previous 2025-26
	\$	\$
Opening Arrears Previous Years	191,708	145,720
Rates, Service Charges & Waste Levy this year	0	7,984,309
<u>Less</u> Collections to date	0	(7,792,601)
Equals Current Outstanding	0	191,708
Net Rates Collectable	0	191,708
% Collected	0.00%	95.85%

Note 9 - Rates % Collected



Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	3,463	43,079	-	3,190	
Total Outstanding					49,732

Amounts show above include GST (where applicable).

Note 7 - Outstanding Debtors



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

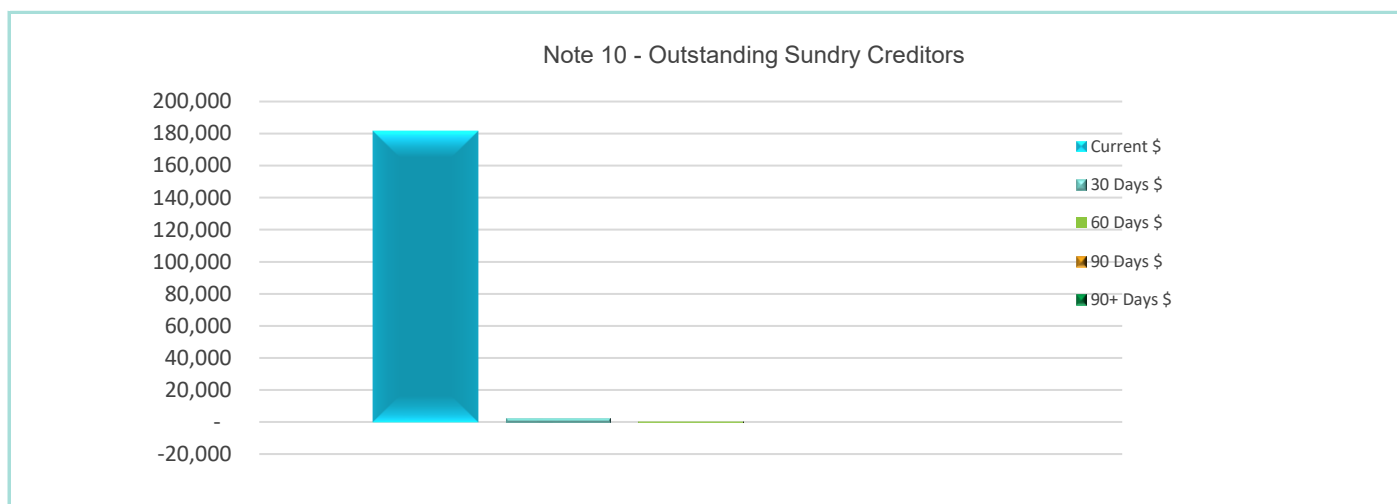


FOR THE PERIOD ENDED 31 JULY 2026

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	181,502	2,658	744	-	231
Total Outstanding	184,672				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2026/27 Actual Rateable Value	2026/27 Actual Rate Revenue	2026/27 Actual Interim Rates	2026/27 Actual Total Revenue	2026/27 Budget Rate Revenue	2026/27 Budget Interim Rate	2026/27 Budget Total Revenue	2024/25 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$		\$	\$
General rates											
Gross rental valuation	Gross rental value	0.113118	1,541	29,534,324	0	\$0	-	3,340,864	0	3,340,864	3,226,825
Unimproved valuation	General farming	0.005701	503	356,997,488	0	\$0	-	2,035,243	0	2,035,243	1,954,163
Unimproved valuation	Industry and mining	0.011400	5	30,470,000	0	\$0	-	347,358	0	347,358	328,269
Unimproved valuation	Intensive agriculture	0.008555	4	5,590,000	0	\$0	-	47,795	0	47,795	45,550
Total general rates			2,053	422,591,812	0	\$0	0	5,771,260	0	5,771,260	5,554,807
Minimum payment											
		Minimum									
Gross rental valuation	Gross rental value	1,445	628	5,193,797	0	\$0	0	907,460	0	907,460	863,190
Unimproved valuation	Unimproved value	1,445	83	11,100,478	0	\$0	0	119,935	0	119,935	122,320
Total general rates			711	16,294,275	0	\$0	0	1,027,395	0	1,027,395	985,510
Total rates			2,764	438,886,087	0	\$0	0	6,798,655	0	6,798,655	6,540,317

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details	Loan No.	Principal 1-Jul-26	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	498,894	0	0	0	(30,836)	498,894	468,058	0	(7,843)
Waroona Community Precinct Development	123	391,216	0	0	0	(16,569)	391,216	374,647	0	(19,030)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	478,153	0	0	0	(20,251)	478,153	457,902	0	(23,259)
TOTAL		1,368,263	0	0	0	(67,656)	1,368,263	1,300,607	0	(50,132)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30 June 2026	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2027
Loan 123 - Waroona Community Precinct		91,322	0	0	91,322
TOTAL		91,322	0	0	91,322

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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
				\$	\$	\$
	Nil					

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 JULY 2026

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-26	Received	Paid	31-Jul-26
ALCOA WAROONA SUSTAINABILITY	2,394,728	814	0	2,395,542
PUBLIC OPEN SPACE	144,467	53	0	144,520
EXTRACTIVE INDUSTRIES	20,010	7	0	20,017
COMMERCIAL BOND	15,817	6	0	15,823
SECURITY BOND	0	0	0	0
TOTAL	2,575,022	880	0	2,575,902



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 AUGUST 2026

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

FOR THE PERIOD ENDED 31 AUGUST 2026

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

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

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 31 AUGUST 2026

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
OPERATING ACTIVITIES		\$	\$	\$			
Revenue from operating activities							
General rates	8	6,798,655	6,798,655	6,792,042	(6,613)	(0%)	
Grants, Subsidies and Contributions	8	1,164,716	135,883	157,141	21,258	14%	▲
Fees and Charges		2,234,787	1,408,190	1,433,916	25,726	2%	
Interest Earnings		276,375	2,480	3,235	755	23%	▲
Other Revenue		208,045	18,849	41,572	22,723	55%	▲
Profit on Asset Disposal	10	54,133	0	0	0		
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,736,711	8,364,057	8,427,906			
Expenditure from operating activities							
Employee Costs		(5,794,894)	(1,100,362)	(767,739)	(332,623)	(43%)	▼
Materials and Contracts		(4,506,388)	(955,166)	(614,114)	(341,052)	(56%)	▼
Utilities Charges		(424,449)	(106,931)	(95,976)	(10,955)	(11%)	▼
Depreciation (Non-Current Assets)		(2,845,667)	(474,280)	0	(474,280)	(100%)	▼
Finance Costs		(50,133)	0	1,573	(1,573)	100%	
Insurance Expenses		(329,920)	(164,962)	(150,124)	(14,838)	(10%)	
Other Expenditure		(354,401)	(15,934)	(13,201)	(2,733)	(21%)	▼
Loss on Asset Disposal	10	(40,195)	0	0	0		
		(14,346,047)	(2,817,635)	(1,639,581)	1,178,054		
Non-cash amounts excluded from operating activities		2,789,060	0	0	0		
Amount attributable to operating activities		(820,276)	5,546,422	6,788,325	1,241,903		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		4,297,539	306,162	352,784	46,622	13%	▲
Proceeds from disposal of assets	10	187,000	0	0	0		
		4,484,539	306,162	352,784	(46,622)		
Outflows from investing activities							
Payments for property, plant and equipment		(1,565,638)	(188,272)	(18,802)	(169,470)	(901%)	▼
Payments for construction of infrastructure		(5,022,156)	(245,532)	(39,913)	(205,619)	(515%)	▼
		(6,587,794)	(433,804)	(58,715)	375,089		
Non-cash amounts excluded from investing activities		0	151,141	151,141	0		
Amount attributable to investing activities		(2,103,255)	(127,642)	445,210	572,852		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		612,000	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		97,000	46,800	0	(46,800)	(100%)	▼
		709,000	46,800	0	(46,800)	(100%)	▼
Outflows from financing activities							
Repayment of borrowings		(67,656)	0	0	0		
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(225,045)	0	0	0		
		(292,701)	0	0	0		
Non-cash amounts excluded from financing activities		0	(151,141)	(151,141)	0		
Amount attributable to financial activities		416,299	46,800	(151,141)	(197,941)	131%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,507,232	0	2,517,541	2,517,541		
Amount attributable to operating activities		(820,276)	5,546,422	6,788,325	1,241,903		
Amount attributable to investing activities	0	(2,103,255)	(127,642)	445,210	572,852		
Amount attributable to financing activities		416,299	46,800	(151,141)	(197,941)	131%	
Surplus or deficit after imposition of general rates		0	5,465,580	9,599,935	4,134,355		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 31 AUGUST 2026

	Note	30-Jun-26	31-Aug-26
Current Assets			
Cash and cash equivalents	2	7,798,769	7,913,509
Trade and other receivables		516,575	7,930,833
Inventories		24,009	0
Other assets		81,475	53,919
Total Current Assets		8,420,828	15,898,262
Non-Current Assets			
Trade and other receivables		55,249	55,249
Other financial assets		116,383	116,383
Property, plant and equipment		48,628,809	48,647,611
Infrastructure		111,694,452	111,734,365
Right of use assets		151,141	151,141
Total non-current assets		160,646,034	160,704,750
TOTAL ASSETS		169,066,862	176,603,012
Current Liabilities			
Trade and other payables		1,753,183	1,527,832
Other liabilities		892,979	1,514,313
Lease liabilities		61,849	61,849
Borrowings	12	65,424	65,424
Employee related provisions		772,807	772,807
Total Current Liabilities		3,546,242	3,942,225
Non-current Liabilities			
Lease liabilities		89,292	89,292
Borrowings	12	1,302,840	1,302,840
Employee related provisions		75,762	75,762
Total non-current Liabilities		1,467,894	1,467,894
TOTAL LIABILITIES		5,014,136	5,410,118
NET ASSETS		164,052,726	171,192,894
Equity			
Retained surplus		22,655,974	29,796,142
Surplus/Defecit Ytd		2,651,996	7,141,109
Accumulated Surplus		0	22,655,033
Total Equity		164,052,726	171,192,894

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

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 with exception to the following:

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

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

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

The Local Government Reporting Entity

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

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

Critical accounting and judgement estimates

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

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

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

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

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 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 31 AUGUST 2026

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	31/08/2026
Current assets		
Cash and cash equivalents	7,798,769	7,913,510
Trade and other receivables	515,576	7,942,989
Inventories	23,068	0
Contract assets	51,502	53,919
Other assets	29,973	0
Total current assets	8,418,888	15,910,418
Current liabilities		
Trade and other payables	(1,753,183)	(1,484,738)
Contract liabilities	(892,979)	(1,514,313)
Total current liabilities	(2,646,162)	(2,999,051)
Net current assets	5,772,726	12,911,367
Less: Total adjustments to net current assets	(3,366,681)	(3,311,432)
Net current assets used in the Statement of Financial Activity	2,406,045	9,599,935

2b. Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

Less: Cash - reserve accounts	(3,311,432)	(3,311,432)
Add: Deferred pensioners	(55,249)	
less: Total adjustments to net current assets	(3,366,681)	(3,311,432)

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

Items excluded from calculation of budgeted deficiency

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

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

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

Adjustments to operating activities

Less: Profit on asset disposals	(54,133)	0
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	40,195	0
Add: Depreciation	2,845,667	0
Add: Movement in employee provisions	(42,669)	
Total current assets	2,789,060	0

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

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

Adjustments to investing activities

Right of use assets recognised	151,141	151,141
Total current assets	151,141	151,141

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

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

Adjustments to financing activities

Less: Lease liability recognised	(151,141)	(151,141)
Total current assets	(151,141)	(151,141)

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	(3,311,432)	(3,311,432)
Total adjustments to net current assets	(3,311,432)	(3,311,432)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 3: Explanation of Material Variances

Comments/Reason for Variance

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

3.1 Revenue from operating activities

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

Grants, subsidies and contributions

Income is higher than budgeted due to higher than expected grant and contributions.

Interest Revenue

Income is higher than anticipated due higher than expected interest earned on muni account.

Other Revenue

Income is higher than budgeted due to higher than expected income received

Profit on asset disposals

3.2 Expenditure from operating activities

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

Employee costs

Employee costs are lower due to budget profile settings.

Materials and contracts

Expenses are lower than budgeted due to lower than expected expenditure for materials and contracts.

Utility charges

Utility charges are lower due to budget profile settings.

Depreciation

Depreciation costs are lower than expected due August depreciation not yet calculated.

Other expenditure

Other expenditure are lower than budgeted due to lower than expected expenditure.

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 for direct road grants.

Proceeds from disposal of assets

Income is lower than budgeted due to lower than expected sale of assets.

3.4 Outflows from investing activities

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

Payments for property, plant and equipment

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

Payments for construction of infrastructure

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

3.5 Inflows from financing activities

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

Nil

3.6 Outflows from financing activities

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

Nil

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

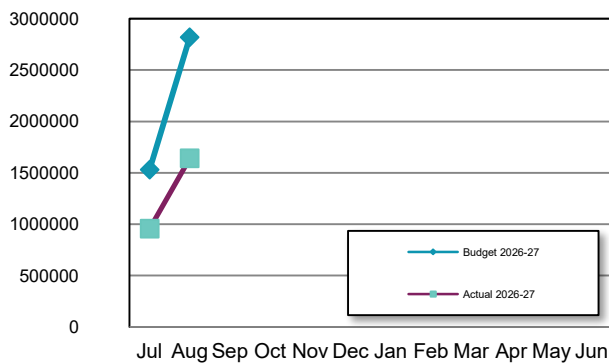


FOR THE PERIOD ENDED 31 AUGUST 2026

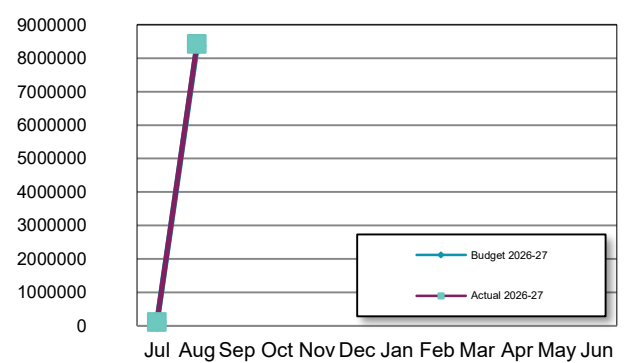
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

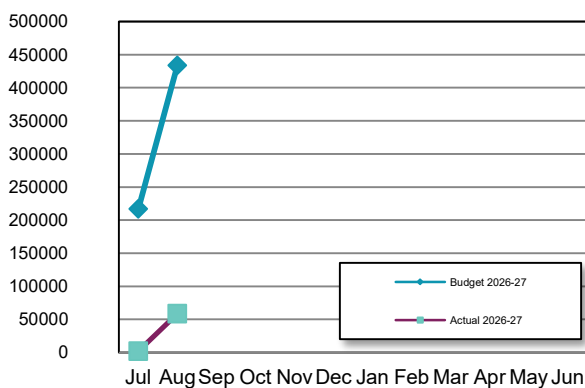
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



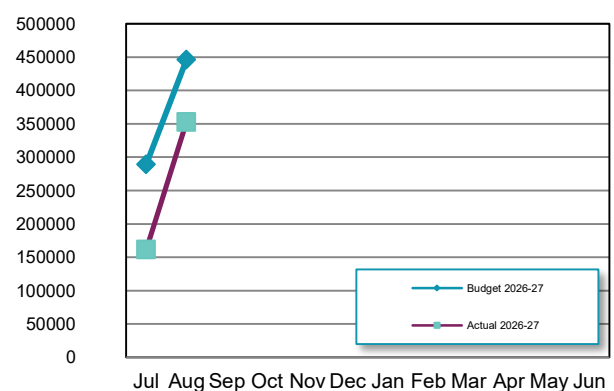
BUDGET OPERATING REVENUES -v- YTD ACTUAL



BUDGET CAPITAL EXPENSES -v- YTD ACTUAL



BUDGET CAPITAL REVENUES -v- YTD ACTUAL



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	2,155,988	0	0	0	2,155,988	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	575,366	0	575,366	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	5.05%	0	3,311,431	0	0	3,311,431	NAB	24/09/2026
(c) Investments								
Trust Term Deposit 1	5.15%			2,000,000		2,000,000	Bendigo	7/04/2027
Muni Term Deposit 1	5.20%				500,000	500,000	NAB	4/01/2027
Muni Term Deposit 2	4.60%				500,000	500,000	NAB	7/09/2026
Muni Term Deposit 3	5.00%				500,000	500,000	NAB	7/10/2026
Muni Term Deposit 4	5.05%				500,000	500,000	NAB	9/11/2026
Muni Term Deposit 5	5.10%				500,000	500,000	NAB	7/12/2026
TOTAL		2,157,738	3,311,431	2,575,366	2,500,000	10,544,535		

KEY INFORMATION

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

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

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

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

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	86,375	0	0	0	86,375	86,375				86,375
Council Building Maintenance	216,108	0	0	0	216,108	216,108				216,108
Rec Centre Building Maintenance	125,181	0	0	0	125,181	125,181				125,181
Preston Beach Volunteer Rangers	77,523	0	14,545	0	92,068	77,523				77,523
Emergency Assistance	127,384	0	0	0	127,384	127,384				127,384
Works Depot Redevelopment	96,493	0	0	0	96,493	96,493				96,493
Council Building Construction	77,575	0	0	0	77,575	77,575				77,575
Information Technology	162,278	0	0	0	162,278	162,278				162,278
Footpath Construction	38,300	0	0	0	38,300	38,300				38,300
Plant Replacement	469,987	0	80,000	(60,000)	489,987	469,987				469,987
Staff Leave	41,699	0	0	0	41,699	41,699				41,699
Strategic Planning	3,148	0	0	0	3,148	3,148				3,148
Waste Management	1,446,437	0	130,000	(37,000)	1,539,437	1,446,437				1,446,437
History Book Reprint	14,057	0	500	0	14,557	14,057				14,057
Risk & Insurance	11,079	0	0	0	11,079	11,079				11,079
Drakesbrook Cemetery	69,181	0	0	0	69,181	69,181				69,181
Waroona North Development	248,627	0	0	0	248,627	248,627				248,627
Renewable Energy Reserve	0		0	0	0	0				0
Total	3,311,432	0	225,045	(97,000)	3,439,476	3,311,431	0	0	0	3,311,431

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget Replacement		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog		\$	\$	\$
5204	0	0	0	Educ	Officer vehicle (MCED)	55,000	0	(55,000) ▼
0924	0	0	0	LOPS	Office vehicle (Ranger)	47,500	0	(47,500)
3534	0	0	0	Trans	Officer vehicle (EMIS)	55,000	0	(55,000) ▼
3554	0	0	0	Trans	Mitsubishi Triton (P0118)	50,000	0	(50,000) ▼
3554	0	0	0	Trans	Officer Vehicle (MRS) - Sale	0	0	0
3554	0	0	0	Trans	Cat 120H Grader - Sale	0	0	0
3554	0	0	0	Trans	New Holland Tractor	20,000	0	(20,000)
3554	0	0	0	Trans	Rotary Hoe	25,000	0	(25,000)
3554	0	0	0	Trans	Mini Digger	60,000	0	(60,000)
3554	0	0	0	Trans	Isuzu 3 Way Tipper	15,000	0	(15,000)
3554	0	0	0	Trans	Holden Colorado	50,000	0	(50,000) ▼
1524	0	0	0	CA	Fire Tender - Refuse Site	25,000	0	(25,000)
0	0	0	0	TOTALS		402,500	0	(402,500)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$			\$	\$	\$
				Property, Plant & Equipment				
0	0	0	0	Land and Buildings		1,065,638	297	(1,065,341) ▼
0	85,000	0	85,000	Plant & Equipment		402,500	0	(402,500) ▼
0	0	0	0	Furniture & Equipment		53,000	0	(53,000) ▼
				Infrastructure				
1,615,252	0	0	1,615,252	Roadworks		2,731,962	0	(2,731,962) ▼
0	0	91,323	91,323	Other Infrastructure		1,678,194	32,813	(1,645,381) ▼
1,615,252	85,000	91,323	1,791,575	Totals		5,931,294	33,110	(5,898,184)

Contributions				Land & Buildings		Current Budget		
Grants/Cont	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance
						\$	\$	\$
0	0	0	0	Gov	Records Donga, Asbestos program	45,000	0	(45,000) ▼
0	0	0	0	Health	Community Resource Centre - Upgrade alarm s	33,000	0	(33,000) ▼
0	0	0	0	E & W	Playgroup - Paint Eaves, Arts & Craft Kitchen	14,000	0	(14,000) ▼
0	0	0	0	E & W	Senior Citizens - Repair brickwork	8,000	0	(8,000) ▼
0	0	0	0	R & C	Football Club Upgrades	813,185	297	(812,888) ▼
0	0	0	0	R & C	LC Community Centre - Replace toilets, PB colo	39,200	0	(39,200) ▼
0	0	0	0	R & C	WRAC - Install patio, repair leaks, gym extenstic	113,253	0	(113,253) ▼
0	0	0	0	Totals		1,065,638	297	(1,065,341)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 7: Capital Disposals and Acquisitions

Contributions				Plant & Equipment		Current Budget			
Grants	Reserve	Borrow	Total			This Year			
						Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Prog	Description	\$	\$	\$	
0	0	0	0	Com Dev	Officer vehicle (MCED)	55,000	0	(55,000)	▼
0	0	0	0	LOPS	Offiice vehicle (Ranger)	47,500	0	(47,500)	▼
0	0	0	0	Trans	Officer vehicle (EMIS)	55,000	0	(55,000)	▼
0	0	0	0	Trans	Mitsubishi Triton (P0118)	50,000	0	(50,000)	▼
0	0	0	0	Rec	Officer Vehicle (MRS) - Sale	0	0	0	
0	0	0	0	Trans	Cat 120H Grader - Sale	0	0	0	
0	0	0	0	Trans	New Holland Tractor	20,000	0	(20,000)	▼
0	0	0	0	Trans	Rotary Hoe	25,000	0	(25,000)	▼
0	60,000	0	60,000	Trans	Mini Digger	60,000	0	(60,000)	
0	0	0	0	Trans	Isuzu 3 Way Tipper	15,000	0	(15,000)	
0	0	0	0	Trans	Holden Colorado	50,000	0	(50,000)	▼
0	25,000	0	0	CA	Fire Tender - Refuse Site	25,000	0	(25,000)	
0	85,000	0	60,000		Totals	402,500	0	(402,500)	

Contributions				Furniture & Equipment		Current Budget		
						This Year		
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	Prog	Description	\$	\$	\$
0	0	0	0	Gov	Governance	4,000	0	(4,000)
0	0	0	0	L, O & PS	Law, Order, Public Safety	7,500	0	(7,500) ▼
0	0	0	0	R & C	WRAC - Replace various equipment	41,500	0	(41,500) ▼
0	0	0	0		Totals	53,000	0	(49,000)

Contributions				Infrastructure - Roads		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$			\$	\$	\$	
449,252	0	0	449,252	Trans	Roads to Recovery	383,000	0	383,000	▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	2,348,962	0	2,348,962	▼
1,615,252	0	0	1,615,252	Totals		2,731,962	0	2,731,962	

Contributions				Other Infrastructure		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
514,000	0	0	514,000	Trans	Lake Clifton Bridge	529,000	0	(529,000) ▼
0	0	0	0	CA	Townsite drainage works	69,000	0	(69,000) ▼
0	0	0	0	E & W	Playgroup grounds improvements	6,000	0	
0	0	0	0	R & C	Preston Beach Golf Course pathway	80,000	0	(80,000) ▼
0	0	0	0	R & C	Lake Clifton Reserve Development	502,135	370	(501,765) ▼
0	0	0	0	R & C	Tow Oval - Widen gates	35,000	3,513	(31,487) ▼
0	0	0	0	Trans	Footpath construction & upgrades	45,000	0	(45,000) ▼
0	0	91,323	91,323	Econ	Railside Park	91,323	2,690	(88,633) ▼
353,129	0	0	353,129	Econ	Peel Regional Trails development	320,736	8,772	(311,964) ▼
867,129	0	91,323	958,452	Totals		1,678,194	32,813	(1,639,381)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

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

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Bushfire Risk Mitigation Coordinator 25/26	DFES	41,738	0	0	41,738	0	0	0	0
Bushfire Risk Mitigation Coordinator 26/27	DFES	0	170,143	(21,845)	148,298	170,143	0	170,143	0
Drakebrook Cemetery NRM Funding	DPIRD	5,712	0	0	5,712	5,712	0	0	0
Community Engagement Program	Alcoa of Australia	0	0	0	0	18,927	0	0	18,927
Community Safety Initiative	WA Police	2,500	0	0	2,500	2,500	0	0	0
Evacuation Centre Backup Power Supply	DFES	(18,884)	0	0	(18,884)	0	0	0	18,885
Local Drug Action Team	LDAT	0	0	0	0	6,000	0	0	6,000
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Emergency Services Dinner	Volunteering WA	0	0	0	0	5,000	0	0	5,000
Youth Week	Dept of Communities	0	0	0	0	3,000	0	0	3,000
Volunteer Breakfast	Dept of Communities	0	0	0	0	1,500	0	0	1,500
Public Health Initiative	Public Health	0	0	0	0	5,000	0	0	5,000
Australia Day 2027	Australia Day Council	0	0	0	0	15,000	0	0	15,000
Anzac Day 2027	Lotterywest	0	0	0	0	7,000	0	0	7,000
Total		31,066	170,143	(21,845)	179,364	240,782	0	170,143	81,312

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2026	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant	Peel Development Comm	(32,618)	0	(2,417)	(35,035)	320,736	0	0	353,129
Waroona Football Club Upgrades	Dept Creative Indust Tourism	85,685	0	(297)	85,388	785,685	0	0	700,000
Lake Clifton Bridge (BR03)	Main Roads WA	514,000	0	0	514,000	514,000	0	0	0
Road Safety Program (Lake Clifton Rd)	Main Roads WA	238,494	0	0	238,494	363,560	0	0	125,066
Roads to Recovery	Main Roads WA	0	0	0	0	383,000	0	0	383,000
Regional Road Group (RC05)	Main Roads WA	0	60,000	0	60,000	225,000	0	60,000	90,000
Regional Road Group (RC47)	Main Roads WA	0	0	0	0	360,402	0	0	180,000
Regional Road Group (RC54)	Main Roads WA	0	40,000	0	40,000	150,000	0	40,000	60,000
Regional Road Group (RC75)	Main Roads WA	0	60,000	0	60,000	225,000	0	60,000	90,000
Regional Road Group (RC82)	Main Roads WA	2982.76	200,000	0	202,983	750,000	0	200,000	300,000
Regional Road Group (RC87)	Main Roads WA	0	53,333	0	53,333	200,000	0	53,333	80,000
Regional Road Group (RC90)	Main Roads WA	0	60,000	0	60,000	225,000	0	60,000	90,000
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	1,867
Total		810,410	473,333	(2,714)	1,281,029	4,504,250	0	473,333	2,453,062
Total contract asset					(53,919)				
Total contract liability					1,514,313				

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

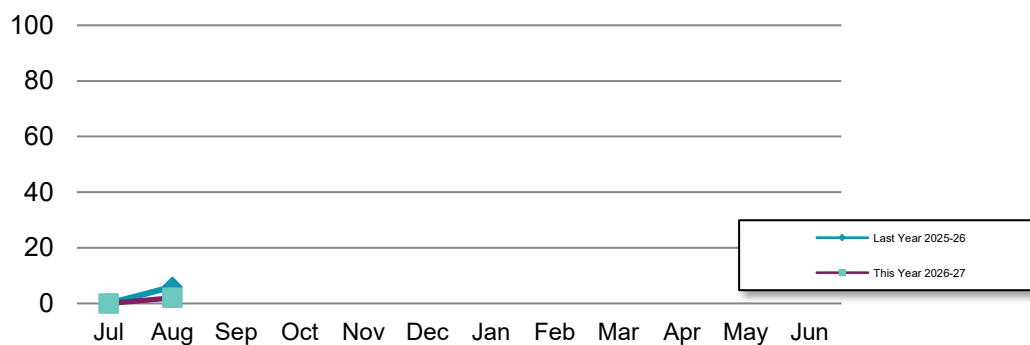


FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 9: Receivables

Receivables - Rates & Rubbish	Current 2026-27	Previous 2025-26
	\$	\$
Opening Arrears Previous Years	191,708	145,720
Rates, Service Charges & Waste Levy this year	8,036,309	7,984,309
Less Collections to date	(145,532)	(7,792,601)
Equals Current Outstanding	7,890,777	191,708
Net Rates Collectable	7,890,777	191,708
% Collected	1.77%	95.85%

Note 9 - Rates % Collected

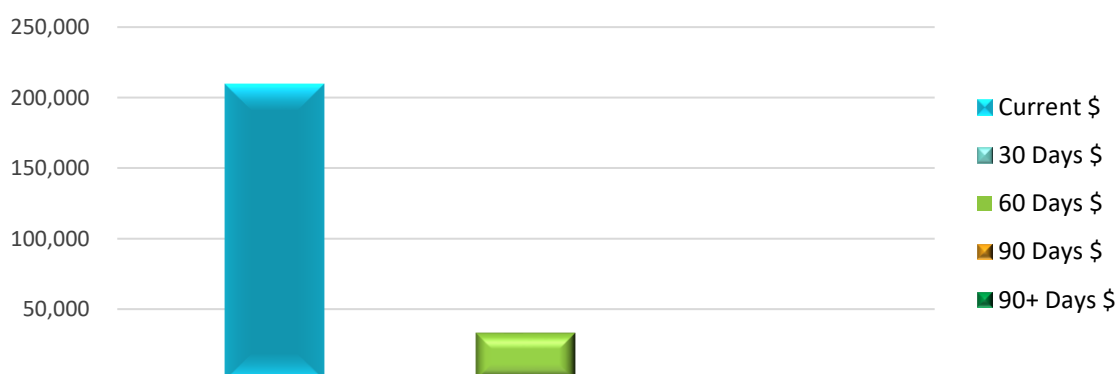


Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	209,437	55	33,161	3,186	
Total Outstanding					245,839

Amounts show above include GST (where applicable).

Note 7 - Outstanding Debtors



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

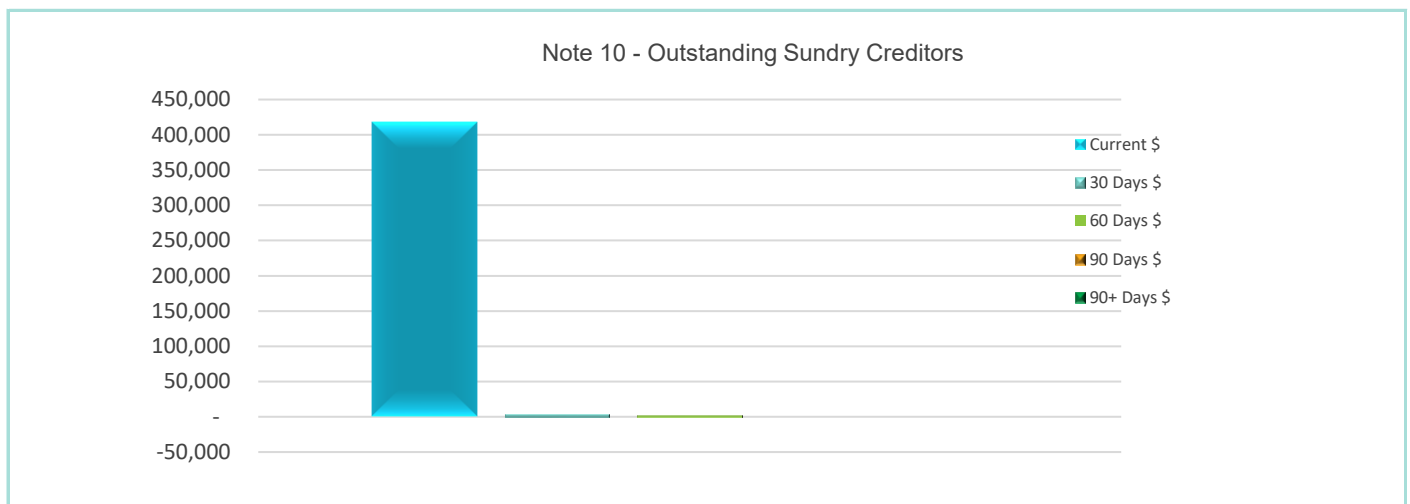


FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	417,085	3,953	2,650	-	31
Total Outstanding	423,657				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2026/27 Actual Rateable Value	2026/27 Actual Rate Revenue	2026/27 Actual Interim Rates	2026/27 Actual Total Revenue	2026/27 Budget Rate Revenue	2026/27 Budget Interim Rate	2026/27 Budget Total Revenue	2024/25 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$		\$	\$
General rates											
Gross rental valuation	Gross rental value	0.113118	1,541	29,534,324	3,340,864	\$0	3,340,864	3,340,864	0	3,340,864	3,226,825
Unimproved valuation	General farming	0.005701	503	356,997,488	2,035,243	-\$6,613	2,028,630	2,035,243	0	2,035,243	1,954,163
Unimproved valuation	Industry and mining	0.011400	5	30,470,000	347,358	\$0	347,358	347,358	0	347,358	328,269
Unimproved valuation	Intensive agriculture	0.008555	4	5,590,000	47,795	\$0	47,795	47,795	0	47,795	45,550
Total general rates			2,053	422,591,812	5,771,260	-\$6,613	5,764,647	5,771,260	0	5,771,260	5,554,807
Minimum payment											
		Minimum									
Gross rental valuation	Gross rental value	1,445	628	5,193,797	907,460	\$0	907,460	907,460	0	907,460	863,190
Unimproved valuation	Unimproved value	1,445	83	11,100,478	119,935	\$0	119,935	119,935	0	119,935	122,320
Total general rates			711	16,294,275	1,027,395	\$0	1,027,395	1,027,395	0	1,027,395	985,510
Total rates			2,764	438,886,087	6,798,655	-\$6,613	6,792,042	6,798,655	0	6,798,655	6,540,317

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details	Loan No.	Principal 1-Jul-26	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	498,894	0	0	0	(30,836)	498,894	468,058	0	(7,843)
Waroona Community Precinct Development	123	391,216	0	0	0	(16,569)	391,216	374,647	0	(19,030)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	478,153	0	0	0	(20,251)	478,153	457,902	0	(23,259)
TOTAL		1,368,263	0	0	0	(67,656)	1,368,263	1,300,607	0	(50,132)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30 June 2026	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2027
Loan 123 - Waroona Community Precinct		91,322	0	(2,690)	88,632
TOTAL		91,322	0	(2,690)	88,632

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

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

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

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
				\$	\$	\$

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 AUGUST 2026

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-26	Received	Paid	31-Aug-26
ALCOA WAROONA SUSTAINABILITY	2,394,728	1,243	0	2,395,971
PUBLIC OPEN SPACE	144,467	81	0	144,548
EXTRACTIVE INDUSTRIES	20,010	11	0	20,021
COMMERCIAL BOND	15,817	9	0	15,826
SECURITY BOND	0	0	0	0
TOTAL	2,575,022	1,344	0	2,576,366

COUNCIL POLICY

CGP013 – Risk Management



1. Intention

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

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

2. Scope

This policy applies throughout the district.

3. Statement

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

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

The Shire's Risk Management Strategy & Procedures Manual 2024 – 2027 aligns with the principles as outlined in the current International Standard AS/NZS ISO 31000:2018 Risk Management - Guidelines.

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

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

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

3.1 Risk Management Objectives

The following objectives guide the Shire's approach to risk management and outline the intended outcomes of implementing effective risk controls.

1. ~~To~~ ~~he~~ achievement ~~ment of~~ organisational goals and objectives.
2. To ensure community and employee health and safety within the Shire jurisdiction is not compromised.
3. ~~To~~ ~~L~~imited ~~the~~ loss ~~of~~ or damage to property and other assets.
4. ~~To~~ ~~L~~imited ~~ed~~ interruption to business continuity. ~~(out)~~
5. To define the Shire's tolerance to risk and communicate it throughout the Shire.
6. To communicate with the community about the Shire's approach to risk.
7. To protect the reputation of Council.

4. Responsibilities

4.1 Elected Members

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

4.2 Chief Executive Officer and Executive Employees

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

4.3 ~~Senior Corporate Planning &~~ Governance Officer

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

4.4 Management Employees

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

4.5 Employees and Volunteers

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

5. Legislative and Strategic Context

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

6. Review

The Shire of Waroona will –

- implement a robust reporting and recording system that will be regularly monitored to ensure regular review and closeout of risks and identification of ongoing issues and trends; and
- develop, implement and monitor risk management key performance indicators, relating to organisational and personal performance.

This policy is to be reviewed annually

7. Associated Documents

Nil.

8. Document Control

Division	Corporate & Governance		
Policy Number	CGP013		
Contact Officer	Senior Corporate Planning & Governance Officer		
Related Legislation	AS/ <u>NZS</u> ISO 31000:2018 Risk Management - Guidelines Local Government Act 1995 Local Government (Audit) Regulations 1996		
Related Shire Documents	Risk Management Strategy & Procedures Manual 2024 - 2027		
File Number	RM.5		
Risk Rating	Moderate	Review Frequency	Annually
Next Review	June 26	Date Adopted	28/10/2014

OCM Number	OCM14/10/127
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9. Previous Policy No's.

Policy No.	Title
CORP020	Shire of Risk Management Policy
CORP021	Risk Management
1.27	Shire of Waroona Risk Management Policy
1.40	Risk Management

10. Amendments

Date	Details of Amendment	Reference	Record Number
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071	
22/08/2023	Updated responsibilities, and name of Australian standard.	OCM23/08/101	
24/07/2024	Reviewed without amendment	OCM24/06/090	
24/06/2025	Reviewed with minor amendments	OCM25/06/090	CM.7
<u><insert date></u>	<u>Reviewed with minor amendments</u>	<u><insert ref></u>	<u>CM.7</u>

COUNCIL POLICY

CPG015 – Contracted Workers Risk and Insurance



1. Intention

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

2. Scope

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

3. Statement

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

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

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

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

3.1 Termination

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

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

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Other documents associated with this policy and may be useful reference material are:

- WHSD004 – WHS Worker Management Procedure
- WHSD005 – Contracted Workers Risk Classification Schedule

7. Document Control

Division	Corporate & Governance		
Policy Number	CPG015		
Contact Officer	Manager Corporate Services		
Related Legislation	Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022		
Related Shire Documents	WHSD004 – WHS Worker Management Procedure WHSD005 – Contracted Workers Risk Classification Schedule		
File Number	RM.7, CM11		
Risk Rating	High	Review Frequency	Annually
Next Review	June 28	Date Adopted	22/06/2004
OCM Number	OCM04/083		

8. Previous Policy No's.

Policy No.	Title
CORP039	Contractor Risk and Insurance
5.12	Contractor Risk and Insurance

9. Amendments

Date	Details of Amendment	Reference	Record Number
23/10/2012	Updated as part of major review.	OCM12/10/123	
23/10/2015	Updated as part of major review.	OCM15/12/164	
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/08/2023	Amendment in include contractor insurance requirements	OCM23/08/101	
25/06/2024	Reviewed without amendment	OCM24/06/090	
24/06/2025	Added updated associated documents	OCM25/06/090	RM.7
22/04/2026 <date>	Reviewed without amendments	<insert ref>	RM.7



COUNCIL POLICY

CGP016 – Legislative Compliance



1. Intention

To ensure that the Shire of Waroona complies with legislative requirements and has appropriate processes and procedures to meet its legal obligations.

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

2. Scope

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

3. Statement

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

The Shire shall ~~have establish~~ suitable policies, management practices ~~processes~~ and procedures ~~in place~~ to ensure that legislative requirements are both complied with and completed within statutory relevant timeframes. Such processes and procedures are to be integrated into all day-to-day business operations.

These structures, processes and procedures aim to:

1. Develop and maintain a system for identifying the relevant legislative requirements that apply to Council and Shire activities;
2. Assign responsibilities to the relevant employees for ensuring compliance with legislative requirements applicable to their roles or sections, and ensure that regulatory obligations are fully implemented across the organisation;
3. Provide adequate legislative compliance inductions and training for ~~E~~elected ~~m~~M~~e~~mbers, employees, volunteers and all other relevant officers where required;
4. Provide employees with the resources to identify, apply, and remain up-to-date with new applicable legislation or amendments as they occur;
5. Establish systems to identify, rectify, record and report non-compliances;
6. Ensure that major non-compliances are reported to the Chief Executive Officer, and if required, the Shire's Auditor and/or the Audit, Risk and Improvement ~~Finance and Audit~~ Committee; and

7. Annually review compliance requirements in accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*.

4. Legislative and Strategic Context

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

All current versions of legislation applicable to local government are accessible through the Western Australian Legislation website at www.legislation.wa.gov.au.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil

7. Document Control

Division	Corporate & Governance		
Policy Number	CGP016		
Contact Officer	Corporate Planning & Senior Governance Officer		
Related Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996		
Related Shire Documents	Nil		
File Number	GO.15 - GOVERNANCE - COUNCIL		
Risk Rating	High	Review Frequency	Annually
Next Review	June 26	Date Adopted	28/10/2014
OCM Number	OCM14/10/127		

8. Previous Policy No's.

Policy No.	Title
CORP022	Legislative Compliance
1.41	Legislative Compliance

9. Amendments

Date	Details of Amendment	Reference	Record Number
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18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/08/2023	Amended Contact Officer title and some minor text.	OCM23/08/101	
25/06/2024	Reviewed without Amendment	OCM24/06/090	
24/06/2025	Reviewed with amendments to text.	OCM25/06/090	GO.15, CM.7
<u><date></u>	<u>Reviewed with minor amendments to text</u>	<u><insert ref></u>	<u>GO.15, CM.7</u>



COUNCIL POLICY

CGP033 – Appointment of WALGA AGM Voting Delegates



1. Intention

To formalise the permanent appointment of Shire of Waroona's voting delegates at the Western Australian Local Government Association (WALGA) Annual General Meetings (AGMs).

2. Scope

This policy applies to Shire of Waroona Elected Members and relevant officers.

3. Statement

1. The Shire of Waroona is entitled to be represented by two Voting Delegates at WALGA's AGM. Delegates must be Elected Members or serving officers of the Shire.

2. The Shire President and the Deputy Shire President shall be the Shire's voting delegates at the WALGA AGM each year.

3. Where ~~in the event either the Shire President or Deputy Shire President~~ either is unable to attend, a replacement Voting Delegate shall be appointed in the following order of precedence:

- (a) another Elected Member, nominated by the Elected Members;
- (b) the Chief Executive Officer; and
- (c) a Director nominated by the Chief Executive Officer.

4. The Elected Member referred to in clause 3(a) may be nominated by consensus of the Elected Members at an elected member briefing or other informal forum and is not required to be appointed by resolution of Council.

~~2. the Chief Executive Officer (CEO) and a Director nominated by the CEO shall act as proxy Voting Delegates. Alternatively, Council may elect to nominate a Councillor delegate in the event that either the Shire President or the Deputy Shire president is unable to attend.~~

~~3.5.~~ Voting Delegates ~~(or their proxies)~~ must register their attendance in advance to be eligible to vote on behalf of the Shire.

~~4.6.~~ The Voting dDelegates and proxies are to vote in accordance with any Council resolutions and, where no resolution exists, in line with their understanding of the intent and direction of Council's strategic documents and policy positions.

4. Legislative and Strategic Context

CGP033 – Appointment of WALGA AGM Voting Delegates



Section 9.58 of the *Local Government Act 1995* provides the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially ~~or sooner as required.~~

6. Associated Documents

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

- Western Australian Local Government Association AGM Standing Orders

7. Document Control

Division	Corporate & Governance		
Policy Number	CGP033		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995		
Related Shire Documents	Nil		
File Number	GR.22		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	26/08/2025
OCM Number	OCM25/08/126	Previous Policy No.	Nil

8. Amendments

Date	Details of Amendment	Reference	Record Number
<u><date></u>	<u>Amended order of proxy precedence to Elected Member before Chief Executive Officer and Director.</u>	<u><insert ref></u>	<u>CM.7</u>

CP008 – Leasing Council Property and Land

1. Intention

To set a standard lease term and fee structure for the lease of freehold land and Reserves vested in the Shire of Waroona to bodies exempt from the requirements of Section 3.58 of the *Local Government Act 1995* by Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*.

To assist community groups in improving facilities and increasing capacity within the Shire of Waroona that results in community strengthening and helps to build vibrant, inclusive and healthy communities.

2. Scope

This policy applies throughout the district.

3. Statement

Subject to Council and the Minister for Lands consent being obtained, the Chief Executive Officer is authorised to negotiate and renew lease agreements where a further period option is being exercised with groups defined as exempt bodies in Regulation 30(2)(b) of the *Local Government (Functions and General) Regulation 1996*.

The standard lease term for exempt bodies leasing land vested in, or owned by the Shire of Waroona is up to a maximum of ten years with a further period option of up to ten years.

The minimum annual fee for all lease agreements (excluding GST) and all other outgoings, including but not limited to power, water, gas or rubbish charges for:

1. Exempt groups/bodies without a liquor licence – is \$10.00 per annum.
2. Exempt groups/bodies with a permanent liquor licence – is \$500.00 per annum, plus the cost of preparing, executing or renewing a lease agreement.

An annual administration fee may also be levied on lease agreements.

When a further period option to renew a lease is exercised, the Chief Executive Officer may determine an increase in the lease fees specified above in line with the CPI changes, until the expiry of the agreement.

When a property or facility leased to an exempt body expires or is cancelled expressions of interest are to be publicly invited from exempt bodies in the district to lease the facility or property. When more than one expression of interest is received the decision to approve a new lease agreement shall be determined by Council.

All improvements to Council owned property and buildings with a value greater than \$5,000 are subject to:

- Prior approval from the Council for groups wishing to undertake such improvements;
- Supervision of works by an appropriate Council officers unless otherwise agreed by the Chief Executive Officer; and
- Copies of invoices for works carried out to be supplied to the Council on completion of works.

This policy applies to all works regardless of funding sources / grants and supervision arrangements.

4. Legislative and Strategic Context

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

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Community			
Policy Number		CP008			
Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Shire of Waroona Local Government Local Property Local Law 2014			
Related Shire Documents		CMP005 – Leasing Council Property and Land C5 – Leasing Council Property and Land Application Form			
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted		25/10/2016		OCM16/10/115	

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
Previous Policies		
CORP023 – Renewal of Council Leases CORP049 – Improvements to Council Properties by External Groups 2.5 – Renewal of Council Leases		



COUNCIL POLICY

ELP004 – Elected Member and Employee Recognition



1. Intention

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

2. Scope

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

3. Statement

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

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

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

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

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

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

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

7. Document Control

Division	Corporate & Governance		
Policy Number	ELP004		
Contact Officer	Chief Executive Officer		
Related Legislation	Nil		
Related Shire Documents	Nil		
File Number	CM.7		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 29	Date Adopted	22/06/2004
OCM Number	OCM04/083		

8. Previous Policy No's.

Policy No.	Title
CORP013	Councillors and Staff Farewells and Presentations
1.5	Recognition of Councillor Service

9. Amendments

Date	Details of Amendment	Reference	Record Number
26/07/2005	Updated as part of major policy review.	OCM05/093	
17/12/2019	Updated value of suitable gifts.	OCM19/12/163	
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071	
22/08/2023	Reviewed with no amendments	OCM23/08/101	
<Date>	<u>Reviewed with no amendments</u>	<u><insert ref></u>	<u>CM.7</u>



COUNCIL POLICY

ELP005GGP006 – Elected Member and CEO Attendance at Events and Functions



1. Intention

To ensure that the attendance of ~~provide a framework for Shire of Waroona~~ Elected Members and the Chief Executive Officer (CEO) ~~attendance at any events is appropriately considered,~~ authorised and managed, having regard to the purpose and benefits of attendance to the Shire and the community, and to including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or are paid by the local government. An effective framework provides transparency regarding the acceptance of invitations, provision of tickets and payment of associated costs, in accordance with section 5.90A of the *Local Government Act 1995*, about the attendance at events by Elected Members and the CEO.

2. Scope

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

3. Statement

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

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

3.1 Provision of tickets to events

All invitations or offers of tickets for Elected Members or the CEO to attend an event must be received by the Shire in writing no later than five business days prior to the event or RSVP date (whichever occurs first). Invitations shall be **addressed to the Shire**, using formal position titles, and sent by mail to PO Box 20, Waroona WA 6215 or emailed to warshire@waroona.wa.gov.au;

3.2 Types of ~~Function and Events~~

3.2.1-2 Pre-Approved Events

1. ~~Subject to paragraph 3.1.1, To meet the policy requirements, tickets and/or invitations to events must be received by the Shire, as outlined in sub-clause 3.2(a)(i) in the case of any external groups or organisations, notwithstanding that Council attendance at the following~~ by Elected Members and the CEO ~~at the following events~~ is ~~considered a~~ pre-approved ~~event~~:

ELGP0056 – Elected Member and CEO Attendance at Events and Functions



- Any free public event held within the Shire of Waroona district;
- Events hosted by clubs or not-for-profit organisations within the Shire of Waroona district;
- Shire hosted or ~~coordinated~~ ~~run~~ ceremonies, functions, tournaments or events;
- Shire sponsored ceremonies, functions, tournaments or events;
- Peel Chamber of Commerce and Industry's Small Business Awards event or similar awards events for local businesses, held within or outside the Shire of Waroona district;
- Community cultural events ~~/ or~~ festivals within the Shire of Waroona district;
- ~~An~~ ~~Op~~ opening or launch of an event or facility within the Shire of Waroona district; and;
- Other events where ~~the~~ Shire representation has been formally requested by invitation, including events from:
 - (i) Western Australian Local Government Association (WALGA);
 - (ii) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (iii) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (iv) LG Professionals Australia (ABN 85 004 221 818);
 - (v) a department of the Public Service;
 - (vi) a government department of another state, territory or the Commonwealth; and
 - (vii) a local government or regional local government.

2. ~~All~~ Elected Members and the CEO ~~may be entitled to~~ attend pre-approved events, subject to the usual number of delegates as specified in Council policy ELP003 – Elected Member Continuing Professional Development ~~ELP004~~.

3. If there are more Elected Members than tickets or invitations provided, then the CEO ~~shall after~~ ~~consult~~ ~~ation~~ with the Shire President ~~to~~ ~~shall~~ determine attendance at their discretion.

4.4. Payments in respect of attendance to pre-approved events

- (a) ~~If there is a fee or any other cost associated with a pre-approved event, the Fees fee or other costs~~ will be paid for by the Shire, ~~as budgeted, out of the annual budget (either directly beforehand or by way of reimbursement).~~
- (b) Any costs relating to accompanying partners ~~to any preapproved event~~ will be the responsibility of the relevant Elected Member or the CEO.

3.2.2 Non-pre-approved Events

1. ~~Provision of tickets or Invitations~~

- (a) ~~All invitations or offers of tickets for Elected Members or the CEO to attend an event must be in writing received no later than five business days prior to the event or the RSVP date (whichever occurs first), addressed to the Shire using formal position titles, and sent by mail to PO Box 20, Waroona WA 6215 or emailed to warshire@waroona.wa.gov.au;~~
- (b) ~~Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Local Government Act 1995 and associated Regulations.~~

1. Any event for which a ticket or invitation addressed to Elected Members or the CEO is received, that is not listed as a pre-approved event in paragraph 3.2.1 of this policy, is considered a non pre-approved event.

2. Subject to paragraph 3.1.1, tickets or invitations addressed to Elected Members for non pre-approved events will be assessed and authorised by the CEO.

~~(a)3.~~ Subject to paragraph 3.1.1, tickets or Event invitations addressed to the CEO for non pre-approved events will be assessed and authorised by the Shire President.

4. Retrospective approval will not be granted for non pre-approved events.

~~2. Considerations for approval of a non pre-approved event~~

~~5. Retrospective approval will not be given. The following factors will be considered when deciding on attendance at a non pre-approved event: consideration will be given to:~~

- (a) who is providing the invitation or ticket to the event;
- (b) any justification provided by the applicant when the event is submitted for consideration;
- (c) the location of the event in relation to the Shire (within the district or outside of the district);
- (d) the proposed role and contribution of the Elected Member or CEO attending the event (participant, observer ~~or~~ presenter) and the value of their contribution;
- (e) the number of invitations ~~or~~ tickets received;
- (f) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other relevant expenses such as travel and accommodation;
- (g) the direct benefit of attendance to the Shire;
- (h) alignment to the Shire's strategic objectives; and
- (i) the number of Shire representatives already approved to attend.

6. An invitation or offer of ticket to an event that has not been submitted for through an approval under the process contained in this policy, or is received personally, is considered a non pre-approved event.

~~3.7.~~ Payments in respect of attendance to non pre-approved events

- (a) For any non-pre-approved event, where a general member of the public is required to pay, unless it is a pre-approved event under subparagraph ~~clause~~ 3.2.1, the CEO and/or the Shire President will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend using the considerations provided in this sub-clause.
- (b) If the CEO and/or the Shire President determines that an Elected Member or CEO should attend a non-pre-approved event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation, as budgeted, from the Shire's budget (either directly beforehand or by way of reimbursement).
- (c) Any costs relating to accompanying partners to any event will be the responsibility of the relevant Elected Member or the CEO, unless otherwise approved by a specific resolution of Council.

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

3.3 Other Matters Excluded

3.3 This policy does not apply to -

- (a) ~~An Elected Member's attendance of the normal business activities of a Where an Elected Member is appointed by Council to be directly involved with a local community or sporting group or not-for-profit organisation of which the Elected Member has been directly nominated by Council as a Council representative; in an official capacity, this policy does not apply to the group or organisation's normal business activities.~~

(a)

1. ~~The attendance by Shire employees at pre-approved or non pre-approved events is determined by the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the Local Government Act 1995 and the associated Regulations remain applicable, as are any legislative provisions relating to conflict of interests.~~
2. ~~The attendance by Shire employees at training or conferences at pre-approved or non pre-approved events is determined by the appropriate Director or the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the Local Government Act 1995 and the associated Regulations remain applicable, as are any legislative provisions relating to conflict of interests.~~

- 3.(b) ~~An Elected Member's participation in "ongoing professional development" and mandatory training, paid for by the Shire.~~

- (c) ~~CEO attendance at conferences or training, paid for by the Shire to assist in achieving the organisation's goals and objectives.~~

- 4.(d) ~~Invitations or offers of tickets not addressed to the 'Shire of Waroona'. Refer to sub-clause 3.1.~~

Commented [KP1]: Remove - these clauses refer to attendance by Shire employees, which is outside the scope of this policy.

3.4 Disclosure of receipt of invitations or tickets as 'Gifts' Interest

1. ~~Elected Members and the CEO must disclose gifts in accordance with the Local Government Act 1995 where the applicable statutory disclosure requirements are met.~~
2. ~~A gift that is a ticket or invitation to, or otherwise relates to, attendance at an event is an excluded gift for the purposes of section 5.62(1B)(a) of the Local Government Act 1995 where the Shire approves the Elected Member's or CEO's attendance at the event in accordance with this Policy.~~
3. ~~Where a gift is an excluded gift under section 5.62(1B)(a), the gift remains subject to the applicable gift register requirements. The CEO is to record the disclosure in the Shire's gifts register in accordance with section 5.89A of the Local Government Act 1995, including the date of approval and reasons for the approval where required.~~

~~4. Where a gift is required to be disclosed, the Elected Member or CEO must make the disclosure within 10 days of receiving the gift. The CEO must record the disclosure in the Shire's gifts register within 10 days after the disclosure is made, in accordance with section 5.89A of the *Local Government Act 1995*.~~

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

~~1. the gift relates to attendance at an event where attendance has been approved under this policy;~~

~~(a) or the gift is made by any of the following specified entities, as prescribed by regulation 20B of the *Local Government (Administration) Regulations 1996*:~~

- ~~(i) WALGA;~~
- ~~(ii) Australian Local Government Association Limited;~~
- ~~(iii) Local Government Professionals Australia WA;~~
- ~~(iv) LG Professionals Australia;~~
- ~~(v) a department of the Public Service;~~
- ~~(vi) a government department of another State, a Territory or the Commonwealth; or~~
- ~~(vii) a local government or regional local government.~~

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

~~3.5 Gift Generally~~

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

5.1 Legislative and Strategic Context

The *Local Government Act 1995*, ~~*Local Government Legislation Amendment Act 2019*~~, and the associated subsidiary legislation provide the broad framework within which this policy operates.

6.2 Review

This policy is to be reviewed biennially.

7.3 Associated Documents

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

ELCGP0056 – Elected Member and CEO Attendance at Events and Functions

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

8.4. Document Control

Division	Corporate & Governance		
Policy Number	<u>ELP005CGP006</u>		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995 Local Government Legislation Amendment Act 2019 Local Government (Administrations) Regulations 1996		
Related Shire Documents	CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form		
File Number	CM.7		
Risk Rating	Low	Review Frequency	Biennially
Next Review	May 28	Date Adopted	17/12/2019
OCM Number	OCM19/12/163		

9.5. Previous Policy No's.

Policy No.	Title
1.19	Councillor Representation at ANZAC Day Service
CORP007	Attendance at Events and Functions
<u>CGP006</u>	<u>Attendance at Events and Functions</u>

10.6. Amendments

Date	Details of Amendment	Reference	Record Number
25/05/2021	Amended to reflect updated legislation.	OCM21/05/060	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/08/2023	Updated as part of Biennial Review	OCM23/08/101	
23/07/2024	Updated as part of Biennial Review	OCM24/07/108	
<u><date></u>	<u>Updated policy, and significant amendments applied to text</u>	<u><insert ref></u>	<u>CM.7</u>



2025 Compliance Audit Return

Local Government Authority: The Shire of Waroona

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: Yes

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: A land transaction is progressing; however, it doesn't meet the threshold of a 'major land transaction' currently. However, in the case the conditions are met, a business plan has been prepared.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: A land transaction is progressing; however, it doesn't meet the threshold of a 'major land transaction' currently. However, in the case the conditions are met, public consultation has occurred.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

Comments: No delegations to committees.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: N/A

Comments: Previously adopted.

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: N/A

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: N/A

Comments: Previously adopted in 2024.

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/A

Comments: No items requiring action to be taken were identified.

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No items of significance were identified.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: Yes

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: CEO position was not advertised within the 2025 year.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Adoption date or the date of the most recent review: 24/06/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 04/08/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: N/A

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: No gifts were received.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date

LOCAL GOVERNMENT ACT 1995

SHIRE OF WAROONA

FENCING AMENDMENT LOCAL LAW 2026

Under the powers conferred by the *Local Government Act 1995* and under all other enabling powers, the Council of the 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 Fencing Amendment Local Law 2026*.

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 Fencing Local Law 2026*, as published in the *Government Gazette* on 6 March 2026, is referred to as the Principal Local Law.

4. Principal Local Law amended

- 4.1 The Principal Local Law is amended as described in clauses 4.2 to 4.12 of this local law.
- 4.2 In clause 1.5(1) in the definition of **AS 3700:2018 Masonry Structures**, delete the words 'Standards Association of Australia' and insert in their place the words 'Standards Australia'.
- 4.3 In clause 2.2(1), delete the words 'Unless by agreement between the owners of adjoining lots,'.
- 4.4 In clause 2.2(1), delete the word 'a' and insert in its place the word 'A'.
- 4.5 In clause 2.2, delete the subclause number '(1)'.
- 4.6 In clause 2.2, left justify the words 'A person must -' and subclauses '(a)' to '(d)' to align with the existing clause number '2.2'.
- 4.7 Delete clause 2.2(2).
- 4.8 Delete clause 2.2(3).
- 4.9 In clause 2.10(2)(a), delete the words 'any applicable AS/NZS' and insert in their place the words 'AS/NZS 3016:2002 Electrical installations – Electric security fences'.
- 4.10 In clause 1.5(1) after the definition of **Act**, insert on the next line the definition '**AS/NZS 3016:2002 Electrical installations – Electric security fences** means the Australian Standard for electrical installations – electric security fences, as amended from time to time, published by Standards Australia'.

- 4.11 In clause 3.1(4), delete the words 'subclause (1)' and insert in its place the words 'subclause (2)'.
- 4.12 In clause 3.2(5), delete the words 'subclause (1)(a)' and insert in its place the words 'subclause (2)(a)'.
- 4.13 In Schedule 4, in the **Clause No.** column of the table, delete '(1)' from **Item No.** 3 to 6.
-

Dated the ____ day of September 2026.

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

COUNCIL POLICY

CGP034 – Privacy, Information Handling and Breach of Information



1. Intention

The Shire of Waroona (Shire) is committed to protecting the privacy of individuals and handling personal information responsibly, lawfully and transparently.

The intention of this Policy is to establish:

- (a) the Shire's approach to the collection, use, disclosure, storage, security, access, correction and disposal of personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and the Information Privacy Principles (IPPs) contained in Schedule 1 of the PRIS Act; and
- (b) the Shire's position and consistent approach to identifying, reporting, containing, assessing, managing and responding to information breaches, including notifiable information breaches under the PRIS Act.

2. Scope

This Policy applies to all Councillors, committee members, employees, contractors, consultants, volunteers, and any other person who handles personal information on behalf of the Shire.

This Policy applies to personal information handled by the Shire in any format, including electronic, paper, audio, visual and other recorded information.

Where a contractor or service provider handles personal information on behalf of the Shire, the Shire will take reasonable steps to ensure appropriate privacy and information security obligations are included in relevant contractual arrangements.

3. Definitions

Automated decision-making process means a process in which an automated system, including a computer-based or artificial intelligence system, either makes a decision without human involvement or materially assists a person in making a decision.

collection notice means a notice provided to an individual when personal information is collected, setting out the information required by IPP 1.9, including why the information is collected, how it will be used and disclosed, and other matters relevant to the collection. A collection notice is separate from this Policy.

Information breach means a breach of information that occurs when information held by the Shire is subject to unauthorised access, unauthorised disclosure or loss. An information breach may result from malicious action, human error, inappropriate information handling, or a failure of information security systems or processes.

Information Privacy Principle (IPP) means an information privacy principle set out in Schedule 1 of the PRIS Act, which prescribes requirements for the handling of personal information and, where applicable, de-identified information by an IPP entity, which includes the Shire of Waroona.

Notifiable information breach has the meaning given in the PRIS Act, and generally involves unauthorised access to, unauthorised disclosure of, or loss of personal information in circumstances where the relevant requirements of the PRIS Act are satisfied, including where a reasonable person would conclude that the breach is likely to result in serious harm to an individual.

Personal information has the meaning given in the PRIS Act and generally means information or an opinion, whether true or not and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

PRIS Act means the *Privacy and Responsible Information Sharing Act 2024 of Western Australia*.

Privacy Officer means the officer designated by the Chief Executive Officer to oversee privacy matters, including providing advice on the application of the PRIS Act, coordinating privacy complaint and supporting the management of information breaches.

Privacy Impact Assessment means a documented assessment of:

- (a) a Shire function or activity that involves handling personal information and is likely to have a significant impact on individuals' privacy, including an assessment required by the Information Commissioner; or
- (b) a relevant activity under a proposed information sharing agreement where the activity is likely to have a significant privacy impact, involves data integration or data linkage, or involves providing information to an external entity.

The assessment identifies the likelihood of interference with an individual's privacy, the possible privacy impacts and recommended measures to manage, minimise or eliminate those impacts.

Sensitive personal information is personal information of a kind identified in the PRIS Act that attracts additional privacy protections, and may include information relating to health, racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, trade union membership, sexual orientation or practices, criminal record, genetic information and certain biometric information.

Unique identifier means a number or other identifier assigned by an entity to uniquely identify an individual for the purposes of the entity's operations, but does not include an identifier consisting only of the individual's name.

4. Statement

4.1 Personal Information

4.1.1 General

Personal information may include, but is not limited to, the following kinds:

- name, address, phone number and email address;
- date of birth;
- payment and financial information;
- employment or business information;
- information about an individual's location;
- unique identifiers, online identifiers and pseudonyms;
- photographs, CCTV images, recordings or other visual or audio information;

- information contained in correspondence, applications, requests or submissions; and
- technical, physical, behavioural, cultural or other information that relates to an identifiable individual.

The Shire collects, holds, uses and discloses personal information to:

- (a) perform Shire functions, services and legal obligations; and
- (b) manage enquiries, applications, transactions and related arrangements.

The Shire will only collect personal information where it is reasonably necessary for one or more of its functions or activities.

The Shire will not collect excessive or unnecessary personal information.

4.1.2 Sensitive Personal Information

The Shire will only collect sensitive personal information where the collection is permitted by the PRIS Act or another applicable law.

Where required by the PRIS Act, the Shire will obtain the individual's consent before collecting sensitive personal information.

Sensitive personal information will be subject to additional protections appropriate to its nature and sensitivity.

4.1.3 Collection of Personal Information

The Shire will only collect personal information where it is reasonably necessary for one or more of its functions or activities.

Personal information will be collected lawfully, fairly and in a manner that is not unreasonably intrusive. The Shire will not collect excessive or unnecessary personal information.

Where practicable, the Shire will collect personal information **directly from the individual** to whom the information relates.

The Shire **may collect personal information from another person** or organisation where the collection is authorised or permitted by the PRIS Act or another applicable law.

Where personal information is collected from a third party, the Shire will take reasonable steps to satisfy itself that the information was originally collected in accordance with applicable requirements and to make the individual aware of the relevant matters required by the PRIS Act, unless an exception applies.

4.1.4 Collection Notices

The Shire will provide a collection notice when collecting personal information in accordance with IPP 1.9 of the PRIS Act.

Collection notices will be clear, concise and easy to understand, appropriate and specific to the circumstances in which the information is being collected, and the purpose and proposed handling of that information.

A collection notice may be provided through a form, website, correspondence, verbal notice, signage or another appropriate method, depending on the circumstances of the collection.

A reference to this Policy does not, by itself, satisfy the requirement to provide a collection notice.

4.1.5 Voluntary Provision of Personal Information

Providing personal information is generally voluntary unless the information is required by law or is otherwise necessary to enable the Shire to provide a particular service or perform a legislative function.

Where an individual does not provide requested information, the Shire may be unable to process a request, provide a service or otherwise deal effectively with the individual.

4.1.6 Anonymity

Where lawful and practicable, individuals may choose to interact with the Shire without identifying themselves or by using a pseudonym.

This option will not apply where the Shire is required or authorised by law to deal with an identified individual, or where it is impracticable for the Shire to deal with an individual who has not identified themselves.

4.1.7 Unique Identifiers

The Shire will only assign a unique identifier to an individual where this is necessary to efficiently perform one or more of its functions or activities.

The Shire will not adopt, use, disclose or require an identifier assigned by another entity unless this is permitted by the PRIS Act or another applicable law.

4.1.8 Information Quality

The Shire will take reasonable steps to ensure personal information it collects, uses or discloses is accurate, complete and up to date.

Where the Shire becomes aware that personal information is inaccurate, incomplete or out of date, reasonable steps will be taken to correct the information.

Individuals may request correction of their personal information in accordance with this Policy and the PRIS Act.

4.2 Use and Disclosure of Personal Information

The Shire will use and disclose personal information for the purpose for which it was collected, or for another purpose permitted by the PRIS Act or other applicable law.

The Shire will ensure that the quantity and nature of personal information used or disclosed is reasonably necessary for the relevant purpose. Personal information may be used or disclosed for a secondary purpose where the individual consents or the information use or disclosure is authorised or required by law. Personal information may also be used or disclosed if necessary to prevent or lessen a serious threat to the life, health, safety or welfare of an individual or the public, it is necessary for law enforcement, court proceedings or other legal purposes, or where another exception under the PRIS Act applies.

Where personal information is used or disclosed for a secondary purpose, the Shire will document the secondary purpose where required by the PRIS Act.

The Shire may disclose personal information to contractors, service providers, government agencies and other organisations where necessary to carry out the Shire's functions, or where authorised or required by law.

4.3 Responsible Information Sharing

The Shire recognises that appropriate information sharing can support the delivery of government services, community safety, regulatory functions and public benefit.

Where personal information is shared, the Shire will ensure that the sharing is authorised and undertaken in accordance with the PRIS Act and any other applicable legislation.

Information sharing will be undertaken in a manner that considers the sensitivity of the information or potential impact or harm to individuals, the purpose of sharing, whether the information is necessary and appropriate for that purpose, and any conditions applying to the use, disclosure, retention or further disclosure of the information.

4.4 Disclosure Outside Australia

The Shire does not ordinarily disclose personal information outside Australia.

Where disclosure of personal information outside Australia is necessary, the Shire will comply with the requirements of the PRIS Act and take reasonable steps to ensure the information is handled in a manner consistent with the IPPs.

4.5 De-identification of Personal Information

The Shire may de-identify personal information where it is appropriate to do so, including for planning, research, reporting, service improvement or disposal purposes.

Where the Shire holds de-identified information, it will take reasonable steps to protect the information from misuse or loss and from unauthorised re-identification, access, modification or disclosure.

Where de-identified information is disclosed to another person or organisation, the Shire will consider the risk of re-identification and apply strict and appropriate record handling security controls.

4.6 Automated Decision-Making

The Shire will remain transparent about whether personal information is used in an automated decision-making process.

If the Shire proposes to use automated decision-making involving personal information for significant decisions about individuals, it will assess risks, bias, discrimination, privacy compliance and opportunities for human intervention, periodically review the process, and provide appropriate information to affected individuals in accordance with the PRIS Act.

Any significant change to this position will be reflected in this Policy.

4.7 Website, Online Services and Social Media

When the Shire's website or digital platforms are accessed, technical information such as IP addresses, browser and device types, referring links and page visit information may be collected automatically. The Shire may use this information to operate and secure its digital services, monitor website usage and performance, identify technical problems and improve users' online experience. This information may constitute personal information where it identifies, or could reasonably identify, an individual.

Cookies and third-party tools, including website analytics and performance services, may be used to collect this information, support website functionality and remember user preferences. Cookies may be disabled through browser settings, although doing so may affect website functionality.

The Shire may use third-party platforms to deliver online services, forms, registrations, bookings, surveys, consultations, newsletters or other activities. Where personal information is collected through these services, the Shire will provide or make individuals aware of an appropriate collection notice in accordance with applicable privacy requirements.

Where an external platform collects or handles personal information on behalf of the Shire, the Shire will take reasonable steps to ensure that the information is handled in accordance with applicable privacy requirements. Third-party providers may also collect personal information for their own purposes and in accordance with their own privacy policies and terms.

When individuals interact with the Shire through its social media channels, the Shire may collect personal information voluntarily provided through comments, messages, reviews or other interactions. Individuals are encouraged not to provide sensitive personal information through public social media channels.

External websites and platforms may have their own privacy practices and terms. The Shire is not responsible for the privacy practices of external organisations operating websites or platforms accessed through links provided by the Shire.

4.8 Publicly Available Information and Public Registers

The Shire will only collect personal information from a publicly available source where the collection is permitted by the PRIS Act or another applicable law.

Where the Shire is responsible for administering a public register, it will only include personal information in the register where this is consistent with the purpose for which the register exists or the law under which it is maintained.

Requests by community members not to include, or to remove, personal information from a public register because publication would substantially affect an individual's safety or wellbeing will be considered in accordance with the PRIS Act.

4.9 Information Security

The Shire will take reasonable steps to protect personal information from misuse, loss, and unauthorised access, modification and disclosure.

The Shire's security measures may include:

- (a) access controls, user permissions and authentication requirements;
- (b) physical, system and network security;
- (c) information classification, handling and secure disposal processes;
- (d) staff training, awareness and governance arrangements; and
- (e) contractual controls and monitoring.

The level of security applied will be proportionate to the nature and sensitivity of the information and the risks associated with its handling.

4.10 Retention and Disposal

Personal information will be retained and disposed of in accordance with applicable recordkeeping requirements, including the *State Records Act 2000 (WA)*, the PRIS Act and the Shire's Recordkeeping Plan.

The Shire will take reasonable steps to destroy or permanently de-identify personal information when it is no longer required for any purpose for which it may be used or disclosed, unless the Shire is required or authorised by law to retain such information.

4.11 Access and Correction

Individuals may request access to personal information held by the Shire that relates to them, and may request that inaccurate, incomplete or out-of-date personal information be corrected, in accordance with the PRIS Act.

Requests for access or correction will be managed in accordance with the PRIS Act and the Shire's Information Access Framework.

The Shire will respond as soon as practicable and within the timeframe required by the PRIS Act, or provide reasons for any delay, denial of access, or refusal to correct information, as applicable.

Individuals may also apply for access to documents under the *Freedom of Information Act 1992 (WA)*, where applicable.

The Shire will provide reasonable assistance to individuals who require help to make an FOI Application for access to Shire-held documents access, or an application to correct personal information.

4.12 Privacy Complaints

The Shire recognises the right of individuals to raise concerns about the handling of their personal information.

A person who believes their privacy has not been handled in accordance with this Policy or the PRIS Act may make a complaint to the Shire.

Once received, privacy complaints will be acknowledged and assessed, investigated where appropriate, handled fairly and as confidentially as practicable, resolved where possible. To prevent a recurrence of mishandling of personal information, investigation findings will be used to identify organisational opportunities for improvement.

Where a privacy complaint cannot be resolved satisfactorily, the individual may have a right to lodge a formal complain to the Information Commissioner of Western Australia in accordance with the PRIS Act.

4.13 Information Breaches

4.13.1 General

The Shire will respond promptly and appropriately to actual or suspected information breaches to protect affected individuals, contain the breach, mitigate harm and reduce the likelihood of recurrence.

The information breach provisions of the PRIS Act are scheduled to commence on 1 January 2027. Until those provisions commence, the Shire will manage actual or suspected information breaches in accordance with the principles and requirements set out in this Policy, applicable privacy guidelines issued by the Information Commissioner and the Shire's Information Breach Response Procedure, to the extent practicable. Following commencement, information breaches will also be managed in accordance with the PRIS Act.

4.13.2 Reporting and initial response

All Council Members, employees, contractors, volunteers and other persons handling information on behalf of the Shire must immediately report an actual or suspected information breach in accordance with the Shire's Information Breach Response Procedure.

The Privacy Officer will coordinate the Shire's response to reported information breaches and ensure matters are escalated to the Shire's Principal Officer and other relevant parties where appropriate.

4.13.3 Information containment and breach mitigation

The Shire will take reasonable steps to contain an actual or suspected information breach, prevent further unauthorised access, disclosure or loss, and mitigate harm arising from the breach.

Containment and mitigation measures will be determined having regard to the nature and circumstances of the breach and implemented in accordance with the Shire's Information Breach Response Procedure.

4.13.4 Information breach assessment

Where the Shire reasonably suspects that a notifiable information breach has occurred, the Shire will undertake an assessment and prepare a written assessment report as soon as reasonably practicable and within the timeframe prescribed by the PRIS Act, being 30 days from the day on which the reasonable suspicion is formed unless an extension applies under the Act.

The assessment will determine whether the breach constitutes, or there are reasonable grounds to believe it constitutes, a notifiable information breach under the PRIS Act and whether notification or other action is required.

The assessment will be undertaken in accordance with the PRIS Act, applicable privacy guidelines issued by the Information Commissioner and the Shire's Information Breach Response Procedure.

4.13.5 Notification of the information breach

Where the information breach assessment determines that a notifiable information breach has occurred, or that there are reasonable grounds to believe it has occurred, the Shire will notify the Information Commissioner as soon as practicable.

The Shire will also take all reasonable steps to notify each affected individual in writing as soon as practicable, unless an exception or exemption under the PRIS Act applies. Where it is not reasonably practicable to do so, the Shire will make the required notice publicly available for at least 12 months.

Any notification will contain the information required by the PRIS Act and provide affected individuals with practical information about the steps they can take to protect themselves and how they may make a privacy complaint.

The Shire may also notify affected individuals or other relevant parties where notification is appropriate to reduce or prevent harm, even where notification is not legally required.

4.13.6 Information Breach Register

The Shire will establish and maintain an information breach register in accordance with the PRIS Act, that records prescribed information about suspected and assessed information breaches and the Shire's response.

The register will not be made publicly available unless required by law.

4.13.7 Review and Prevention

Following an information breach, the Shire will consider whether changes are required to systems or security controls, information handling practices, staff training or awareness, contractual arrangements, policies or procedures, or other controls designed to prevent recurrence.

A post-breach review will be conducted where appropriate, and the Shire will document lessons learned, actions taken and any further monitoring required.

4.14 Privacy Impact Assessments

The Shire will undertake a Privacy Impact Assessment where required by the PRIS Act, including before it first performs a high privacy impact function or activity, before making a significant change to how personal information is handled as part of that function or activity, or where directed by the Information Commissioner.

The Shire may also undertake a Privacy Impact Assessment for any proposed project, system, service, technology or information-sharing arrangement that may create a significant privacy risk.

Privacy risks identified through an assessment will be considered and, where practicable, managed, minimised or eliminated before the relevant activity commences.

4.15 Roles and Responsibilities

4.15.1 Council

Council is responsible for:

- (a) adopting and reviewing this Policy in accordance with the Shire's Policy Development and Review requirements;
- (b) providing the governance oversight of the Shire's privacy and information management practices; and

4.15.2 Principal Officer - Chief Executive Officer

The Principal Officer is responsible for:

- (a) ensuring the Shire has appropriate arrangements to comply with the PRIS Act;
- (b) allocating appropriate resources to ensure the effective management of the Shire's privacy responsible information handling obligations;
- (c) designating an appropriately qualified officer/s to perform the Privacy Officer functions;
- (d) ensuring that significant privacy risks and information breaches are appropriately escalated; and
- (e) ensuring appropriate organisational procedures are established to support this Policy.

4.15.3 Privacy Officer

The Shire's designated Privacy Officer is responsible for:

- (a) providing advice on privacy matters;
- (b) supporting implementation of this Policy;
- (c) coordinating privacy complaint handling and investigations;
- (d) coordinating the assessment, management and reporting of information breaches;
- (e) monitoring relevant legislative and regulatory developments;
- (f) supporting privacy awareness and training; and
- (g) maintaining appropriate privacy documentation and reporting.

4.15.4 Council Members, Employees, Contractors and Volunteers

All persons covered by this Policy are responsible for:

- (a) handling personal information in accordance with this Policy and applicable law;
- (b) only accessing personal information where authorised and required for their role and assigned functions;
- (c) maintaining the confidentiality and security of Shire records and information;
- (d) following collection notice and information handling requirements;
- (e) immediately reporting actual or suspected information breaches; and
- (f) participating in privacy and information management training where required.

4.16 Training and Awareness

The Shire will promote awareness of privacy responsibilities and provide appropriate information, training or guidance to Council Members, employees, contractors and volunteers whose roles involve handling personal information.

Training and awareness activities will be proportionate to the person's role and level of access to personal information.

4.17 Monitoring and Review

The Shire will monitor compliance with this Policy and periodically review its principles and subsequent workplace procedures to ensure it remains consistent with:

- (a) the PRIS Act, including the Information Privacy Principles and associated regulations;
- (b) up-to-date guidance issued by the Information Commissioner,
- (c) changes to the Shire's functions, systems and information handling practices; and
- (d) lessons arising from privacy complaints, information breaches and Privacy Impact Assessments.

5. Legislative and Strategic Context

- *Privacy and Responsible Information Sharing Act 2024 (WA)*;
- *Freedom of Information Act 1992 (WA)*;
- *State Records Act 2000 (WA)*;
- *Local Government Act 1995 (WA)*; and
- *Children and Community Services Act 2004 (WA)*, where applicable.

6. Review

This policy is to be reviewed triennially, or sooner as required.

7. Associated Documents

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

- Office of the Information Commissioner's *Privacy in Western Australia* website
- Office of the Information Commissioner's *Privacy 101 – An introduction to the privacy provisions of the Privacy and Responsible Information Sharing Act 2024 (WA)*
- Office of the Information Commissioner's *PRIS Frequently Asked Questions*

8. Document Control

Division	Corporate & Governance
Policy Number	CGP034
Contact Officer	Chief Executive Officer
Related Legislation	Privacy and Responsible Information Sharing Act 2024
Related Shire Documents	Privacy Statement

	CGFW001 Information Access Framework (Information Statement) AP003 Records Management policy AMP002 Record Keeping Plan AM005 Record Keeping Requirements and Induction Process CGP029 Policy Development and Review		
File Number	IM.9		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	September 29	Date Adopted	Click or tap to enter a date.
OCM Number	<<enter OCM no>>		

9. Previous Policy No's.

Policy No.	Title
Nil	

10. Amendments

Date	Details of Amendment	Reference	Record Number

2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

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

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

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

2.9.2 New Street Alignments – Approvals and Leasing

<u>Head of power</u>	<u>Local Government (Miscellaneous Provisions) Act 1960</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
<u>Express power or duty delegated</u>	<u>s.364(3C) and (6) New street alignments, prescribing and effect of etc.</u>
<u>Function</u>	<u>Authority, subject to any directions considered appropriate, to approve the execution of minor but not substantial repairs to reasonably preserve an existing building or work affected by a new street alignment [s.364(3C)].</u> <u>Authority to lease land, dedicated and revested under s.364(5), or a portion of it to the owner of the land upon which it abuts as if the land or the portion had been acquired by the local government., or a portion of that land, to the owner of the abutting land, subject to rights if any, reserved to the previous owners of the land at the time it was acquired by the local government [s.364(6)].</u>
<u>Delegates</u>	<u>CEO</u>
<u>Conditions</u>	<u>Nil.</u>
<u>Express power to subdelegate</u>	<u>Local Government Act 1995</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.9.3 Unclaimed Money Received from a Poundkeeper

<u>Head of power</u>	<u>Local Government (Miscellaneous Provisions) Act 1960</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
<u>Express power or duty delegated</u>	<u>s.457(4) Unclaimed money, transfer to municipal fund</u>
<u>Function</u>	<u>Authority, where unclaimed money received from a poundkeeper remains unclaimed after 2 years, to cause payment of the money into the Shire's municipal fund [s.457(4)].</u>
<u>Delegates</u>	<u>CEO</u>
<u>Conditions</u>	<u>Nil.</u>
<u>Express power to subdelegate</u>	<u>Local Government Act 1995</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.9.4 Sale of Trespassing Cattle Impounded Outside a Public Pound

<u>Head of power</u>	<u>Local Government (Miscellaneous Provisions) Act 1960</u>	
<u>Delegator</u>	<u>Council</u>	
<u>Express power to delegate</u>	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>	
<u>Express power or duty delegated</u>	<u>s.460(3AA)(b) Trespassing cattle, impounding of in other than public pound etc.</u>	
<u>Function</u>	<u>1. Authority to, on request by an owner or occupier who has impounded trespassing cattle and has not been paid by the owner of the trespassing cattle within 72 hours of requesting payment for damages or sustenance charges whilst impounded, -</u> <u>(a) appoint a person to carry out the sale of the cattle;</u> <u>and</u> <u>(b) determine a place for the sale to occur.</u> <u>in accordance with s.460(3a).</u> <u>[s. 460(3AA)(b)].</u>	
<u>Delegates</u>	<u>CEO</u>	
<u>Conditions</u>	<u>Nil.</u>	
<u>Express power to subdelegate</u>	<u>Local Government Act 1995</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>	

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.9.5 Claim for Damages by Trespassing Cattle

<u>Head of power</u>	<u>Local Government (Miscellaneous Provisions) Act 1960</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
<u>Express power or duty delegated</u>	<u>s.463(2)(b) Damage by trespassing cattle, local public notice</u>
<u>Function</u>	Authority to, where cattle are found trespassing on unenclosed land owned by the local government, and after 3 days' written notice has been given to the owner of the cattle, or after 14 days' local public notice requiring the owner to prevent them from continuing to trespass on the land, cause damages to be claimed in respect of trespass of cattle at the rate that could lawfully be claimed if the land were enclosed. <u>[s. 463(2)]</u>
<u>Delegates</u>	<u>CEO</u>
<u>Conditions</u>	<u>Nil.</u>
<u>Express power to subdelegate</u>	<u>Local Government Act 1995</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

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.

~~2.12.11.7.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)~~

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

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

2.12.2 Enforcement Agency Reports to the Chief Health Officer

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

Amendments

Date	Details of Amendment	Reference

2.12.22.12.1 Designate Authorised Officers

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

Amendments		
Date	Details of Amendment	Reference

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2.12.32.12.2 Certificates of Authority

<u>Head of power</u>	<u>Public Health Act 2016</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>s.21 Enforcement agency may delegate</u>
<u>Express power or duty delegated</u>	<u>s.30(4) Certificates of authority</u>
<u>Function</u>	<u>Authority, where satisfied that obtaining an authorised officer's photograph, digital image or signature would unreasonably delay issuing the certificate, to issue a temporary certificate of authority without either or both of those requirements [s.30(4)].</u>
<u>Delegates</u>	<u>CEO</u>
<u>Conditions</u>	<u>The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.</u>
<u>Express power to subdelegate</u>	<u>Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.12.42.12.3 Registration of Registrable Activities

<u>Head of power</u>	Public Health Act 2016
<u>Delegator</u>	Council
<u>Express power to delegate</u>	s.21 Enforcement agency may delegate
<u>Express power or duty delegated</u>	s.68(1) and (4) Registration of registrable activity s.71 (1), (2), and (3) Variation of conditions, suspension or cancellation of registration s.72 (3) and (5)(b) Further provisions relating to suspension of registration
<u>Function</u>	Authority to register a registrable activity in respect of premises and, after considering an application, grant it with or without conditions, or refuse it [s.68(1) and (4)]. Authority to vary the conditions of, suspend or cancel the registration of a registrable activity (s.71(1)), subject to any grounds prescribed by the <i>Public Health Regulations 2016</i> or on any grounds under s.71(2) and procedural requirements of s.71(3). the Act [s.71]. Authority to, at any time before the suspension of registration of a registrable activity under section 71 ceases, extend a period of suspension of registration for a further period of not more than 3 months upon satisfaction that the ground for the suspension is continuing. [s. 72(3)]. Authority to determine at any time that a suspension of any premises suspended under section 71 is no longer necessary or appropriate for the suspension to continue, and to terminate the suspension by written notice served on the holder of the certificate of registration [s.72(5)].
<u>Delegates</u>	CEO Designated Authorised Officer – Environmental Health Officer
<u>Conditions</u>	The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.
<u>Express power to subdelegate</u>	Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<u>Amendments</u>	

<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.12.52.12.4 Activity Licences

<u>Head of power</u>	Public Health Act 2016
<u>Delegator</u>	Council
<u>Express power to delegate</u>	s.21 Enforcement agency may delegate
<u>Express power or duty delegated</u>	s.78(1), (4)(a) and (5) Activity licences s.82 (1) and (3) Variation of conditions, suspension or cancellation of activity licence s.83(3) and (5)(b) Further provisions relating to suspension of activity licence
<u>Function</u>	1. Authority to, after considering an application for an activity licence, grant —an activity licence, with or without conditions, authorising a person to carry on one or more licensable activities, or to refuse the application. [s.78(1) and (5)]. 2. Authority to determine any documents or information required for a proper consideration of an application for an activity licence. [s.78(4)(a)]. 4-3. Authority to— vary the conditions of, suspend or cancel an activity licence issued by the agency, under any grounds prescribed by the <i>Public Health Regulations 2016</i> or on any grounds under s.82(2) and subject to procedural requirements of s.82(3), (4) and (5). [s. 82]. 4. Authority to, at any time before the suspension of an activity licence section 82 ceases, extend the period of suspension for one further period of not more than 3 months upon satisfaction that the ground for the suspension is continuing. [s. 83(3)]. 5. Authority to determine at any time that a suspension of any activity licence suspended under section 72 is no longer necessary or appropriate for the suspension to continue, and to terminate the suspension by written notice served on the holder of the licence. [s.72(5)(b)].
<u>Delegates</u>	CEO Designated Authorised Officer – Environmental Health Officer
<u>Conditions</u>	The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.

Express power to subdelegate

Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments

<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.12.62.12.5 Enforcement Orders

<u>Head of power</u>	<u>Public Health Act 2016</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>s.21 Enforcement agency may delegate</u>
<u>Express power or duty delegated</u>	<u>s.216 (1) and (2) Issue of enforcement orders</u> <u>s.218 Extension of period of compliance with enforcement order</u> <u>s.219(2) and (3) Enforcement agency may implement enforcement order</u>
<u>Function</u>	<u>1. Authority to issue an enforcement order to a person, upon reasonable belief that –</u> <u>(a) the person has not complied with an improvement notice given to the person within the period specified in the notice under section 213(2)(e) or any extension of that period under section 214; or</u> <u>(b) the issue of the order is necessary to prevent or mitigate a serious public health risk,</u> <u>4. regardless of whether the authorised officer who gave the improvement notice to the person was a designated authorised officer under this agency, or another enforcement agency. where the statutory grounds are met [s.216(1) and (2)].</u> <u>2. Authority to extend the period within which a person is required to comply with an enforcement order, either on the delegate's own initiative or on application by the person given the order. Authority, on the Shire's own initiative or on application by the person given an enforcement order, to extend the period within which the person must comply [s.218].</u> <u>3. Authority to determine a reasonably necessary action, and to take such action to ensure that an enforcement order is complied with, subject to s. 219(1), reasonably believed necessary to ensure compliance with an enforcement order, including action by an authorised officer designated by the Shire, by any means under s.219(3). –under s.219(3) [s.219(2) and (3)].</u>
<u>Delegates</u>	<u>CEO</u> <u>Designated Authorised Officer – Environmental Health Officer</u>

<u>Conditions</u>	<u>The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.</u>
<u>Express power to subdelegate</u>	<u>Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.12.72.12.6 **Return of Forfeited Item**

<u>Head of power</u>	Public Health Act 2016
<u>Delegator</u>	Council
<u>Express power to delegate</u>	s.21 Enforcement agency may delegate
<u>Express power or duty delegated</u>	s.263(1)(b) Return of forfeited item
<u>Function</u>	Authority to confirm that determine whether the Shire is satisfied that no contravention of the <i>Public Health Act 2016</i> has been committed in relation to an item seized under Part 16 which has been forfeited under Division 2 but has not been destroyed or disposed of, to enable return of the item under s.263(2). forfeited item [s.263(1)(b)].
<u>Delegates</u>	CEO Designated Authorised Officer – Environmental Health Officer
<u>Conditions</u>	The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.
<u>Express power to subdelegate</u>	Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.12.82.12.7 Determine Compensation for Seized Items

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.264(3) Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264]. <u>Authority to decide to pay or refuse to pay compensation to any person seeking compensation for a seized item that cannot be returned or has depreciated in value, and if compensation is to be paid, to decide the amount of compensation that is just and reasonable. [s. 364(3)].</u>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference
<date>	<u>Amended Express power delegated, and Delegated function. Delegation number amended from 2.12.4 to 2.12.7.</u>	<insert ref>

2.12.92.12.8 Commencing Proceedings

<u>Head of power</u>	<u>Public Health Act 2016</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>s.21 Enforcement agency may delegate</u>
<u>Express power or duty delegated</u>	<u>s.280(1) Commencing proceedings</u>
<u>Function</u>	<u>Authority to commence proceedings for an offence under <i>the Public Health Act 2016</i>, and to authorise, in writing, an authorised officer in writing to commence proceedings [s.280(1)(b)].</u>
<u>Delegates</u>	<u>CEO</u> <u>Designated Authorised Officer – Environmental Health Officer</u>
<u>Conditions</u>	<u>The powers and duties must be exercised in accordance with all applicable statutory grounds, criteria, procedural requirements and approved forms.</u>
<u>Express power to subdelegate</u>	<u>Nil - unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>

2.13 Health (Asbestos) Regulations 1992

2.13.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

<u>Head of power</u>	<u>Health (Asbestos) Regulations 1992</u> Public Health Act 2016
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>Health (Asbestos) Regulations 1992</u> <u>r.15D(5) Appointment of authorised officers</u> <u>r.15D(7) Infringement notices</u>
<u>Express power or duty delegated</u>	<u>r.15D(5) Infringement notices</u>
<u>Function</u>	<u>Authority to appoint a person or classes of persons as an as an authorised officer or approved officer for the purposes of Part 2 of the Criminal Procedure Act 2004 [r.15D(5)].</u>
<u>Delegates</u>	<u>CEO</u>
<u>Conditions</u>	<u>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)].</u>
<u>Express power to subdelegate</u>	<u>Sub-delegation is not provided for in the <i>Health (Asbestos) Regulations 1992</i>.</u>

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>
<u>25/05/21</u>	<u>Renumbered from 2.12.2 to 2.12.1.</u>	<u>OCM21/05/059</u>
<u><date></u>	<u>Transferred head of Power from <i>Public Health Act 2016</i> to <i>Health (Asbestos) Regulations 1992</i>. Renumbered from 2.12.1 to 2.13.1.</u>	<u><insert ref></u>

Meeting Notes – Croquet Club / Agricultural Society / Football Club

Date: 8 September 2026

Subject: Proposed Croquet Club playing area – former hockey field at Waroona Town Oval

Attendance:

Councillors – Mike Walmsley, Larry Scott, John Mason, Brad Vitale and Julie Rowles.

Drakesbrook Croquet Club (DCC) – Andrew Johnson and Laurie Snell

Waroona Football Club – Rhys Bloxidge

Waroona Agricultural Society – Simone Eric Walmsley, Nick McLarty

Background / Croquet Club Position

DCC provided some background on the Club's investigations to date:

- The Recreation Centre grounds were initially identified as a possible location but were later considered unviable due to the extent/cost of earthworks and drainage works required.
- The former tennis courts were then considered, including potential shared use with the CRC/Youth Group and Men's Shed, however this option did not progress.
- The Club subsequently approached the Agricultural Society regarding establishing grass courts on the former hockey field.
- The Recreation Advisory Group has previously supported further investigation of the former hockey field.
- The Club currently has approximately 27–28 members.
- A previous Alcoa funding application was unsuccessful due to the lack of co-funding.
- Confirmed that the Club is proposing **natural grass/turf courts, not artificial/synthetic courts.**
- The Club's preference for the Town Oval area is influenced by accessibility for its existing members. The Club considers Centennial Park more difficult for some members to access.

Current Users of the Area

It was confirmed/discussed that the broader oval and former hockey field area is currently used by:

- Waroona Football Club
- Waroona Agricultural Society

- Schools
- General/community users

The Football Club advised that the former hockey field area is used on game days for team warm-ups.

Vehicles also access/park around this area during football games and other events.

Proposed Croquet Area / Fencing

The Croquet Club is proposing approximately 1,800m² for two full-size grass courts, including clearance around the playing surfaces.

Proposed fencing includes:

- approximately 66m of metal post and rail fencing along the western side; and
- approximately 27m of temporary/removable vehicle exclusion fencing.

The intention is to generally prevent vehicles from travelling across the croquet playing surface while still allowing access where required for events.

The Agricultural Society needs more precise information on the location and dimensions of the proposed fencing before it can provide an informed position.

There was discussion about potentially using removable rails/gates or similar arrangements to retain access for Show Day, car events and other activities.

Football Club Concerns

The Football Club raised concerns about:

- loss of an existing warm-up area;
- loss/reduction of parking around the oval, potentially around 30 bays;
- impacts on game-day vehicle movements;
- safety implications of changing parking/access arrangements; and
- potential conflict between football players wearing boots and maintaining a suitable croquet playing surface.

There would also need to be clarity around how temporary/removable fencing would operate and who would be responsible for moving it when access is required.

They noted that they had never been approached separately by the Croquet Club for consultation on this location, despite being the heaviest user group.

Agricultural Society Considerations

The Agricultural Society indicated it is willing to continue working with the Croquet Club but needs to ensure the proposal does not negatively impact Show Day or its other activities.

Particular consideration needs to be given to:

- continued access to the loading ramp;
- sufficient space for vehicles/machinery to manoeuvre;
- maintaining approximately 27.5m of required access near the loading ramp;
- vehicle access for Show Day and other events; and
- the exact location and design of fencing.

The proposed clubhouse location at the northern end of the playing greens is **not supported by the Agricultural Society**.

The Agricultural Society has indicated a preference for any future clubhouse to be located closer to Parnell Street.

Ground Conditions

Items requiring further consideration include:

- whether the area is seasonally too wet;
- existing drainage and water movement across the site;
- runoff from surrounding hardstand areas;
- existing reticulation;
- whether sufficient earthworks/levelling would be required to establish a fit-for-purpose croquet surface; and
- impacts of other users continuing to access the area.

DCC also raised concerns regarding blue metal/cracker dust moving onto the oval from adjoining areas.

There are still questions around whether the former hockey field is physically suitable for the proposed courts and whether this location would be inferior to Centennial Park given the ongoing conflict of uses that will occur.

Centennial Park

Centennial Park was discussed again as an alternative location.

Council had previously advised the Club that its preference was for co-location and therefore did not initially support Centennial Park as a standalone facility.

More recently, Council has indicated it is open to **reconsidering Centennial Park**, particularly if the Club is willing to accommodate future co-location opportunities, should this opportunity arise.

Potential advantages raised include existing space, parking and the ability to establish more permanent fencing without impacting existing users of the Town Oval.

The Croquet Club's concern with Centennial Park continues to be accessibility for some of its existing members, particularly older members and those with mobility limitations.

Matters Still to be Worked Through for Town Oval

- Exact footprint and fencing alignment for the proposed courts.
- Impact on Football Club warm-up areas and game-day operations.
- Impact on existing parking and vehicle movements.
- Agricultural Society access requirements, particularly the loading ramp and Show Day.
- School use of the area, including athletics carnivals and other activities.
- Suitability of the ground, including drainage and seasonal conditions.
- Works required and likely cost to establish a fit-for-purpose grass playing surface. Who's expense?
- Existing underground infrastructure/reticulation.
- How removable/temporary fencing would practically operate.
- Whether the Club would pay applicable oval/user fees consistent with other users.
- Future lighting requirements if the Club intends to play night games.
- Funding opportunities and whether grant funding may differ depending on whether the facility is co-located or standalone.
- Emergency and general community access/use of the broader oval precinct.
- Comparative benefits and constraints of the former hockey field and Centennial Park.



PROGRAM

PLEASE NOTE THIS PROGRAM IS SUBJECT TO CHANGE

Tuesday, September 1

8AM

8am 9am

Registration Day 1

9AM

9am → 9:10am

Conference Opening

Karen Tighe Master of Ceremonies



Crown Ballroom 1 & 2

9:10am → 9:30am

Official Welcome

Mr Steve Catania MLA, Member for Midland

Steve Catania MLA



Crown Ballroom 1 & 2

9:30am → 10:30am

Keynote Presentation: Kath Koschel

Kath Koschel, CEO of Kind Group

Kath Koschel



Crown Ballroom 1 & 2

10AM

10:30am 11am

Morning Tea

Served in Exhibition

11AM

11am → 11:40am

The future won't wait: turning today's momentum into tomorrow's mandate

Rebecca Harris Acting CEO WorkCover WA

Rebecca Harris WorkCover WA



Crown Ballroom 1 & 2

11:40am → 12:40pm

Reimagining chronic pain outcomes: it's time for a revolution and you can be part of it

Professor Lorimer Moseley

Lorimer Moseley



Crown Ballroom 1 & 2

12PM

12:40pm 1:40pm

Lunch

Served in Exhibition

1PM

1:40pm → 2:35pm**Secondary Psychological Injuries: Clinical Realities, Legal Liability, and Return-to-Work Outcomes**

Associate Professor Davinder Hans

A/Prof Davinder Hans WA trained doctor and psychiatrist

Crown Ballroom 2

Track 1

1:40pm → 2:35pm**The most important person in our work**

Dr Dinesh Palipana

Dr Dinesh Palipana Gold Coast University Hospital

Crown Ballroom 1

Track 2

2PM**2:40pm** → 3:35pm**Complex problems often require complex solutions – the challenges of early intervention**

Prof Michael Nicholas

Professor Michael Nicholas

Crown Ballroom 1

Track 1

2:40pm → 3:35pm**The Focus on Recovery: Managing Psychological Injuries within a recovery framework**

Cinzia Gagliardi, Rapport Psychology

Cinzia Gagliardi Rapport Psychology

Crown Ballroom 2

Track 2

3PM

3:35pm 4pm

Afternoon Tea

Served in Exhibition

6PM

6pm 10:30pm

ARPA National Awards Dinner

The ARPA Excellence in Workplace Rehabilitation Awards celebrates and showcases the Australian workplace health, return to work and rehabilitation industry’s many outstanding achievements and acknowledges the industry’s importance in the broader community. Every second year, all Australian...

Wednesday, September 2

8AM

8:30am 9am

Registration Day 2

9AM

9am → 9:05am

Welcome Day 2

Crown Ballroom 1 & 2

9:05am → 9:50am

Good to Go: We Can’t Wait to Have You Back!

Alex Grigg and Noni Byron

Noni Byron ARPA National Co Vice President, ARPA NSW President • Alex Grigg ARPA National Treasurer, ARPA SA Council Member



Crown Ballroom 1 & 2

9:50am → 10:50am

Keynote Presentation: Joel Selwood

Joel Selwood



Crown Ballroom 1 & 2

10AM

10:50am 11:20am

Morning Tea Day 2

Served in Exhibition

11AM

11:20am → 12:05pm

Human Recovery in 2030: What Employers Are Asking For and What Rehabilitation Providers Need to Know

Carmen Fay, EML Vanessa Leon, EML

Vanessa Leon Partnership and Client Engagement Manager, EML · Carmen Fay Head of Projects and Products, EML



Crown Ballroom 1

Track 1

11:20am → 12:05pm

Rehab without data is just a good story

Speakers: Lucy Hartley and Alicia Gibbs

Lucy Hartley AIA · Alicia Gibbs Claims Service Delivery Lead, Swiss Re



Crown Ballroom 2

Track 2

12PM

12:10pm → 12:55pm

Re>Work: Turning Return to Work Evidence into Digital Impact

Stephanie McCahon, Swiss Re

Stephanie McCahon Proposition Manager, Swiss Re



Crown Ballroom 2

Track 1

12:10pm → 12:55pm

Leveraging AI

Gihan Perera

Gihan Perera Business Futurist



Crown Ballroom 1

Track 2

12:55pm 1:55pm

Lunch Day 2

Served in Exhibition

1PM

1:55pm → 2:40pm

Keynote Presentation: Overcome the Overwhelm: How to Thrive Under Pressure

Lauren Parsons

Lauren Parsons



Crown Ballroom 1 & 2

2PM

2:40pm 3:20pm

Afternoon Tea Day 2

Served in Exhibition

3PM

3:20pm → 4:10pm**When the Body Heals but Recovery Stalls – a Plan for Secondary Psychological Risk in Workers Compensation**

Panel Session: Facilitated by Hadyn Sleeman, Absolute Balance

Hayley Ryan Partner, People Risk, Howden · **Ms Ingrid Hand** CEO, Absolute Balance ·
Teagan Bagini Registered Psychologist, Demasi Consulting

Crown Ballroom 1 & 2

4PM**4:10pm** 4:20pm**Wrap Up & Conference Close**

Crown Ballroom 1 & 2

**For all event related enquiries:**arpa@eventandconferenceco.com.au

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WA Police Force Ref: 0691-2024

OVERARCHING MEMORANDUM OF UNDERSTANDING

BETWEEN

WESTERN AUSTRALIA POLICE FORCE

AND

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

IN RELATION TO

ACCESS TO LOCAL GOVERNMENT AREAS' LIVE CCTV FEEDS

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1. Background

- 1.1. The Western Australia Police Force (**WA Police Force**) is committed to building partnerships to enhance capability to deliver community safety outcomes. A key capability used by WA Police Force is the ability to visualise incidents through access to live CCTV feeds. An inhibitor to WA Police Force using this capability more widely is the disparate nature of interfacing existing donor systems, with a separate log-in required for each.
- 1.2. WA Police Force has engaged with the Vendor who will provide a solution to aggregate and display a vast source of visual data from any donor video management system into a single agnostic video solution. This consolidated system will improve situational awareness, enhance decision-making and support WA Police Force's response in emergencies and investigation into serious crime.
- 1.3. The WA Local Government Association (**WALGA**), is an independent, member based, not-for-profit organisation representing and supporting the WA Local Government sector. WALGA shares a commitment to creating safer communities.
- 1.4. The intent of this memorandum of understanding (**MOU**) is to allow WA Police Force to better support the prevention and detection of criminal activities and maintain community safety within local government areas (**LGAs**) – through the provision of access to live CCTV feed.
- 1.5. This MOU will not supersede, but will work alongside, any existing MOUs between local police stations and respective LGAs relating to CCTV sharing, to the extent that such MOUs relate to direct access to CCTV feeds at the local police station. In the event of any inconsistency, this MOU shall prevail to the extent of the inconsistency.

2. Honour Clause

- 2.1. While nothing in this MOU is legally binding, the Parties undertake to carry out their responsibilities and obligations under this MOU in good faith to achieve the purpose and objective of this MOU.

3. Definitions

In this MOU, unless the context otherwise requires:

CCTV	means Closed Circuit Television.
CCTV Sharing Scheme	means the scheme to be established under this MOU whereby WA Local Governments may provide access to their live CCTV feeds to WA Police Force (through the Vendor's Platform).
CCTV System	means physical cameras, network and server infrastructure that support livestreaming or recording of video streams for security and surveillance purposes.
Commencement date	means the date this MOU is endorsed by the Parties.

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Gateway Device	means a small-form-factor barebone computer kit connected to the Vendor's Platform or such other technology.
Participants	means the Parties to this MOU and any Third-Party Provider that agrees to participate in the CCTV Sharing Scheme through a schedule to this MOU.
Parties	means WA Police Force and WALGA, and Party is a reference to either of them.
Schedules	means any schedules to this MOU entered into in accordance with clause 5 of this MOU, and Schedule is a reference to one of them.
Third-Party Provider	means a WA Local Government that has signed a Schedule to this MOU to share their live CCTV feed with WA Police Force.
Vendor	means SaferCities Pty Ltd ABN 44 674 682 654 (SaferCities), or any other entity that may be engaged by WA Police Force in place of SaferCities to provide a Vendor's Platform for the purposes of the CCTV Sharing Scheme.
Vendor's Platform	means the video convergence platform developed and maintained by the Vendor, utilised by WA Police Force for the purposes of the CCTV Sharing Scheme.
WA Police Force staff	means all police officers and intelligence analysts.
Warranty Period	means 5 years from the date of installation of the Vendor's Platform.

4. Scope

4.1. This MOU and Schedules are intended:

- a. To provide a framework to which Schedules can be added to formalise any future arrangements between WA Police Force and LGAs for participation in the CCTV Sharing Scheme.
- b. To enhance community safety through the sharing of WA Local Government CCTV vision with WA Police Force, to better collaborate, improve situational awareness, and enable the capacity for visual verification during a police operation.
- c. To set out appropriate parameters around how, when and for what purposes WA Police Force may use any data obtained or retained under this MOU.
- d. To detail the benefits of, and particulars of the proposed implementation for, the CCTV Sharing Scheme, enabling real-time access to, and sharing of, live CCTV feeds from existing public-facing LGAs CCTV Systems with WA Police Force.

4.2. This MOU will continue in the event any Party has a name change, subject to clause 16.

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5. Schedules to MOU

- 5.1. The Parties agree that WA Police Force may prepare and finalise Schedules to this MOU.
- 5.2. Any Schedule entered into will be annexed to, and will be read with, this MOU.
- 5.3. WALGA acknowledges that it does not need to agree to the individual content of, or endorse, any Schedule entered into under this MOU.
- 5.4. WALGA will be provided a copy of each Schedule entered into under this MOU within a month of the Schedule being signed by WA Police Force and the Third-Party Provider.

6. Roles and Responsibilities

- 6.1. WA Police Force will:
 - a. coordinate the installation of a Gateway Device, or any similar device utilised by the Vendor for the purposes of linking a Third-Party Provider's CCTV System to the Vendor's Platform, at any site where the control centre of a participating Third-Party Provider's CCTV System is located;
 - b. meet all the reasonable costs of installation (not including bandwidth) and maintenance during the Warranty Period of the Gateway Device;
 - c. adhere to any additional terms specified in the relevant Schedule by a Third-Party Provider relating to the ability to move or adjust the Third-Party Provider's CCTV System;
 - d. ensure that all necessary liaison, assistance and cooperation is provided to the Third-Party Provider's staff to facilitate the successful operation of the CCTV Sharing Scheme;
 - e. access and utilise the Vendor's Platform and data contained within for the purposes of, or in connection with, the performance or exercise of its official functions, duties or powers, and for the purposes for which the data was obtained; and
 - f. be solely responsible for the use of any data obtained or retained in accordance with this MOU.
- 6.2. WA Police Force will not be responsible for the day-to-day monitoring of the CCTV System.
- 6.3. Notwithstanding clause 6.2, WA Police Force, in consultation with the relevant Third-Party Provider, may monitor the relevant CCTV System to the extent that is consistent with clause 9.3 if required, however such monitoring is not to interfere with the activities of the staff of other Third-Party Providers.

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6.4. WALGA will:

- a. assist WA Police Force with establishing the framework to enable LGA participation in the CCTV Sharing Scheme, providing input as set out in this MOU; and
- b. provide encouragement, guidance and support to WA Local Governments who are WALGA members that propose to be Participants, including with respect to the process, purpose and effect of entering into a Schedule to this MOU and participating in the CCTV Sharing Scheme.

6.5. It is intended that any Third-Party Provider will:

- a. allow the installation of the Gateway Device or any similar device utilised by the Vendor for the purposes of linking a Third-Party Provider's CCTV System to the Vendor's Platform, subject to the outcome of the Discovery Process as outlined in clause 6.6;
- b. allow WA Police Force access to a Third-Party Provider's CCTV System using the Vendor's Platform;
- c. be responsible for maintenance, repair or replacement of the Gateway Device after the Warranty Period has expired (as outlined in 6.1 a.);
- d. collaborate with the Vendor and WA Police Force to either perform (if requested) or provide assistance (if required) to configure the appropriate 'camera profile' on nominated CCTV cameras, to enable secondary streams to be sent on request to the Gateway Device, or any similar device utilised by the Vendor for the purposes of linking a Third-Party Provider's CCTV System to the Vendor's Platform;
- e. liaise with WA Police Force prior to upgrading or altering their CCTV System in any way that may impair the compatibility of facilities installed at their premises with the Vendor's Platform; and
- f. report to the WA Police Force liaison officer at clause 17.1, in writing as soon as practicable, any issues that are affecting or may affect the CCTV access being provided e.g., camera faults or removal.

6.6. Discovery Process

- a. Prior to the installation of the Gateway Device or before the upgrade or alteration of the Third-Party Provider's CCTV System, the Vendor and the Third-Party Provider will undergo a discovery process to define and understand:
 - i. The CCTV System used by the Third-Party Provider;
 - ii. Agreement on which CCTV cameras can be shared with WA Police Force;
 - iii. Agreement on the bandwidth to be made available by the Third-Party Provider;

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- iv. The resolution to be used for streaming the CCTV cameras; and
 - v. The physical location where the Gateway Device will be installed.
- b. After consultation and agreement with the Third-Party Provider, the Vendor will develop a 'low-level' architecture that will detail installation and connection in a manner that does not impact the operations of the Third-Party Provider.
 - c. The intent of the discovery process is to minimise or eliminate any impact on the Third-Party Provider's operations, infrastructure or software. Acceptance of the plan includes acceptance of any risk.
 - d. During the discovery process, the Vendor can address any particular queries that the Third-Party Provider may have.
 - e. Installation of the Gateway Device will only proceed if all Parties are satisfied with the discovery process and after endorsement by the Vendor and the Third-Party Provider.

7. Principles

- 7.1. The Participants will take all reasonable steps to ensure that any data shared between any of the Participants under the auspices of this MOU will be:
 - a. shared securely, safely and lawfully;
 - b. consistent with the legal, privacy and security obligations applicable to each of the Participants; and
 - c. managed as set out in this MOU and Schedules.

8. Funding

- 8.1. Except as provided for in clause 6 of this MOU or any Schedule to this MOU, all Participants will meet their own operational costs (including bandwidth) associated with the activities stemming from the operation of this MOU.

9. Intended Data Sharing Process

- 9.1. Third-Party Providers shall nominate which public-facing CCTV cameras and/or live streams within their jurisdiction will be viewable by WA Police Force.
- 9.2. WA Police Force will have access to the nominated live CCTV feeds of Participants at all times for the duration of the relevant Schedule and/or this MOU.
- 9.3. Unless otherwise agreed by a relevant Third-Party Provider, WA Police Force will not have operative control of any mechanical pan/tilt/zoom (PTZ) CCTV cameras.
- 9.4. WA Police Force may use the Vendor's Platform to take an image of any person/s or thing captured by the Third-Party Provider's CCTV System which is of interest in relation to a law enforcement or community safety issue; for the purpose of further police investigation; or for the purpose of intelligence-gathering, including dissemination internally within WA Police Force.

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- 9.5. WA Police Force may use the Vendor's Platform to release an image of any person or thing captured by the Third-Party Provider's CCTV System externally to media outlets for the purpose of law enforcement or community safety; further police investigation; or for the purpose of intelligence-gathering. This will not be released without prior approval, in writing, from the Third-Party Provider.
- 9.6. WA Police Force may share any live CCTV feed available through the Vendor's Platform on the basis of this MOU with other Australian law enforcement agencies for the purposes of community safety, maintaining law and order or investigating alleged criminal behaviour or activity under Australian law, including the law of any Australian State or Territory.
- 9.7. Where WA Police Force requires the retrieval or use of any footage captured by a Third-Party Provider's CCTV System for evidential purposes or for further investigation, a request will be made to the Third-Party Provider directly for export of the relevant footage in accordance with any applicable legislation and WA Police Force operating procedures.

10. Vendor and WA Police Force Access and IT Security

- 10.1. The Vendor will implement a single sign-on (**SSO**) function for WA Police Force staff to access the Vendor's Platform. The SSO function will make the Vendor's Platform a Restricted Access Computer system and therefore any unlawful access or use of data from the CCTV System may constitute a criminal offence under s 440A of the *Criminal Code* (WA).
- 10.2. The role of the Vendor is to link data systems between WA Police Force and Third-Party Providers. The Vendor does not store any data and is not appraised of the purpose of any data sharing on the Vendor's Platform in accordance with this MOU.
- 10.3. The Vendor's Platform will operate on an Australian based server, and at no time will data move off-shore.
- 10.4. WA Police Force staff will access the Vendor's Platform through their police computer network logon and can only access that network consistent with the security controls that are in place. All access to the Vendor's Platform and activities conducted within are logged and can be audited at any time by WA Police Force, if required.
- 10.5. The Vendor's Platform will not be accessible on the internet.

11. Security of Data

- 11.1. The Participants will take appropriate measures to secure any data collected or retained in accordance with this MOU, as applicable, in accordance with relevant legislation and internal policies, and agree to ensure:
 - a. appropriate security measures are in place to protect data provided by any other Participant from unauthorised use, access, modification or disclosure;
 - b. that any of their personnel who are authorised to access data provided by any other Participant will not record, disclose or communicate such data except in

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the performance of official duties, or as otherwise set out in this MOU or any Schedule or as agreed between the relevant Participants or where permitted by law.

- c. the provisions of this MOU governing the use, protection, and handling of data collected or retained in accordance with this MOU will survive the termination of this MOU.

12. Third Party Access to Data

- 12.1. Other than as provided for in clauses 9.4 to 9.7, and unless required by any applicable law, any data collected or retained in accordance with this MOU shall not be shared with, or transferred to any third party without the prior written consent of the Third-Party Provider from whom the data originated.

13. Conflict of Interest

- 13.1. If a conflict of interest arises in respect to or between any Participants, the relevant Participants must:
 - a. promptly notify the other Participant/s that the conflict has arisen and provide full details; and
 - b. take reasonable steps in consultation with the other Participant/s to resolve or remove the conflict as soon as possible.

14. Dispute Resolution

- 14.1. Any dispute that arises between the Parties in relation to the content or operation of this MOU will be referred to the respective Liaison Officers, nominated in clause 17, and the applicable Schedule for resolution. Where the Liaison Officers are unable to resolve the dispute, the matter may be referred to the signatories to this MOU for resolution.

15. Commencement and Duration

- 15.1. This MOU comes into effect on the Commencement date.
- 15.2. This MOU remains in effect until it is cancelled in writing by either Party, providing a minimum of 30 days' notice.
- 15.3. This MOU may be executed in any number of counterparts which, when taken together will be considered as one document.

16. Review and Variation

- 16.1. This MOU is to be reviewed within a period of two years after the Commencement date, and every two years thereafter. This MOU may be reviewed at any other time at the request of either Party. This MOU, excluding the Schedules, may only be varied by written agreement of the Parties.
- 16.2. In the event of an inconsistency between this MOU and a Schedule to this MOU, the inconsistency shall be resolved in favour of the Schedule.

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17. Liaison Officers

- 17.1. The following positions are the first point of contact for the Parties for any queries relating to this MOU:

WA Police Force

Divisional Superintendent
State Operations Command Centre
(08) 9263 2492
SOCCDivisionalOffice@police.wa.gov.au

WALGA

Tony Brown
Executive Director Member Services
(08) 9213 2051
tbrown@walga.asn.au

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ENDORSEMENT



SIGNED FOR AND ON BEHALF OF

WESTERN AUSTRALIA POLICE FORCE by:

Arlene Mavratsou APM

Assistant Commissioner

State Intelligence and Command

18 October 2024

SIGNED FOR AND ON BEHALF OF
WESTERN AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION by:



Nick Sloan

Chief Executive Officer

Date: 25 October 2024



XXX

WA Police Force Ref: 0691-2024-**

OVERARCHING MEMORANDUM OF UNDERSTANDING

BETWEEN

WESTERN AUSTRALIA POLICE FORCE

AND

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

IN RELATION TO

ACCESS TO LOCAL GOVERNMENT AREAS' LIVE CCTV FEEDS

SCHEDULE 0691-2024-- Shire of Waroona**

1. INTRODUCTION

- 1.1 This Schedule is made pursuant to clause 5.1 of the Overarching Memorandum of Understanding between the Western Australia Police Force and Western Australian Local Government Association (**WALGA**), '*in relation to Access to Local Government Areas' Live CCTV Feeds*' (reference 0691-2024) (**Overarching MOU**).
- 1.2 This Schedule is to be read in conjunction with the Overarching MOU.
- 1.3 In the event of an inconsistency between the Overarching MOU and this Schedule, the inconsistency shall be resolved in favour of this Schedule.
- 1.4 This Schedule forms the basis of an understanding between the WA Police Force, and the Shire of Wyndham
- 1.5 The purpose of this Schedule is to:
 - a. acknowledge the ownership of CCTV data being with the Shire of Waroona and to facilitate the sharing of that data with the WA Police Force for the purpose as outlined in clause 1.4 of the Overarching MOU; and
 - b. formalise the roles and responsibilities of the WA Police Force and Shire of Waroona] as at clauses 6.1, 6.5 and 6.6 of the Overarching MOU.

2. DEFINITIONS AND INTERPRETATION

For the purposes of this Schedule, the following definitions apply:

Parties	Means the WA Police Force and Shire of Waroona, and Party is a reference to either of them.
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The remainder of the terms of this Schedule shall be interpreted in accordance with the Overarching MOU.

3. AGREEMENT TO SHARE CCTV

- 3.1 The Shire of Waroona agrees to share its live CCTV feed with the WA Police Force, subject to clause 4 of this Schedule.
- 3.2 The Shire of Waroona confirms it has reviewed the terms of the Overarching MOU and accepts those terms, including that the Shire of Waroona agrees to the roles and responsibilities of a 'Third-Party Provider' (and Participant) as set out in the Overarching MOU.

4. SPECIFIC CONTENT

- 4.1. Add content or Not Applicable

5. DURATION

- 5.1. This Schedule takes effect on the date of execution by the Parties and remains in effect until cancelled in writing by either Party, providing a minimum of 30 days' notice.

- 5.2. This Schedule will otherwise automatically terminate in the event that the Overarching MOU is terminated unless otherwise agreed by the Parties.

6. REVIEW OF THE SCHEDULE

- 6.1. This Schedule is to be reviewed every 2 years from the date of execution by the Parties or at any other time at the request of either Party.
- 6.2. This Schedule may be executed in any number of counterparts which, when taken together will be considered as one document.

7. LIAISON OFFICERS

- 7.1. The following delegated authority positions are the first point of contact for any queries relating to this Schedule:

WA Police Force
Divisional Superintendent
State Operations Command Centre
(08) 9263 2492
SOCCDivisionalOffice@police.wa.gov.au

Shire of Waroona
[Rank / Position]
[Division / Portfolio]
PH
Email

8. COSTS

- 8.1. Each Party agrees to bear its own costs in relation to fulfilling the objectives and responsibilities under this Schedule.

9. ENDORSEMENT

**SIGNED FOR AND ON BEHALF OF THE
WESTERN AUSTRALIA POLICE FORCE** by:

[NAME]
[TITLE]

Date:

**SIGNED FOR AND ON BEHALF OF
[LGA]** by:

[NAME]
[TITLE]

Date:

Persona – Local Government Community Services/Safety Manager

Summary of Key User Persona Information

A part of the role of the Community Safety Manager is to build community unity, resilience and a sense of community safety. To achieve this the role works closely with other Local Government (LG) departments and external partners, especially police.

Many LGs have specific community safety assets and services that are managed by this role, including security patrols, ANPR and CCTV camera networks. In some instances, the CCTV network is shared directly with local police.

This project presents an opportunity to enhance the CCTV sharing opportunities with the WA Police Force through the SaferCities vGRID platform to enhance community safety.

Who are SaferCities and how does their system work?

SaferCities is a New Zealand based company who are committed to supporting police to create safer communities. Since 2014 SaferCities have worked closely with New Zealand Police, and other Australian Policing jurisdictions to deliver products to support their policing efforts.

One of the products they have developed to achieve this is the vGRID Streams module which is an agnostic video streaming solution that is able to send CCTV feeds from any CCTV video management system through the platform to police.

Based on their success in New Zealand, SaferCities have broadened their client base to law enforcement agencies in Australia and the United States of America.

In December 2023, the WA Police Force conducted a trial of the vGRID platform, ingesting CCTV feeds from four Local Government councils. Based on the success of that trial WA Police Force intend to deliver this capability to support community safety outcomes

CCTV System Support for Local Government Priorities:

The SaferCities platform and sharing of CCTV with WA Police Force can:

1. Create Safer Communities by coordinating CCTV assets with WA Police Force improving intelligence gathering and emergency response. This enhanced situational awareness helps in resource allocation, monitoring crime hotspots, and legal evidence collection, thus boosting public and officer safety.
2. Enhance Community Confidence with CCTV in public areas deterring potential offenders and increases community confidence. Sharing CCTV footage with WA Police Force improves policing and contributes to crime prevention, enhancing overall public safety.
3. Protect Local Government Assets with CCTV serving as a deterrent against crime targeting council infrastructure and aids in police investigations if these assets are compromised.

How is your CCTV network supporting safer communities and the WA Police Force objectives?

The CCTV network supports WA Police Force objectives by enhancing the effectiveness of law enforcement, counter-terrorism, and emergency services. Coordinating the State's CCTV assets through the SaferCities vGRID platform significantly improves the ability of the WA Police Force to gather intelligence and respond to emergencies, prevent crime, and enforce the law.

How much will it cost the city to support this initiative?

There are no upfront capital costs required from the donor to set up this solution. The gateway device will be provided by the WA Police through SaferCities. There is a five-year warranty on the device and the warranty will be used to cover any repair/replacement requirements.

After the five-year warranty period any replacement costs will be borne by the donor. The current cost of devices ranged from \$3,000 to \$4,500 dependent on the size required to support the CCTV network of the donor.

The donor will need to provide internet bandwidth for the data to be sent to the SaferCities vGRID platform. The cost of that data bandwidth will be a recurrent cost to the donor. Of note however the bandwidth to transfer the CCTV data is only required when the CCTV is being viewed by police. It is envisaged that the only cost to you will be the charged by your ISP for the bandwidth when Police choose to stream your footage. As this is not a constant feed and only performed when required, the cost is minimal.

Key Community Safety Benefits:

1. Enhanced Police Situational Awareness: Access to extensive CCTV resources allows for better awareness of crime hotspots and efficient resource allocation.
2. Improved Police Response Times: Real-time CCTV footage supports rapid decision-making and resource deployment during incidents.

Scenarios Demonstrating Effectiveness:

1. **Large Fight at Basketball Courts:**
 - **Initial Report:** Large fight involving weapons.
 - **CCTV Use:** The State Operations Command Centre (SOCC) views live footage, identifies key suspects, and dispatches police force resources and medical response based on the real-time information.
 - **Outcome:** Prompt, appropriate and informed response with medical assistance pre-arranged.

2. Handbag Theft:

- **Initial Report:** Victim reports theft and sees suspect fleeing.
- **CCTV Use:** SOCC tracks suspect via multiple camera feeds, including from the Public Transport Authority.
- **Outcome:** Police locate and arrest the suspect at the train station as they attempt to escape.

3. Group displaying anti-social behaviour

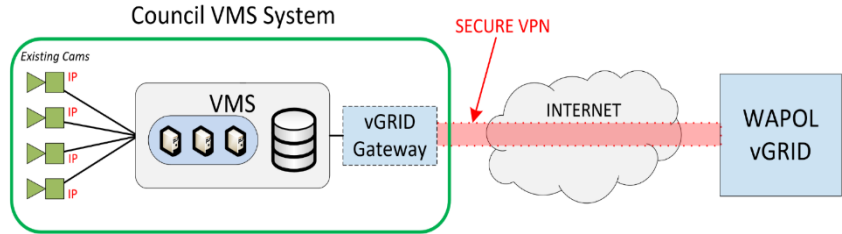
- **Initial Report:** Community Safety officer observes aggressive group of persons, consuming alcohol, damaging local government property. Contacts WA Police via 131 444 and advises area covered by CCTV.
- **CCTV Use:** SOCC identifies location on the SaferCities vGRID platform and begins monitoring group. Screenshots of suspects are sent to WA Police Officers responding to job.
- **Outcome:** Police attend, locate and speak with the group, issuing move on orders and Infringement notices. Group are monitored on the SaferCities vGRID platform to ensure they leave the area.

Overall, the CCTV network enhances police efficiency and effectiveness in managing incidents and securing the community.

Frequently asked questions (FAQ)

The WA Police Force and SaferCities project team will be in regular communication with the donor sites team, and consequently are able to answer any questions. To support this the following FAQ have been developed to address questions received from other LGs.

Question	Response
Is there a formal agreement in place?	Yes. With respect to LGs the WA Police have entered into a MOU overarching agreement with WALGA as a collective representing body for all LGs. That agreement contains the majority of the topics of agreement. LGs who agree to these over-arching terms will sign a Schedule to that header agreement. The Schedule provides an opportunity for some minor variations to the header agreement.
How does the implementation process work?	The WA Police Force will make a formal approach to the CEO of the donor organisation seeking support to participate in his initiative. Should in-principal support be received the WA Police and SaferCities project team will initiate contact with the Community Services/Security Managers and the LG technical team to discuss the concept and begin the discovery process. The overarching MOU will be sent to the donor for review and if endorsed this will provide the mandate to finalise the discovery process. The Schedule from the LG will then be completed and added to the WALGA and WA Police Force records.

	At the end of the discovery process SaferCities will document the solution and integration plan with both SaferCities and the donor signing off on the plan. Once the plan is signed off a Gateway device will be physically installed and the system will go live.
Broadly speaking how does the sharing process work?	SaferCities will install a network gateway device on to your existing video management system (VMS), allowing connection to the WAPOL vGRID platform, through a secure Virtual Private Network (VPN).  The connection through the vGRID gateway allows live streaming of an existing CCTV network. It is live, displayed via a network browser, and no data will be stored.
Is the CCTV being recorded?	WA Police are not recording the CCTV feeds provided by LGs. The SaferCities vGRID platform offers a live feed only. However, WA Police Officers viewing the live feed can capture and forward screenshots to assist in their response or investigation of incidents.
Who will have access to the CCTV feeds, and how will access be controlled and monitored?	All WA Police Officers will have access to the SaferCities vGRID platform through a single sign-on function on police devices only. WA Police are experienced with restricted access computer systems and are trained to use them in compliance with legal and regulatory standards. The platform tracks and logs: • Who accessed the system • What CCTV feeds were viewed • The date and time of access • Any screenshots taken, including the source feed and user details
Will the platform incorporate local businesses, organisations, and community members' CCTV systems?	To incorporate a CCTV feed into the SaferCities vGRID platform, a gateway device must be connected to the donor VMS, providing a secure connection between the donor and WA Police Force for live video. Due to this requirement, WA Police Force are not looking to incorporate CCTV feeds from individual community members or local businesses.
What cameras can be viewed by WA Police?	The vGRID platform allows the donor to decide which CCTV cameras will be able to be viewed by police through the platform. The decision on which cameras will be viewable will ultimately rest with the donor.
Will the existing VMS support SaferCities, or will there be upgrades required to it?	The only work required is the installation of the vGRID gateway device. There is not expected to be any disruption to, or required upgrades on your existing system.

Will my current network be impacted by the increase in data flow?	SaferCities will work with the donor LGs technical team to design a solution that works for all parties. A fundamental component of that solution is ensuring there is no adverse impact on a network that impacts the ability to perform normal business operations.
Are police actively monitoring the CCTV?	WA Police Force will not be actively monitoring the CCTV feeds. They may view the feed when an incident is reported by community members or community safety officers to enhance the response provided.
How will the implementation of this system be communicated to the community?	WA Police Force will work with any donor and support any public communications requested by the donor.
How will CCTV be requested and provided to WA Police Force?	The CCTV that is viewed through SaferCities is meant for intelligence and operational tactical decision making only. Any evidentiary requests for CCTV will follow existing defined processes.