



MINUTES

ORDINARY COUNCIL MEETING

Tuesday 22 September 2026

Shire of Waroona Council Chamber

TABLE OF CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	3
2.	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTION TIME	3
5.	PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS	4
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
6.1	Ordinary Council Meeting – 25 August 2026.....	4
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	4
8.	ANNOUNCEMENTS BY MEMBERS	4
9.	DISCLOSURES OF INTEREST	4
10.	EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS	4
10.1	Peel Country Zone Meeting - 20 August 2026.....	4
10.2	Alcoa Waroona Sustainability Fund Committee Meeting – 1 September 2026	5
10.3	Finance & Audit Committee Meeting – 25 February 2025.....	5
11.	REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS	6
11.1	INFRASTRUCTURE SERVICES	6
11.1.1	Main Roads Western Australian (MRWA) Application for Speed Zoning Weir Road, Waroona	6
11.2	CUSTOMER & DEVELOPMENT SERVICES	9
11.2.1	Application for Development Approval for Outbuilding – Lot 2 (67) Paterson Road, Waroona	9
11.2.2	Application for Development Approval for Outbuilding and Earthworks – Lot 21 (110) Paterson Road, Waroona	15
11.3	CORPORATE & COMMUNITY SERVICES	21
11.3.1	Listing of Payments for the Month of August 2026.....	21
11.3.2	Statement of Financial Activity for the period ending 31 July 2026.....	24
11.3.3	Statement of Financial Activity for the period ending 31 August 2026	29
11.3.4	2026 Annual Policy Review – Part 3	34
11.3.5	2025 Annual Compliance Audit Return.....	38
11.3.6	Shire of Waroona Fencing Amendment Local Law 2026.....	43
11.3.7	CGP034 – Privacy, Information Handling and Breach of Information Policy	51
11.3.8	Appointment of Deputy under the <i>Health (Miscellaneous Provisions) Act 1911</i>	56
11.3.9	Amendments to Register of Delegations	61
11.4	CHIEF EXECUTIVE OFFICER	67
11.4.1	Drakesbrook Croquet Club Permanent Playing Courts & Facility.....	67
11.4.2	Dadour Provisions	74
11.5.1	2026 Australian Rehabilitation Providers Association (ARPA) National Conference.....	79
12.	BUSINESS LEFT OVER FROM A PREVIOUS MEETING	87
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	87
13.1	WA Police vGRID SaferCity Project – Review.....	87
14.	NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING	92
15.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING.....	92
16.	CLOSURE OF MEETING	92

MINUTES

The audio recording was started.

1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

Cr Walmsley declared the meeting open at 4.00 pm and welcomed Councillors, members of the public and staff.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Mike Walmsley	Shire President
Cr Larry Scott	Deputy Shire President
Cr Karlie Bartle	Councillor
Cr John Mason	Councillor
Cr Karen Odorisio	Councillor
Cr Julie Rowles	Councillor
Cr Brad Vitale	Councillor

Mark Goodlet	Chief Executive Officer
Ashleigh Nuttall	Director Corporate & Community Services
Kirsty Ferraro	Director Customer & Development Services
Rikki Pulfer	Executive Manager Infrastructure Services
Kathy Simpson	Manager Corporate Services
Rhys Bloxsidge	Manager Development Services
Merrin Kirk	Executive Assistant

There were fifteen (15) members of the public present, including one (1) via Teams, at the commencement of the meeting.

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

Kathy Simpson left the meeting, the time being 4.02pm
Kathy Simpson returned to the meeting, the time being 4.02pm.

One (1) member of the public entered the meeting, the time being 4.02pm.

5. PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS

Deputation: Mr Seth Judd, 110 Paterson Road, Waroona WA 6215

Point 5: Would like to use existing water run off.

Point 6: Agreed to lower roof height, not floor size. Was given an option to apply with either and chose lower roof; was then sent through to Council with both not at my knowledge or approval.

Point 6: Natural ground level to be changed to bench ground level.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 25 August 2026

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/114

Moved: Cr Mason

Seconded: Cr Rowles

That the Minutes of the Ordinary Council Meeting held 25 August 2026 be confirmed as being a true and correct record of proceedings.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Cr Walmsley mentioned that he, Cr Mason and Cr Rowles attended the WALGA Local Government Convention last week and will provide a report to Council at the next meeting.

8. ANNOUNCEMENTS BY MEMBERS

Cr Rowles announced that she has been accepted as a representative on the board of the Peel Chamber of Commerce.

9. DISCLOSURES OF INTEREST

Cr Vitale declared an interest affecting impartiality in item 10.2 as he is a committee member of the Waroona Amateur Basketball Association and the Chair of the board at the Waroona District High School.

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

10.1 Peel Country Zone Meeting - 20 August 2026

COUNCIL RESOLUTION / OFFICER RECOMMENDATION**OCM26/09/115****Moved: Cr Rowles****Seconded: Cr Bartle**

That Council receives and notes the Unconfirmed Minutes of the Peel Country Zone meeting held 20 August 2026 as per Appendix 10.1 A.

CARRIED 7/0

Cr Vitale declared an interest affecting impartiality in item 10.2 as he is a committee member of the Waroona Basketball Association and a board member of the Waroona District High School.

10.2 Alcoa Waroona Sustainability Fund Committee Meeting – 1 September 2026**COUNCIL RESOLUTION / OFFICER RECOMMENDATION****OCM26/09/116****Moved: Cr Odorisio****Seconded: Cr Bartle**

That Council:

- 1. receives and notes the Unconfirmed Minutes of the Alcoa Waroona Sustainability Fund Committee Meeting held 1 September 2026 as per Appendix 10.2; and**
- 2. approves the recommendations of the Alcoa Waroona Sustainability Committee meeting held 1 September 2026 (as per Appendix 10.2) for the grant funding recipients, amounts and stipulated conditions.**

CARRIED 7/0**10.3 Finance & Audit Committee Meeting – 25 February 2025****COUNCIL RESOLUTION / OFFICER RECOMMENDATION****OCM26/09/117****Moved: Cr Mason****Seconded: Cr Odorisio**

That Council receives and notes the unconfirmed Minutes of the final Finance & Audit Meeting held 25 February 2025 as per Appendix 10.3.

CARRIED 7/0

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS**11.1 INFRASTRUCTURE SERVICES**

11.1.1 Main Roads Western Australian (MRWA) Application for Speed Zoning Weir Road, Waroona	
File Ref	RO.8 – Roads – Maintenance – Rural; GR.16 – Government Relations – State Liaisons – Department of Main Roads
Previous Items	Nil
Applicant	Nil
Author and Responsible Officer	Executive Manager Infrastructure Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	Nil

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/118

Moved: Cr Mason

Seconded: Cr Odorisio

That Council endorses the submission of an Application for Speed Zone Review to Main Roads Western Australia for Weir Road, Waroona, requesting that the existing speed environment be reviewed and an appropriate posted speed limit be determined in accordance with Main Roads Western Australia's speed zoning policy and guidelines.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to seek Council endorsement to submit an Application for Speed Zone Review to Main Roads Western Australia (MRWA) for Weir Road, Waroona.

The application follows a request made to MRWA for a review of the proposed line marking and signage of Weir Road following the installation of the walk trail. Officers believe that the available data and road environment warrant a consideration for speed zone review by MRWA.

The application would allow MRWA to undertake its formal assessment and determine an appropriate speed zone in accordance with its applicable policy and guidelines. The application does not seek to predetermine a specific posted speed limit.

BACKGROUND

Weir Road, Waroona is the primary road linking to the popular tourist destination being the Drakesbrook Weir. The road is currently unzoned, with the applicable default MRWA speed classification being 50 km/h within built-up areas and 110 km/h outside built-up areas.

The current traffic volume on Weir Road does vary however in peak holiday period the average is approximately 344 vehicles per day (Annual Average Daily Traffic). The speed data recorded the highest speed as 97.1km/h and an 85% percentile of 61.1km/h.

REPORT DETAIL

Officers have considered the request against the current MRWA speed zoning policy.

Based on an assessment against the current policy, the characteristics of Weir Road may support consideration of an 80 km/h posted speed limit. This assessment takes into account factors including the road width, number of residential property accesses and traffic volume.

MRWA is also considering amendments to its speed zoning policy to incorporate a Safer Systems approach. If the proposed approach is adopted, the characteristics of Weir Road may support consideration of a lower speed environment, potentially resulting in a 60 km/h speed zone.

The potential difference in outcomes under the current and proposed approaches highlights the importance of the application being assessed by MRWA rather than the Shire seeking to nominate a specific speed limit.

In undertaking its assessment, consideration should also be given to:

- the function and classification of Weir Road;
- surrounding land use;
- road width and geometry;
- pedestrian activity;
- recorded vehicle speeds;
- current traffic volumes; and
- Tourism businesses and destinations.

The available crash data from 2021 to 2025 doesn't record any crashes on Weir Road. However previously there was one recorded fatality which occurred prior to 2021. Whilst the available information does not indicate a significant crash history on Weir Road, the winding pathway with the inclusion of the walk trail does warrant for the speed posting to be reviewed.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Main Roads Speed Zoning Policy and Application Guidelines
Freedom of Information Act 1982.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

A review of the posted speed limit may provide a positive outcome for residents and other road users if MRWA determines that a lower speed environment is appropriate.

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

Nil.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Shire not reviewing and addressing road safety issues adequately.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	By reviewing the road safety issues following the installation of the walk trail the Shire by submitting a speed zone application, demonstrates that the Shire has considered the concerns raised and is advocating for an appropriate speed environment while recognising that the final determination of the speed zone rests with MRWA.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Chief Executive Officer

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

Officers consider the road environment and traffic data available warrants further consideration by MRWA, especially considering the high traffic volume during peak periods including the additional pedestrian movements with the new walk trail installation.

Officers do not consider it appropriate for Council to nominate a specific speed limit. Rather, the appropriate posted speed limit should be determined through MRWA's formal speed zoning assessment, having regard to the applicable policy, road environment and available traffic and safety information.

Accordingly, officers recommend that Council endorse the submission of an Application for Speed Zone Review to MRWA for Weir Road, Waroona.

11.2 CUSTOMER & DEVELOPMENT SERVICES

11.2.1 Application for Development Approval for Outbuilding – Lot 2 (67) Paterson Road, Waroona	
File Ref	TP2882
Previous Items	Nil
Applicant	Benjamin and Kelli Wright
Author and Responsible Officer	Director Customer and Development Services
Declaration of Interest	Nil
Voting Requirements	Simple majority
Appendix Numbers	11.2.1 – Wright Plans

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/119

Moved: Cr Rowles

Seconded: Cr Mason

That Council approves the Application for Development Approval for an outbuilding at Lot 2 (No. 67) Paterson Road, Waroona subject to the following conditions:

1. Development shall occur in accordance with the following plans:
 - a. DRW 1 of 2, TP2882, dated 14 August 2026
 - b. DRW 2 of 2, TP2882, dated 3 September 2026
2. The outbuilding shall only be used for domestic storage purposes. The outbuilding shall not be used for human habitation, commercial or industrial use without the written approval of the local government.
3. The external surface colour of the outbuilding shall have a solar reflective index of less than 70, unless otherwise approved in writing by the local government.
4. Prior to lodging of a building permit application, a detailed vegetation screening plan for the area marked in blue on DRW 2 of 2 shall be submitted to and approved by the local government. The vegetation screening plan shall:
 - a. detail the precise location, number, size and species of shrubs and trees to be planted;
 - b. provide a mixture of trees and shrubs, with appropriate spacing, to ensure the outbuilding is adequately screened from the adjoining property to the east as the vegetation matures;
 - c. provide trees with a minimum height of 1m at the time of planting and shrubs with a minimum height of 0.5m at the time of planting; and
 - d. use tree and shrub species that are endemic to the local area.

The approved vegetation screening plan shall be implemented during the next available winter planting period following approval of the plan. All vegetation thereafter shall be maintained in a healthy condition, and any vegetation that dies shall be replaced as soon as practicable to the satisfaction of the local government.

Advice Notes:

1. **This is a development approval issued under the Shire of Waroona Local Planning Scheme No. 7 only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.**
2. **This approval relates to the details shown on the approved plans. To undertake the development in a different manner, a new application for development approval must be submitted to the Shire of Waroona.**
3. **Prior to the commencement of construction, a Building Permit is required in accordance with *Building Act 2011*.**
4. **If you are dissatisfied with this decision, you may request that the Shire of Waroona reconsider the decision. A request for reconsideration does not affect any right of review or appeal available to you under the *Planning and Development Act 2005*.**

CARRIED 7/0

IN BRIEF

- A development application has been received for an outbuilding at Lot 2 (67) Paterson Road, Waroona.
- The applicant originally proposed an outbuilding with a floor area of 310m². Following an internal assessment, Shire officers raised concerns regarding the scale of the proposed outbuilding and requested that the applicant reduce its size by approximately 25%.
- The applicant subsequently submitted amended plans reducing the proposed outbuilding to 260m².
- The amended proposal continues to exceed the maximum floor area and height standards prescribed by Shire of Waroona Local Planning Policy No. 12 'Domestic Outbuildings in Rural Lifestyle and Peri-urban areas (the Policy).
- The subject property is located within an established rural living area that has been progressively subdivided and developed over a number of years. As a result, the locality contains a range of lot sizes and development, including a number of outbuildings that are larger than the maximum standards currently prescribed by the Policy.
- Consideration of the application therefore requires a balance between the standards and objectives of the current Policy, the established character and amenity of the locality, and ensuring that new development does not result in an unacceptable impact on adjoining properties.
- Subject to conditions addressing use and visual amenity, the proposal is considered acceptable.

BACKGROUND

The subject property is a battleaxe lot with direct access to Paterson Road. It is 6,780m² in area and is currently vacant of improvements. The property was created as part of a recent subdivision, with titles issued earlier this year.

The broader locality has been progressively subdivided and developed over a number of years. Consequently, development within the surrounding rural living area reflects different periods of subdivision and development and includes a range of lot sizes and built forms. This includes the presence of a number of outbuildings with floor areas greater than the maximum standards currently prescribed by the Policy.

The development application as originally submitted proposed an outbuilding with a floor area of 310m². Following an internal assessment of the proposal against the applicable planning framework, Shire officers raised concerns regarding the scale of the proposed outbuilding in relation to the property size and requested that the applicant reduce its floor area by approximately 25%.

In response, the applicant submitted amended plans reducing the proposed floor area to 260m². While the amended proposal does not achieve the full reduction initially sought by officers and remains significantly larger than the maximum floor area prescribed by the Policy, it represents a 50m² reduction in the overall floor area from that originally proposed.

The amended outbuilding has a floor area of 260m², a wall height of 4.5m and a ridge height of 5.38m.

The outbuilding is proposed to be set back 3.5m from the eastern side boundary, 49m from the front boundary, 42m from the rear boundary and 46m from the western side boundary.

The submitted plans are at Appendix 11.2.1

REPORT DETAIL

The subject property is zoned 'Urban 6 – Rural Living' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme). The Shire of Waroona Local Planning Policy No. 12 *Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas* (the Policy) applies to development within this zone and is therefore relevant to the assessment of the application.

For a property of this size, the Policy prescribes the following maximum size standards for an outbuilding:

Standard	Policy Maximum	Proposed	Variation
Floor area	150m ²	260m ²	+110m ²
Wall height	3.6m	4.5m	+0.9m
Ridge height	4.2m	5.38m	+1.18m

Development approval is required for any outbuilding that exceeds one or more of these standards. The proposed outbuilding exceeds the maximum floor area by 110m², the wall height by 0.9m and the ridge height by 1.18m.

In determining the application, the local government is required to have regard to the relevant provisions and objective of the Policy. A local planning policy provides guidance for decision making but does not operate in the same manner as a mandatory development standard under the Scheme. Accordingly, a proposal that does not meet the numerical standards of the Policy may still be considered on its merits, having regard to the objectives of the Policy and other relevant planning considerations.

In this instance, the characteristics of the subject site and the established character and amenity of the surrounding Urban 6 Rural Living area are particularly relevant. The locality has been progressively subdivided and developed over a number of years and, as a result, contains a mixture of lot sizes, dwelling forms and outbuildings, including a number of existing outbuildings that are larger than the maximum standards currently prescribed by the Policy.

The presence of larger existing outbuildings does not, in itself, justify a further variation to the Policy. However, the established built form is relevant when considering whether the scale and siting of the proposed outbuilding would be inconsistent with the character of the locality or result in an unacceptable impact on the amenity of adjoining properties.

The assessment therefore requires a balance between the standards and objectives of the current Policy and the established character and amenity of the locality. The following table considers the proposal against the relevant objectives of the Policy and assesses whether the proposed variations are acceptable in the circumstances.

Policy Objective	Reporting Officer's Comment
Ensure domestic outbuildings in rural lifestyle areas and peri-urban areas are not used for human habitation, commercial or industrial purposes.	A condition of approval is recommended restricting the use of the outbuilding to domestic storage purposes only.
Permit domestic outbuildings in rural lifestyle and peri-urban areas that are appropriately sited and seized to ensure they do not detract visually from the amenity of the area, streetscape, neighbouring properties and public vantage points.	The side wall of the outbuilding is 26m long and 4.5m high. Ordinarily, the bulk and scale of an expanse of sheet metal such as this would be highly noticeable and unsightly if it was in a prominent position. In this case however, the outbuilding will not be highly noticeable from the street as it the subject property is a battleaxe lot and is screened from the street by existing vegetation. Further, the boundary of the neighbouring property to the west is 46m from the proposed outbuilding. This is considered a suitable distance to reduce the impact of the building bulk of the western wall of the shed to the adjoining landowner. It should be noted there is an outbuilding on this adjoining property that has a floor area of 320m². The visual impact of the outbuilding would be most significant on the adjoining property to the east. The eastern wall of the outbuilding is proposed to be only 3.5m from the eastern boundary. In order to reduce the visual impact, plantings of trees and shrubs between the boundary and the outbuilding would assist in screening the expanse of sheet metal and break up the building bulk, particularly when the trees and shrubs mature. A landscaping condition to this effect has been added.
Ensure domestic outbuildings in rural lifestyle and peri-urban areas are sited in a manner that does not cause environmental harm and minimises the extent of any clearing of native vegetation that may be necessary.	No clearing of any native trees is required for the construction of the outbuilding. The natural environment will not be impacted.

In light of the above assessment of the proposed outbuilding against the Policy objectives, the proposed outbuilding is considered to meet the local planning framework.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
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Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.3 A planning framework that is visionary, supports connectivity and enables participation that ensures quality, diverse and innovative planning outcomes that meets community aspirations
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Shire of Waroona Local Planning Scheme No. 7

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Waroona Local Planning Policy No. 12 Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

The scale and proximity of the outbuilding to the eastern boundary has the potential to impact the visual amenity of the adjoining property. The recommended vegetation screening will assist in reducing the perceived bulk of the outbuilding and mitigating this impact as the vegetation matures.

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

No significant environmental impacts are anticipated. No native vegetation is required to be cleared to facilitate construction of the outbuilding.

Policy Implications

The proposed outbuilding exceeds the maximum floor area, wall height and ridge height standards prescribed by Local Planning Policy No. 12 *Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas*. The proposed variations have been assessed against the objectives of the Policy and, for the reasons outlined in this report, are considered acceptable.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Approving large outbuildings can impact public perception, particularly when enquirers and residents have been advised of the maximum size standards in the local planning policy. Notwithstanding, variation to the requirements of local planning policy must be considered on their merits.
Consequence	2 - Minor
Likelihood	2 - Unlikely

Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Conditions of approval will reduce the visibility of the outbuilding.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

The proposal was referred to adjoining neighbours for comment. No comments were received during the referral period.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

The applicant has paid the applicable development application fee.

Workforce

Administration and assessment of the development application have been undertaken wholly by Customer and Development Services.

CONCLUSION

While the proposed outbuilding exceeds the size standards of the Policy, the proposal is considered acceptable having regard to the characteristics of the site, the established built form and amenity of the surrounding Rural Living area, and the applicant's reduction in the size of the outbuilding from that originally proposed.

The primary potential amenity impact to the adjoining property to the east can be appropriately mitigated through the recommended vegetation screening. On balance, the proposal is considered to satisfy the objectives of the Policy and, subject to the recommended conditions, approval is recommended.

11.2.2 Application for Development Approval for Outbuilding and Earthworks – Lot 21 (110) Paterson Road, Waroona	
File Ref	TP2889
Previous Items	Nil
Applicant	Seth Judd
Author and Responsible Officer	Director Customer & Development Services; Manager Development Services
Declaration of Interest	Nil
Voting Requirements	Simple majority
Appendix Numbers	11.2.2 – Judd Plans

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/120

Moved: Cr Vitale

Seconded: Cr Rowles

That Council approves the Application for Development Approval for an outbuilding at Lot 21 (No. 110) Paterson Road, Waroona subject to the following conditions:

- 1. Development shall occur in accordance with the following plans unless otherwise required to be modified by any conditions below:**
 - a. DRW 1 of 2, TP2889, dated 5 August 2026**
 - b. DRW 2 of 2, TP2889, dated 19 August 2026**
- 2. The outbuilding shall only be used for domestic storage purposes. The outbuilding shall not be used for human habitation, commercial or industrial use without the written approval of the local government.**
- 3. The external surface colour of the outbuilding shall have a solar reflective index of less than 70, unless otherwise approved in writing by the local government.**
- 4. Prior to lodging of a building permit application, a detailed vegetation screening plan for the area marked in blue on DRW 2 of 2 shall be submitted to and approve by the local government. The vegetation screening plan shall:**
 - a. detail the precise location, number, size and species of shrubs and trees to be planted;**
 - b. provide a mixture of trees and shrubs, with appropriate spacing, to ensure the outbuilding is adequately screened from the adjoining property to the east and west as the vegetation mature;**
 - c. provide trees with a minimum height of 1m at the time of planting and shrubs with a minimum height of 0.5m at the time of planting; and**
 - d. use trees and shrubs that are endemic to the local area.**

The approved vegetation screening plan shall be implemented during the next available winter planting period following approval of the plan. All vegetation thereafter shall be maintained in a healthy condition, and any vegetation that dies shall be replaced as soon as practicable to the satisfaction of the local government.

- 5. Prior to lodging an application for a building permit, a stormwater management plan prepared by a suitably qualified professional shall be submitted to and approved by the local government. The plan shall demonstrate that stormwater generated by the outbuilding and associated earthworks will be contained and**

managed on site without adversely affecting adjoining properties or Paterson Road. The approved stormwater management plan shall be implemented and thereafter maintained to the satisfaction of the local government.

- 6. Prior to lodging an application for a building permit, amended plans shall be submitted to and approved by the local government demonstrating:**
 - a. a maximum wall height of 5.0 metres above natural ground level;**
 - b. a maximum ridge height of 6.0 metres above natural ground level; and**
 - c. a minimum 10% reduction in the floor area of the enclosed component of the outbuilding.**

Advice Notes:

- 1. This is a development approval issued under the Shire of Waroona Local Planning Scheme No. 7 only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.**
- 2. This approval relates to the details shown on the approved plans. To undertake the development in a different manner, a new application for development approval must be submitted to the Shire of Waroona.**
- 3. Prior to the commencement of construction, a Building Permit is required in accordance with Building Act 2011.**
- 4. If you are dissatisfied with this decision, you may request that the Shire of Waroona reconsider the decision. A request for reconsideration does not affect any right of review or appeal available to you under the *Planning and Development Act 2005*.**

CARRIED 7/0

IN BRIEF

- A development application has been received for an outbuilding at Lot 21 (110) Paterson Road, Waroona.
- The proposed outbuilding has a floor area of 297m², a wall height of 5.8 metres and a ridge height of 6.77 metres. Following assessment, Shire officers recommend that the outbuildings size is reduced as specified in condition 6 of the Officer recommendation.
- Despite these reductions, the outbuilding would continue to exceed the maximum floor area and height standards prescribed by Local Planning Policy No. 12 Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas (the Policy).
- The subject property is located within an established rural living area that has been progressively subdivided and developed over a number of years. As a result, the locality contains a range of lot sizes and development, including a number of outbuildings that are larger than the maximum standards currently prescribed by the Policy.
- Consideration of the application therefore requires a balance between the standards and objectives of the current Policy, the established character and amenity of the locality, and ensuring that new development does not result in an unacceptable impact on adjoining properties.
- Subject to conditions addressing use and visual amenity, the proposal is considered acceptable as outlined in the recommendation.

BACKGROUND

The subject property is 7,461m² in area and is currently vacant of improvements.

The application proposes an outbuilding with a floor area of 297m², a wall height of 5.8m and a ridge height of 6.77m. The outbuilding is proposed to be set back:

- 22 metres from the western side boundary;
- 14.4 metres from the eastern side boundary;
- 85 metres from the front boundary; and
- 45 metres from the rear boundary.

The property is located within an established rural living area that has been progressively subdivided and developed over a number of years. Consequently, the surrounding locality contains a range of lot sizes and built forms, including several outbuildings that exceed the maximum dimensions currently prescribed by Local Planning Policy No. 12.

Earthworks are also proposed to create a level building site. This would involve cutting soil from the higher portion of the property toward the rear boundary and using the excavated material as fill within the proposed building area. An earthworks plan has been submitted showing the proposed changes to ground levels.

Following assessment, Shire officers recommend that the wall height, ridge height and enclosed floor area of the outbuilding be reduced as specified in the Officer Recommendation. These modifications, together with vegetation screening and stormwater management requirements, are intended to reduce the development's potential impact on adjoining properties.

The submitted plans are at Appendix 11.2.2.

REPORT DETAIL

The subject property is zoned 'Urban 6 – Rural Living' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme). The Shire of Waroona Local Planning Policy No. 12 *Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas* (the Policy) applies to development within this zone and is therefore relevant to the assessment of the application.

For a property of this size, the Policy prescribes the following maximum size standards for an outbuilding:

Standard	Policy Maximum	Applicant Proposed	Recommend Adjustment	Variation
Floor area	150m ²	297m ²	267m ²	+117m ²
Wall height	3.6m	5.8m	5m	+1.4m
Ridge height	4.2m	6.77m	6m	+1.77m

As submitted, the proposal exceeds the maximum floor area by 147m², the wall height by 2.2 metres and the ridge height by 2.57 metres.

Following assessment, Shire officers considered that the proposed dimensions would result in excessive building bulk. Conditions are therefore recommended requiring the floor area to be reduced to a maximum of 267m² (10%), the wall height to a maximum of 5 metres and the ridge height to a maximum of 6 metres.

The recommended modifications would reduce the overall bulk of the building but would not achieve full compliance with the Policy. As modified, the outbuilding would continue to exceed

the maximum floor area by 117m², the wall height by 1.4 metres and the ridge height by 1.8 metres.

Development approval is required for any outbuilding that exceeds one or more of the Policy standards. In determining the application, the local government is required to have regard to the relevant provisions and objectives of the Policy.

In determining the application, the local government is required to have regard to the relevant provisions and objective of the Policy. A local planning policy provides guidance for decision making but does not operate in the same manner as a mandatory development standard under the Scheme. Accordingly, a proposal that does not meet the numerical standards of the Policy may still be considered on its merits, having regard to the objectives of the Policy and other relevant planning considerations.

In this instance, the characteristics of the subject site and the established character and amenity of the surrounding Urban 6 Rural Living area are particularly relevant. The locality has been progressively subdivided and developed over a number of years and, as a result, contains a mixture of lot sizes, dwelling forms and outbuildings, including a number of existing outbuildings that are larger than the maximum standards currently prescribed by the Policy.

The presence of larger existing outbuildings does not, in itself, justify a further variation to the Policy. However, the established built form is relevant when considering whether the scale and siting of the proposed outbuilding would be inconsistent with the character of the locality or result in an unacceptable impact on the amenity of adjoining properties.

The assessment therefore requires a balance between the standards and objectives of the current Policy and the established character and amenity of the locality. The following table considers the proposal against the relevant objectives of the Policy and assesses whether the proposed variations are acceptable in the circumstances.

Policy Objective	Reporting Officer's Comment
Ensure domestic outbuildings in rural lifestyle areas and peri-urban areas are not used for human habitation, commercial or industrial purposes.	A condition has been recommended that restricts the use of the outbuilding to domestic storage only.
Permit domestic outbuildings in rural lifestyle and peri-urban areas that are appropriately sited and sized to ensure they do not detract visually from the amenity of the area, streetscape, neighbouring properties and public vantage points.	The side wall of the outbuilding is 22m long and 5.8m high. It is considered the bulk and scale of an expanse of sheet metal such as this will be highly noticeable and unsightly. The location of the outbuilding is prominent as the property does not contain any existing vegetation for screening purposes. The visual impact of the outbuilding would be most significant on the adjoining properties to the east and west. In order to reduce the visual impact of the outbuilding, plantings of trees and shrubs between the side boundaries and the outbuilding would assist in screening the expanse of sheet metal and break up the building bulk, particularly when the trees and shrubs mature. A landscaping condition to this effect has been added.

	Further, conditions have been added requiring the wall height, ridge height and floor area to be reduced.
Ensure domestic outbuildings in rural lifestyle and peri-urban areas are sited in a manner that does not cause environmental harm and minimises the extent of any clearing of native vegetation that may be necessary.	No clearing of any native trees is required for the construction of the outbuilding. The natural environment will not be impacted.

Further information is required to demonstrate that stormwater generated by the outbuilding and associated earthworks can be appropriately managed on site without adversely affecting adjoining properties or the Paterson Road reserve. A condition requiring the submission and implementation of a stormwater management plan prepared by a suitably qualified professional is therefore recommended.

Having regard to the objectives of the Policy, the established built form of the locality and the recommended conditions addressing the building's dimensions, visual amenity and stormwater management, the proposal is considered consistent with the local planning framework and suitable for approval.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.3 A planning framework that is visionary, supports connectivity and enables participation that ensures quality, diverse and innovative planning outcomes that meets community aspirations
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- *Shire of Waroona Local Planning Scheme No. 7*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of Waroona Local Planning Policy No. 12 Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas*

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

The scale and proximity of the outbuilding to the eastern boundary has the potential to impact the visual amenity of the adjoining property. The recommended vegetation screening will

assist in reducing the perceived bulk of the outbuilding and mitigating this impact as the vegetation matures.

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

No significant environmental impacts are anticipated. No native vegetation is required to be cleared to facilitate construction of the outbuilding.

Policy Implications

The proposed outbuilding exceeds the maximum floor area, wall height and ridge height standards prescribed by Local Planning Policy No. 12 *Domestic Outbuildings in Rural Lifestyle and Peri-urban Areas*. The proposed variations have been assessed against the objectives of the Policy and, for the reasons outlined in this report, are considered acceptable.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Approving large outbuildings can impact public perception, particularly when enquirers and residents have been advised of the maximum size standards in the local planning policy. Notwithstanding, variation to the requirements of local planning policy must be considered on their merits.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Conditions of approval will reduce the visibility of the outbuilding.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

The proposal was referred to adjoining neighbours for comment. No comments were received during the referral period.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

The applicant has paid the applicable application fee.

Workforce

Administration and assessment of the application has been undertaken wholly by Customer and Development Services.

CONCLUSION

Whilst the outbuilding exceeds the maximum size standards of the Policy significantly, the recommended conditions will ensure the outbuilding does not impact the visual amenity of the area and therefore the departure to the Policy standards is considered acceptable.

11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Month of August 2026	
File Ref	FM.3 – Financial Management – Creditors
Previous Items	Nil
Applicant	N/A
Author and Responsible Officer	Senior Finance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Number	11.3.1 – Monthly Creditors Report – August 2026

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/121

Moved: Cr Rowles

Seconded: Cr Bartle

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

Municipal	Cheque	10521 – 10522	\$	662.20
	EFT	45716 – 45846	\$	274,395.95
Direct wages	01/08/2026 – 31/08/2026 inclusive		\$	285,599.05
Direct Debit	01/08/2026 – 31/08/2026 inclusive		\$	370,924.22
Trust	Cheque		\$	-
	EFT		\$	-
GRAND TOTAL			\$	931,581.42

as per Appendix 11.3.1.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of August 2026.

BACKGROUND

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

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

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

REPORT DETAIL

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *for each account which requires council authorisation in that month*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Nil.

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

Nil.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i>
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Control measures are in place whereby payments are checked and verified by two authorising officers.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS**Financial**

Nil.

Workforce

Nil.

CONCLUSION

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of August 2026. All expenditure is accordance with the 2026/27 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.

11.3.2 Statement of Financial Activity for the period ending 31 July 2026	
File Ref	FM.1 – Financial Management – Creditors
Previous Items	N/A
Applicant	N/A
Author and Responsible Officer	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	11.3.2 – Statement of Financial Activity for the period ending 31 July 2026

COUNCIL RESOLUTION / OFFICER RECOMMENDATION**OCM26/09/122****Moved: Cr Odorisio****Seconded: Cr Rowles**

That Council receives the Statement of Financial Activity for the period ending 31 July 2026 as per Appendix 11.3.2.

CARRIED 7/0**IN BRIEF**

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

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity
- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

BUDGET AMENDMENTS

There is no budget amendments proposed for this month.

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the relevant month; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- [(a)deleted]*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
- (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Statement of Financial Activity provides Council with oversight of the Shire's current financial position and supports informed decision-making in relation to resource allocation. Accurate monthly reporting and timely budget amendments ensure the Shire maintains financial sustainability, meets funding obligations, and can continue delivering services and capital works that contribute positively to the local and regional economy.

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

Regular financial reporting ensures transparency and accountability to the community, providing assurance that public funds are being managed responsibly. The proposed budget amendments (if any) support community outcomes which collectively enhance the quality of life for residents and visitors.

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

There are no direct environmental sustainability or climate change impacts arising from the monthly financial statements. Proposed amendments (if any) may indirectly support improved environmental management outcomes.

Policy Implications

All financial policies from FP001 through to FP037 may have impact on the monthly financial statements.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
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Risk	Failure to monitor and report the Shire's financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

Not applicable for this report. The contents relate solely to financial reporting and internal budget adjustments, with no direct impact on Aboriginal stakeholders or cultural matters.

RESOURCE IMPLICATIONS

Financial

The financial implications (if any) are detailed in the Budget Amendments section of this report. Endorsement of the amendments will ensure the Shire's 2025/26 adopted budget accurately reflects current funding allocations, operational requirements, and project commitments. There is no impact on the overall closing position.

Workforce

There are no direct workforce implications arising from the monthly financial statements. However, the preparation of monthly financial reporting continues to place increasing administrative and audit compliance demands on finance staff.

CONCLUSION

The Statement of Financial Activity provides a comprehensive summary of the Shire's financial performance and position for the reporting period, fulfilling statutory obligations under the Local Government Act 1995 and associated regulations. The recommended budget amendments (if any) ensure that the 2025/26 budget remains accurate and reflective of current activities, grant funding, and operational priorities. It is therefore recommended that Council receives the Statement of Financial Activity and endorses (if any) the proposed amendments to the adopted budget.

11.3.3 Statement of Financial Activity for the period ending 31 August 2026	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.3 – Statement of Financial Activity for the period ending 31 August 2026

COUNCIL RESOLUTION / OFFICER RECOMMENDATION**OCM26/09/123****Moved: Cr Scott****Seconded: Cr Bartle**

That Council receives the Statement of Financial Activity for the period ending 31 August 2026 as per Appendix 11.3.3.

CARRIED 7/0**IN BRIEF**

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

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity
- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

BUDGET AMENDMENTS

There is no budget amendments proposed for this month.

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 (d) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 (e) *is authorised in advance by resolution*; or*
 (f) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —*
 (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 (b) *budget estimates to the end of the relevant month; and*
 (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 [(a)deleted]
 (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Statement of Financial Activity provides Council with oversight of the Shire's current financial position and supports informed decision-making in relation to resource allocation. Accurate monthly reporting and timely budget amendments ensure the Shire maintains financial sustainability, meets funding obligations, and can continue delivering services and capital works that contribute positively to the local and regional economy.

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

Regular financial reporting ensures transparency and accountability to the community, providing assurance that public funds are being managed responsibly. The proposed budget amendments (if any) support community outcomes which collectively enhance the quality of life for residents and visitors.

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

There are no direct environmental sustainability or climate change impacts arising from the monthly financial statements. Proposed amendments (if any) may indirectly support improved environmental management outcomes.

Policy Implications

All financial policies from FP001 through to FP037 may have impact on the monthly financial statements.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
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Risk	Failure to monitor and report the Shire's financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

Not applicable for this report. The contents relate solely to financial reporting and internal budget adjustments, with no direct impact on Aboriginal stakeholders or cultural matters.

RESOURCE IMPLICATIONS

Financial

The financial implications (if any) are detailed in the Budget Amendments section of this report. Endorsement of the amendments will ensure the Shire's 2025/26 adopted budget accurately reflects current funding allocations, operational requirements, and project commitments. There is no impact on the overall closing position.

Workforce

There are no direct workforce implications arising from the monthly financial statements. However, the preparation of monthly financial reporting continues to place increasing administrative and audit compliance demands on finance staff.

CONCLUSION

The Statement of Financial Activity provides a comprehensive summary of the Shire's financial performance and position for the reporting period, fulfilling statutory obligations under the Local Government Act 1995 and associated regulations. The recommended budget amendments (if any) ensure that the 2025/26 budget remains accurate and reflective of current activities, grant funding, and operational priorities. It is therefore recommended that Council receives the Statement of Financial Activity and endorses (if any) the proposed amendments to the adopted budget.

11.3.4 2026 Annual Policy Review – Part 3	
File Ref	CM.7 – Corporate Management – Policy - Policy Register – Policy Reviews
Previous Items	11.3.3 - 2026 Annual Policy Review Part 2 – OCM26/06/077
Applicant	Not applicable
Author and Responsible Officer	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	11.3.4 – Reviewed policies with tracked changes

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/124

Moved: Cr Rowles

Seconded: Cr Vitale

That Council approves all amendments made to the revised policies as collated and presented in Appendix 11.3.4.

CARRIED 7/0

IN BRIEF

- Council is required to review Council policies at least once every three years.
- Seven council policies have been revised and amended as part of the 2026 annual policy review.
- Council's approval is required to publish and make the reviewed policies publicly available.

BACKGROUND

The objectives of Council policies are to;

- provide Council with a formal written record of policy decisions;
- provide employees with clear direction to respond to issues and act in accordance with Council's direction;
- enable Council members to adequately handle general enquiries relating to the role of Council;
- enable Council to maintain a process to continually review policy decisions and to ensure they are consistent in keeping with the community expectations, current legislation, and circumstances; and
- enable residents to obtain immediate advice on matters covered by Council policy.

Thirty-four policies are scheduled for review in 2026. In this second part, seven policies have been reviewed and amended where required, as detailed in this report. Council's approval is now requested to update those policy documents, as presented at Appendix 11.3.4.

REPORT DETAIL

The following policies have been recently reviewed by officers and approved by Directors to ensure that information relating to current practices and legislative requirements remains accurate.

Two of the following reviewed policies contain minor suggested amendments, two have been reviewed with no amendment, two policies contain significant amendments which may or may not alter the intent of each policy, and one policy – CP008 - Leasing Council Property and Land, has been reviewed and is now considered to have been superseded by policy CGP031 – Community Leases.

It is recommended that Council revoke one Council policy for the reasons outlined in the table below, and approve six reviewed policies with / without amendment, as listed below.

Corporate & Governance (CG) Policies	
CGP013 – Risk Management	Reviewed with minor amendments
CGP015 – Contracted Workers Risk and Insurance	Reviewed with no amendment
CGP016 – Legislative Compliance	Reviewed with minor amendments
CGP033 – Appointment of WALGA AGM Voting Delegates	Reviewed with significant amendments
Community (C) Policies	
CP008 – Leasing Council Property and Land	To be revoked. This policy has been superseded by CGP031 - Community Leases.
Elected Member (EL) Policies	
ELP004 – Elected Member and Employee Recognition	Reviewed with no amendment
ELP005 – Elected Member and CEO Attendance at Events	Reviewed with significant amendments

All current policies, showing tracked changes, are presented as Appendix 11.3.3.

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

Nil.

STATUTORY ENVIRONMENT

Policies which are required under statutory legislation, contain a statement providing reference to the relevant legislation.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Depending on the context, some policies may have an impact on financial and economic processes and decisions.

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

Nil.

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

Depending on the context, some policies may have an impact on environmental processes and decisions.

Policy Implications

Several policies have been included in this review. See 'Report Detail' for information on policies which are proposed to be amended and/or approved.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to regularly review policies may indicate poor governance, and result in non-compliance with legislative requirements and unclear direction to employees.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Policies were reviewed by relevant officers within the functions to which they relate.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Not applicable.

CONCLUSION

Council policies are live documents that may be amended and take immediate effect at any time throughout the year. They are introduced to provide Council with a formal written record of policy (Council) decisions and provide employees with clear direction to respond to issues and act accordingly.

Seven of thirty-four council policies have been revised and amended as part of the 2026 annual policy review process. Council's approval is required to publish and make publicly available; the amended policy documents, and revoke policy CP008 - Leasing Council Property and Land.

11.3.5 2025 Annual Compliance Audit Return	
File Ref	CM.13 – Corporate Management – Reporting – Statutory Returns
Previous Items	ARIC26/09/001 – 2025 Annual Compliance Audit Return
Applicant	Nil
Author and Responsible Officer	Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	11.3.5 – 2025 Annual Compliance Audit Return

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/125

Moved: Cr Scott

Seconded: Cr Vitale

That Council;

- 1. adopts the 2025 Annual Compliance Audit Return for the purpose of submission to the Local Government Inspector; and**
- 2. notes that the 2025 Annual Compliance Audit Return identifies no areas of non-compliance.**

CARRIED 7/0

IN BRIEF

The 2025 Compliance Audit Return (CAR) has been completed for the period 1 January to 31 December 2025 and was presented to the Audit, Risk and Improvement Committee (ARIC) for review at its September 2026 meeting.

The completed CAR will be presented to ARIC at its September 2026 meeting for review. Any recommendations arising from ARIC's review will be presented to Council as part of its consideration of the 2025 CAR.

BACKGROUND

The Compliance Audit Return is an annual self-assessment required under the *Local Government (Audit) Regulations 1996*. The CAR requires each local government to review its compliance with prescribed statutory requirements under the *Local Government Act 1995* and associated regulations.

The process provides an important governance mechanism for identifying areas of legislative non-compliance and reviewing the effectiveness of the Shire's administrative processes and controls.

The legislative framework governing the CAR changed from 1 January 2026 following amendments associated with the broader local government reform program and establishment of the Local Government Inspectorate. The amended Regulations apply to the 2025 CAR and establish a statutory process involving the Chief Executive Officer, ARIC, Council and the Local Government Inspector.

In accordance with regulation 14 of the Local Government (Audit) Regulations 1996, the completed 2025 CAR will be presented to ARIC at its meeting to be held on 22 September

2026. As the ARIC meeting will be held immediately prior to the September Ordinary Council Meeting, this report has been prepared on the assumption that ARIC will recommend that Council adopt the 2025 CAR, noting that no areas of non-compliance have been identified. Should any areas of non-compliance be identified subsequent to the preparation of this report, or should ARIC make any recommendations requiring Council consideration, the Committee Recommendation will be amended accordingly prior to consideration of this item at the September Ordinary Council Meeting.

REPORT DETAIL

The Shire has completed its Compliance Audit Return for the period 1 January to 31 December 2025.

Relevant Officers across the organisation were consulted in completing the return and assessing compliance with the applicable legislative requirements. Based on this review, no instances of non-compliance were identified for the 2025 reporting period.

In accordance with regulation 14 of the Local Government (Audit) Regulations 1996, the CEO prepared the CAR in the form approved by the Local Government Inspector and provided it to ARIC for review. At its meeting held directly prior to the September OCM, Officers are writing this report on the assumption the ARIC has reviewed the CAR and resolved to recommend its adoption by Council, noting that the return identified no areas of non-compliance.

Council is now required to consider the CAR and the results of ARIC's review, determine whether any matters raised by the Committee require action, and either adopt the CAR or adopt it subject to any amendments proposed by Council.

Following Council adoption, the CAR must be signed by the Shire President and Chief Executive Officer and provided to the Local Government Inspector together with any recommendations made by ARIC, the relevant Council minutes and any additional information explaining or qualifying the audit.

The ordinary statutory deadline under regulation 15 is 31 March following the relevant reporting period. However, transitional provisions applying specifically to the 2025 CAR extend the submission deadline to 30 September 2026.

Changes to the Compliance Audit Framework

The prescribed statutory requirements subject to the CAR are set out in regulation 13 of the Local Government (Audit) Regulations 1996. The Regulations were substantially amended from 1 January 2026 as part of the local government reform process.

The amended regulation 13 framework applies to the 2025 CAR under the transitional provisions contained in regulation 20. Further changes applying from the 2026 reporting period will also allow the Local Government Inspector to determine that a CAR covers only specified prescribed statutory requirements rather than all requirements listed under regulation 13.

These changes reflect the transition to the Local Government Inspectorate and the revised approach to monitoring local government legislative compliance.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
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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

Section 7.13 – Regulations as to audits

Section 7.13 provides for regulations requiring local governments to undertake audits of compliance with prescribed statutory requirements.

Local Government (Audit) Regulations 1996

Regulation 13 – Prescribed statutory requirements for which compliance audit needed

Regulation 13 prescribes the statutory requirements against which local governments are required to undertake the compliance audit.

Regulation 14 – Compliance audits

Regulation 14 requires a local government to undertake a compliance audit for each calendar year. Following completion, the CEO must prepare the CAR and provide it to ARIC. ARIC must review the CAR and report the results of its review, together with any recommendations, to Council. Council must consider the CAR and ARIC's review and determine whether any action is required before adopting the return.

Regulation 15 – Signed compliance audit return and other information must be given to Inspector

Following adoption, the CAR is to be signed by the President and CEO and provided to the Inspector together with the ARIC recommendations, relevant Council minutes and any additional explanatory information.

Regulation 20 – Transitional provisions relating to compliance audits

For the CAR covering 1 January to 31 December 2025, the information required under regulation 15 must be provided to the Inspector by 30 September 2026, unless a further extension is granted by the Inspector.

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 Audit Return assesses compliance with a range of legislative requirements which are supported by the Shire's governance policies, procedures and administrative practices.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to undertake the annual compliance audit, appropriately review and adopt the CAR, or submit the required information to the Local Government Inspector within the prescribed timeframe may result in legislative non-compliance and reduced assurance over the Shire's governance processes.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Annual completion of the CAR by responsible Officers, review by ARIC, consideration and adoption by Council, and submission to the Local Government Inspector within the prescribed timeframe. Ongoing monitoring of legislative changes and internal governance procedures further mitigates this risk.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Internal consultation was undertaken with relevant Shire Officers responsible for the legislative and administrative functions assessed through the 2025 Compliance Audit Return.

The completed CAR was subsequently presented to and reviewed by the Audit, Risk and Improvement Committee in accordance with regulation 14 of the *Local Government (Audit) Regulations 1996*.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

There are no direct financial implications associated with the completion, review or submission of the 2025 Compliance Audit Return.

Workforce

The CAR requires input from Officers across the organisation to review relevant legislative requirements and provide supporting information. Coordination and preparation of the return has been undertaken within existing staff resources.

CONCLUSION

The Compliance Audit Return provides an important annual assessment of the Shire's compliance with prescribed requirements of the *Local Government Act 1995* and associated regulations.

The 2025 CAR has been completed and no areas of non-compliance have been identified. The Audit, Risk and Improvement Committee has reviewed the return in accordance with regulation 14 of the *Local Government (Audit) Regulations 1996* and recommends its adoption by Council.

Following Council adoption, the CAR will be signed by the Shire President and Chief Executive Officer and submitted, together with the prescribed supporting information, to the Local Government Inspector by 30 September 2026.

11.3.6 Shire of Waroona Fencing Amendment Local Law 2026			
File Ref	LE.6 – Laws and Enforcement – Local Laws – Fences		
Previous Items	Item 11.2.9	25 February 2025	OCM25/02/012
	Item 11.3.5	24 February 2026	OCM26/02/015
	Item 11.3.5	26 May 2026	OCM26/05/064
Applicant	N/A		
Author and Responsible Officer	Senior Governance Officer; Director Infrastructure & Development Services, and Director Corporate & Community Services		
Declaration of Interest	Nil		
Voting Requirements	Absolute Majority		
Appendix Number	11.3.6 – Proposed Shire of Waroona Fencing Amendment Local Law 2026		

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/126

Moved: Cr Rowles

Seconded: Cr Bartle

That Council:

- 1. adopts the *Shire of Waroona Fencing Amendment Local Law 2026*, as detailed at Appendix 11.3.6 in accordance with section 3.12 of the *Local Government Act 1995*; and**
- 2. approves for the Chief Executive Officer to –**
 - a. publish in the Government Gazette the *Shire of Waroona Fencing Amendment Local Law 2026*, as adopted;**
 - b. forward a copy of the proposed local law to the Departmental CEO - Director General of the Department of Local Government, Industry Regulation & Safety;**
 - c. give local public notice of the adoption of the local law; and**
 - d. complete and submit an explanatory memorandum, statutory procedures checklist and other supporting information on the local law to the Joint Standing Committee on Delegated Legislation.**

CARRIED 7/0

IN BRIEF

- The *Shire of Waroona Fencing Local Law 2026* (Fencing Local Law) was adopted by Council on 24 February 2026 and gazetted on 6 March 2026.
- Following the gazettal of the Fencing Local Law, the Joint Standing Committee on Delegated Legislation (Committee) highlighted several matters within the Fencing Local Law and sought an undertaking from the Shire President that the matters would be addressed.
- On 26 May 2026, Council resolved for the Shire President to provide the requested undertaking and commence the process to make a proposed *Shire of Waroona Fencing Amendment Local Law 2026* to correct errors in the principal local law.
- The intended result of the 'Amendment' Local Law is to cause the principal local law to be clearer to understand, apply and enforce.

BACKGROUND

At the ordinary Council meeting held 26 May 2026, Council resolved to progress the development of a Fencing Amendment Local Law:

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/05/064

Moved: Cr Mason

Seconded: Cr Bartle

That Council:

1. *in respect of the Shire of Waroona Fencing Local Law 2026, resolves to undertake to the Joint Standing Committee on Delegated Legislation that it will:*
 - a. *within 6 months, amend the local law as follows:*
 - i. *in the clause 1.5 definition of 'AS 3700:2018 Masonry Structures', replace the name 'Standards Association of Australia' with 'Standards Australia';*
 - ii. *in clause 2.2(1), delete the phrase 'Unless by agreement between the owners of adjoining lots,' and amend clauses 2.2(2) and (3) consequentially;*
 - iii. *in clause 2.10(2)(a), prescribe the applicable Australian Standards or Australian / New Zealand Standards;*
 - iv. *in clause 3.1(4), replace the reference to 'subclause (1)' with 'subclause (2)';*
 - v. *in clause 3.2(5), replace the reference to 'subclause (1)(a)' with 'subclause (2)(a)'; and*
 - vi. *make all consequential amendments arising from the above amendments;*
 - b. *not enforce the Local Law to the contrary before it is amended in accordance with undertaking a.;*
 - c. *ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form; and*
 - d. *advise on its website how the public can access (free of charge) Australian Standards and Australian/New Zealand Standards adopted by this local law;*
2. *approves for the Shire President to provide a written undertaking to the Joint Standing Committee;*
3. *approves the making of the proposed Shire of Waroona Fencing Amendment Local Law 2026 (Fencing Amendment Local Law), as detailed at Appendix 11.3.5 B, in accordance with section 3.12 of the Local Government Act 1995;*
4. *requests the Presiding Member to give notice to this meeting in accordance with section 3.12(2) of the Local Government Act 1995 of the purpose and effect of the proposed Shire of Waroona Fencing Amendment Local Law 2026, that being:*
 - a. *The purpose of the local law is to correct errors in the Shire of Waroona Fencing Local Law 2026; and*

- b. The effect of making the proposed local law is that the Shire of Waroona Fencing Local Law 2026 is clearer to understand, apply and enforce;*
- 5. *in accordance with sections 3.12(3)(a) and (b) of the Local Government Act 1995, approves for the Chief Executive Officer to –*
 - a. undertake local advertising, and arrange for the display of public notices relating to the proposed local law that invite public submission for a minimum of 6 weeks;*
 - b. make copies of the proposed local law available to the general public;*
 - c. forward a copy of the proposed local law to the Departmental CEO - Director General of the Department of Local Government, Industry Regulation & Safety; and*
 - d. prepare a further report on the proposed local law for Council consideration after the closing date for submissions.*

CARRIED 5/0

The requested undertaking was provided by the Shire of Waroona President on 9 June 2026. The resolution has been completed, and Council approval is required to continue the progression of making this local law.

REPORT DETAIL

The proposed Shire of Waroona Fencing Amendment Local Law 2026 was advertised locally in the Harvey-Waroona Reporter on Tuesday, 9 June 2026. The advertisement invited public submissions for more than the statutory minimum of 6 weeks, with submissions due by Friday, 24 July 2026. Copies of the advertisement were displayed on the Shire's official Facebook page, website, and the Shire Library public notice board.

On 9 June 2026, a copy was sent to the Departmental CEO - Director General of the Department of Local Government, Industry Regulation & Safety (Department). The Department noted on 26 August 2026 that they had no further comments to make on the draft amendment local law.

No submissions were received from the public during the submission period.

Following council adoption, the Fencing Amendment Local Law 2026 will be forwarded to the State Law Publisher for gazettal, advertised via local public notice and sent to the Western Australian Parliament's Joint Standing Committee on Delegated Legislation accompanied by an Explanatory Memorandum.

To implement the required amendments, a Shire of Waroona Fencing Amendment Local Law 2026 is formally required to be made in accordance with s.3.12 of the *Local Government Act 1995*. A copy of the proposed amendment local law is presented in **Appendix 11.3.6**.

It is recommended that Council make the proposed Fencing Amendment Local Law 2026 to correct errors within its principal Fencing Local Law 2026.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
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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 2026-2030

Action 5.1.1.2 – Review all local laws

STATUTORY ENVIRONMENT

Procedure for Making Local Laws

Section 3.12 of the *Local Government Act 1995 (Act)* refers to the procedure for making local laws.

Council may make local laws in accordance with Part 3 of the *Act* and in so doing, all local laws are then to be reviewed within fifteen years of their commencement date, in accordance with s.3.16 of the *Act*.

The process of adopting or amending a local law is set out in section 3.12 of the *Act* and is summarised in Table 1 below with further information provided following the table.

Table 1 - Timeline for making local law.

Task	Act Section	Scheduled / Effected Date
Reported to Council for approval to advertise proposed new Local Laws. <i>(President gave notice of the purpose and effect to the meeting of the proposed local law).</i>	3.12(2)	Tuesday, 26 May 2026
Gave local public notice and made copies available to the general public.	3.12(3)(a)	Tuesday, 9 June 2026
Gave a copy of the proposed local law and the public notice to the Departmental CEO (Director General) of the Department of Local Government, Industry Regulation & Safety.	3.12(3)(b)	Tuesday, 9 June 2026
Closing date for submissions to be received (not less than 6 weeks).	3.12(4)	Friday, 24 July 2026 (45 days)
Considered submissions and reported back to Council to determine whether to make a Local Law (absolute majority required).	3.12(4)	Tuesday, 22 September 2026

Task	Act Section	Scheduled / Effected Date
Publish Local Laws in Government Gazette and give copy to the Minister for Local Government	3.12(5)	Tuesday, 6 October 2026
Give local public notice advising that the new laws have been made, the title, and make copies available to the general public.	3.12(6)	Tuesday, 13 October 2026
Prepare explanatory memorandum and submit with copy of the new Local Laws to Parliamentary Joint Standing Committee on Delegated Legislation.	3.12(6)	Tuesday, 20 October 2026

Local Government Act 1995

s.3.12 Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) Subject to subsection (3A), the local government is to —
 - (a) give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;

and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

- (3A) The local government may, at the council meeting referred to in subsection (2), determine to proceed under subsection (3C) instead of subsection (3) if all the proposed local law would do is adopt, wholly and without modification —
- (a) a model local law; or
 - (b) a model local law except certain provisions that the local government determines, at the council meeting referred to in subsection (2), are not relevant to the local government and the district.
- (3B) In subsection (3A)(a) and (b), references to a model local law include an amendment of a model local law.
- (3C) If the local government determines to proceed under this subsection, the local government must —
- (a) publish a notice on the local government's official website stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 3 weeks after the notice is published;and
 - (b) as soon as the notice is published, give a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions under subsection (3) or (3C) (as the case requires), the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
- * *Absolute majority required.*
- (5) After making a local law, the local government must —
- (a) publish the local law in the Gazette; and
 - (b) give a copy of the local law to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is made — the chief executive officer of that other department.
- (6) After the local law has been published in the Gazette the local government is to give notice in the required way —

- (a) stating the title of the local law; and
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (6A) For the purposes of subsection (6), the required way for giving a notice is as follows —
- (a) if the local government proceeded under subsection (3) — by local public notice;
 - (b) if the local government proceeded under subsection (3C) — by notice published on the local government's official website.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

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)

The Fencing Local Law will continue to promote the protection of native fauna and flora by setting out construction specifications, preventing damage to nature reserves by containing livestock and domestic animals, reducing spread of diseases by limiting access to natural bushland, and encouraging sustainable land use.

Policy Implications

Nil

Risk Management Implications

Theme / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	- Failure to comply with the undertaking provided to the Joint Standing Committee on Delegated Legislation, to correct the Fencing Local Law within 6 months, may result in the Committee resolving to report to the Parliament recommending the disallowance of the Shire of Waroona Fencing Local Law 2026 in the Legislative Council. - Non-compliance with the local law-making requirements stipulated by the <i>Local Government Act 1995</i>.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)

Key Controls / Treatment	Fulfil all terms of the undertaking made to the Committee for Delegated Legislation's recommendations and make the Fencing Amendment Local Law by October 2026.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Local notice of the proposed local law and invitation for public submissions were advertised in the Harvey-Waroona Reporter on Tuesday, 9 June 2026.
- The proposed local law and invitation for public submissions were advertised online on the Shire website and copies made available in hard copy at the Shire Administration Office.
- A copy of the proposed local law and copies of the advertisements were sent to the Director General of the Department of Local Government, Industry Regulation & Safety (Department).
- One response with no suggested amendments, was received from the Department.

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

The cost of making the proposed local law which includes gazettal is approximately \$300. Funds have been made available in the Shire's 2026/2027 budget for this cost.

Workforce

Nil

CONCLUSION

It is recommended that Council completes the local law-making process under section 3.12 of the *Local Government Act 1995*, to amend the Shire's principal Fencing Local Law 2026. This will fulfil the undertaking provided to the Joint Standing Committee by the Shire President, on 9 June 2026, and enable the *Fencing Amendment Local Law 2026* to be made, so that the principal local law is clearer to understand, apply and enforce.

11.3.7 CGP034 – Privacy, Information Handling and Breach of Information Policy	
File Ref	IM.9 – Information Management – Privacy
Previous Items	Nil
Applicant	N/A
Author & Responsible Officer	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Number	11.3.7 – CGP034 Privacy, Information Handling and Breach of Information – PROPOSED

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/127

Moved: Cr Rowles

Seconded: Cr Mason

That Council adopts Corporate and Governance Policy No. 34 CGP034 – Privacy, Information Handling and Breach of Information, as presented in Appendix 11.3.7.

CARRIED 7/0

IN BRIEF

- The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) introduces new privacy obligations for Western Australian local governments.
- The Information Privacy Principles (IPPs) establish requirements for how the Shire collects, uses, discloses, protects and otherwise handles personal information.
- Proposed CGP034 establishes the Shire's overarching policy position for compliance with the IPPs and other privacy obligations under the PRIS Act.
- The Policy also establishes the Shire's approach to privacy complaints, Privacy Impact Assessments and information breaches, ahead of the Notifiable Information Breach provisions commencing on 1 January 2027.

BACKGROUND

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) establishes a privacy and responsible information sharing framework for Western Australian public entities, including local governments.

The privacy provisions of the PRIS Act introduce Information Privacy Principles (IPPs) governing the collection, use, disclosure, quality, security and other handling of personal information by public entities. The legislation also establishes requirements relating to matters including access and correction of personal information, unique identifiers, anonymity, disclosure outside Australia, automated decision-making, de-identified information and privacy impact assessments.

As a local government, the Shire of Waroona collects and holds a significant range of personal information through carrying out its statutory functions and delivering services to the community. This may include contact and identifying information, financial information, information contained in applications and correspondence, photographs and recordings, employment or business information and, in some circumstances, sensitive personal information.

The PRIS Act therefore creates new and expanded obligations for the Shire in relation to how personal information is collected, managed, protected, used and disclosed.

To provide an appropriate governance framework for these obligations, Council Policy CGP034 – Privacy, Information Handling and Breach of Information, has been developed.

The particular *information breach* provisions of the PRIS Act are scheduled to commence on **1 January 2027**. The draft Policy provides for the Shire to manage actual or suspected information breaches in accordance with the principles and requirements established by the Policy, applicable guidance of the Information Commissioner and the Shire's supporting Information Breach Response Procedure in the interim. Following commencement, information breaches will also be managed in accordance with the statutory requirements of the PRIS Act.

REPORT DETAIL

The proposed **CGP034 – Privacy, Information Handling and Breach of Information Policy** (CGP034) has been developed to establish the Shire's position and approach to the management of personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and the Information Privacy Principles (IPPs), as outlined below.

1. Information Privacy Principles (IPPs)

Section 20 of the PRIS Act requires an IPP entity, which includes a local government, not to undertake an act or practice that is contrary to, or inconsistent with, an Information Privacy Principle (IPP). The 11 IPPs are prescribed in Schedule 1 of the PRIS Act and regulate the handling of personal information, including collection, use and disclosure, information quality, security, openness and transparency, access and correction, unique identifiers, anonymity, disclosure outside Australia, automated decision-making and de-identified information.

In particular, **IPP 5 – Openness and Transparency** specifically requires the Shire to publish a document setting out its policies for the handling of personal information. Such policies should include information about the kinds of personal information collected and held by the Shire, how and why that information is handled, and whether personal information is used in an automated decision-making process.

CGP034 has been prepared to establish this required policy position and to provide the overarching framework through which the Shire will give effect to its obligations under the remaining IPPs, being:

- **IPP 1** - collection of personal and sensitive personal information and collection notices;
- **IPP 2** - requirements governing personal information use and disclosure;
- **IPP 3** - information quality requirements;
- **IPP 4** - information security, retention and disposal;
- **IPP 6** – information access and correction arrangements;
- **IPP 7** - controls relating to unique identifiers;
- **IPP 8** - providing for anonymous or pseudonymous interaction where lawful and practicable;
- **IPP 9** - requirements for disclosure outside Australia;
- **IPP 10** – the local government's position on automated decision-making; and
- **IPP 11** - requirements for the handling and protection of de-identified information.

These matters are reflected throughout the proposed policy, including its specific provisions for anonymity, unique identifiers and information quality.

2. Addressing Privacy Complaints, Privacy Impact Assessments and Information Breaches

In addition to meeting the requirements of the IPPs, CGP034 also addresses broader privacy obligations established under the PRIS Act including privacy complaints, Privacy Impact Assessments and information breaches. The Office of the Information Commissioner has advised that the Notifiable Information Breach provisions under Part 2, Division 6 of the PRIS Act are scheduled to commence on 1 January 2027. Including these provisions in CGP034 ensures the Shire has an appropriate policy position in place ahead of commencement and is prepared to respond to information breach obligations once they take effect.

3. Roles and Responsibilities

Roles and responsibilities are established within the policy for Council, the Chief Executive Officer as the Shire's Principal Officer, the designated Privacy Officer and persons handling personal information on behalf of the Shire.

4. Supporting Documentation and Guidance

The Policy will be supported by operational procedures, employee guidance and training, and the establishment of activity-specific collection notices, which will provide the more detailed administrative processes required to support implementation of the PRIS Act principles and ongoing compliance.

It is recommended that Council adopt CGP034 – Privacy, Information Handling and Breach of Information, which will provide the Shire with an appropriate governance framework for the management and protection of personal information and support the Shire in meeting its obligations under the PRIS Act.

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

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

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

Objective	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
Strategy	5.3.3 Provide community focused customer service and access to information

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Privacy and Responsible Information Sharing Act 2024

s. 20 IPP entities must comply with information privacy principles

- (1) An IPP entity must not do an act, or engage in a practice, that is contrary to, or inconsistent with, an information privacy principle.

Schedule 1 – Information Privacy Principles

cl.5 Principle 5: Openness and transparency

- 5.1 An IPP entity must develop a document setting out policies on its handling of personal information and must make the document available to anyone who requests it.
- 5.2 A document referred to in subclause 5.1 must be up-to-date, clear, concise and expressed in plain language.
- 5.3 On request by a person, an IPP entity must take reasonable steps to let the person know, generally —
- (a) the kinds of personal information that the IPP entity collects and holds; and
 - (b) how the IPP entity handles personal information; and
 - (c) the purposes for which the IPP entity handles personal information; and
 - (d) whether any personal information held by the IPP entity is used for an automated decision-making process.

SUSTAINABILITY & RISK CONSIDERATIONS

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

There are no direct economic implications associated with adoption of CGP034. Establishing a clear privacy and information handling framework may assist in reducing future financial exposure associated with privacy complaints, information breaches, regulatory non-compliance or reputational damage.

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

The Policy supports community trust and confidence by establishing clear principles for the collection, use, disclosure and protection of personal information held by the Shire. It also supports transparent and accountable handling of personal information when delivering services to the community.

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

Nil.

Policy Implications

Adoption of CGP034 will establish a formal Council policy position for privacy, information handling and information breach management. The Policy will be supported by operational

procedures, staff guidance, training and activity-specific collection notices to support implementation and ongoing compliance with the PRIS Act.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	By not adopting CGP034, the Shire may lack a clear policy framework to guide the collection, use, disclosure, protection and management of personal information in accordance with the <i>Privacy and Responsible Information Sharing Act 2024</i> . This may increase the risk of inconsistent practices, privacy complaints, information breaches, non-compliance and reputational damage.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation in this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

No formal external consultation was undertaken. CGP034 was developed having regard to the requirements of the *Privacy and Responsible Information Sharing Act 2024*, published guidance material from the Office of the Information Commissioner and privacy policy examples from other Western Australian local governments.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

There are no immediate financial implications associated with adoption of the Policy. Implementation will be undertaken within existing budget allocations.

Workforce

Implementation of the Policy will require officer resources to develop and maintain supporting procedures, collection notices, staff guidance, and training. These requirements will be managed within existing workforce resources.

CONCLUSION

The introduction of the PRIS Act establishes a new privacy framework and associated obligations for the Shire in relation to the handling and protection of personal information.

Adoption of CGP034 will establish the Shire's overarching policy position for meeting these obligations and provide a governance framework to support the consistent and responsible handling of personal information across the organisation. The Policy will be supported by operational procedures, guidance and training to assist with its implementation and ongoing compliance with the PRIS Act.

11.3.8 Appointment of Deputy under the <i>Health (Miscellaneous Provisions) Act 1911</i>	
File Ref	GO.4 – Governance – Authorisation – Delegations and Authorisations
Previous Items	Nil
Applicant	Nil
Author & Responsible Officer	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Number	Nil

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/128

Moved: Cr Rowles

Seconded: Cr Vitale

That Council appoints the Chief Executive Officer (CEO) as its Deputy under section 26 of the *Health (Miscellaneous Provisions) Act 1911*, on the condition that any discretionary matter or decision which, in the view of the CEO or on the advice of the Shire President:

- a. may have a significant financial, strategic, environmental or community impact;**
- b. may establish or materially alter a Council policy position;**
- c. is likely to attract significant community interest or affect a substantial part of the community;**
- d. involves competing community interests that would benefit from consideration by Council as the representative body of the Shire community; or**
- e. otherwise requires an opinion or collective decision of Council,**

be presented to Council for determination.

CARRIED 7/0

IN BRIEF

Section 26 of the *Health (Miscellaneous Provisions) Act 1911* authorises Council to appoint a person as its Deputy to exercise and discharge all or any of the powers and functions of the local government under this Act.

It is recommended that Council appoints the Chief Executive Officer (CEO) as its Deputy for the purposes of administering this Act and any regulations, local laws and orders made under the Act.

The appointment will enable the CEO to make routine operational and regulatory decisions, subject to the conditions and limitations imposed by Council in this report, however the recommendation also provides for matter of significance to be directed to Council for determination.

BACKGROUND

The *Health (Miscellaneous Provisions) Act 1911* (the Act) provides local governments with a range of public health-related powers and functions. Although many public health matters are now administered under the *Public Health Act 2016*, the Act continues to apply to several matters administered by local governments, including public buildings, sanitation, offensive trades and other prescribed health-related activities.

Section 26 of the Act provides that every local government is authorised and directed to carry out, within its district, the provisions of the Act and the regulations, local laws and orders made under it.

Section 26 further provides that a local government may appoint and authorise any person to be its Deputy. The appointed Deputy may exercise and discharge all or any of the powers and functions of the local government for the period, and subject to any conditions and limitations, determined by the local government. The appointment does not prevent Council itself from continuing to exercise or discharge any of those powers or functions.

To ensure that the Shire can efficiently administer the remaining functions under the Act and its subsidiary legislation, it is proposed that Council formally appoints the CEO as its Deputy under section 26.

REPORT DETAIL

The recommended appointment will authorise the CEO, acting as Council's Deputy, to exercise and discharge the powers and functions given to the local government under the *Health (Miscellaneous Provisions) Act 1911* (the Act).

The appointment will also apply to local government powers and functions contained within any regulations, local laws and orders made under the Act. This includes the *Health (Public Buildings) Regulations 1992* and any other subsidiary legislation made under the Act that applies to the Shire.

Depending on the applicable provision, the Deputy's authority includes the discretion to:

- approve or refuse an application;
- determine whether legislative or regulatory requirements have been satisfied;
- impose, amend or remove conditions on an approval;
- require information, works or corrective action;
- issue notices, directions or other statutory documents;
- determine appropriate timeframes for compliance;
- authorise inspections or other administrative action;
- take appropriate compliance or enforcement action; and
- make other operational or administrative decisions expressly assigned to the local government under the Act or its subsidiary legislation.

For the purpose of this report, "approval" refers to approval of the following local government functions under the Act -

- (a) approval of an application under s.107(2) and (3) for the construction or installation of an apparatus for the treatment of sewage, or sewage tanks [s.3];
- (b) approval of building plans and specifications in relation to ventilation, lighting and sanitary construction, and associated open space appurtenant to that building, submitted by the owner or occupier prior to the erection of the building [s.143]; and
- (c) approval of an application to construct, extend or alter a public building [s.176],

together with all general applications submitted for local government approval under subsidiary legislation or local laws made under the Act, where those applications are not discretionary matters or decisions more appropriately referred to Council, as outlined below under "Condition of Appointment".

The appointment is intended to allow routine operational, regulatory and administrative matters to be determined efficiently and within appropriate timeframes, without requiring each matter to be presented to Council, except where these matters are of enough significance to warrant this.

Condition of Appointment

It is recommended Council appoint the CEO, subject to the condition that any discretionary matter or decision which:

- may have a significant financial, strategic, environmental or community impact;
- may establish or materially alter a Council policy position;
- is likely to attract significant community interest or affect a substantial part of the community;
- involves competing community interests that would benefit from consideration by Council as the representative body of the Shire community; or
- otherwise requires an opinion or collective decision of Council,

be presented to Council, on the advice of the Shire President or at the discretion of the CEO.

This condition will ensure that routine matters can continue to be administered efficiently, while significant decisions remain with Council.

Council will also retain the ability to exercise any power or function itself, as the appointment does not replace or limit Council's statutory authority.

Appointment Limitations

While the appointment provides the CEO with broad authority, the CEO may only exercise powers and functions that the relevant legislation assigns to the local government. The appointment does not extend to a power or function that legislation expressly requires Council itself to exercise or otherwise prevents from being exercised by an appointed Deputy.

The appointment under section 26 is not a delegation made under section 5.42 of the *Local Government Act 1995*. It is a separate statutory appointment made directly under the *Health (Miscellaneous Provisions) Act 1911*. Accordingly, this appointment is not required to be included within Council's Register of Delegations.

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

Nil.

STATUTORY ENVIRONMENT

Health (Miscellaneous Provisions) Act 1911

s.26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

SUSTAINABILITY & RISK CONSIDERATIONS

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

There are no direct economic implications associated with this appointment.

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

The proposal supports community trust and confidence by enabling the CEO to exercise powers and functions of the Council where appropriate, thus minimising delays in the assessment of public health-associated applications, issuing of approvals and notices, and undertaking of compliance or enforcement action.

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

Nil.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to appoint the CEO as Council’s deputy under section 26 of the <i>Health (Miscellaneous Provisions) Act 1911</i> may result in uncertainty regarding the authority to undertake routine local government functions under the Act and its subsidiary legislation. This may cause delays in the assessment of applications, issuing of approvals and notices, and undertaking of compliance or enforcement action.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council’s endorsement of the recommendation in this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

No formal external consultation was undertaken.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

Appointment of the CEO as Council's deputy under section 26 of the *Health (Miscellaneous Provisions) Act 1911* will provide clear statutory authority for the efficient and timely administration of the Shire's functions under the Act and any regulations, local laws and orders made under it.

The proposed conditions will enable the CEO to determine routine operational and regulatory matters, while ensuring that significant discretionary matters which require an opinion or collective decision by Council continue to be presented to Council for consideration.

11.3.9 Amendments to Register of Delegations	
File Ref	GO.4 – Governance – Authorisations – Delegations and Authorisations
Previous Items	11.3.4 – Amendments to Register of Delegations – OCM26/07/093
Applicant	Nil
Author and Responsible Officer	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Absolute Majority
Appendix Numbers	11.3.9 – Register of Delegations – Extract of Proposed Amendments (Tracked Changes)

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/129

Moved: Cr Vitale

Seconded: Cr Bartle

That Council:

1. amends delegation 2.12.1 under the *Public Health Act 2016* – Appoint Authorised Officer or Approved Officer (Asbestos Regs) to correct the legislative head of power to *Health (Asbestos) Regulations 1992*;
2. adds the following delegations to its Register of Delegations, under:
 - a. *Local Government (Miscellaneous Provisions) Act 1960* -
 - i. 2.9.2 New Street Alignments – Approvals and Leasing;
 - ii. 2.9.3 Unclaimed Money Received from a Poundkeeper;
 - iii. 2.9.4 Sale of Trespassing Cattle Impounded Outside a Public Pound; and
 - iv. 2.9.5 Claim for Damages by Trespassing Cattle;
 - b. *Public Health Act 2016* –
 - i. 2.12.2 Certificates of Authority;
 - ii. 2.12.3 Registration of Registrable Activities;
 - iii. 2.12.4 Activity Licences;
 - iv. 2.12.5 Enforcement Orders;
 - v. 2.12.6 Return of Forfeited Item; and
 - vi. 2.12.8 Commencing Proceedings;
3. removes delegation 2.12.2 under the *Public Health Act 2016* - Enforcement Agency Reports to the Chief Health Officer; and
4. endorses the revised and amended delegations presented as per Appendix 11.3.9 Register of Delegations – Extract of Proposed Amendments.

CARRIED 7/0

IN BRIEF

Amendments to the Register of Delegations – Council to Committees and Chief Executive Officer are required following a review of Council's current delegations under the *Local Government (Miscellaneous Provisions) Act 1960* and *Public Health Act 2016*.

BACKGROUND

The purpose of delegated authority is to assist with the efficiency of local government activities by enabling quicker decision-making. In accordance with the *Local Government Act 1995* and other legislation, including the *Public Health Act 2016* and the *Health (Asbestos) Regulations 1992*, Council may delegate its functions, duties and powers to the Chief Executive Officer (CEO) to assist with efficient and timely decision making.

The *Public Health Act 2016* also allows for delegation of a power or duty conferred or imposed on an enforcement agency (local government, Council) to an authorised officer designated by the local government, under section 21, namely the Environmental Health Officer (EHO).

The Shire's Delegation Register was last reviewed by Council at its meeting held on 28 July 2026, to amend the express powers and duties under delegation 2.13.6 - Application of Shire of Waroona Fencing Local Law 2026, following the statutory review of Council's fencing local law in March 2026.

Following a recent internal review of Council's current delegations under the *Local Government (Miscellaneous Provisions) Act 1960* and *Public Health Act 2016*, several discretionary powers and duties have been identified which officers consider suitable for delegation to the Chief Executive Officer. Council's Register of Delegations has been amended to include those proposed additions, remove one delegation relating to a mandatory reporting obligation under the Public Health Act 2016 that is ordinarily carried out by appropriately assigned employees acting on behalf of the Shire in the ordinary course of their duties, and apply all consequential amendments arising from the above amendments.

REPORT DETAIL

The review identified a number of powers and duties under the *Local Government (Miscellaneous Provisions) Act 1960* and *Public Health Act 2016* which are considered appropriate to be exercised under delegated authority to support efficient and timely administration.

The proposed amendments are summarised below:

Delegation (Current)	Proposed Amendment	Delegate
2.9 Local Government (Miscellaneous Provisions) Act 1960		
2.9.2 New Street Alignments – Approvals and Leasing	Add new delegation	CEO
2.9.3 Unclaimed Money Received from a Poundkeeper	Add new delegation	CEO
2.9.4 Sale of Trespassing Cattle Impounded Outside a Public Pound	Add new delegation	CEO
2.9.5 Claim for Damages by Trespassing Cattle	Add new delegation	CEO
2.12 Public Health Act 2016		
2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	Transfer from delegations made under 2.12 (Public Health Act) to sit under a separate delegation	

	head of power: <i>2.13 Health (Asbestos) Regulations 1992. Amend title to - 2.13.1 Appoint Authorised Officer or Approved Officer</i>	
2.12.2 Enforcement Agency Reports to the Chief Health Officer	Remove delegation. Enactment of duty is regarded as <i>acting through</i> .	
(2.12.1) Designate Authorised Officers	Change delegation number, 2.12.2 to 2.12.1.	
2.12.2 Certificates of Authority	Add new delegation	CEO
2.12.3 Registration of Registrable Activities	Add new delegation	CEO and EHO
2.12.4 Activity Licences	Add new delegation	CEO and EHO
2.12.5 Enforcement Orders	Add new delegation	CEO and EHO
2.12.6 Return of Forfeited Item	Add new delegation	CEO and EHO
2.12.7 Determine Compensation for Seized Items	Change delegation number, 2.12.4 to 2.12.7.	
2.12.8 Commencing Proceedings	Add new delegation	CEO and EHO

The proposed new delegations under the *Local Government (Miscellaneous Provisions) Act 1960* relate to administrative and operational functions concerning street alignments, unclaimed money received from a poundkeeper, trespassing cattle and the recovery of damages.

The proposed new delegations under the *Public Health Act 2016* relate to the day-to-day administration and enforcement of the Act, including certificates of authority, registration of registrable activities, activity licences, enforcement orders, forfeited items and the commencement of proceedings. Where appropriate, these functions are proposed to be delegated to the CEO and directly to the Shire's authorised Environmental Health Officer to enable matters to be dealt with efficiently within the scope of the officer's statutory functions.

Delegation 2.12.1 is also proposed to be amended by extracting the asbestos-related function currently contained within the broader *Public Health Act 2016* delegation and establishing it separately under the *Health (Asbestos) Regulations 1992*, being the applicable legislative head of power.

Existing delegation 2.12.2 – *Enforcement Agency Reports to the Chief Health Officer* is proposed to be removed. Section 22 of the *Public Health Act 2016* prescribes administrative/reporting duties of the enforcement agency rather than a discretionary power requiring delegation. These reporting duties are undertaken by appropriately assigned officers *acting through* the Shire as the enforcement agency in the ordinary course of their duties.

Consequential administrative amendments, including delegation numbering and cross-references, will be applied to the Register prior to publication on the Shire's website.

The proposed amendments, including the express powers and duties, legislative references, details of the specific functions captured under each delegation, and any applicable conditions, are set out in **Appendix 11.3.8 – Register of Delegations – Extract of Proposed Amendments**.

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

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 5 – Administration

Division 4 – Local Government Employees

s.5.42 Delegation of some powers and duties to CEO

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

** Absolute majority required.*

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

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Public Health Act 2016

Part 2 - Administration

Division 3 - Functions of enforcement agencies

s. 21 Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated —
 - (b) if the enforcement agency is a local government, to —
 - (i) the chief executive officer of the local government; or
 - (ii) an authorised officer designated by the local government;
- (2) A delegation under subsection (1)(b) or (c) must be in writing.
- (3) Without limiting the *Interpretation Act 1984* section 59, the exercise or performance by a delegate of an enforcement agency of a power or duty delegated under subsection (1)(b) or (c) is subject to any condition or restriction imposed under section 20 on the exercise or performance by the enforcement agency of the power or duty.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failing to endorse the amendments and update Council's Register of Delegations, would result in non-compliance with the <i>Local Government Act 1995</i> , where delegations or express powers do not reflect current practice.
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

CONCLUSION

The proposed amendments will ensure Council's Register of Delegations appropriately reflects the powers and duties required to support the efficient administration of functions under the *Local Government (Miscellaneous Provisions) Act 1960* and *Public Health Act 2016*.

The amendments will establish the identified new delegations, remove a statutory reporting duty that does not require delegation, correct the legislative head of power for the asbestos-related delegation, and apply the necessary consequential amendments to the Register.

Council's endorsement of the proposed amendments will ensure the Register remains current and provides appropriate authority for the timely exercise of relevant statutory functions.

11.4 CHIEF EXECUTIVE OFFICER

11.4.1 Drakesbrook Croquet Club Permanent Playing Courts & Facility	
File Ref	RC.31 – Recreation and Cultural Services – Liaison – Community – Drakesbrook Croquet Club
Previous Items	OCM24/04/052 Drakesbrook Croquet Club Permanent Playing Facilities OCM24/05/075 Drakesbrook Croquet Club Permanent Playing Facilities OCM25/09/138 Shed User Agreement for Drakesbrook Croquet OCM26/02/008 Old tennis courts site option. OCM26/08/102 Recreation Advisory Group Recommendation
Applicant	Shire of Waroona
Author and Responsible Officer	Chief Executive Officer
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	11.4.1 – 8 Sept 26 Meeting Notes

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/130

Moved: Cr Scott

Seconded: Cr Rowles

That, with respect to proposed Drakesbrook Croquet Club courts and facility, Council:

1. resolves to remove consent for the approved location at the Recreation Centre;
2. does not approve any location at Waroona Town oval;
3. approves a location at Centennial Park, Reserve R43036, as depicted in this report, subject to any minor variations approved by the Chief Executive Officer (CEO), which will lapse should substantial progress not be made within five years; and
4. requests the Drakesbrook Croquet Club to actively seek opportunities for co-location of other interest groups with them and advise through the CEO of progress in this regard.

CARRIED 7/0**IN BRIEF**

This report responds to a directive of Council to provide advice in relation to a recommendation of the Recreation Advisory Group to approve a location for the Drakesbrook Croquet Club (Club) at the Waroona Town oval.

This report seeks to resolve a final location for the Club.

Council approved a location at the Recreation Centre in 2024, collocating it facility with the Community Garden, however the Club deemed this too expensive to build on. They have since been seeking an alternative location with the Waroona Town Oval being their preference. The Town Oval sites investigated have not secured unfettered support by the existing clubs using the Oval.

One site considered has been Centennial Park which does not have competing user conflicts; hence it is recommended that Council supports a site at Centennial Park, while seeking co-location opportunities with other interest groups.

BACKGROUND

The Recreation Advisory Committee met on 30 July 2026 to consider a permanent location for the Drakesbrook Croquet Club (Club) for croquet playing fields and facilities at the Waroona Town Oval, on the old hockey field area. Refer to the blue rectangle outline in the image below.



Figure 1.

Council previously approved a location for the Club at the Recreation Centre (OCM24/04/052) in April 2024. This location at the Recreation Centre had a number of features in its favour including its location giving it exposure to the users of the Recreation Centre, its siting on suitable reserve land, and an agreement to share facilities with the Community Garden Group.

The Club determined that this was too expensive to build on and has since sought other locations for permanent courts and facilities.

Following a number of investigations of sites in Town and outside of Town, the Club was supported by Council in February 2026, through a Recreation Advisory Group recommendation, for a location at the Waroona old tennis courts once “...*once they have the support of the Youth Advisory Group and the Community Men’s Shed*” (OCM26/02/008). Gaining support from these groups was unsuccessful.

REPORT DETAIL

The Club’s current preferred site (Figure 1) is central and close to Quambie, without extra construction costs due to land gradient and existing infrastructure needing to be relocated. The Club took this location to the Recreation Advisory Group on 30 July 2026. The Recreation Advisory Group provided the following recommendation to Council:

That the Recreation Advisory Group:

1. *Supports the designation of the area identified in Figure 1, measuring approximately 67 metres by 27 metres (1,809m²), to the Drakesbrook Croquet Club for the future establishment of two grass croquet playing greens with the proviso that the grounds can be accessed on Show Day by the Agricultural Society, the car club as require and any other groups/users when requested;*
2. *Supports in principle, the installation of:*
 - a. *A metal post and rail fence along the western boundary of the proposed playing greens, consistent with the existing oval fencing (solid orange line); and*
 - b. *A post and chain fencing, or similar temporary vehicle exclusion treatment, along the southern boundary of the proposed playing greens (broken orange lines) as per figure 2; and*
3. *Notes that investigations into a future clubhouse are continuing and that any proposal relating to the location, construction, funding or tenure of a clubhouse will be presented to the Recreation Advisory Group and Council as a separate report once detailed investigations have been completed.*

Prior to this recommendation the Club had considered reserve R43036 at Centennial Park in discussion with the CEO. This site has a number of advantages, being:

- The site is vested to the Shire;
- The site’s purpose is “recreation” which is compatible with croquet;
- It is relatively flat; and
- There is no competing use.

On the other hand, Council’s preference is to support co-location as it improves facility utilisation, value to the community and social inclusion. Centennial Park as a co-location opportunity does not presently support this goal. A recommendation that the Club actively pursue this goal is therefore provided.

The Centennial Park option is shown below in figure 2.



Figure 2. Centennial Park Croquet Club Courts and Facility Option

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.4 Encourage an active and healthy community with an improved quality of life
Strategy	1.4.2 Support local community, sporting and recreational groups and initiatives

OTHER STRATEGIC LINKS

Council's long-term plan for recreation in Waroona Town is provided in the Waroona North Master Plan. This plan incorporates provision for two croquet courts and co-located facilities with other clubs.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.1 (1A) General Function.

SUSTAINABILITY & RISK CONSIDERATIONS

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

There is potential for some economic benefit to the Shire should croquet become a facility that has a regional reach, with players potentially coming to Waroona as visitors.

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

A new club would allow for the expansion of a club primarily for seniors, but suitable for all ages.

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

The Centennial Park site is open and empty, containing no native vegetation clearing to be removed. There are issues to be resolved in terms of water use if the greens were turf, which would be the subject of design consideration.

The impact on climate change of this project is inestimably small.

Policy Implications

The Shire's Policy position AP007 – Asset Management is relevant.

All capital works on Shire reserves become the gifted asset of the Shire and are then leased back to the user group on a peppercorn rent basis for extended periods. However, the Shire needs to understand the financial commitment it makes in approving a project as this impacts on the Shire's finances. As such the policy position is as follows.

All capital projects will be evaluated in accordance with a capital evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment).

The Shire is able to work with the Club in ascertaining the capital and ongoing costs of this project.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Club is not approved for a location.
Consequence	2 - Minor
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Approval provided following assessment of suitable sites.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Site assessment for the Club has been ongoing since 2024. In addressing the most recent proposal to locate the croquet courts at the old hockey pitch at the Waroona Town oval a meeting was held with invitations to key stakeholders, including the Club, the Waroona Agricultural Society, the Waroona Football Club and councillors. This joint participation was essential and valuable to the meeting as it provided for immediate and direct consultation as well as representation by the councillors.

Notes from this meeting are provided at Appendix 11.4.1. In summarising the meeting outcomes, it was apparent that the old hockey club presented challenges regarding competing needs of users, while Centennial Park while not as centrally located presented no such use competition and was a relatively straightforward site.

The Club have since (11 Sept. 2026) provided formal correspondence to indicate that it has agreed to withdraw its option for the old hockey oval and is now in support of the Centennial Park option. This position aligns with the recommendation before Council.

Aboriginal Consultation

There are two matters to be followed up with respect to Aboriginal Consultation. The first is confirmation that the reserves selected for the site are not subject to change of ownership as part of the Noongar Native Title Settlement. The Shire understands that the lots to the west of this Reserve are part of the settlement, but not the Reserve itself. Written confirmation of this will be sought.

The second consultation matter is to deal with the fact that Centennial Park is within an Aboriginal site, meaning that an approval will be needed, as it would be for the Town Oval. This is dealt with once the details of the works on site are determined and can be submitted for approval.

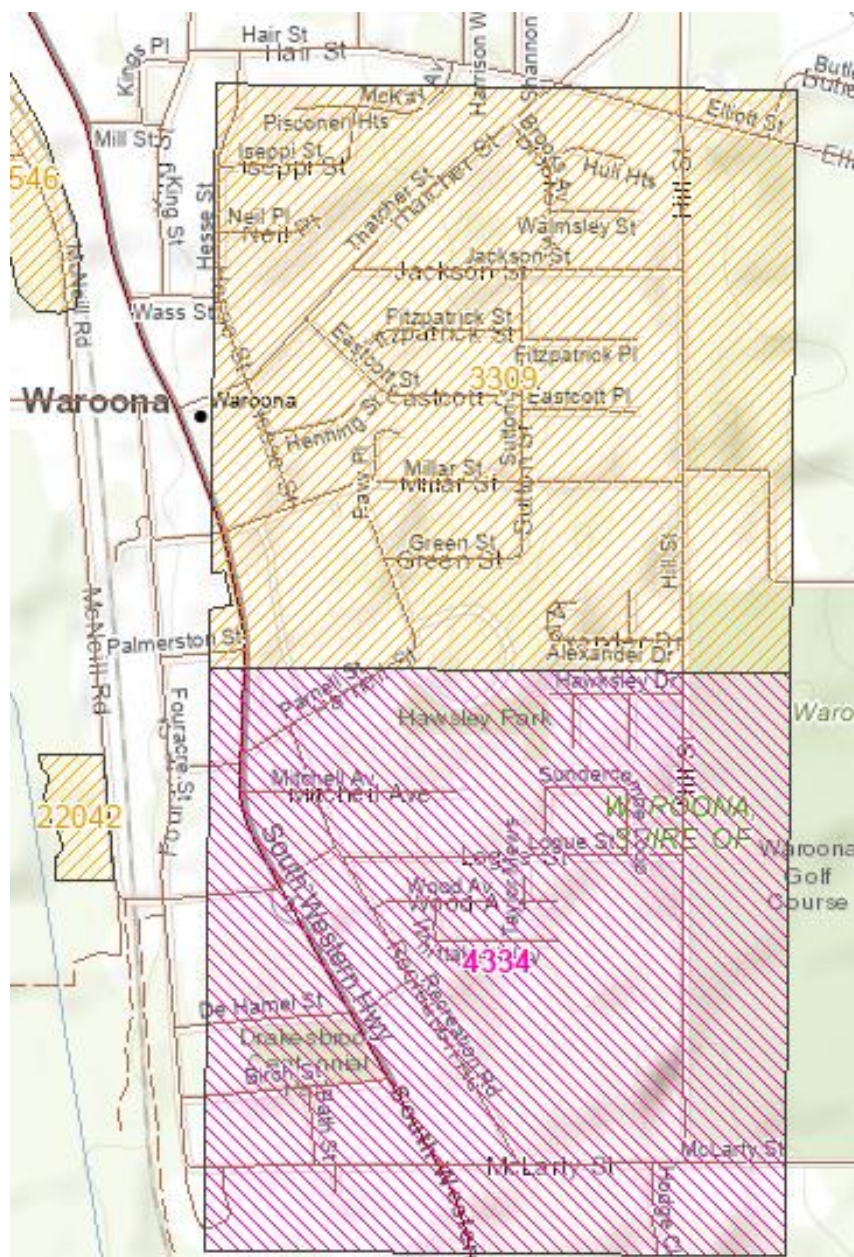


Figure 3. Aboriginal Heritage site overlaying Centennial Park (red hachured)

RESOURCE IMPLICATIONS

Financial

Approving the Centennial Park site has no budget implications.

No budget exists for this project, and it hasn't been specifically listed in the Shire's long term financial plan or other strategic documentation. In order to contemplate any financial contribution by the Club must turn its attention to a scope, estimate and a case for supporting the Club.

The case for supporting this will be important as the demands on ratepayer funds are many, varied and always in excess of available funds, with many of these demands being for less discretionary pursuits.

Workforce

Approval of this site has no further unforeseen workforce implications.

It is noted, however, that significant staff resources have tasked to assisting the consultation process between the Club and other groups, liaising with the Club and reporting to Council formally and informally.

Managing development of this project may prove challenging for the Club, and Shire staff resourcing has not been allocated to develop the project, seek approvals and managing its implementation. By way of comparison the Football Clubroom Extension project has been fully granted funded, and the grant is paying for the architect, engineering services as well as the project manager. Only limited support is being provided to the Football Club to support project direction and funding governance.

The CEO has reached out to the Club in regard to helping to define the project components. However, if Council wishes the Shire to manage the project development, then an additional funding will need to be budgetted, or the Club will need to fund this through its own resources or grant funding.

Given the factors above no funding support is recommended at this stage.

CONCLUSION

In responding to the direction to the CEO to advise Council on the Recreation Advisory Group's position to support the old hockey pitch for the Club, further consultation has been carried out and the complexities of croquet courts and a facility in this location have become evident.

The alternative site, at Centennial Park, has less user interface complexity, the site is relatively straightforward, and the tenure is aligned with the Club's purpose. The Club has written to the Shire to support this location, and this is now the recommendation before Council.

11.4.2 Dadour Provisions	
File Ref	GR.22 – Government Relations – State Liaison — Western Australian Local Government Association (WALGA); GR.5 – Government Relations – State Liaison – Department of Local Government Sport and Cultural Industries
Previous Items	Nil
Applicant	Shire of Waroona
Author and Responsible Officer	Chief Executive Officer
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	Nil

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/131

Moved: Cr Walmsley

Seconded: Cr Mason

That Council:

- 1. opposes any changes to the *Local Government Act 1995* which amend, delete or meaningfully change the intent of the “Dadour Provisions”;**
- 2. supports this becoming a WALGA Advocacy position; and**
- 3. request the Shire’s Peel Zone representatives to propose this as a recommendation to the next Peel Zone meeting.**

CARRIED 7/0

IN BRIEF

On 17 September 2026 the Hon. Hannah Beasley MLA announced plans to remove the Dadour provisions on the basis that this would support voluntary district boundary changes by removing the ability for a small number of electors to “*undermine amalgamation proposals*”. She has stated that the Cook Labor Government has no current plans for forced amalgamations and wants to support local governments in voluntary amalgamation process.

Self-determination as a local government is secured through legislation that protects the rights of an electorate to vote on its own future. The Dadour Provisions support this aim and is a key legislative mechanism which upholds democratic principles through empowering electoral polling. Removal of these provisions will leave the decision of the future of each local government in the hands of the Minister of Local Government without recourse to electors voting rights when amalgamations are proposed, both voluntary and forced.

This report provides a mechanism for Council to object to removal of the Dadour provisions should it wish to do so and seek sector wide support for its position.

BACKGROUND

The Dadour provisions were named after former City of Nedlands mayor Dr John Dadour, which when included in the *Local Government Act 1995*, gave local ratepayers the right to trigger a poll (referendum) if a Council merger or boundary change is proposed.

The provisions are contained in Schedule 2.1 Clauses 8 and 10 of the *Local Government Act 1995*. Schedule 2.1 contains the provisions about creating, changing the boundaries of, and abolishing districts. Clause 8 states –

8. Electors may demand poll on recommended amalgamation

- (1) *Where the Advisory Board recommends to the Minister the making of an order to abolish 2 or more districts (the districts) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.*
- (2) *The notice to affected **electors** has to notify them of their **right to request a poll** about the recommendation under subclause (3).*
- (3) *If, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board's recommendation be put to a poll accordingly.*
- (4) *This clause does not limit the Minister's power under clause 7 to require a recommendation to be put to a poll in any case.*

10. Minister may accept or reject recommendation

- (1) *Subject to subclause (2), the Minister may accept or reject a recommendation of the Advisory Board made under clause 3 or 6.*
- (2) ***If at a poll held as required by clause 8 —***
 - (a) at least 50% of the electors of one of the districts vote; and***
 - (b) of those electors of that district who vote, a majority vote against the recommendation, the Minister is to reject the recommendation.***

This is a high bar for the electors to meet should they wish to overturn an amalgamation proposal, forced or voluntary, however it was instrumental in defeating the 2013-14 attempt of the then Barnett Government, at forced amalgamations.

2013 was also a period when, like today, a number of legislative reforms to local government were being carried out. At the same time the Barnett Government instructed local governments to amalgamate. Amending the Dadour provisions was contemplated at the time. Mr A.J. Simpson was Minister for Local Government at this time and in his second reading of the bill he made the following comments.

“Under the current Act, the Dadour provisions allow a poll to be held on amalgamation proposals. If at least 50% of electors in a district participate in the poll and at least 50% of those participants vote “no”, the proposal will be defeated. This means it is currently possible for 25 per cent of voters in a single district to defeat an amalgamation proposal even when it is supported by the majority of voters in the other districts involved in the proposal.

The Minister for Local Government believes these poll provisions are contrary to the principles of a democratic local government system but he does not want discussion on this

to be a distraction from what he is trying to achieve – a local government system in the metropolitan area that is suited to the needs of the community today and into the future.

Despite this position on the matter the Minister did not include changes to the Dadour provisions.

The Dadour provisions were then weaponised as a threat by local governments to resist the forced amalgamations. Ultimately forced amalgamations were abandoned in February 2014 without the poll provisions having taken place, but it was the threat to use these provisions which turned the matter.

REPORT DETAIL

In an announcement made by the Hon. Hannah Beasley new reforms were announced.

(<https://www.wa.gov.au/government/media-statements/Cook%20Labor%20Government/Next-phase-of-local-government-reforms-to-reduce-voter-fatigue-20260917>)

“...to strengthen long-term financial sustainability and effectiveness of the local government sector Cook Labor Government.

“Changes include amendments to the Local Government Act 1995 and repeal of the Local Government (Miscellaneous Provisions) Act 1960 to:

- *...remove barriers to voluntary local government boundary changes and amalgamations;*
- *...*

“The Cook Labor Government will also remove the 'Dadour poll' provision - which can effectively allow a minority of electors to undermine amalgamation proposals - to facilitate voluntary amalgamations between local governments.

Ostensibly the Minister's reasons for removing the Dadour provisions are so that the democratic process is fairer, meaning that in theory as little as 25% of the electors in one district could prevent amalgamation. This is highly likely to be an unrealistic appraisal of the situation, given that it is almost certain that some electors from both local governments would oppose an amalgamation.

History has shown that voter turnout of local governments is around 1/3rd of electors, but spikes when matters of great importance to the electorate are at play. It is not unreasonable to assume that a matter such as local government amalgamations, forced or voluntary, would be well attended in a poll. It is this minimum 50% turnout of one electorate which creates a significant hurdle to oppose an amalgamation. However, a 50% turnout would also demonstrate the widespread concern about such a move. It is reasonable to consider that such a voter turnout is a sign of a sound democratic process in action.

The idea of removing processes from the Local Government Act 1995 which enhance and support empowering the electors in their democratic right to determine their own future is to be regarded with extreme suspicion.

While the Minister's statement is in the context of voluntary amalgamations, the Dadour Provision apply equally to forced amalgamations, and it is these Provisions that prevented the wholesale forced amalgamations 13 year ago. This may happen again and without the Dadour Provisions the democratic polling of the electorate is a process that the Minister will be able to avoid. This diminishes democracy.

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	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
Strategy	1.1.1 Develop an identity for the Shire and the communities it comprises

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Schedule 2.1 Clauses 8 & 10

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Loss of Waroona identity and self-determination.
Consequence	4 - Major
Likelihood	3 - Possible
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Oppose the Dadour Provisions changes.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

It is proposed that the Shire seeks the support of the Peel Zone and ultimately of WALGA for this.

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

CONCLUSION

Self-determination as a local government is secured through legislation that protects the rights of an electorate to vote on its own future. The Dadour Provisions support this aim and the removal of these will leave the decision of the future of each local government in the hands of the Minister of Local Government.

Amalgamations are too often the stated panacea for whatever ails local government. The diminution of the legislated democratic process in order to solve problems such as financial sustainability is an over-reach. Voluntary amalgamations in these situations may indeed be appropriate, but the wholesale removal of these Provisions has the sense of a larger agenda at work.

11.5 ITEMS FOR INFORMATION

11.5.1 2026 Australian Rehabilitation Providers Association (ARPA) National Conference	
File Ref	HR.15 – Human Resources – Training and Development
Previous Items	Nil
Applicant	Nil
Author and Responsible Officer	Director Customer & Development Services; Workplace Services Officer
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	APP 11.5.1 – 2026 Australian Rehabilitation Providers Association (ARPA) National Conference Program

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/132

Moved: Cr Rowles

Seconded: Cr Bartle

That Council notes the attendance of the Director Customer & Development Services and Workplace Services Officer at the 2026 Australian Rehabilitation Providers Association (ARPA) National Conference held in Perth on 1st and 2nd September 2026 and receives the report on key learnings and professional development outcomes arising from their attendance.

CARRIED 7/0**IN BRIEF**

The Director Customer & Development Services and Workplace Services Officer attended the 2026 Australian Rehabilitation Providers Association (ARPA) National Conference at Crown Perth on 1 and 2 September 2026.

The Conference theme, *Reimagining Rehabilitation 2030: Evidence, Technology & Human Recovery*, brought together workplace rehabilitation, insurance, health and workforce professionals to consider emerging approaches to workplace rehabilitation, psychosocial risk, employee wellbeing, technology and sustainable workforce participation.

Attendance provided an opportunity for relevant Shire officers to hear from industry leaders and practitioners and consider contemporary approaches that may inform the Shire's management of employee wellbeing, workplace injury, rehabilitation, return to work and broader workforce practices.

BACKGROUND

The Australian Rehabilitation Providers Association (ARPA) is the peak national body representing workplace rehabilitation providers in Australia. The 2026 ARPA National Conference was held at Crown Perth on 1 and 2 September 2026, attracting more than 500 delegates from the workplace rehabilitation, workers compensation, insurance, health and workforce sectors.

The Conference focused on the future of workplace rehabilitation and the changing nature of work, with particular emphasis on psychosocial risk, evidence-based rehabilitation, employee recovery, digital innovation and sustainable workforce participation.

The Shire was represented by the Director Customer & Development Services and Workplace Services Officer, whose responsibilities include human resources, workplace health and safety, injury management and employee wellbeing.

A recent increase in workers compensation claims and associated workplace investigations within the Shire prompted the officers to attend the Conference to explore contemporary approaches to psychosocial risk, injury prevention and management, and return to work. Of particular interest were early intervention and return-to-work practices that support safe and sustainable employee recovery while also reducing the organisational impacts of extended absences, prolonged claims, workplace disruption and workers compensation costs.

Management Practice HRM012 – Staff Professional Development Reporting requires staff attending professional development activities to report on key learnings, their organisational relevance and opportunities to apply new knowledge. It also provides for reports to be presented to Council where the activity involves a major conference, or the outcomes are of strategic interest to the organisation.

Given the relevance of the Conference to the Shire's management of workers compensation, workplace rehabilitation, psychosocial risk and employee wellbeing, the key learnings and outcomes are presented to Council for information.

REPORT DETAIL

The 2026 ARPA National Conference included presentations from industry leaders, researchers, health professionals and other speakers across workplace rehabilitation, workers compensation, injury management, leadership and employee wellbeing.

The following provides an overview of the key presentations attended and the learnings considered most relevant to the Shire.

Kath Koschel – Resilience, Kindness and Human Connection

Kath Koschel, founder of the Kindness Factory and 2025 NSW Australian of the Year, opened the Conference by sharing her extraordinary personal story of resilience, recovery and kindness.

Kath was a professional cricketer playing for New South Wales when, at just 23 years of age, she suffered a serious spinal injury and was told she may never walk again. She underwent extensive rehabilitation and ultimately learned to walk again. In the years that followed, she experienced further significant adversity, including the loss of her partner to suicide. After rebuilding her life and commencing training as an Ironman competitor, Kath was struck by a four-wheel drive while cycling, suffering another serious spinal injury and again facing the prospect that she may not walk. Remarkably, she again defied the prognosis and relearned to walk.

These experiences ultimately contributed to Kath establishing the Kindness Factory in 2015, which has grown into an international movement promoting kindness and its capacity to positively influence individuals and communities.

Her presentation focused on resilience, perspective, kindness and the importance of human connection when people are experiencing difficult circumstances. A key message was that seemingly small interactions and acts of kindness can have a significant effect on an individual's wellbeing and ability to navigate periods of adversity.

This presentation was a highlight of the Conference for both officers. Kath's extraordinary story of resilience, positivity and determination was incredibly impactful, with aspects of her presentation and the lessons she shared likely to stay with attendees well beyond the Conference and throughout their personal and professional lives.

For the Shire, this highlights the importance of maintaining regular and genuine communication with injured employees, approaching individual circumstances with empathy and ensuring that injury management and return-to-work processes remain focused on the person, rather than becoming solely an administrative or workers compensation process.

Rebecca Harris – The Future of Workplace Rehabilitation

Rebecca Harris, Acting CEO of WorkCover WA, presented on the changing workers compensation and workplace rehabilitation environment and the need to translate current improvements in rehabilitation practice into measurable outcomes for both workers and employers.

The presentation highlighted the importance of collaboration between employers, workers, rehabilitation providers and other parties involved in injury management, together with the need for contemporary rehabilitation practices to continue adapting as evidence, technology and workforce expectations change.

This presentation was particularly relevant given the Shire's recent experience with workers compensation claims. It reinforced the importance of the employer taking an active role in injury management rather than relying solely on insurers or external providers.

Professor Lorimer Moseley AO – Understanding Pain and Recovery

Professor Lorimer Moseley, a leading pain scientist, presented contemporary research into how pain is experienced and managed.

The presentation challenged traditional assumptions that the amount of pain experienced by a person necessarily reflects the extent of physical damage. Pain is influenced by a complex interaction of physical, neurological, psychological and environmental factors, particularly where pain becomes persistent.

The presentation also explored the importance of education and progressively rebuilding confidence and capacity rather than assuming that a person must be completely free from pain before returning to normal activity.

This provides useful context when managing employees recovering from physical injuries, particularly where pain continues after the original injury has stabilised. Return-to-work arrangements should focus on medical capacity, appropriate duties and progressively rebuilding an employee's confidence and functional capacity rather than necessarily waiting for the complete absence of symptoms before meaningful work is resumed.

Associate Professor Davinder Hans – Secondary Psychological Injuries

Associate Professor Davinder Hans presented specifically on secondary psychological injuries, psychological conditions that may develop following an initial physical injury.

The presentation examined how these injuries can arise during the recovery and workers compensation process, how causation may be considered within a legal context, and the importance of early identification and intervention.

A strong message was that the management of the original injury and the employee's experience throughout the claims and rehabilitation process can influence whether additional psychological issues emerge.

This was one of the most directly applicable sessions for the Shire. It reinforced the need to identify emerging psychological or psychosocial issues early during a workers compensation claim and to avoid unnecessarily adversarial or prolonged processes.

Professor Michael Nicholas – Early Intervention and Complex Recovery

Professor Michael Nicholas, a clinical psychologist and internationally recognised pain researcher, presented on the challenges of early intervention where injuries and recovery become complex.

The presentation focused on identifying barriers to recovery early and recognising that effective rehabilitation may need to respond to the individual circumstances of the worker rather than applying the same approach to every injury. His work particularly focuses on self-management of acute and chronic pain and the factors that can prevent recovery and return to work.

The presentation reinforced the importance of identifying potential barriers to recovery at the beginning of a claim rather than waiting until a return-to-work program has stalled. For the Shire, this supports more active early case management, including identifying workplace, personal, psychological or functional barriers and involving appropriate rehabilitation expertise before a claim becomes unnecessarily prolonged or complex.

Dr Dinesh Palipana OAM – Recovery, Disability and Participation

Dr Dinesh Palipana shared perspectives informed by his experience as a doctor, researcher and person living with spinal cord injury.

His presentation considered recovery, resilience and the importance of looking beyond an individual's injury or disability to their abilities, contribution and potential. The broader message was that meaningful participation, and purpose can form an important part of recovery and wellbeing.

Cinzia Gagliardi – Workplace Rehabilitation and Industry Practice

Cinzia Gagliardi's presentation provided an industry perspective on workplace rehabilitation and the changing environment in which rehabilitation providers, employers and workers operate.

The session contributed to the broader Conference discussion about improving rehabilitation outcomes through collaboration and greater consideration of the individual circumstances affecting recovery. The presentation reinforced the value of employers maintaining an informed and active relationship with rehabilitation providers.

Joel Selwood – Leadership, Team Culture and Resilience

Former Geelong Football Club captain Joel Selwood spoke about leadership, resilience, teamwork and maintaining high performance over an extended period.

One concept discussed was the importance of establishing a personal "boardroom" a trusted group of people with different experience and perspectives who can provide advice, support and challenge an individual's thinking.

His presentation also highlighted that effective leadership is based on relationships, trust, consistency and understanding the individuals within a team.

While not specifically directed toward workers compensation, the presentation had broader relevance to the Shire's leadership and workforce practices. Strong relationships between supervisors and employees can assist in identifying emerging issues earlier and create an environment in which employees feel comfortable raising concerns. The concept of a trusted professional "boardroom" also has application to leadership development and mentoring within the organisation.

Gihan Perera – Artificial Intelligence and the Future of Work

Gihan Perera presented on the increasing use of artificial intelligence and how organisations and professionals can use emerging technology to support their work.

The presentation focused on using AI as a tool to improve productivity, analyse information and reduce time spent on lower-value administrative activities, while retaining human judgement and expertise.

The presentation has relevance to the Shire's broader digital transformation and continuous improvement objectives. There may be opportunities to use AI and other digital tools to reduce administrative workload and enable employees to spend more time on higher-value activities.

Lauren Parsons – Overcoming Overwhelm

Lauren Parsons presented practical strategies for managing overwhelm, maintaining focus and protecting wellbeing in high-pressure working environments.

The presentation considered how competing demands, interruptions and an inability to properly disconnect from work can affect energy, performance and wellbeing. A particular focus was on practical approaches to managing time, energy and attention while protecting recovery time outside work.

These learnings are relevant to the Shire's management of psychosocial hazards and employee wellbeing. Local government employees can experience competing statutory deadlines, customer expectations, interruptions and periods of significant workload. Providing employees and supervisors with practical tools to manage workload, prioritisation and recovery may assist in reducing burnout and psychosocial risk before these issues develop into more significant workplace health or workers compensation matters.

Other Industry and Panel Presentations

The Conference also included presentations and panel discussions involving Alex Grigg, Noni Byron, Vanessa Leon, Carmen Fay, Lucy Hartley, Alicia Gibbs, Stephanie McCahon, Hayley Ryan, Ingrid Hand and Teagan Bagini, amongst others.

These sessions provided perspectives from across workplace rehabilitation, allied health, workers compensation and injury management and explored practical experiences in achieving successful recovery and return-to-work outcomes.

A consistent theme across the Conference was that successful injury management is rarely achieved by one party acting independently. Better outcomes generally arise where the worker, employer, treating practitioners, insurer and rehabilitation provider understand their

respective roles, communicate effectively and work toward a shared and realistic return-to-work objective.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.1 Employ, maintain and retain a skilled workforce

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil direct economic impact. Learnings relating to early intervention, injury management and sustainable return to work may assist the Shire in reducing the organisational and financial impacts associated with workplace injuries, extended absences and prolonged workers compensation claims.

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

The Conference provided contemporary information on employee wellbeing, psychosocial risk, injury management and return to work. Application of these learnings may support a safer and more supportive workplace and improve outcomes for employees experiencing workplace injury or illness.

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

Nil.

Policy Implications

Management Practice HRM012 – Staff Professional Development Reporting applies. The Management Practice requires staff attending approved professional development activities to report on key learnings, organisational relevance and opportunities to apply new knowledge or practices. It also provides for reports to be presented to Council where the professional development involves a major conference, or the outcomes are of strategic interest to the organisation.

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Inadequate prevention and management of workplace injuries and workers compensation claims may result in increased insurance claims, claim costs, legal expenses, extended employee absences and associated workforce costs.
Consequence	3 - Moderate
Likelihood	3 - Possible

Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Workers' compensation and injury management support through the Shire's insurer/LGIS.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

N/A

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial

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

Workforce

Attendance formed part of the professional development of the Director Customer & Development Services and Workplace Services Officer.

CONCLUSION

Attendance at the Conference provided both officers with valuable insight into the changing workers compensation and workplace rehabilitation environment, particularly the increasing prominence and complexity of psychological injury and psychosocial risk.

A key reflection for both officers was the challenge employers now face in distinguishing between legitimate psychological injury and psychosocial hazards requiring appropriate intervention, and the ordinary and reasonable pressures, expectations and accountabilities that are inherent in employment. Expectations such as attending work on time, meeting reasonable deadlines, managing periods of increased workload, responding to direction, being accountable for performance and participating in performance management can, depending on the circumstances and how they are managed, intersect with psychosocial risk considerations.

This creates an increasingly complex environment for employers. The Shire has an obligation to provide a psychologically safe workplace and must take genuine concerns regarding psychological health seriously. At the same time, it must retain the capacity to set reasonable performance standards, allocate and manage workloads, provide lawful and reasonable direction and hold employees accountable for the requirements of their roles.

The Conference reinforced that these two responsibilities are not mutually exclusive. The challenge is ensuring that reasonable management action is undertaken appropriately, consistently and respectfully, with good processes and clear documentation, while also being able to recognise when workplace factors may genuinely be creating or contributing to psychological harm.

For both officers, this was one of the most significant learnings from the Conference. The changing nature of workers compensation and the increasing focus on psychosocial hazards means that managers and supervisors need greater awareness and confidence in navigating these matters. What may historically have been regarded simply as workload, workplace pressure, interpersonal conflict or performance management can now require consideration through a work health and safety, psychosocial risk and workers compensation lens.

This does not mean that normal workplace expectations should be removed or that employees should not be held accountable. It does, however, reinforce the importance of ensuring expectations are reasonable, roles and responsibilities are clear, workloads and deadlines are appropriately managed, performance issues are addressed fairly and promptly, and managers are equipped to identify and respond to genuine psychosocial risks.

The Conference provided valuable practical knowledge that will assist officer's in reviewing the Shire's existing approach to workers compensation, injury management, return to work and psychosocial risk. It reinforced the value of early intervention, good communication, meaningful and appropriately structured return-to-work arrangements, sound documentation and maintaining a strong focus on achieving outcomes that are sustainable for both the employee and the organisation.

Given the Shire's recent increase in workers compensation claims and associated investigations, the Conference was timely and provided both reassurance regarding existing practices and opportunities to strengthen the Shire's approach to prevention and management of workplace injury. The learnings will be used to support the Shire in balancing its responsibilities as an employer with the need to maintain a productive, accountable, safe and supportive workplace.

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

Nil

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 WA Police vGRID SaferCity Project – Review	
File Ref	ET.1 – Energy Supply & Telecommunications – Service Providers – Telecommunications & CCTV
Previous Items	OCM25/12/202 – WA Police vGRID SaferCity Project - Item laid on the table OCM26/03/028 – WA Police vGRID SaferCity Project - Council did not support participation OCM26/08/112 – Notice of Motion requesting review
Applicant	N/A
Author and Responsible Officer	Director Corporate & Community Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Appendix Numbers	13.1 A – MOU Access to Local Government Live CCTV Feeds – WALGA & WA Police Force 13.1 B – MOU Schedule – Shire of Waroona & WA Police Force 13.1 C – Information to the LG Community Safety Manager

COUNCIL RESOLUTION / OFFICER RECOMMENDATION

OCM26/09/133

Moved: Cr Walmsley

Seconded: Cr Mason

That following its review of the WA Police vGRID SaferCity Project, Council:

1. supports the Shire of Waroona's participation in the Western Australia Police Force vGRID SaferCity Project; and
2. authorises the Chief Executive Officer to execute the Memorandum of Understanding Schedule – Shire of Waroona & WA Police Force as per Appendix 13.1 B.

CARRIED 7/0**ALTERNATIVE RECOMMENDATION**

That following its review of the WA Police vGRID SaferCity Project, Council does not support the Shire of Waroona's participation in the Western Australia Police Force vGRID SaferCity Project.

IN BRIEF

Council previously considered participation in the Western Australia Police Force vGRID SaferCity Project at its December 2025 and March 2026 Ordinary Council Meetings.

At the March 2026 Ordinary Council Meeting, Council resolved not to support the Shire's participation in the initiative.

Subsequent to this decision, senior representatives from Western Australia Police attended a Councillor Briefing Session to provide further information and respond to questions regarding the operation, privacy, governance and intended use of the vGRID SaferCity platform.

At the August 2026 Ordinary Council Meeting, Council supported a motion from the Shire President requesting the Chief Executive Officer to review and report on the project. This report is presented in response to that request and provides Council with an opportunity to reconsider its position having regard to the additional information provided.

BACKGROUND

The vGRID SaferCity Project provides Western Australia Police Force with secure access to selected live CCTV feeds from participating local governments and other organisations to assist with incident response, crime prevention and community safety operations.

Council first considered the project at its Ordinary Council Meeting held on 16 December 2025. The original Officer recommendation was to support participation in principle, subject to technical discovery, review of the applicable Memorandum of Understanding and amendment of Council Policy CGP030 – Closed-circuit Television (CCTV). Council instead resolved:

OCM25/12/202

That Council lays item 11.3.3 on the table for the purpose of further discussion at a Councillor Briefing Session.

The December 2025 report identified that participation was voluntary, the Shire would retain control over which cameras were made available, and all Police access would be logged and auditable.

Further information was subsequently provided to elected members through Councillor Briefing Sessions held in December 2025 and February 2026. Questions were raised to explore the ramifications of the vGRID SaferCity project, including privacy, use and distribution of footage and governance arrangements.

The matter was reconsidered at the Ordinary Council Meeting held on 24 March 2026, at which Council resolved:

OCM26/03/028

That Council:

- 1. considers the Shire of Waroona's potential participation in the Western Australia Police Force vGRID SaferCity Project; and*
- 2. does not support the Shire's participation in the initiative.*

Following Council's March decision, further discussions have occurred with Western Australia Police regarding the project.

Senior Western Australia Police representatives, including Assistant Commissioners, the South West Superintendent and Waroona Sergeant, subsequently attended a Councillor Briefing Session to provide elected members with further information regarding the project and respond directly to questions and concerns.

At the August 2026 Ordinary Council Meeting, Council resolved under OCM26/08/112 to note the following motion for consideration at the 22 September 2026 Ordinary Council Meeting, brought by Shire President Mike Walmsley:

OCM26/08/112

That Council requests the Chief Executive Officer to review and report on the vGRID SaferCity Project previously considered by Council at the December 2025 and March 2026 Ordinary Council Meetings.

This report responds to that request.

REPORT DETAIL

The fundamental operation of the vGRID SaferCity Project remains consistent with the proposal previously presented to Council. Participation involves the installation of a secure vGRID Gateway device within the Shire's CCTV network. The device enables authorised WA Police Officers to access selected live CCTV feeds through a secure interface.

The Shire retains ownership and control of its CCTV infrastructure and determines which cameras are made available through the platform. The previous reports also identified that the platform does not itself record footage and that Police access is logged and auditable.

The arrangement is governed through the overarching WALGA–WA Police Force Memorandum of Understanding, together with a Schedule entered into by each participating local government. The MOU addresses governance, privacy, data security and operational arrangements.

Further engagement with Western Australia Police

Following Council's March 2026 decision, Western Australia Police provided elected members with a further opportunity to consider the project through a Councillor Briefing Session.

The attendance of senior WA Police representatives provided elected members with an opportunity to directly raise questions regarding the intended operation of the platform, Police access to CCTV, privacy and security arrangements and the broader community safety objectives of the project.

This additional engagement has occurred subsequent to Council's March 2026 determination and is the principal reason the matter is now being returned to Council for reconsideration.

Matters previously considered by Council

The previous reports identified both potential benefits and considerations associated with participation.

Potential benefits include improved situational awareness for Police during incidents, faster access to relevant live CCTV footage, improved coordination between the Shire and WA Police and the potential to strengthen community safety outcomes.

Council has previously also considered concerns regarding community expectations of privacy and surveillance, reputational considerations, cybersecurity and data governance, and whether participation represents an appropriate strategic use of the Shire's CCTV infrastructure.

Participation remains voluntary and Council retains the ability to determine whether the benefits of participation are sufficient to support changing its previous position.

Implementation should participation be supported

Should Council now determine to support participation, implementation would not occur immediately following Council's decision.

Further work would be required to:

- complete technical discovery between WA Police, SaferCities and the Shire's CCTV provider;
- confirm cybersecurity and network compatibility;
- review and finalise the Schedule to the WALGA–WA Police Force MOU;
- determine which Shire CCTV cameras, if any, would be made available through vGRID; and
- review Council Policy CGP030 – Closed-circuit Television (CCTV) to ensure that the policy appropriately provides for live access arrangements.

Should Council maintain its March 2026 decision not to participate, no further implementation action would be required, and the Shire's CCTV network would continue to operate under its existing arrangements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	1.1.6 Ensure the safety of our community

OTHER STRATEGIC LINKS

WALGA–WA Police Force Memorandum of Understanding.

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

Minimal financial impact. The vGRID Gateway device is supplied by WA Police under warranty. Minor variable data usage costs may arise when Police access live CCTV feeds.

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

Participation has the potential to improve Police situational awareness and emergency response through timely access to selected Shire CCTV cameras.

Council should balance these potential community safety benefits against community expectations regarding the use of public CCTV infrastructure, privacy and surveillance.

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

Nil

Policy Implications

Council Policy CGP030 – Closed-circuit Television (CCTV) currently provides for limited Police access to recorded footage for criminal investigation purposes.

The existing policy does not provide for the proposed ongoing capability for authorised WA Police officers to access selected live CCTV feeds through vGRID.

Should Council support participation, Policy CGP030 will require review and amendment prior to implementation.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Community concern regarding surveillance or privacy, together with risks associated with providing external access to Shire CCTV infrastructure.
Consequence	2 - Minor
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Formal MOU and participation Schedule; Shire control over participating cameras; logged and auditable Police access; technical and cybersecurity review prior to implementation; appropriate CCTV policy framework; and transparent community communication regarding the purpose and operation of the system.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

- Elected Members
- Chief Executive Officer, Director Corporate & Community Services
- Western Australia Police Force
- Sapio – Shire's CCTV Provider

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS**Financial**

There is no upfront cost to the Shire for the vGRID Gateway device, which is supplied by WA Police under warranty.

Minor variable data usage costs may be incurred when Police access live feeds. As previously reported to Council, replacement of the gateway device following the initial five-year period was estimated at approximately \$3,000–\$4,500 and possibly, may need to be considered through a future budget process.

Workforce

Should Council support participation, some Officer time will be required to coordinate the technical discovery process, review the MOU Schedule, liaise with the Shire's CCTV provider and WA Police, and review Council Policy CGP030.

Following implementation, ongoing administrative requirements are expected to be minimal.

CONCLUSION

Council has considered the vGRID SaferCity Project on two previous occasions. In December 2025, Council deferred the matter to enable further consideration, and in March 2026 Council determined not to participate in the initiative.

Since that decision, senior representatives of Western Australia Police have attended a Councillor Briefing Session and provided elected members with further information regarding the project and an opportunity to directly raise questions regarding its operation, governance and community safety objectives.

Council has subsequently requested that the Chief Executive Officer review and report on the project.

The matter is therefore returned to Council to determine whether, having considered the additional information provided by Western Australia Police, it wishes to support participation in the vGRID SaferCity Project or maintain its previous decision not to participate.

One member of the public left the meeting, the time being 4.34pm

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

Nil

15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

16. CLOSURE OF MEETING

The meeting was closed, the time being 4.40pm

The audio recording was stopped.

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD Tuesday 27 October 2026 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE

APPENDICES INDEX

ORDINARY COUNCIL MEETING 22 September 2026

Item	Appendix Title	Page
10.1	Peel Country Zone Meeting - 20 August 2026	2
10.2	AWSF Minutes - 1 September 2026	17
10.3	Minutes - Finance & Audit & Committee Meeting 25.02.2025	21
11.2.1	Wright Plans	34
11.2.2	Judd Plans	36
11.3.1	Monthly Creditors Report – August 2026	39
11.3.2	Statement of Financial Activity for the period ending 31 July 2026	50
11.3.3	Statement of Financial Activity for the period ending 31 August 2026	70
11.3.4	Reviewed policies with tracked changes	90
11.3.5	2025 Annual Compliance Audit Return	113
11.3.6	Proposed Shire of Waroona Fencing Amendment Local Law 2026	135
11.3.7	CGP034 Privacy, Information Handling and Breach of Information - PROPOSED	137
11.3.9	Register of Delegations – Extract of Proposed Amendments (Tracked Changes)	149
11.4.1	8 Sept 26 Meeting Notes	169
11.5.1	2026 Australian Rehabilitation Providers Association (ARPA) National Conference Program	173
13.1 A	MOU Access to Local Government Live CCTV Feeds - WALGA & WA Police Force	180
13.1 B	MOU Schedule – Shire of Waroona & WA Police Force	192
13.1 C	Information to the LG Community Safety Manager	196

Peel Country Zone Minutes

20 August 2026

Hosted via MS Teams

TABLE OF CONTENTS

1	OPENING, ATTENDANCE AND APOLOGIES.....	4
1.1	Opening	4
1.2	Attendance	4
1.3	Apologies	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	DECLARATIONS OF INTEREST.....	5
4	DEPUTATIONS.....	5
5	AGENCY REPORTS	5
5.1	LGIRS Local Government Division Report.....	5
5.2	Department of Fire and Emergency Services (DFES).....	5
6	CONFIRMATION OF MINUTES	6
7	BUSINESS ARISING.....	6
7.1	Status Report.....	6
8	ZONE BUSINESS	6
8.1	Emergency Services Levy Administration Fees.....	6
8.2	Request to Present – Department of Creative Industries, Tourism and Sport (CITS).....	7
8.3	Rural Health Advocacy Update.....	7
9	WALGA STATE COUNCIL AGENDA	8
9.1	Retirement of Advocacy Positions Achieved by Reform	9
9.2	Circular Economy Advocacy Position	12
9.3	Other State Council Agenda items.....	14
10	EXECUTIVE REPORTS	15
10.1	WALGA President's Report	15
10.2	State Councillor's report.....	15
11	OTHER BUSINESS.....	15
12	NEXT MEETING.....	15
13	CLOSURE	15

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

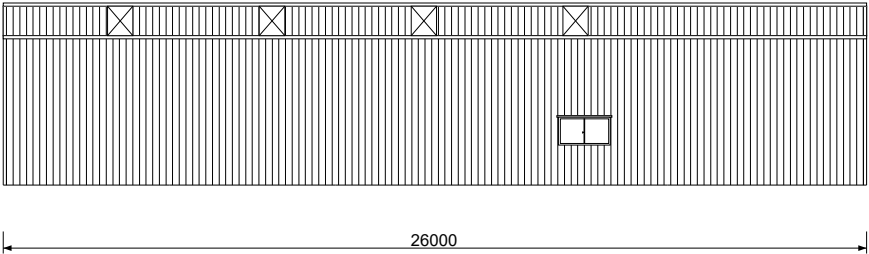
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I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE FINANCE & AUDIT COMMITTEE MEETING HELD _____ AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS

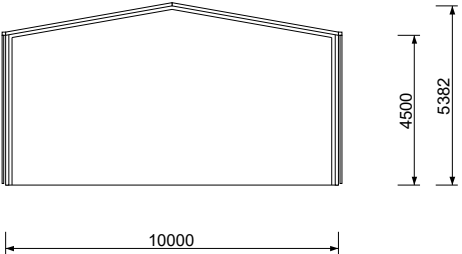
.....
PRESIDING MEMBER

.....
DATE

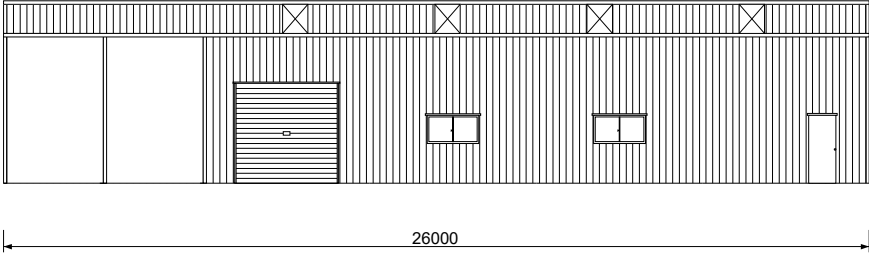
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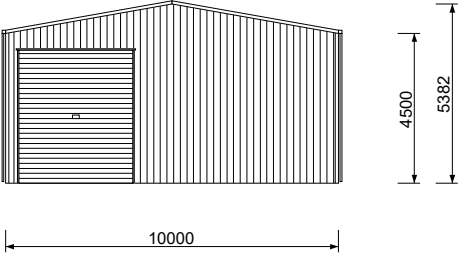
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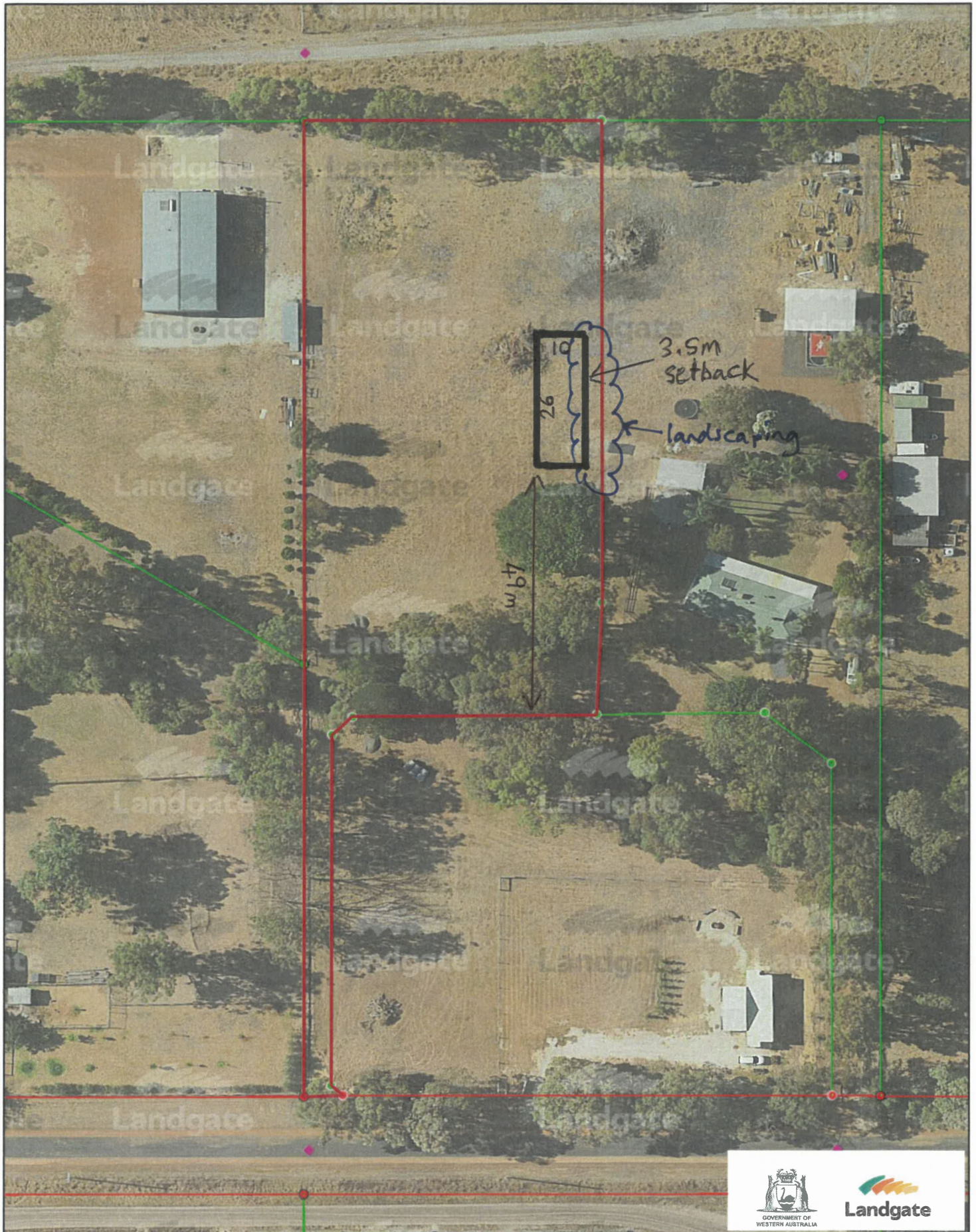
Company: Action Sheds Australia PTY LTD
Address: 55 Erceg Road
Phone: 6559 1970
Email: karli@actionsheds.com.au



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

CLIENT SIGNATURE:
.....

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



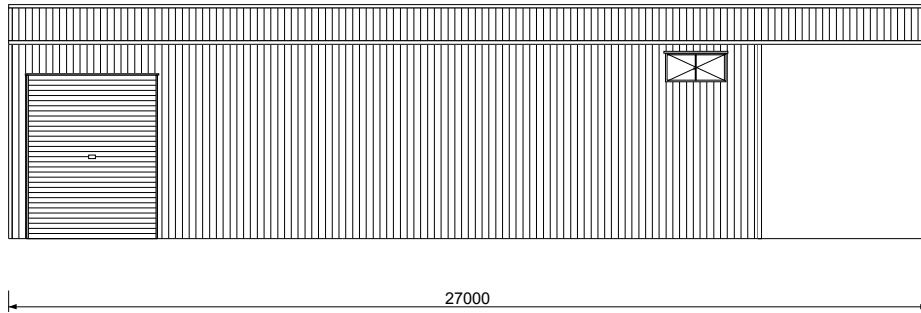
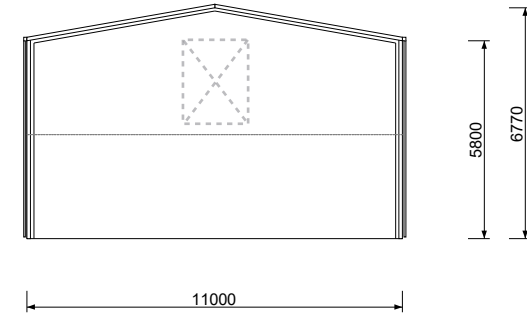
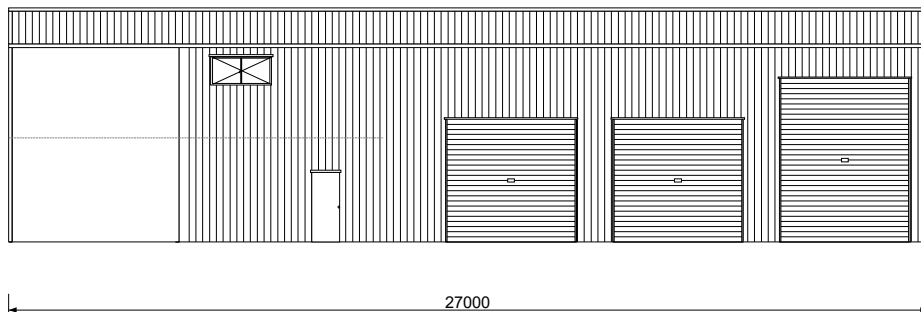
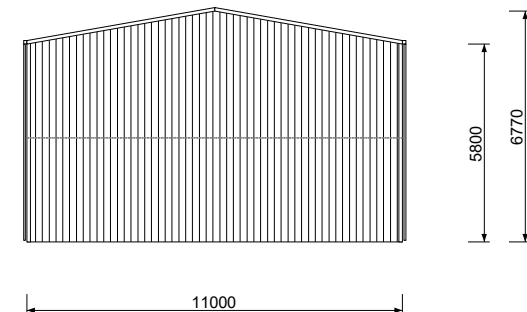
Created: 3 September 2026 from Map Viewer Plus: <https://map-viewer-plus.app.landgate.wa.gov.au/index.html>

1:1,000

Author:

0 0.01 0.02 0.02 0.03 km

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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

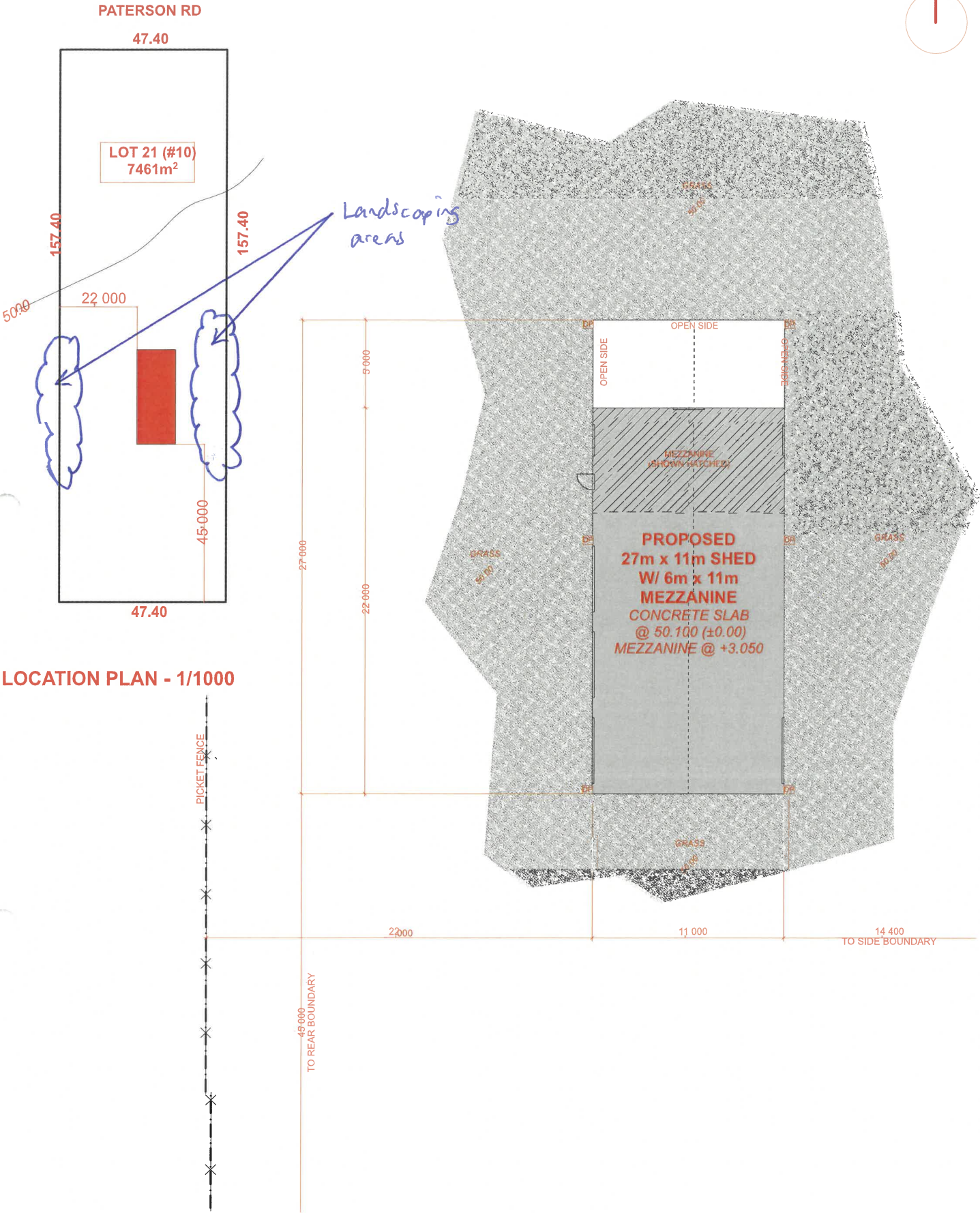


CLIENT NAME: **Seth Judd**
 SITE ADDRESS:
 110 Paterson Road
 Waroona, WA, PC: 6215

CLIENT SIGNATURE:

.....

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



LOCATION PLAN - 1/1000

SITE PLAN - 1/200

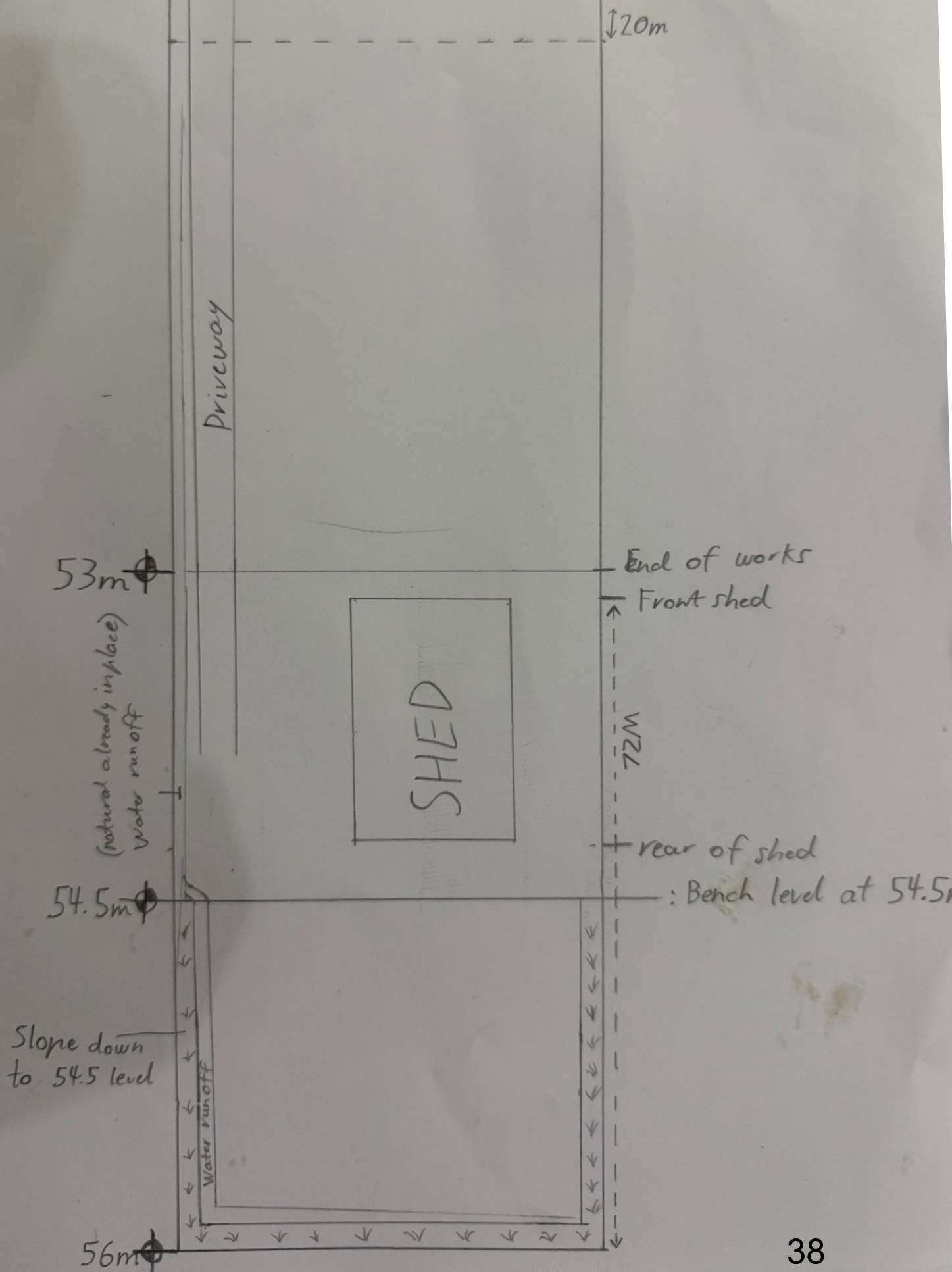
INFORMATION	
10.20	EXISTING SPOT LEVELS (SUBJECT TO SURVEY)

- 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		

~~x.7~~ x 18
9:1

Appendix 11.2.2



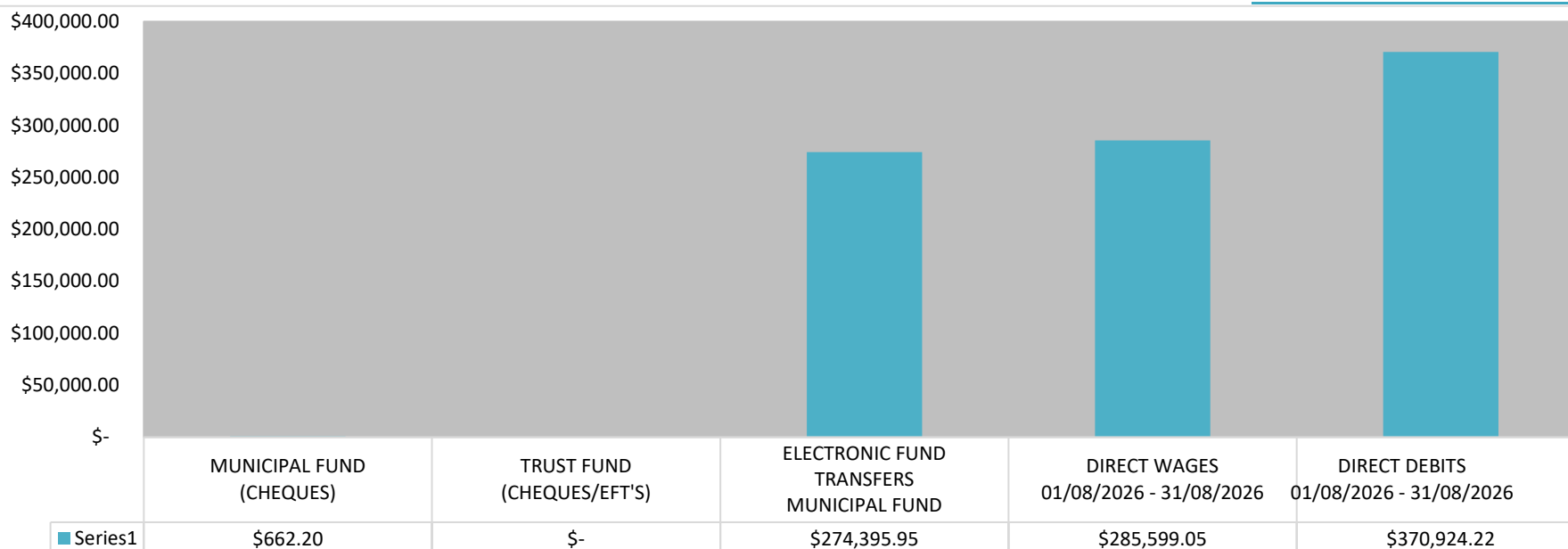


SUMMARY OF PAYMENTS FOR THE PERIOD

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

Appendix 11.3.1

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

Appendix 11.3.1

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

Appendix 11.3.1

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

Appendix 11.3.1

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

Appendix 11.3.1

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



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

FOR THE PERIOD ENDED 31 JULY 2026

Statement of Financial Activity by nature & type	2
Statement of Financial Position	3
Note 1 Basis of preparation	4
Note 2 Statement of Financial Activity Information	5 - 6
Note 3 Explanation of material variances	7
Note 4 Graphical Representation	8
Note 5 Cash and financial assets	9
Note 6 Reserve accounts	10
Note 7 Capital disposals and acquisitions	11 - 12
Note 8 Grants, subsidies and contributions	13
Note 9 Receivables	14
Note 10 Payables	15
Note 11 Rating information	16
Note 12 Information on borrowings	17
Note 13 Budget amendments	18 - 19
Note 14 Trust fund	20

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

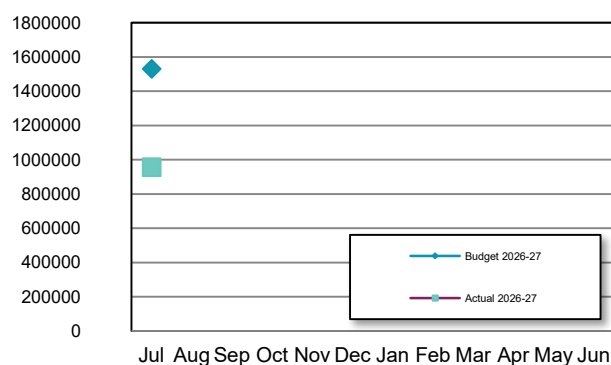


FOR THE PERIOD ENDED 31 JULY 2026

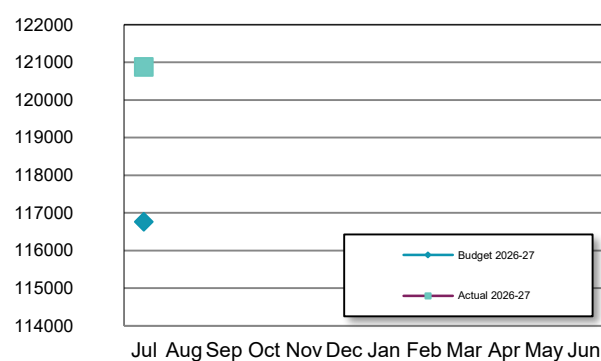
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

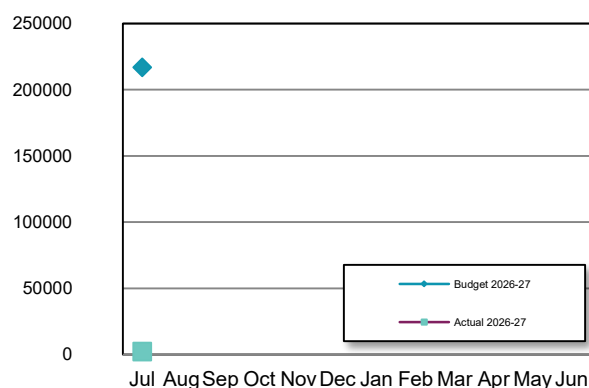
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



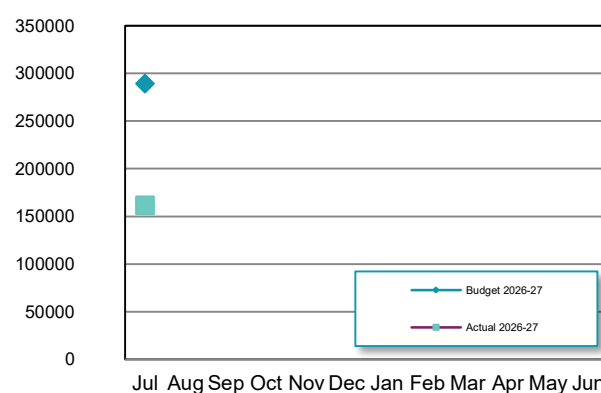
BUDGET OPERATING REVENUES -v- YTD ACTUAL



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

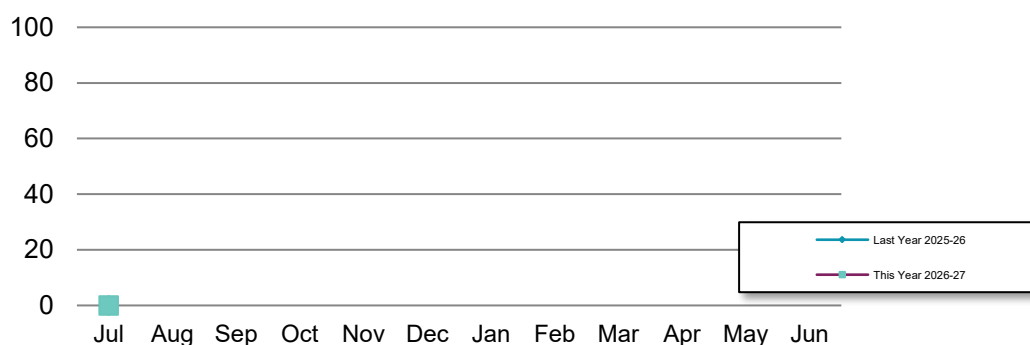


FOR THE PERIOD ENDED 31 JULY 2026

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
Less 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

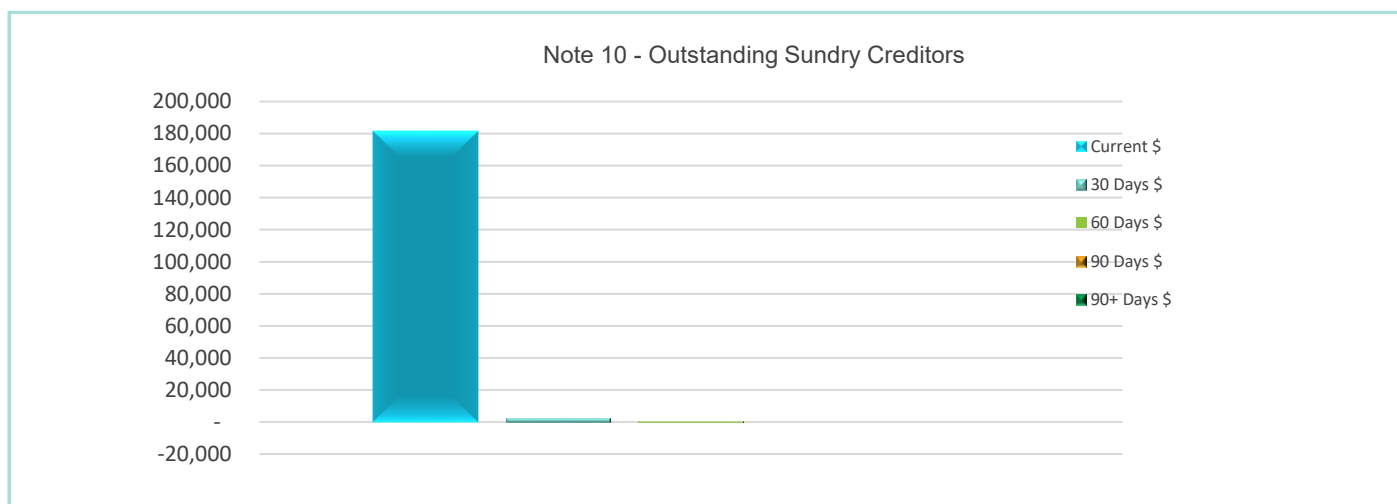


FOR THE PERIOD ENDED 31 JULY 2026

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

Statement of Financial Activity by nature & type	2
Statement of Financial Position	3
Note 1 Basis of preparation	4
Note 2 Statement of Financial Activity Information	5 - 6
Note 3 Explanation of material variances	7
Note 4 Graphical Representation	8
Note 5 Cash and financial assets	9
Note 6 Reserve accounts	10
Note 7 Capital disposals and acquisitions	11 - 12
Note 8 Grants, subsidies and contributions	13
Note 9 Receivables	14
Note 10 Payables	15
Note 11 Rating information	16
Note 12 Information on borrowings	17
Note 13 Budget amendments	18 - 19
Note 14 Trust fund	20

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

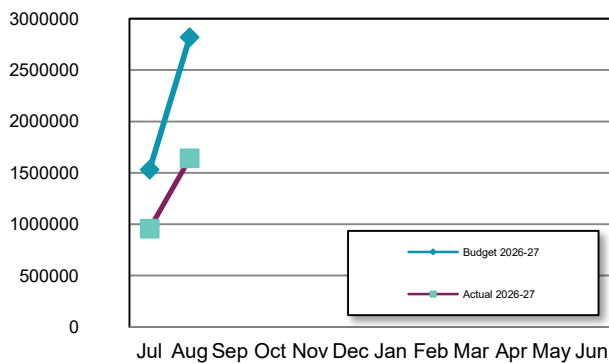


FOR THE PERIOD ENDED 31 AUGUST 2026

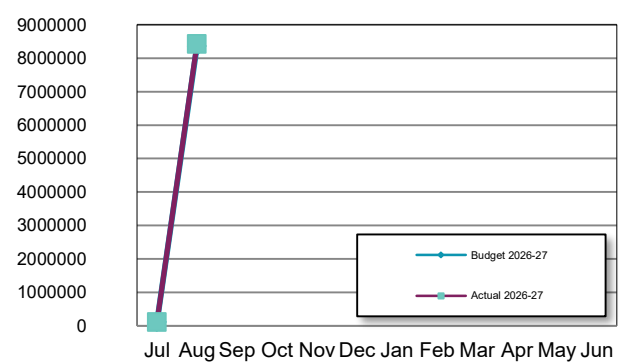
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

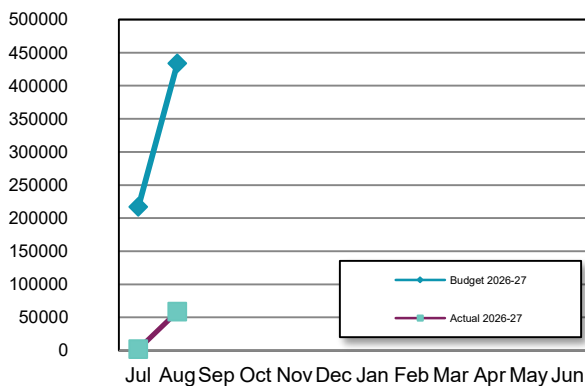
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



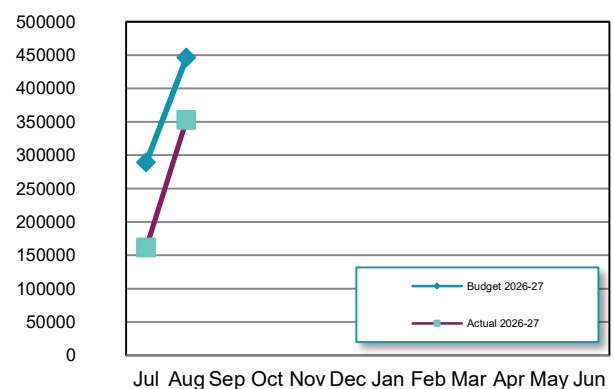
BUDGET OPERATING REVENUES -v- YTD ACTUAL



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

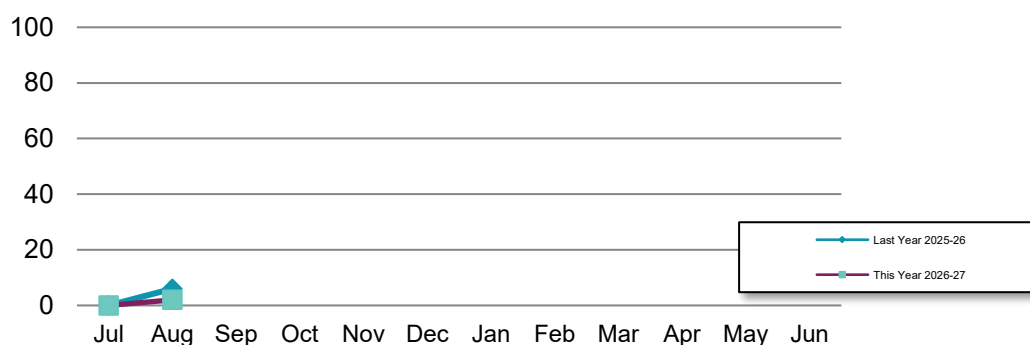


FOR THE PERIOD ENDED 31 AUGUST 2026

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

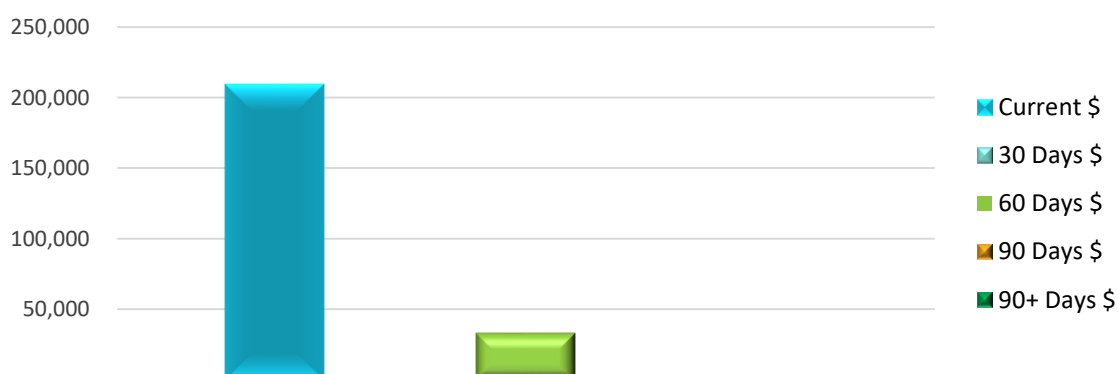


Comments/Notes - Receivables Rates and Rubbish

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

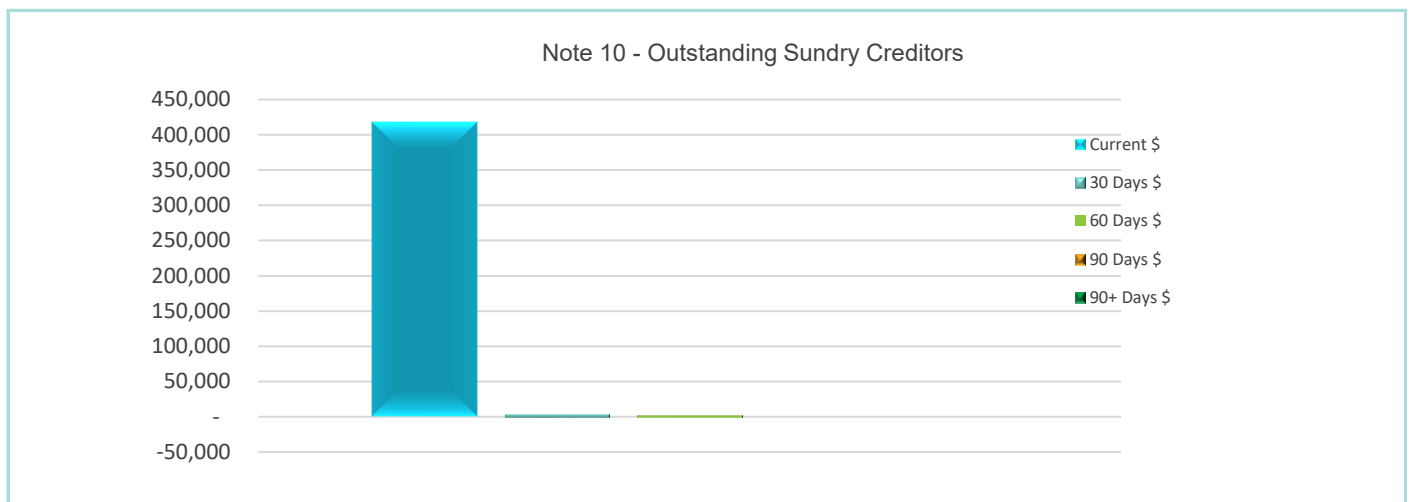


FOR THE PERIOD ENDED 31 AUGUST 2026

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

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 ~~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>	1. <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> 2. <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> [s. 460(3AA)(b)].	
<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>	1. <u>Authority to issue an enforcement order to a person, upon reasonable belief that –</u> (a) <u>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> (b) <u>the issue of the order is necessary to prevent or mitigate a serious public health risk,</u> 4. <u>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> 2. <u>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> 3. <u>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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Table of Contents

1.	Background	3
2.	Honour Clause	3
3.	Definitions	3
4.	Scope	4
5.	Schedules to MOU	5
6.	Roles and Responsibilities	5
7.	Principles.....	7
8.	Funding	7
9.	Intended Data Sharing Process.....	7
10.	Vendor and WA Police Force Access and IT Security	8
11.	Security of Data.....	8
12.	Third Party Access to Data	9
13.	Conflict of Interest	9
14.	Dispute Resolution	9
15.	Commencement and Duration.....	9
16.	Review and Variation	9
17.	Liaison Officers	10

OFFICIAL

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.
----------------	--

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

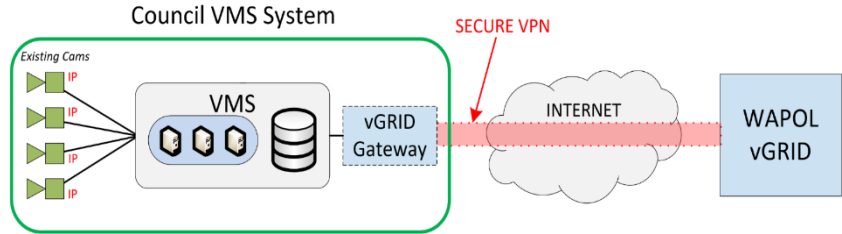
- **Initial Report:** Community Safety officer observes aggressive group of persons, consuming alcohol, damaging local government property. Contacts WA Police via 131 444 and advises area covered by CCTV.
- **CCTV Use:** SOCC identifies location on the SaferCities vGRID platform and begins monitoring 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.