



**Date:** 19 March 2025

**To:** Shire President  
All Councillors

**Copy:** Directors  
Managers  
Staff

**ORDINARY COUNCIL MEETING  
NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 25 March 2025 to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in blue ink, appearing to be "MG", is positioned above the name of the Chief Executive Officer.

**MARK GOODLET  
CHIEF EXECUTIVE OFFICER**



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Please be aware that all Council meetings are audio recorded, as required by legislation.

If you wish to ask a public question, or provide a deputation or submission, please contact the Shire on (08) 9733 7800 or warshire@waroona.wa.gov.au.



## AGENDA

1. **DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS**
2. **ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
  - 6.1 **Ordinary Council Meeting – 25 February 2025**

### OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 25 February 2025 be confirmed as being a true and correct record of proceedings.

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER**
8. **ANNOUNCEMENTS BY MEMBERS**
9. **DISCLOSURES OF INTEREST**

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)
10. **EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS**
  - 10.1 **Recreation Advisory Working Group Minutes – meeting held 30 January 2025.**

### WORKING GROUP RECOMMENDATION

That Council receives and notes the Minutes of the Recreation Advisory Working Group meeting held 30 January 2025 (as per Appendix 10.1).

- 10.2 **Alcoa Waroona Sustainability Committee Unconfirmed Minutes – meeting held 14 March 2025.**

### COMMITTEE RECOMMENDATION



**That Council receives and notes the Unconfirmed Minutes of the Alcoa Waroona Sustainability Committee meeting held 14 March 2025 (as per Appendix 10.2).**

**COMMITTEE RECOMMENDATION**

**That Council approves the recommendations of the Alcoa Waroona Sustainability Committee meeting held 14 March 2025 (as per Appendix 10.2) for the grant funding recipients, amounts and stipulated conditions.**

**10.3 Local Emergency Management Committee Unconfirmed Minutes – meeting held 12 February 2025**

**COMMITTEE RECOMMENDATION**

**That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 12 February 2025 (as per Appendix 10.3 A).**

**[Note that the Appendices to the Unconfirmed Minutes are at Appendix 10.3 B]**

**10.4 Amendment to Terms of Reference (Meeting Schedule) as per Committee Recommendation.**

**COMMITTEE RECOMMENDATION**

**That Council endorses Committee’s recommendation to lay the matter on the table until the next meeting in order to gather information on schedules of other LEMC meetings in the region.**

**10.5 Department of Fire and Emergency Services Policies, Directives, Standard Operating Procedures and Standard Administrative Procedures for Volunteer Bush Fire Brigades as per Committee recommendation**

**COMMITTEE RECOMMENDATION**

**That Council endorses the Committee’s recommendation regarding the following:**

- 1. the Shire of Waroona working with DFES to devise a list of the relevant DFES policies, directives and procedures relating to the local volunteer bush fire brigades;**
- 2. the Shire of Waroona adopting the list for use within its own volunteer brigades; and**
- 3. the Shire of Waroona approaching the Western Australian Local Government Association for support in standardising the list across the local government sector.**

**10.6 Significant district risks from man-made Infrastructure as per Committee recommendation.**



**COMMITTEE RECOMMENDATION**

**That Council endorses Committee’s recommendation for Shire officers to request Alcoa, Water Corporation and the Department of Energy, Mines, Industry Regulation and Safety to provide the Shire with an emergency response plan for each of the risks to the district so the Shire has an understanding of what to do in case of an emergency.**

**10.7 Department of Communities’ Local Emergency Relief and Support Plan as per Committee Recommendation**

**COMMITTEE RECOMMENDATION**

**That Council endorses Committee’s recommendation to endorse the Department of Communities’ Local Emergency Relief and Support Plan.**



**11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS**

**11.1 INFRASTRUCTURE SERVICES**

<b>11.1.1 Agreement for Road Maintenance: Landwehr Road</b>	
<b>File Ref:</b>	TP2115.2 – Amendment for Waroona Solar Farm DA
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Responsible Officer</b>	Senior Technical and Waste Officer; Director Infrastructure Services
<b>Declaration of Interest:</b>	N/A
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	N/A

**OFFICER RECOMMENDATION**

**That Council authorises the Chief Executive Officer to endorse the Road Maintenance Agreement between the Shire of Waroona and Waroona Energy Pty Ltd for Landwehr Road, Waroona.**

**IN BRIEF**

An agreement between the Shire of Waroona and Waroona Energy Pty Ltd has been developed for the Road Maintenance for Landwehr Road as per condition 5 of the Town Planning application TP2115.2 conditions of approval.

**BACKGROUND**

The Shire received an Application for Development Approval from Frontier Energy for a Solar Farm and Battery Energy Storage System in June 2024. The application was assessed and approved (under delegated authority from the Waroona Shire Council) subject to conditions.

**REPORT DETAIL**

The development of the Road Maintenance Agreement between the Shire of Waroona and Waroona Energy Pty Ltd for Landwehr Road, Waroona was as per condition 5 of the Development Application conditions.

The Road Maintenance agreement was developed to ensure their asset being Landwehr Road is protected. The operator being Waroona Energy Pty Ltd will be financially responsible for any repairs or maintenance of the local road network during the construction phase. The inclusion of a security deposit has been added to the agreement to ensure that if the operator fails to undertake any repairs of maintenance the Shire has the ability to withdraw from the security deposit.

Landwehr Road is a rural unsealed (limestone) road with low traffic volume and as such the expected impact is relatively low risk however given the expected infrastructure being transported to the site via Landwehr Road the agreement was essential to ensure the continued protection of the Shire’s asset.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

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

**OTHER STRATEGIC LINKS**

Shire of Waroona Local Planning Scheme No. 7

**STATUTORY ENVIRONMENT**

Planning and Development Act 2005

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Landwehr Road is access to farmland and residential properties and the agreement will ensure the road is adequately maintained for all affected landowners.

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

Nil

**Policy Implications**

Nil

**Risk Management Implications**

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	The continued and increased maintenance of Landwehr Road due to the development will have impact of the road maintenance budget which has not been predicted.
Consequence	2 - Minor
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Development of a Road Maintenance Agreement will reduce the risk and ensure the protection of the Shire’s asset.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

- Director Infrastructure Services
- Coordinator Regulatory and Development Services
- Senior Technical and Waste Officer

**Aboriginal Consultation**

Nil

**RESOURCE IMPLICATIONS**





***Financial***

Nil – the operator will bear the cost of implementing the agreement.

***Workforce***

Administration activities related to this matter are within the scope of the current budget.

**CONCLUSION**

The development of the Road Maintenance Agreement as per condition 5 of the Development Application approval will ensure the responsibility for the repair and maintenance of Landwehr Road during the construction phase is with the operator being Waroona Energy Pty Ltd, which protects the Shire against expenses occurred due to the substantial increase in vehicle traffic.



11.2 CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

11.2.1 Listing of Payments for the Month of February 2025	
<b>File Ref:</b>	FM.3 – Financial Management – Creditors
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Responsible Officer</b>	Senior Finance Officer; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number:</b>	11.2.1 – Monthly Creditors Report – February 2025

**OFFICER RECOMMENDATION**

That Council receives the following payments made throughout the month of February 2025;

Municipal	Cheque	10353 – 10361	\$	19,521.28
	EFT	42350 – 42514	\$	714,402.20
Direct wages	01/02/2025 – 28/02/2025 inclusive		\$	257,789.34
Direct Debit	01/02/2025 – 28/02/2025		\$	267,270.37
Trust	Cheque		\$	
	EFT	42403 & 44478	\$	21,705.00
<b>GRAND TOTAL</b>			<b>\$</b>	<b>1,280,688.19</b>

as per Appendix 11.2.1.

**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 February 2025.

**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**



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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

As per regulation 13 of the *Local Government (Financial Management) Regulations 1996* the following is required;

- (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**

N/A

**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 February 2025. All expenditure is accordance with the 2024/25 adopted budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.



<b>11.2.2 Community Development Strategy 2025 - 2028</b>	
<b>File Ref:</b>	CR.1 – Community Relations
<b>Previous Items:</b>	Nil.
<b>Applicant:</b>	Nil.
<b>Author and Responsible Officer</b>	Manager Community Development; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	11.2.2 – Community Development Strategy 2025-2028

**OFFICER RECOMMENDATION**

**That Council:**

- 1. adopts the Community Development Strategy 2025 – 2028 as the guiding framework for community development initiatives within the Shire of Waroona; and**
- 2. supports the development of annual action plans to implement the objectives of the strategy in alignment with available resources.**

**IN BRIEF**

- The Community Development Strategy 2025 – 2028 has been developed to guide community initiatives and support social wellbeing.
- The Community Development Strategy 2025 – 2028 will provide a structured and strategic approach to community development, focusing on six key pillars – Safe, Connected, Empowered, Celebrated, Healthy and Engaged.
- Annual action plans will be development to guide implementation of the plan in alignment with available resources and community feedback.

**BACKGROUND**

The development of the Community Development Strategy is driven by the Shire’s ongoing commitment to enhancing the quality of life for its residents and fostering a thriving, inclusive community. As the Shire continues to grow and evolve, it is essential to take a proactive approach to community development that aligns with both current needs and future aspirations.

This strategy will serve as a roadmap for addressing social, cultural, and environmental priorities, ensuring that community initiatives are effectively coordinated and responsive to the diverse needs of our population. Through this process, the Shire aims to empower residents, strengthen community ties, and support sustainable growth that enhances the well-being of all. By taking a strategic approach, we are positioning ourselves to respond to emerging challenges and opportunities, while building a strong, resilient, and connected community for the future.

**REPORT DETAIL**

The Shire of Waroona’s Community Development Strategy focuses on six core strategic pillars – ***Connected, Healthy, Empowered, Engaged, Safe and Celebrated.***



**Connected**

This pillar focuses on strengthening ties between individuals, groups, and organisations across the Shire of Waroona. By fostering relationships, collaboration, and a sense of belonging, we will empower individuals to connect with one another and strengthen the fabric of our community. Through shared spaces, grassroots initiatives, and mutual support, we will create an environment where everyone feels valued, included, and supported, enabling us to work together to build a stronger, more connected community.

**Healthy**

This pillar focuses on promoting health and wellness through physical and mental health opportunities, recreational opportunities, and supporting healthy lifestyle choices. It involves identifying gaps in services, advocating for necessary supports, and supporting initiatives that encourage physical activity, healthy eating, and social connections. We aim to build a resilient, health-conscious community that values prevention, well-being, and support for all.

**Empowered**

This pillar focuses on building the capacity of individuals and groups to actively engage in decision-making, problem-solving, and community initiatives. By providing opportunities for leadership development, education, training, and access to resources, we aim to inspire confidence, resilience, and self-sufficiency. A key focus is empowering the community to take meaningful action on sustainability and environmental challenges, protecting and enhancing Waroona's natural assets. Together, we will create a community where people are equipped to lead, innovate, and drive positive change for a sustainable future.

**Engaged**

This pillar focuses on fostering meaningful participation, ensuring that residents, local businesses, and community groups have a voice in the development and implementation of community programs. We aim to understand the evolving needs, aspirations, and concerns of our community to create a foundation for responsive and inclusive action. Community members will be involved in shaping the initiatives and services that affect their lives.

**Safe**

This pillar focuses on ensuring the physical, emotional, and social well-being of all residents. It involves addressing issues like crime prevention, emergency preparedness and road safety while also fostering a culture of respect, inclusion, and mutual support. We will work to identify and address safety concerns, promote positive behaviors, and create safe spaces for people of all ages to live, work, and play. Our goal is to build a community where residents feel confident, connected, and empowered to thrive.

**Celebrated**

This pillar focuses on highlighting the people, events and initiatives that make Waroona a special place to live. By celebrating the community's accomplishments, we aim to foster pride, unity, and a sense of belonging while raising the Shire's profile both locally and beyond. Through public events, media, and community recognition, we will create opportunities to showcase Waroona's vibrant spirit and all that it has to offer, ensuring its people feel valued and proud of their contributions.

To ensure the effective implementation of the Strategy, the Community Development team will prepare **Annual Action Plans**. These plans will serve as detailed roadmaps, outlining the specific steps, timelines, and resources required to achieve outcomes.

While the Community Development Strategy provides the overarching framework and long-term vision for fostering a thriving, inclusive, and resilient community, the Annual Action Plans will break the overall vision down into actionable, measurable and achievable goals for each



year. These plans will focus on delivering tangible progress across the six pillars of the Strategy.

Each Annual Action Plan will:

- **Address identified actions:** Clearly outline how the team intends to implement the actions associated with each pillar.
- **Set priorities:** Highlight the key focus areas for the year while considering community needs, available resources, and opportunities for collaboration.
- **Provide clarity:** Specify timelines, roles, and responsibilities to ensure accountability and efficiency in delivering initiatives.
- **Measure success:** Include performance indicators to track progress and assess the impact of programs and projects.

This approach allows the Community Development team to remain flexible and responsive to emerging community priorities while ensuring consistency with the strategic goals outlined in the Community Development Strategy. The Annual Action Plans will also serve as a communication tool, keeping the community and stakeholders informed about the Shire’s ongoing efforts and achievements in community development and the delivery of the Community Development Strategy.

Through these plans, the Shire of Waroona reaffirms its commitment to creating a vibrant and supportive environment for all residents. By breaking down the Strategy into manageable and practical yearly actions, the Community Development team can work collaboratively and effectively to build a better future for the Shire.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
<b>Strategy</b>	1.1.2 Pursue a social environment that is accessible and inclusive for all ages and abilities

**OTHER STRATEGIC LINKS**

Nil.

**STATUTORY ENVIRONMENT**

Nil.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

By fostering a strong, connected, and engaged community, the Strategy can contribute to local business growth, workforce development, investment attraction, and economic resilience. Events, capacity-building initiatives, and community-driven projects may stimulate



local spending, encourage tourism, and enhance the region’s reputation as a desirable place to live, work, and visit. Council will need to consider financial implications when determining the level of support for implementing actions within the Strategy, ensuring a balance between community outcomes and sustainable financial management.

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

A well-executed Community Development Strategy will enhance the quality of life for residents by fostering stronger social connections, supporting inclusivity, and providing opportunities for participation, learning, and celebration. By addressing safety, engagement, empowerment, and health, the Strategy will contribute to a more cohesive and resilient community. Failure to deliver key initiatives or secure necessary resources may impact community trust and engagement, potentially limiting the Strategy’s effectiveness. It is anticipated that Council’s decision to adopt future Annual Action Plans will impact the effectiveness of the Strategy as financial support will directly impact the financial viability of projects.

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

The Strategy incorporates a commitment to sustainability by promoting environmental responsibility within community projects, events, and engagement initiatives. Efforts to empower the community to lead sustainability-focused actions, preserve natural and cultural assets, and support green initiatives will be essential in mitigating environmental risks. Implementing environmentally focused initiatives may require additional resourcing or collaboration with external stakeholders to ensure long-term success. Council will need to consider sustainable approaches when supporting projects to balance environmental benefits with financial viability.

**Policy Implications**

Nil

**Risk Management Implications**

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Development and implementation of a Community Development Strategy requires a strong framework and clear community objectives to address potential challenges.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Implementation of the Annual Action Plans will ensure officers are proceeding with the priorities of the community in mind. Including community groups and key stakeholders in the outcomes delivered in the strategy will mitigate potential risks.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

To gather broad-based input, the team utilised the Shire of Waroona Biennial Survey, which invited residents to share their thoughts on community needs, development priorities, and potential opportunities. This survey served as a foundation for understanding the general sentiments and aspirations of the community.





Workshops provided an opportunity for more in-depth and interactive engagement. These sessions encouraged residents from all localities to come together and share their ideas, concerns, and visions for Waroona's future. The workshops were designed to foster open dialogue and build a sense of collective ownership over the strategy.

In addition to workshops, information stalls were set up at the Waroona IGA, offering a convenient way for residents to learn about the strategy, ask questions, and provide feedback. These stalls created a more casual setting for engagement, reaching those who might not otherwise attend formal discussions. The team also held targeted discussion groups with various community organisations, schools, and local groups, including the Waroona Lions Club, Waroona Community Men's Shed, Waroona Aboriginal Advisory Group, and the Waroona Community Resource Centre. These discussions allowed for tailored conversations that addressed specific interests and concerns, ensuring all voices were heard.

Finally, the feedback gathered through surveys, workshops, stalls, and discussions was carefully reviewed and integrated into the final strategy. This iterative process ensured the plan remained grounded in the community's input while balancing practical considerations for implementation.

### ***Aboriginal Consultation***

Traditional owners and community groups such as the Waroona Aboriginal and Torres Strait Islander Corporation were invited to participate in stakeholder engagement.

## **RESOURCE IMPLICATIONS**

### ***Financial***

Implementation of the Community Development Strategy 2025 – 2028, and future implementation of the Community Development Annual Action Plans will require Council to consider the allocation of financial resources in future to support the outcomes.

### ***Workforce***

It is not anticipated that adoption of the Community Development Strategy 2025 – 2028 will have any increased workforce resourcing implications at this time.

## **CONCLUSION**

The Community Development Strategy 2025 – 2028 serves as a guiding framework for balancing the needs of the community, fostering social connection, and supporting sustainable growth. The strategy helps to prioritize initiatives that enhance the well-being of residents, strengthen community engagement, and overall improve the lives of residents and visitors to Waroona.



<b>11.2.3 Application for Fee Waiver – Dancing Daffodils Ball</b>	
<b>File Ref:</b>	FM.12 – Financial Management Fees & Charges
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Dancing Daffodils Committee
<b>Author and Responsible Officer</b>	Manager Community Development Community Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	11.2.3 A – I26897 – FM.12 – Fee Waiver Dancing Daffodil Committee 11.2.3 B – I26897 – FM.12 – Karlie Bartle – Authority to Fundraise Letter 2025 SIGNED

### **OFFICER RECOMMENDATION**

**That Council:**

- 1. waives venue hire fees totalling \$1,150 for hire of the Waroona Recreation & Aquatic Centre for the purpose of holding the Dancing Daffodils Ball on the 23 August 2025; and**
- 2. requests Shire of Waroona logo recognition and acknowledgement on publicity and marketing material.**

### **IN BRIEF**

The Dancing Daffodil Committee are requesting a fee waiver totalling \$1,150 to support their efforts in raising funds benefiting childhood cancer research at Perth Children's Hospital.

### **BACKGROUND**

A locally formed group, the Dancing Daffodil Committee hosted its first fundraising Ball at Waroona Recreation and Aquatic Centre in 2001. They hosted the event each subsequent year for a period of 10 years, raising approximately \$120,000 in funds which was donated to Cancer Council benefiting their cancer research program.

With a newly formed committee, the group will be recommencing the Dancing Daffodil Ball event to be held on 23 August 2025 at Waroona Recreation and Aquatic Centre. This event will be raising funds for childhood cancer research through the Perth Children's Hospital Foundation. The event will be catering for 300 attendees and has already gained support from several local businesses.

### **REPORT DETAIL**

The Dancing Daffodil Committee is seeking a waiver of fees involved with hiring the Recreation Centre, Kitchen, Stage, and Projector. As per the Shire's Fees and Charges, the following fees would normally be applicable:

- Hire of Recreation Centre Entire Facility - \$850
- Hire of Recreation Centre Kitchen - \$80
- Hire of Stage - \$200
- Hire of Projector Screen - \$20

The total value of the fee waiver for the Dancing Daffodil Ball totals \$1,150.



**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
<b>Strategy</b>	1.4.2 Support local community, sporting and recreational groups and initiatives

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

A fee waiver represents foregone revenue in regard to the financial sustainability of the shire, consideration needs to be given to a balance being maintained between supporting community initiatives and financial viability. The event however may attract visitors and local spending, benefitting businesses such as accommodation providers.

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

The waiver of fees would support the aspirations of the community to raise funds for a cause that has affected many members within our community. Supporting high-profile fundraising aligns with community well-being goals, enhancing the Shire’s reputation for social responsibility.

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

Nil

***Policy Implications***

Consideration of Council Policy CP005 – Donations, Sponsorships and Waivers.

***Risk Management Implications***

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to respond adequately to the community’s aspirations may cause poor public perception of the Shire.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Through the event application process officers will ensure the event complies with all requirements to protect the Shire from any associated risks. The Shire’s contribution will be publicly



	<p>acknowledged through logo recognition and event promotions, reinforcing Council’s support for community-led initiatives. The decision to waive fees aligns with CP005 – Donations, Sponsorships and Waivers and past support for similar fundraising events, ensuring consistency and transparency in decision-making. If queried, officers will communicate the rationale for the waiver, highlighting the charitable purpose and community benefit, to manage public perception and mitigate concerns about fairness or precedent.</p>
<p>Risk Acceptance</p>	<p>Accept - Risk acceptable with adequate controls</p>

**CONSULTATION**

As the event organisers, the Dancing Daffodils Committee provided input on key information including logistical requirements and anticipated community participation. Given the nature of the request and its alignment with Council’s support for charitable initiatives, no further consultation was deemed necessary.

**RESOURCE IMPLICATIONS**

***Financial***

Council would be waiving a hire fee amount of \$1,150 for the Dancing Daffodil Ball.

***Workforce***

No additional workforce allocations are required as a result of the recommendation.

**CONCLUSION**

It is recommended that Council waives the fees and charges pertaining to the hire of the Waroona Recreation and Aquatic Centre facilities including the main court, kitchen, stage and projector screen for the Dancing Daffodil Ball being an opportunity for the Shire to continue to support the aspirations of the community.



<b>11.2.4 Audit and Risk Management Committee Independent Member</b>	
<b>File Ref:</b>	FM.9 – Financial Management – Audits
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Responsible Officer</b>	Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	Nil

### **OFFICER RECOMMENDATION**

That Council:

1. retitles the audit committee as the ‘Audit, Risk and Improvement Committee’ (ARIC);
2. authorises the Chief Executive Officer to initiate the recruitment process for both a Presiding Member, and a Deputy to the Presiding Member, independent ARIC members; and
3. sets the remuneration for independent ARIC members of up to \$215 per individual in addition to any reasonable expenses, per meeting attended.

### **IN BRIEF**

- The *Local Government Amendment Act 2024* requires all council to establish an Audit, Risk, and Improvement Committee (ARIC) to replace the existing Audit Committee.
- Membership rules prohibit local government employees and council members from serving as the Presiding Member or the Deputy to the Presiding Member of the ARIC.
- The Shire of Waroona must recruit two independent members with expertise in financial reporting, audits, governance, and risk management.
- Independent members will serve two-year terms aligned with local government elections.
- The Deputy to the Presiding Member will only attend meetings in the absence of the Presiding Member.
- Remuneration is recommended up to \$215 per meeting attended per independent member, within the approved range for Band 3 local governments.

### **BACKGROUND**

As specified in the *Local Government Act 1995* (‘the Act’), local governments were required to establish an audit committee of three (3) or more persons to exercise and discharge the duties conferred on it. The members of the audit committee were to be appointed by the local government and at least three (3) of the members, and the majority, being Council members. The Chief Executive Officer (CEO) was not permitted to be a member or nominate a person for membership. The Shire of Waroona Audit Committee currently consists of all the Shire’s elected members.

The audit committee plays a key role in assisting a local government in fulfilling its governance and oversight responsibilities, particularly regarding financial reporting, internal controls, risk management, legislative compliance, ethical accountability and audit functions.

### **REPORT DETAIL**



The *Local Government Amendment Act 2024* received assent on 6<sup>th</sup> of December 2024. As part of this amendment, several changes were made to Part 7 of the *Local Government Act 1995*, specifically regarding the audit of local governments financial accounts and the conduct of audits.

Division A1 section 7.1A of the *Local Government Amendment Act 2024* requires all local governments to establish a committee of its council under section 5.8 of ‘the Act’ to be called the Audit Risk and Improvement Committee (ARIC), which was previously known as the Audit committee under previous legislation.

The following provisions apply in respect of the membership of the ARIC.

- a. An employee of the local government is not to be a member.
- b. No member is to be nominated by, or is to be appointed to represent, any employee of the local government.
- c. The presiding member of the ARIC cannot be a council member of the local government or of any other local government.
- d. Any deputy to the presiding member of the ARIC cannot be a council member of the local government or of any other local government.

As a result of the changes provided by the *Local Government Amendment Act 2024* the Shire of Waroona is required to recruit two independent members to the ARIC.

An independent member will preside over the ARIC meetings ensuring a level of neutrality and impartial oversight and will be required to have experience and knowledge in the following areas:

- Financial reporting.
- Audit and assurance.
- Principles of good organisational governance; and
- Risk management and internal control principles.

Additional desirable skills and experience include:

- Strong leadership qualities to guide effective committee decisions.
- Analytical skills to assess complex information.
- Knowledge of the local government sector.
- Familiarity with meeting procedures and Local Law Standing Orders; and
- Awareness of emerging risks such as cyber security and climate change.

The deputy to the presiding member will only attend meetings when the presiding member is unable to attend the meeting.

Independent audit committee members are appointed for a two-year term in line with local government elections. This will result in the initial appointment from appointment (approx. May 2025) to 18<sup>th</sup> October 2025 (please note that there is no ARIC meetings scheduled in this period). A new term will commence 19<sup>th</sup> October 2025 until the next ordinary election day in October 2027.

The remuneration for independent audit committee members is determined in accordance with the Salaries and Allowances Tribunal's guidelines for Band 3 local governments. The approved attendance fee range for Band 3 local governments is between \$0 and \$215, in addition to any reasonable expenses as outlined in the *Local Government (Administration) Regulations 1996* and the relevant Salaries and Allowances Tribunal Determination.



It is recommended that Council approve a remuneration payment of up to \$215 per individual, per meeting attended, as compensation for Independent Audit Committee Members. Currently, the committee holds one meeting per year. Providing appropriate remuneration is essential to attract and retain qualified, experienced, and independent candidates who can effectively contribute to the audit committee’s oversight and governance responsibilities.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Leadership
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
<b>Strategy</b>	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*

5.11A. Deputy committee members

(1) The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.

\* Absolute majority required.

- (2) A person who is appointed as a deputy of a member of a committee is to be —
- (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

*Local Government Amendment Act 2024*

**Division 1A – Audit, risk and improvement committee**

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council.

\* Absolute majority required

**7.1A Establishment of audit, risk and improvement committee.**





- (1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.
- (2) The following provisions apply in respect of the membership of the audit, risk and improvement committee:
  - (a) an employee of the local government is not to be a member.
  - (b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government.
  - (c) section 5.10(1)(b) does not apply.
- (3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.
- (4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

#### **7.1B Deputy of presiding member or of deputy presiding member.**

- (1) The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.
- (2) In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.
- (3) If section 5.14 applies to a meeting of the audit, risk and improvement committee, the committee members present at the meeting must choose the deputy of the presiding member, if present, to preside at the meeting.
- (4) If the local government appoints a person under section 5.11A to be a deputy of the deputy presiding member of the audit, risk and improvement committee, in addition to the requirement of section 5.11A(2)(c), the appointed deputy cannot be a council member of any other local government.

#### **7.1C Delegation to audit, risk and improvement committee**

- (1) The only powers and duties that the local government may delegate to the audit, risk and improvement committee under section 5.16 are as follows:
  - (a) any of its powers and duties under this part;
  - (b) any prescribed power or duty.
- (2) The provision that may be made by regulations for the purposes of subsection (1)(b) is not limited by the other subject matter of this part.
- (3) The local government's power to delegate to the audit, risk and improvement committee is not limited by section 5.17.

#### **7.1CA Decisions of audit, risk and improvement committee**

Despite section 5.20, a decision of the audit, risk and improvement committee is to be made by a simple majority.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

While there are costs associated with recruiting independent members to the ARIC, these should be weighed against the long-term governance, risk management, and economic benefits that can be achieved. Ensuring that the process is transparent, properly managed, and in alignment with legal requirements will help mitigate the associated risks.

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

The social impacts of recruiting independent members to the ARIC can be highly positive if managed well, as it can lead to stronger governance, enhanced accountability, and improved public trust.





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

N/A.

**Policy Implications**

Nil.

**Risk Management Implications**

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Ensuring the recruitment process, member selection, and subsequent governance actions mitigate potential conflicts of interest, ensure compliance with legal requirements, and maintain transparent oversight to reduce financial, operational, and reputational risks.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls for managing risks associated with recruiting an independent member to the Audit, Risk, and Improvement Committee (ARIC) include establishing clear selection criteria to ensure capability, neutrality and prevent conflicts of interest, requiring conflict of interest declarations from members and maintaining open communication channels with the community ensure effective governance and transparency. Additionally, compliance with relevant legislation and regulations must be regularly monitored to mitigate legal and operational risks, ensuring the ARIC operates effectively and in line with its objectives.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

Nil.

**Aboriginal Consultation**

N/A

**RESOURCE IMPLICATIONS**

**Financial**

Financial implications through the payment of the independent ARIC member remuneration will be an on-going cost to Council.

**Workforce**

Staff resources will be required to complete the recruitment process every two years as legislated.

**CONCLUSION**

The Shire of Waroona is required to comply with the *Local Government Act 1995* and the *Local Government Amendment Act 2004* by establishing an Audit, Risk and Improvement Committee (ARIC) with two independent audit members. These members will bring essential expertise in governance, risk management, and audit functions to the committee, ensuring



neutrality and impartial oversight. To effectively attract qualified candidates, it is recommended that the Shire offer competitive remuneration in line with the Salaries and Allowances Tribunals guidelines. This appointment and the associated changes will strengthen the Shire’s governance framework, aligning with both legal requirements and the needs for enhanced oversight in the local government sector.



<b>11.2.5 Proposed Amendment to Council Policy CP014 Council Facility Operating Hours</b>	
<b>File Ref:</b>	RC 12 – Recreation and Cultural Services – Recreation and Aquatic Centre Operations
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Responsible Officer</b>	Manager Recreation Services; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	11.2.5 – CP014 – Council Facility Opening Hours

### **OFFICER RECOMMENDATION**

That Council:

1. **approves proposed changes the Waroona Recreation and Aquatic Centre (WRAC) operational hours to:**

**Winter (April 1 to Oct 31)**

- **Monday to Friday: 7:00am - 7pm; and**
- **Saturday: Closed.**
- **Sunday: 10am - 2pm**

**Summer (November 1 to March 31)**

- **Monday to Friday: 7:00am – 7pm; and**
- **Saturday: 10am – 2pm**
- **Sunday: 10am – 2pm;**

2. **authorises the Chief Executive Officer to consider applications to hold events or take bookings outside of the WRAC approved hours; and**
3. **amends policy CP014 – Council Facility Opening Hours, to reflect the WRAC operating hours reflected in (1 and 2) above.**

### **IN BRIEF**

The Waroona Recreation and Aquatic Centre is a multi-use fitness and recreation facility located within the Shire of Waroona. Centre operations are constantly reviewed to ensure levels of service are adapted to accommodate changing community needs.

### **BACKGROUND**

Over the past 12 months, feedback from WRAC patrons and community members has highlighted interest in extending operational hours to include a minimum of one weekend day during the winter months and both weekend days during the summer months. This adjustment would provide an additional day of service for aquatic patrons, enhancing the value and feasibility of aquatic memberships.

Currently, except for bookings, events, and 24 hr gym access, the centre averages approximately one attendee after 7.00pm. The facility remains open until 8.00pm and is staff until 8.30pm. To accommodate the proposed additional weekend service, it is recommended



that the Centre close one hour earlier on weekdays, except when bookings or events justify extended hours.

This proposal was presented to the Recreation Advisory Working Group at their January 2025 meeting, where it was recommended that the proposal be submitted to Council for consideration.

**REPORT DETAIL**

The current operational hours of the Waroona Recreation and Aquatic Centre are:

Winter (April 1 to Oct 31)

- Monday to Friday - 7:00am - 8pm; and
- Saturday and Sunday - Closed.

Summer (November 1 to March 31)

- Monday to Friday - 7:00am - 8pm; and
- Saturday - Closed; and
- Sunday - 10am - 2pm.

The new proposed hours are as follows:

Winter (April 1 to Oct 31)

- Monday to Friday - 7:00am - 7pm; and
- Saturday - Closed.
- Sunday 10am - 2pm

Summer (November 1 to March 31)

- Monday to Friday - 7:00am – 7pm; and
- Saturday – 10am – 2pm
- Sunday - 10am – 2pm.

Statistics will continue to be assessed, and the hours annually reviewed.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To build and effectively manage our assets to continually improve our standard of living
<b>Objective</b>	1.4 Encourage an active and healthy community with an improved quality of life
<b>Strategy</b>	1.4.1 Promote a mentally and physically health lifestyle

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil



**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Increased revenue from memberships and admissions – Expanded weekend hours may attract new members and encourage renewals by making memberships more appealing and accessible. More availability may lead to increased casual entry fees, especially from families and individuals who have limited availability during weekdays.

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

Increase community engagement – Extended weekend hours provide greater accessibility to recreational facilities, fostering community well-being and encouraging social interaction. It also provides more opportunities for families, working individuals, and students to utilise the centre, promoting an active and healthy lifestyle.

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

Nil

***Policy Implications***

Amendment to Policy CP014 – Facility Opening Hours will be required if these changes are approved. Please see appendix 11.2.6.

***Risk Management Implications***

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Patrons of Centre unhappy with changes to operational hours
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Operation hours reviewed annually to meet community needs
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***

Salary and wages implications:

Description	Hours	Annual \$
Additional weekend hours Duty Supervisor	212	-\$7,331
Additional weekend hours Pool Lifeguard	212	-\$5,996
Reduction weekday hours Duty Supervisor	260	+\$8,991
Estimated income from additional opening hours based on \$100 income per day (calculated at the minimum amount based on statistics).		+\$5,300



Net effect	+\$964
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Please note that this does not include overheads.

**Workforce**

A Duty Supervisor and a Pool Lifeguard will be required for 53 additional days (23 Saturdays and 30 Sundays) for 4 hours per day to accommodate opening Sunday during winter and Saturday during summer. However, for 260 weekdays a year, a Duty Supervisor is required for one hours less a day.

**CONCLUSION**

The WRAC aims to provide high levels of health and fitness facilities to the community members within the Shire of Waroona. Constantly to adapting to community needs is vital to ensure the WRAC is providing appropriate levels of service. Annual review of these hours is conducted to ensure levels of service are reflecting usage and community requests.



<b>11.2.6 Lease Agreement for Consulting Room at Waroona Community Resource Centre – Waroona Aboriginal And Torres Strait Islander Corporation</b>	
<b>File Ref:</b>	LD227 – Lease Agreement – Consulting Room - Waroona Aboriginal and Torres Strait Islander Corporation
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Waroona Aboriginal and Torres Strait Islander Corporation
<b>Author &amp; Responsible Officer:</b>	Corporate Planning & Governance Officer; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	11.2.6 – Proposed WAATSIC Lease Agreement 2025-2026

### **OFFICER RECOMMENDATION**

**That Council:**

1. **agrees to enter into the proposed lease agreement, as amended, with Waroona Aboriginal And Torres Strait Islander Corporation, for the lease of the identified premises at Waroona Community Resource Centre, Lot 42 (No. 10) Henning St, Waroona, as per Appendix 11.2.7;**
2. **authorises the application of the Shire of Waroona Common Seal to the Lease Agreement; and**
3. **authorises the Shire President and Chief Executive Officer to sign and execute all matters relating to the Lease Agreement.**

### **IN BRIEF**

Council is requested to consider entering the proposed Lease Agreement with Waroona Aboriginal And Torres Strait Islander Corporation (WAATSIC), for the lease of the identified premises, as per **Appendix 11.2.7**.

### **BACKGROUND**

WAATSIC is a corporation registered with the Office of the Registrar of Indigenous Corporations under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* since 2 March 2019.

The objectives of the corporation are to assist in the relief of poverty, sickness, destitution, helplessness, distress, suffering, and misfortune, among Aboriginal and Torres Strait Islander people in the Shire of Waroona, through the process of supporting social and economic development.

The corporation aims to:

- operate community enterprises and build a strong financial base for community development activities and infrastructure;
- promote community development by acting as a resource for the community and stakeholders in the areas of education, health, housing, employment and welfare to the community;



- act as a clearing house to facilitate the exchange of information and skills, participation and maintenance of community development activities, community services, employment and housing for the community; and
- operate and maintain a gift fund to be known as ‘The Waroona Aboriginal And Torres Strait Islander Corporation Gift Fund’ in accordance with the requirements of the *Income Tax Assessment Act 1997*.

WAATSIC were successful in receiving funding from Alcoa as a part of their Community Partnership funding round to cover rent of the consulting room, again in 2024.

Since their former two-year lease expired 30 June 2024, WAATSIC have occupied the same meeting room at the Waroona Community Resource Centre (CRC) on a month-by-month basis whilst they explored alternative leasing options. The group have now advised that they wish to renew their former lease agreement and remain at the CRC for another one year.

**REPORT DETAIL**

WAATSIC frequently utilise a meeting room at the Waroona Community Resource Centre (CRC) for Corporation meetings and activities such as Noongar language and craft classes. The group benefits from having an exclusive facility for the Corporation to enable increased usage and a specialised space for classes, meetings and as well as a place for storing equipment and office requirements.

The proposed Lease Agreement between Shire of Waroona and WAATSIC has the key components:

- The whole of the Premises as identified, together with all buildings, structures, alterations, additions and improvements completed during the Term, is identified and outlined in red in **Annexure 1** of the Lease Agreement.
- Lease is for one year commencing on 1 April 2025 and expiring on 31 March 2026.
- Rent is in line with 2024/25 schedule of Fees & Charges, being \$165 (including GST) per week payable annually in advance.

It is recommended that Council proceed with the proposed lease agreement with WAATSIC, ensuring that this vital community group has a dedicated space to gather, connect, and engage in culturally significant activities that are essential to their heritage and well-being.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	1.4 Encourage an active and healthy community with an improved quality of life
<b>Strategy</b>	1.4.5 Support and enhance health services in Waroona

<b>Focus Area</b>	Our Built Assets
<b>Aspiration</b>	To build and effectively manage our assets to continually improve our standard of living
<b>Objective</b>	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
<b>Strategy</b>	4.1.1 Plan community facilities for current and future generations

<b>Focus Area</b>	Our Leadership
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<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
<b>Strategy</b>	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**

Nil.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

The lease of the identified land and premises will provide an income of \$8,580 including GST (subject to CPI) each financial year.

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

The lease will continue to provide a dedicated space for the Aboriginal and Torres Strait Islander community to gather, connect, and engage in culturally significant activities that are essential to their heritage and well-being.

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

Nil.

***Policy Implications***

Nil.

***Risk Management Implications***

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

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to continue a formal lease agreement may result in the WAATSIC having to relocate to a suitable facility to operate, which may be difficult within a community where suitable facilities are available and affordable. This may impact the reputation of the Shire to cater for a significant group within its community.
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**



Lease prepared in consultation with the Secretary of Waroona and Torres Strait Islander Corporation, in person and in writing.

***Aboriginal Consultation***

Aboriginal [cultural heritage] consultation not carried out and not applicable to this lease.

**RESOURCE IMPLICATIONS**

***Financial***

Nil.

***Workforce***

Nil.

**CONCLUSION**

This Lease is an opportunity for the Shire to continue to support and provide dedicated space for the Shire's aboriginal and Torres Strait islander community to gather, connect, and engage in culturally significant activities that are essential to their heritage and well-being.



<b>11.2.7 Amendment to Recreation Advisory Working Group Terms of Reference</b>	
<b>File Ref:</b>	RC.12 – Recreation and Cultural Services
<b>Previous Items:</b>	OCM 23/03/036
<b>Applicant:</b>	Nil
<b>Author and Responsible Officer</b>	Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	11.2.7 – Terms of Reference – Recreation Advisory Working Group

### **OFFICER RECOMMENDATION**

**That Council adopts the proposed amendments to the Recreation Advisory Working Group Terms of Reference as attached in Appendix 11.2.8.**

### **IN BRIEF**

In March 2023 (OCM 23/03/036) Council adopted the Terms of Reference for the Recreation Advisory Working Group. The Advisory Working Group has recommended minor changes to the Terms of Reference.

### **BACKGROUND**

The role of an Advisory Working Group is to act in an advisory and consultative capacity, providing the Shire's Administration and Council with its views and/or proposals relevant to the objectives for which the group was established.

It should be noted that advisory groups are not intended to be, or are established as, Committees of Council and the requirements of the Local Government Act 1995 do not apply to these groups. Council Policy '*CPG024 – Advisory and Working Groups*' provides guidance for the establishment and operations of the Shire's Advisory Working Groups.

Advisory working groups are where members are drawn from both Council and the community to give the community the opportunity to provide input into council's decision-making processes.

The structure of Council Committee's and Advisory Working Groups was amended in March 2023 to enable committees and working groups to function more effectively and efficiently. In addition, Council adopted the Terms of Reference for the Recreation Advisory Working Group (OCM 23/03/036).

### **REPORT DETAIL**

The Recreation Advisory Working Group was established with the purpose of:

- Providing strategic advice in relation to the development and implementation of the Recreation and Sport Masterplan.
- Providing strategic advice and support in relation to sports and recreation facilities within the Shire of Waroona.
- Promoting and encouraging the participation of community members in sport and recreation within the Shire of Waroona.
- Considering all other sport and recreation matters as referred by Council.



The Terms of Reference developed for the Recreation Advisory Working Group does not currently provide guidelines for the election of a Chair and Deputy Chair or outline a quorum. As a result, the Recreation Advisory Working Group have suggested amendments to the Terms of Reference for the Recreation Advisory Working Group as provided at appendix 11.2.8.

As per Council Policy ‘CPG024 – Advisory and Working Groups’, amendments to Terms of Reference must be approved by Council.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

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

**OTHER STRATEGIC LINKS**

Council Policy CPG024 – Advisory and Working Groups.

**STATUTORY ENVIRONMENT**

Nil.

**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***

CPG024 – Advisory and Working Groups.

***Risk Management Implications***

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	To ensure that Council Advisory and Working Groups are established in accordance with legislation and that their functions and purpose are clear and appropriate.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Policy reviews.
Risk Acceptance	Accept - Risk acceptable with adequate controls



## **CONSULTATION**

Recreation Advisory Working Group.

### ***Aboriginal Consultation***

N/A

## **RESOURCE IMPLICATIONS**

### ***Financial***

Nil

### ***Workforce***

Council Advisory Working Groups will operate within current workforce resources.

## **CONCLUSION**

It is the Officer's recommendation that the amendment to the Recreation Advisory Working Groups Terms of Reference, by the Recreation Advisory Working Group, be approved and implemented to enable the group to function more effectively and efficiently.



<b>11.2.8 Visit Waroona Website – Proposed Budget Amendment</b>	
<b>File Ref:</b>	ED.7 – Economic Development Industries – Tourism Waroona
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Responsible Officer</b>	Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	N/A

### **OFFICER RECOMMENDATION**

That Council:

1. supports the transition of the Visit Waroona website to align with the platform of the Shire of Waroona website; and
2. amends the 2024/25 adopted budget as per the below;
  - a. increase operating expenditure account 139020 (Economic Development – Area Promotion) by \$21,140 ex GST to allow for the transition and completion of the Visit Waroona website; and
  - b. reduce operating expenditure account 101320 (Members of Council – Election Expenses) by \$21,140 ex GST to allow for the above expenditure.

### **IN BRIEF**

- The Visit Waroona website was initiated by the Waroona Visitor Centre as a CEO KPI, with development beginning in November 2021.
- Progress was delayed due to staff resourcing challenges, competing priorities and a shift to align with broader tourism strategies.
- A recent analysis revealed that the current website structure is unsuitable for in-house maintenance and incompatible with the Shire’s main website, resulting in significant costs.
- Transitioning the website to align with the Shire’s main website structure will eliminate hosting and domain fees, streamline maintenance, and support the Destination Management Strategy.

### **BACKGROUND**

Originally established as a CEO Key Performance Indicator with a target completion date of 30 June 2022, the Visit Waroona website project was initiated by the Waroona Visitor Centre as part of its destination marketing activities. Focused on enhancing tourism promotion within the Shire of Waroona, the website’s development commenced in November 2021, following the engagement of a website developer.

The progress of the Visit Waroona website project was significantly delayed, initially by staff resourcing challenges, competing organisational priorities and a subsequent decision to align the development with broader strategic tourism initiatives. These factors hindered the timely advancement of key project tasks.

The Visit Waroona website is estimated to be approximately 70% complete, with additional content still to be provided.



**REPORT DETAIL**

Due to ongoing resource limitations, the destination management portfolio was transferred from the Visitor Centre to the Community Development team. This organisational shift prompted a thorough analysis of the current setup of the Visit Waroona website. The reassignment provided an opportunity to assess website’s structure and functionality from a new perspective, ultimately leading to a re-evaluation of its long-term viability and alignment with available resources for future management. The analysis revealed that the existing structure is unsuitable for in-house maintenance and incompatible with the Shire’s main website, resulting in significant additional financial implications.

To date, development of the website to date has resulted in the following expenditure:

<b>Description</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Website hosting fees	\$1,232.00	\$2,112.00	\$2,112.00	\$1,584.00
Domain registration	\$0.00	\$110.00	\$0.00	\$110.00
Website build/maintenance	\$10,218.00	\$6,215.00	\$1,430.00	\$0.00
<b>Total per year</b>	<b>\$11,450.00</b>	<b>\$8,437.00</b>	<b>\$3,542.00</b>	<b>\$1,694.00</b>
<b>Overall total</b>				<b>\$25,123.00</b>

Transitioning the Visit Waroona website to the same structure as the Shire’s main website will enable in-house website maintenance, eliminating the need for external support. This change will also remove hosting and domain fees, as the website will be integrating into the existing infrastructure, streamlining costs. Additionally, aligning the websites structure with the Shire’s main website will ensure full compatibility, facilitating easier management and updates, and enabling a more cohesive online presence for the Shire of Waroona. This transition will also allow for the completion of the website build, ensuring its timely finalisation and ongoing sustainability.

A significant amount of website content provided for the current website will be available to transfer into the new website.

By ensuring compatibility and enabling more efficient in-house management, the transition will enhance the website’s ability to effectively promote the Shire as a key tourism destination. This alignment will provide a seamless integration of the website to the recently adopted Destination Management Strategy, allowing for easier updates, improved user experience, and better coordination with other tourism-related initiatives, ultimately supporting the long-term vision for sustainable tourism development within the region.

Costs associated with the transition of the website total \$21,140. This includes a full conversion of the multisite design and development and a web forms module by the end of the financial year, which will allow for greater interaction between the Shire and tourism providers. To fund the costs, it is recommended that a budget amendment be approved to use unspent election funds which were not required in the 24/25 financial year.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Economy
<b>Aspiration</b>	To create a diverse economy base that supports opportunity and employment



<b>Objective</b>	2.3 Create a vibrant, inviting and thriving town centre and maximise Waroona's natural assets, cultural and heritage as drivers for tourism development
<b>Strategy</b>	2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

**OTHER STRATEGIC LINKS**

Nil.

**STATUTORY ENVIRONMENT**

Nil.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

An incomplete website limits the Shire’s ability to effectively market its tourism offerings, potentially leading to decreased visitor numbers and reduced economic benefits from tourism-related activities, such as accommodations, local businesses, and events. Without a fully functioning tourism website, the Shire may miss out on potential revenue streams, such as online bookings, advertising partnerships, and sponsorships, which are crucial for sustaining tourism growth. Delays in completing the website could result in higher long-term maintenance and operational costs. Relying on external providers for updates and maintenance due to structural incompatibilities could create an unsustainable financial burden.

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

An incomplete website limits the ability of local businesses to engage with tourism initiatives. This can result in fewer opportunities for local communities to actively participate in promoting their area, affecting involvement in tourism-related activities.

A functional website serves as a platform to showcase the Shire’s cultural and historical attractions missing an opportunity to educate visitors and residents about the region’s heritage.

Local businesses rely on tourism websites to reach potential customers. An incomplete website is a lost opportunity for business exposure, potentially leading to lower foot traffic, sales, and economic opportunities.

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

A functional website provides up-to-date information on sustainable tourism practices leaving visitors uninformed about eco-friendly options, conservation areas, or responsible travel guidelines. This may potentially lead to a higher environmental footprint, such as increased waste, overuse of natural resources, or degradation of local ecosystems. It is also a missed opportunity for public education on environmental issues.

***Policy Implications***

Nil.

***Risk Management Implications***

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
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Risk	Ongoing financial burden, limited in-house control and maintenance, incompatibility with Shire systems, reduced effectiveness of tourism marketing.
Consequence	2 - Minor
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Integrating the website into the Shire’s existing platform ensuring capability, streamlined maintenance, and eliminating on-going costs.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

Nil.

***Aboriginal Consultation***

Nil.

**RESOURCE IMPLICATIONS**

***Financial***

The costs associated with the website platform transition is \$21,140 which will be funded through a reallocation of unused budgeted election expenses.

***Workforce***

Transitioning the website to the new platform, along with finalising its content, will require officer resources, however, this aligns with the Officer’s responsibilities in destination management.

**CONCLUSION**

Prioritising tourism-related activities plays a vital role in driving economic growth, supporting local businesses, and enhancing the Shire’s reputation as a desirable visitor destination. The Visit Waroona website is a key marketing tool that directly contributes to these outcomes by promoting local attractions, events and businesses, ultimately increasing visitor engagement and tourism spending. Without proper attention and investment in tourism initiatives, the Shire risks missing valuable economic opportunities, reducing its competitive advantage, and limiting the effectiveness of its recently adopted Destination Management Strategy. Ensuring that tourism-related projects, such as the Visit Waroona website, are adequately resourced and completed will help create a sustainable and thriving tourism sector that benefits the broader community.



<b>11.2.9 CP005 – Donations, Sponsorships and Waivers Policy</b>	
<b>File Ref:</b>	FM.8 – Financial Management – Sponsorships – Donations.
<b>Previous Items:</b>	Nil.
<b>Applicant:</b>	Nil.
<b>Author and Responsible Officer</b>	Manager Community Development; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	11.2.9 – CP005 – AMENDED – Donations, Sponsorships and Waivers

**OFFICER RECOMMENDATION**

**That Council approves an amendment to Council Policy CP005 – Donations, Sponsorships and Waivers as per Appendix 11.2.10.**

**IN BRIEF**

Officers are requesting an amendment to CP005 – Donations, Sponsorships and Waivers to allow for additional support for community groups in the Shire of Waroona.

Amendments are summarised as follows:

- Establishing a \$500 annual donation to the St Vincent de Paul Society to support the Community Food and Toy Hamper drive.
- Broadening the support offered to the Lions Club of Waroona and Leos Club to support their community efforts.
- Provision of an ongoing fee waiver to the Alcoholics Anonymous club of Waroona for the hire of the Waroona Memorial Hall for their meetings.

**BACKGROUND**

Council Policy ‘CP005 – Donations, Sponsorships and Waivers’ provides a framework for the for the donation, sponsorship or waiver of fees where such assistance supports the projects, programs, services, or fundraising initiatives that demonstrated a clear benefit to the community. The policy ensures transparency and accountability in the allocation of funds, promotes equitable assessment of applications, and establishes a standard process for submitting requests. Officers are proposing amendments to the policy to enhance support for the St Vincent de Paul Society, the Lions Club and Leos Club of Waroona, and Alcoholics Anonymous.

**REPORT DETAIL**

For many years, the St Vincent de Paul Society has coordinated a Community Food and Toy Hamper Drive, providing vital assistance to residents in need across the Shire of Waroona. The Shire currently supports this initiative by waiving hire fees for the Memorial Hall, where volunteers assemble hampers. Given the increasing cost of living and the impact on both those in need and those able to donate, an additional annual donation of \$500 would further support the organisation in delivering this important program.

The Lions Club of Waroona is actively involved in delivering a wide range of community events and initiatives. As the Leos Club expands its efforts, particularly in youth-focused events and activities, additional support for both groups through a fee waiver for the Memorial



Hall, ovals, and public open spaces would enable these groups to continue their valuable contributions to the community.

Alcoholics Anonymous (AA) provides a critical support network for individuals struggling with alcoholism, as well as their families. The Waroona AA group meets weekly at the Memorial Hall on Thursday evenings. To ensure ongoing accessibility for participants, a fee waiver for the use of the hall is proposed, reinforcing the Shire’s commitment to community health and wellbeing.

Should the proposed fee waiver be approved, the groups as mentioned will still be required to submit event applications as previously required.

These proposed updates recognise the significant contributions of these organisations and reflect the Shire’s ongoing commitment to supporting local groups that foster social cohesion, inclusion, and overall community wellbeing.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
<b>Strategy</b>	1.4.2 Support local community, sporting and recreational groups and initiatives

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**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 waiver of fees would support the aspirations of the community and improve quality of life.

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

Nil

***Policy Implications***

CP005 – Donations, Sponsorships and Waivers

***Risk Management Implications***

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
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Risk	Failing to respond adequately to the community’s aspirations may cause poor public perception of the Shire.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	As per the policy, fee waivers are granted only up to a value of \$1000.00 per year per group. Customer Service Officers will monitor and track the value of fee waivers granted annually, ensuring hirers do not exceed the approved limit. Records will be maintained to ensure compliance and transparency.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

No further consultation was considered necessary for the updates of the policy.

**RESOURCE IMPLICATIONS**

***Financial***

The proposed amendments will result in an increase of \$500 in annual donations for the 2025/26 financial year. While in theory, in-kind support through fee waivers may lead to a reduction in income of approximately \$2,000 per annum, the organisations meet the criteria for fee waiver by application to the CEO and are regularly approved for such. However, the community benefits derived from these contributions significantly outweigh the financial impact.

***Workforce***

No additional workforce allocations are required as a result of the recommendation.

**CONCLUSION**

It is recommended that Council accept the amendments to CP005 – Donations, Sponsorships and Waivers.



<b>11.2.10 FP003 – Purchase Orders Authority, and FP004 Corporate Purchasing &amp; Credit Cards Policy Amendments</b>	
<b>File Ref:</b>	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Not applicable
<b>Author and Responsible Officer</b>	Corporate Planning & Governance Officer; Acting Director Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	11.2.10 A – FP003 – Purchase Orders Authority with tracked changes 11.2.10 B – FP004 – Corporate Purchasing & Credit Cards with tracked changes

### **OFFICER RECOMMENDATION**

**That Council approves amendments to Council Policy FP003 – Purchase Orders Authority, and FP004 Corporate Purchasing & Credit Cards, as per Appendices 11.2.11 A and 11.2.11 B respectively.**

### **IN BRIEF**

- FP003 – Purchase Orders Authority policy was last reviewed and adopted by Council in October 2024.
- FP004 - Corporate Purchasing & Credit Cards was last reviewed and adopted by Council in Jul 2024.
- Amendments to policies FP003 and FP004 are required to include credit card and purchasing limits for two new Director positions – Director Infrastructure Services, and Director Customer and Development Services, and remove obsolete staff positions.

### **BACKGROUND**

The objectives of the Council’s Policies are:

- To provide Council with a formal written record of policy decisions.
- To provide Council staff with clear direction to respond to issues and act in accordance with the Council’s direction.
- To enable Councillors to adequately handle general enquiries relating to the role of Council.
- To enable the Council to maintain a process to continually review policy decisions and to ensure they are in keeping with the community expectations, current legislative trends and circumstances.
- To enable residents to obtain immediate advice on matters of Council Policy.

Council policies ‘FP003 – Purchase Orders Authority’ and ‘FP004 - Corporate Purchasing & Credit Cards’ are essential and used daily. These policies ensure strict compliance with accounting regulations and internal controls.

A recent organisational restructure has resulted in the discontinuation of the Shire’s Director Infrastructure & Development Services, and Manager Works & Waste Services roles, and establishment of two new director roles: Director Infrastructure Services, and Director Customer & Development Services. As a result, amendments to Council policies FP003 and FP004 are required to reflect these staff changes and include the directors’ assigned purchasing and credit card limits.



**REPORT DETAIL**

It is recommended that Council approve the following amendments to FP003:

Previous text	Recommendation
	Add new position and purchasing authority:  <b>Director Customer &amp; Development Services</b> <ul style="list-style-type: none"> <li>- Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works.</li> <li>- General Authority (outside of Directorate) to purchase up to \$24,999</li> </ul>
Director Infrastructure & Development Services	Replace with <b>Director Infrastructure Services</b>
Manager Works & Waste Services	<i>Delete position</i>

It is recommended that Council approve the following amendments to FP004:

Previous text	Recommendation
	Amend list of individual card holders: <b>Add</b> - Director Customer and Development Services with a limit of \$10,000; and <b>Remove</b> - Manager Works & Waste Services with a limit of \$5,000.
Director Infrastructure & Development Services with a limit of \$10,000.	Replace with <b>Director Infrastructure Services...</b>
Building Maintenance Officer with a limit of \$5,000.	Amend title to Building Maintenance Coordinator

FP003 – Purchase Orders Authority, and FP004 - Corporate Purchasing & Credit Cards policies showing tracked changes, are presented as **Appendix 11.2.11 A and 11.2.11 B** respectively.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Leadership
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
<b>Strategy</b>	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**



The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which FP003 and FP004 operate.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Changes to purchase order authorities and purchasing card spending limits will have no effect on budgeted funds and spending.

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

Nil

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

Nil

***Policy Implications***

FP003 and FP004 are due to be reviewed again in March 2028 or earlier as required.

***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**

Nil

***Aboriginal Consultation***

Nil

**RESOURCE IMPLICATIONS**

***Financial***

Nil.

***Workforce***

Not applicable.

**CONCLUSION**

Council is advised to approve amendments to FP003 – Purchase Orders Authority, and FP004 - Corporate Purchasing & Credit Cards, which correct position titles and ensure that officers within the Shire of Waroona are assigned the correct level of authority to approve



purchase orders and make purchases using their assigned corporate credit card, as part of their responsibilities.





## 11.3 CHIEF EXECUTIVE OFFICER

<b>11.3.1 Strategic Community Plan Review</b>	
<b>File Ref:</b>	CM.4 – Corporate Management – Planning – Business Plans – Principal Activity Plan
<b>Previous Items:</b>	OCM20/07/128 – 11.3.3 Waroona 2030 – Strategic Community Plan 2020 - 2030
<b>Applicant:</b>	Shire of Waroona
<b>Author and Responsible Officer</b>	Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	11.3.1 A – Survey Consultation Summary Findings 11.3.1 B – CURRENT DRAFT SC001 – Strategic Community Plan 2024 – 2034 11.3.1 C – PROPOSED SC001 – Strategic Community Plan 2024 – 2034

**OFFICER RECOMMENDATION**

That Council:

1. **adopts the revised Waroona 2030 – Strategic Community Plan as per Appendix 11.3.1 C for the purposes of public consultation; and**
2. **requests the Chief Executive Officer to consider the further feedback and bring the Strategic Community Plan back to Council for final approval.**

**IN BRIEF**

Council adopted the Waroona 2030 – Strategic Community Plan in 2020. This plan was reviewed in 2024 and is now presented to Council for adoption for the purpose of final public consultation.

**BACKGROUND**

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future, with guidance outlined in the Integrated Planning & Reporting Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

A local government is also required to review its Strategic Community Plan (SCP) every four years under regulation 19C of the Local Government (Administration) Regulations 1996. To this end the following actions were taken in 2024.

1. Councillor review of the Mission, Purpose and Values
2. Update of statistical and administrative information
3. Public consultation on –
  - a. The biennial questions from SCP
  - b. What do you see are the big issues for Waroona –
    - i. Housing cost and supply
    - ii. Cost of living



- iii. Economic development
- iv. Protection of the environment
- v. Waste management
- vi. Climate change
- c. Additional questions
  - i. Is the Council “green” enough?
  - ii. Is the Council focused enough on big projects?
  - iii. Should we be doing more to help economic development – tourism?
- d. Rates
  - i. Do you have any specific ideas that the Shire can implement to reduce costs?

Consultation was by way of website and to community groups.

4. Evaluate, amend and present to briefing session
5. Amend Plan
6. Final review of Mission, Purpose and Values
7. Consult final draft – to be done
8. Redraft and adopt – to be done

**REPORT DETAIL**

Appendix 11.3.1 B details the proposed changes to the SCP. It is noted that the fundamental directions, including the five pillars and the various actions and priorities remains largely the same following the feedback provided by the community.

The Mission, Purpose and Values have been updated following sessions with the councillors to reflect the overall direction of Council.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Leadership
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
<b>Strategy</b>	5.3.1 Establish and maintain a user focused communication approach that informs, engages and empowers the community

**OTHER STRATEGIC LINKS**

- Corporate Business Plan 2024 – 2028
- Long Term Financial Plan 2021 – 2031
- Annual Budget 2024/25

**STATUTORY ENVIRONMENT**

Local Government Act 1995

*s.5.56 Planning for the future*

(1) A local government is to plan for the future of the district.



- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

### Local Government (Administration) Regulations 1996

#### *r.19C Strategic community plans, requirements for (Act s.5.56)*

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Costs associated with implementing the strategies included in this Plan are incorporated within the Corporate Business Plan 2024 – 2028, Long Term Financial Plan 2021 – 2031 and Annual Budget 2024/25.

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



The strategies will give rise to multiple actions and projects in informing plans and strategies that will increase alignment with the community needs and aspirations around the provision of services and thereby contribute to quality of life.

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

The Plan details the level of focus provided to environmental outcomes and projects.

**Policy Implications**

Nil

**Risk Management Implications**

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	SCP review not completed as required.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Undertake review of the SCP
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

Participation in the review process was high. A summary of the consultation results is provided in Appendix 11.3.1 A.

**Aboriginal Consultation**

Inclusive consultation was carried out.

**RESOURCE IMPLICATIONS**

**Financial**

The Strategic Community Plan is a broad strategic blueprint for the future. Specific cost estimates for individual projects that are as a direct outcome of the Strategy are included in the Corporate Business Plan 2024-2028.

**Workforce**

There are no new positions identified, therefore all initiatives are intended to be undertaken with current resources.

**CONCLUSION**

This report brings to Council the major review of the SCP undertaken in 2024. It is recommended that this be put to the community as a final draft prior to final consideration by the Council.



<b>11.3.2 Council Election 2025</b>	
<b>File Ref:</b>	GO.1 – Governance – Elections – Local Government
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Waroona
<b>Author and Responsible Officer</b>	Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Numbers:</b>	11.3.2 A – Cost Estimate Letter 20025 11.3.2 B – Local Government Ordinary Election Process

### **OFFICER RECOMMENDATION**

**That Council:**

- 1. declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Western Australian Electoral Commissioner to be responsible for the conduct of all future Shire of Waroona Council elections and polls until the end of 2025; and**
- 2. decides, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting all future elections or polls will be as a postal election.**

### **IN BRIEF**

Council is requested to declare the Western Australian Electoral Commission (WAEC) is responsible for the conduct of future elections to the end of 2025 and to agree to these elections being conducted as postal elections.

### **BACKGROUND**

The conduct of the Local Government ordinary elections is a complex and time-consuming event and has been well managed by experienced returning officers provided by the Western Australian Electoral Commissioner (WAEC) in recent years. The WAEC are also adequately trained which ensures that all legislative requirements are complied with.

As an alternative, the Administration can undertake the conduct of the elections at a reduced cost. However, as the administrative staff are not trained in conducting the elections, it may increase risk of non-compliance of the Act and disputed election outcomes. Further it would require additional resources to ensure that the process is conducted in a timely and compliant manner.

Because of the convenience it provides to electors, a postal ballot encourages a higher participation rate by electors. The alternate would be to hold the election as an in-person election, but this may discourage a higher participation. Despite the postal ballot in-person voting on election day is still conducted, allowing a wide participation in the election process.

The Electoral Commission's offer to conduct the Shire of Waroona's election by postal vote is attached at Appendix 11.3.2 A.

### **REPORT DETAIL**



Council is requested to make a declaration that the Western Australian Electoral Commissioner (WAEC) is to be responsible for the conduct of future elections to the end of 2025 and to agree to these elections being conducted as postal elections.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Leadership
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.2 Develop a skilled, safe and compliant organisation
<b>Strategy</b>	5.3.2 Deliver efficient and effective Council services to the community

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Section 4.20. CEO to be returning officer unless other arrangements made  
 Section 4.61. Choice of methods of conducting election

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Greater participation in Council Elections supports democracy.

***Environment – (Impact on environment’s sustainability)***

Nil

***Policy Implications***

Nil

***Risk Management Implications***

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Improperly run election
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The West Australian Electoral Commission to conduct the election
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

The Electoral Commission has been approached to conduct the Shire of Waroona elections for 2025.



## **RESOURCE IMPLICATIONS**

### ***Financial***

As per the Electoral Commission's letter, it is estimated that the cost of the 2025 election will be \$30,710.90 including GST, including postal voting. An additional charge of approximately \$800 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgment of election packages.

### ***Workforce***

The Shire will utilise its staff to assist in the count. Administrative support for the elections is a portfolio responsibility of the CEO's Office.

## **CONCLUSION**

This report seeks Council determination to involve the Electoral Commission in providing a returning officer and conducting its elections through the postal ballot system.



<b>11.3.3 Waroona Waste Water Treatment Facility</b>	
<b>File Ref:</b>	WS.1 – Water Supply – Service Providers – Water – Water Corporation; EM.2 – Environmental Management – Monitoring – Water Quality
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Waroona
<b>Author and Responsible Officer:</b>	Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	11.3.3 – Letter from Water Corporation regarding Waste Water Treatment Facility

### **OFFICER RECOMMENDATION**

That Council requests the Chief Executive Officer to:

1. correspond with the Hon Don Punch MLA, Minister for Aboriginal Affairs; Water; Climate Resilience; South West, to seek urgent prioritisation for upgrade of the Waroona Waste Water Treatment Facility (WWTF) without further budget delay, to meet current and future sewer volume and quality demands; and
2. correspond with the Director General of the Department of Water and Environmental Regulation ahead of the renewal of the Waroona WWTF which expires on 31 October 2025, to request conditioning of the prescribed premise licence to require urgent upgrade of the facility without further budget delay.

### **IN BRIEF**

The Waroona Waste Water Facility has been operating over capacity since at least 2016. The scheduled upgrade of this facility was due in 2021, but it was cancelled due to the budget not being sufficient for the received tenders. The project is now scheduled for completion in 2028, based on a redesign of the facility.

Critically, because of this lack of an upgrade, the Water Corporation is no longer supporting subdivision in Waroona Town which connects to this facility, thus constraining development in the town.

### **BACKGROUND**

The Waroona Waste Water Facility has been operating over capacity many years. Data provided in the Water Corporation's Annual Reports on the WWTF are provided in the table below. The latest data published on the DWER website is for 2022/23.

Table 1. Waroona WWTF Production Licence Versus Actual Volume Produced

<b>Production Licence</b> (m <sup>3</sup> /day)	<b>Actual 2016/17</b> (m <sup>3</sup> /day)	<b>Actual 2017/18</b> (m <sup>3</sup> /day)	<b>Actual 2018/19</b> (m <sup>3</sup> /day)	<b>Actual 2019/20</b> (m <sup>3</sup> /day)	<b>Actual 2020/21</b> (m <sup>3</sup> /day)	<b>Actual 2021/22</b> (m <sup>3</sup> /day)	<b>Actual 2022/23</b> (m <sup>3</sup> /day)
<b>240</b>	269	Not Provided	Not Provided	Not Provided	306	298	283

### **REPORT DETAIL**





Sewer Infrastructure as a Development Constraint

Waroona Town is partially sewered with scheme sewer pipes servicing the about 2/5<sup>ths</sup> of the Town presently, as shown in figure 1 below.

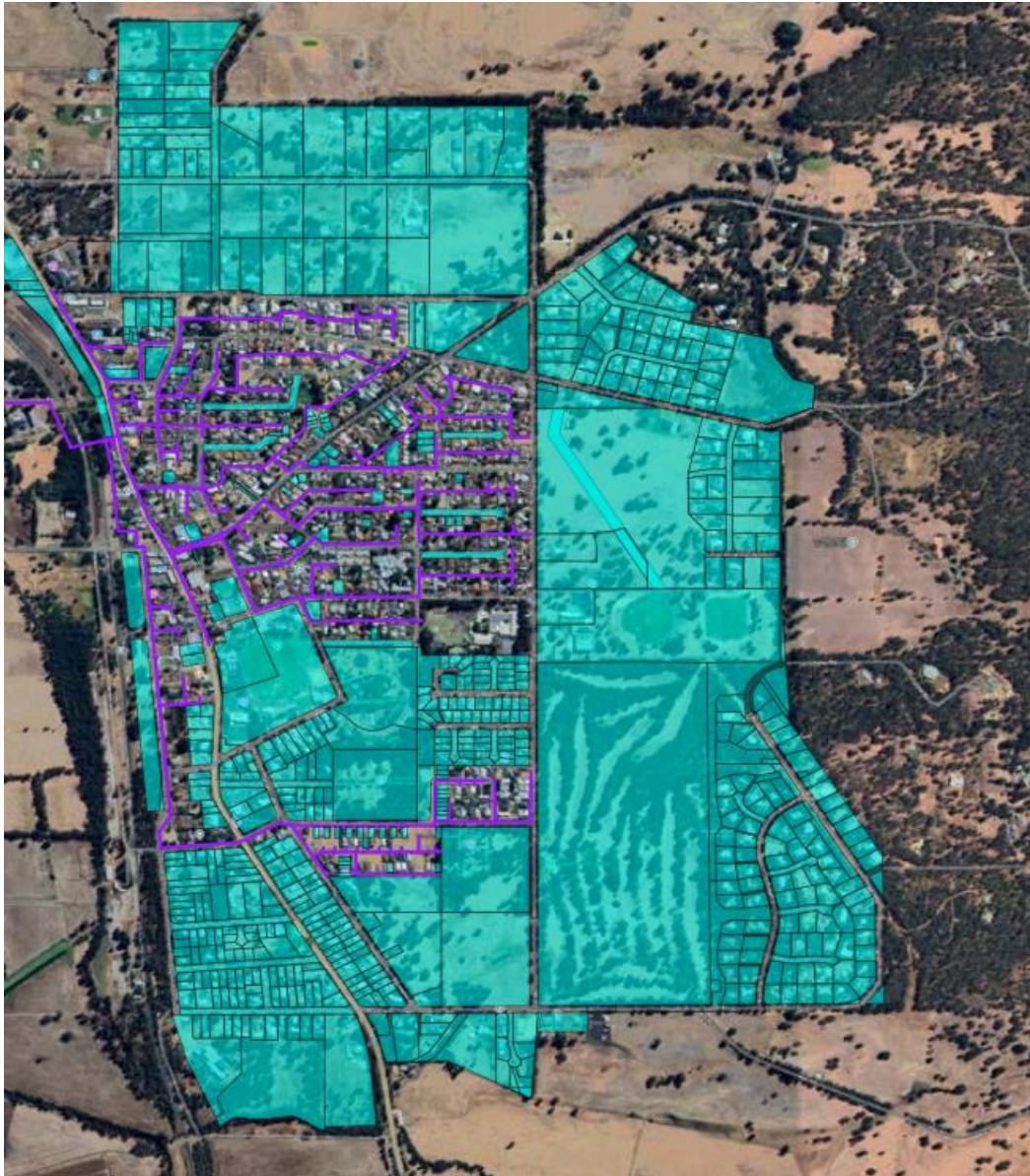


Figure 1. Sewered areas (purple lines) and unsewered areas (aqua) of Waroona Town.

The Town is also within what is known as a Sewer Sensitive Area, as shown in figure 2 overleaf.





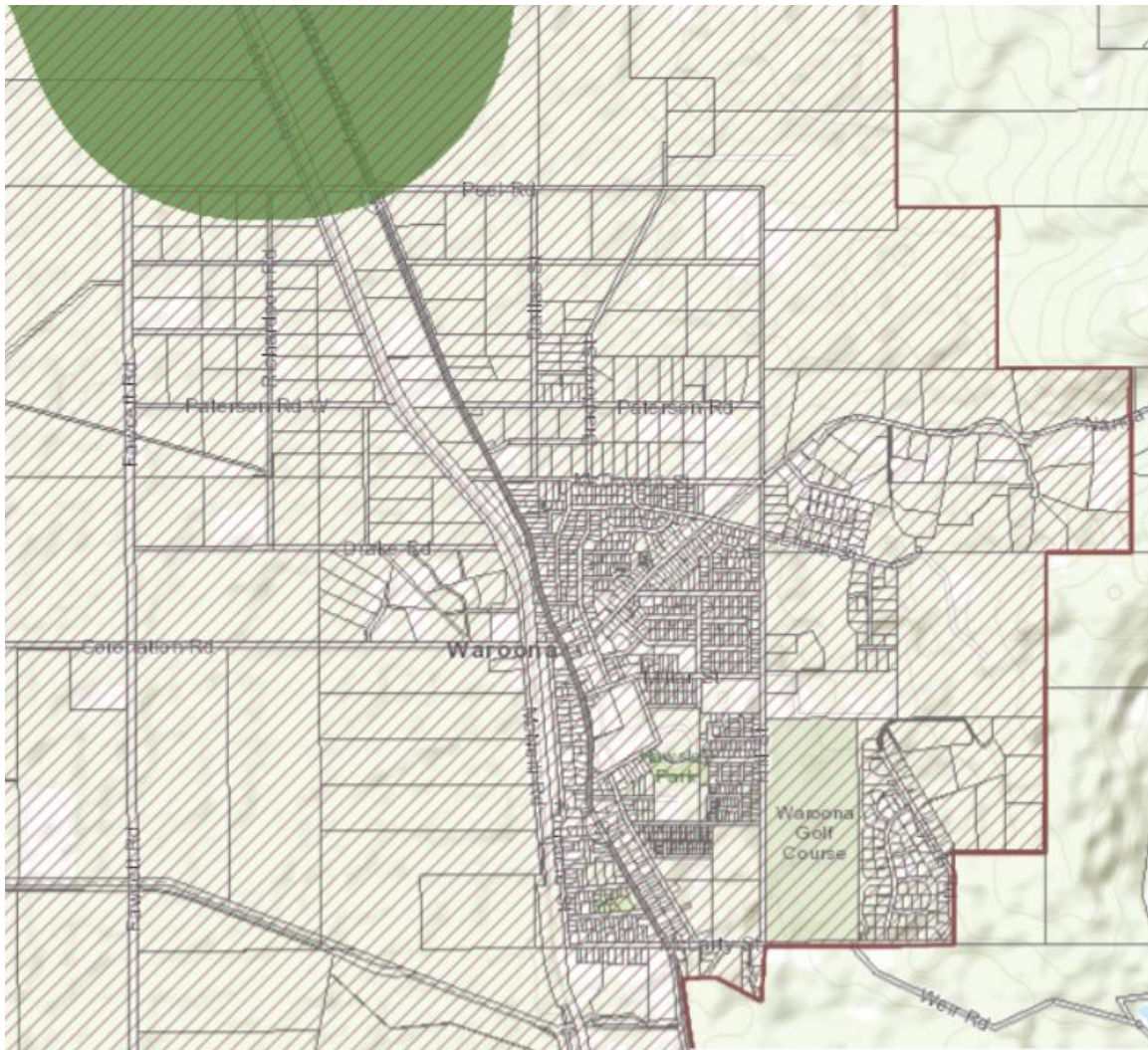


Figure 2. Sewer Sensitive Area over Waroona Town depicted in brown hachure.

The sewer sensitive overlay on Waroona Town means that **subdivision below 1 hectare is only able to occur in areas deemed to be sewer sensitive when they have access to sewer mains**. This has a dramatic impact on subdivision within the Town of Waroona preventing developers from obtaining the lot yields available under the Town’s R codes, making subdivision less viable.

The Water Corporation has confirmed that until the WWTF is upgraded that it will no longer support subdivision connecting to its system.

*There is currently no capacity for additional flow in Waroona WWTP. There is a project for upgrade of the WWTP underway, which is currently scheduled for completion in 2026, although that could be delayed due to challenges with funding.*

*Once the WWTP upgrade is complete, the development can progress.*

This highlights the limitations of the current WWTF, but also alludes to the lack of a firm timeline for the upgrade of the facility. Subsequent to this statement the Water Corporation has now indicated that the upgrade is listed for a 2028 completion.

WWTF Licence Compliance



Appendix 11.3.3 A is the response from the Water Corporation in relation to the tardy expansion of the Waroona Waste Water Treatment Facility. There are some points to discuss in their letter.

A key defence that the Water Corporation has used is this sentence –

*The Waroona WWTP is licenced by the Department of Water and Environmental Regulation (DWER) and is still performing within the expected design parameters, with no water quality limits exceeded in the 2023/24 reporting period. This information was reported to DWER.*

The Water Corporation provides annual audit reports on compliance with the Department of Water and Environmental Regulation's (DWER) disposal licence for its facilities. In those reports it admits that it isn't compliant with the licence in terms of the discharge volume. But it states in these audit reports and in the letter to the Shire that it does still "generally" perform within the "expected design parameters", meaning the water quality outputs for the facility are OK. In other words, the facility is doing what it is supposed to do, removing the bulk of the pollutants in the sewer water and returning the water in a relatively clean state to the environment.

The water quality outcomes aren't being challenged. It is the non-compliant volume discharge that is problematic along with the delay in doing anything about it. Critically, this has led to a refusal by the Water Corporation to support any further subdivision in Waroona Townsite, which is the primary issue.

#### The Upgrade Delay

On 19 November 2020 the Water Corporation was issued a works approved to expand the WWTF. The project was delayed due to high costs and then rescheduled for completion in 2025, according to the 21-22 Annual Audit Compliance Report. In the 22-23 Report the "preferred long-term treatment solution for Waroona is under review as part of the project delivery due diligence".

A letter was sent to the then Minister for Water in January 2025, but with the onset of the State Government election and the commencement of the caretaker period the matter was referred to the Water Corporation for a response. A letter had also been sent to the Water Corporation separately. It is now 2025 and the Shire has now been informed by the Water Corporation that the works are in the 5-year schedule for completion by 2028.

What is clear is that the Waroona WWTF upgrade keeps getting deprioritised over other Water Corporation capital works projects and it is now at a point where this is compromising the growth of Waroona Town.

Given the current Minister hasn't dealt with this matter due to the State Government election caretaker period it is recommended that this matter be brought to the new Minister's attention as an urgent upgrade.

#### Prescribed Premise Licence Expiry

The DWER prescribed premise licence for the Waroona WWTF, which previously expired on 31 October 2020, has been extended until 31 October 2025. This was in part on the basis that "risk-based reviews for the assessment of licenced prescribed premises will be undertaken in accordance with DER's regulatory framework" (Banks J. Director General, Department of Environment Regulation, *NOTICE OF AMENDMENT OF LICENCE EXPIRY DATES SECTION 59B(9) AND SECTION 59(1)(k) ENVIRONMENTAL PROTECTION ACT 1986 LICENCED PRESCRIBED PREMISES*, 29 April 2016).



<https://www.der.wa.gov.au/images/documents/our-work/licences-and-works-approvals/notice-of-amendment-of-licence-expiry-dates.pdf>

This provides an opportunity for the DWER Director General to amend the conditions. There is no desire to see the licence revoked as the facility provides a vital service to Waroona. However, the licence renewal flags an opportunity to condition the WWTF to be upgraded to a suitable capacity by a date determined by DWER.

It is recommended that this matter be brought to the attention of the DWER Director General to require the conditions of approval of the new licence include the urgent upgrade of the Waroona WWTF.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Economy
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	2.1 Develop an economy that is focused on growth, knowledge and innovation, and infrastructure, and protects prime agricultural land
<b>Strategy</b>	1.4.3 Actively take opportunities to enhance public health

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995

3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —

(a) the need —

(i) to promote the economic, social and environmental sustainability of the district...

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Upgrading of the WWTF is a priority for Waroona. The provision of housing to support a working population is an important foundation for economic development.

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

Nil.

***Environment – (Impact on environment’s sustainability)***

It is likely that an upgraded WWTF will yield a better water quality output in the waste water discharge.

***Policy Implications***

Nil.

***Risk Management Implications***



Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Delay in upgrading the WWTF holding back economic growth.
Consequence	4 - Major
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Gain prioritisation of the WWTF upgrade
Risk Acceptance	Monitor - Risk acceptable with adequate control

**CONSULTATION**

The Shire was made aware of the Water Corporation’s refusal to support subdivision in Waroona through contact with an engineering consultant who was informed of this in relation to a new subdivision he is investigating in Waroona Town. He provided written confirmation of the statements made to him by the Water Corporation.

***Aboriginal Consultation***

Nil.

**RESOURCE IMPLICATIONS**

***Financial***

Nil.

***Workforce***

Corresponding with the involved parties is within the scope of budgeted activities.

**CONCLUSION**

Ongoing delays to the upgrade of the Waroona Waste Water Treatment Facility have become an impediment to further subdivision limiting the provision of more housing and economic development. It is recommended that the Shire advocate to the relevant parties in the State Government to have this matter raised as a key priority.





**11.4 ITEMS FOR INFORMATION****12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING****13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

At the February Ordinary Council Meeting held on 25 February 2025, Cr Walmsley proposed that Council amends the date of the April Ordinary Council meeting from 22 April to 29 April, as 22 April is on a Tuesday directly following the Easter long weekend.

This motion is supported from an administrative point of view.

**14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING****15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

<b>15.1 Tender Award – Waroona Community Precinct Big Shed Additions and Alterations</b>	
<b>File Ref:</b>	CP.4 – Council Properties – Acquisition and Disposal
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Waroona
<b>Author and Responsible Officer</b>	Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	15.1 – CONFIDENTIAL Tender Evaluation for Tender No. 2425-04

**OFFICER RECOMMENDATION**

That Council:

1. selects AE Hoskins under Tender Number 202425-04 (Waroona Community Precinct Big Shed Additions and Alterations), as the preferred tenderer; and
2. authorises the Chief Executive Officer to accept the tender offer by AE Hoskins, subject to any minor negotiated variations.

**IN BRIEF**

The Waroona Community Precinct (WCP) is a major initiative of the Shire of Waroona and part of the Waroona Revitalisation Strategy. Landscape and civil works were completed in December 2023.

The next stage of the WCP is additions and alterations to the Big Shed within the Precinct. Architectural design for phase 2 works to redevelop the Big Shed as a multipurpose event space has been completed and tenders invited.



This Tender has closed, and three tender responses were received and evaluated. The tender representing best overall value to the Shire of Waroona is that by AE Hoskins.

**BACKGROUND**

State-wide notice was given for tender no. 202425-04 Big Shed Additions and Alterations, with advertising commencing on 22nd February 2025. Tenders closed on 17th March 2025.

**REPORT DETAIL**

Included in this tender is the construction of the Scout Hall pergola, which to date the Shire has been unable to attract a builder.

Tenders were evaluated in accordance with the evaluation criteria, being:

- Compliance (non-weighted), including –
  - Offer form completed
  - Acknowledged Receipt of Addendums
  - Inclusion of Organisation Profile, ASIC documentation and Referees
  - Agency acting and details of Principal
  - Trust acting and details if relevant
  - Subcontractor information
  - Conflict of Interest declaration
  - Work Health and Safety compliance
- Qualitative (40% overall score) measures -
  - Relevant Experience (10%)
  - Key Personnel Skills and Experience (10%)
  - Tenderer’s Resources (10%)
  - Demonstrated Understanding (10%)
- Price (60% quantitative measure)

Three tenders were received, being from:

- De Snoo Construction
- AE Hoskins
- Jersey Living

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Built Assets
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	4.2 Manage assets in a consistent and sustainable manner
<b>Action</b>	Tender Evaluation and Award

**OTHER STRATEGIC LINKS**

The Waroona Community Precinct is a key outcome for the Waroona Townsite Revitalisation Strategy.



**STATUTORY ENVIRONMENT**

**Local Government Act 1995**

**s.3.58, Tenders for providing goods or services**

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

**Local Government (Functions and General) Regulations 1996**

**Division 2 — Tenders for providing goods or services**

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

An all weather, multi-use event venue will facilitate new events and economic activity in the town.

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

Development of a new community event space improves livability and community cohesion in Waroona. Retention of the Big Shed retains the history of the Town.

***Environment – (Impact on environment’s sustainability)***

The retention and redevelopment of an existing shed for new community uses reduces waste associated with demolition and reduces energy use and minimises requirement for new building materials in construction of new facilities.

***Policy Implications***

Tender no. 202425-04 complies with the following policies:  
FP001 – Purchasing and Procurement

***Risk Management Implications***

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Not maximising the financial benefit to the Shire
Consequence	4 - Major
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Engage professional project management and seek open market tenders.
Risk Acceptance	Accept - Risk acceptable with adequate controls

**CONSULTATION**

N/A

***Aboriginal Consultation***

N/A

**RESOURCE IMPLICATIONS**

***Financial***

**Available budget**

The Waroona Community Precinct budget has approximately \$811,000 available under the approved grants and Shire approved contribution. This amount is sufficient for the Big Shed





tender as well as additional minor current commitments to finalising artworks, project consulting and preparation of the Irrigation Offices design to tender ready stage.

***Workforce***

The building works are to be outsourced via Tender 202425-04.

**CONCLUSION**

The Big Shed Additions and Alterations tender 202425-04 has been put to the market with three tenders received. The tender which represents best overall value to the Shire of Waroona is that from AE Hoskins. It is recommended to award construction of Big Shed Additions and Alterations 202425-04 to AE Hoskins.

**16. MEETING CLOSED TO THE PUBLIC**

**OFFICER RECOMMENDATION**

**That Council proceeds behind closed doors as per Section 5.2.3(2) of the Local Government Act for the purpose of considering Items 16.1.**

<b>16.1 Honorarium Proposal</b>	
<b>File Ref:</b>	ES.7 – Emergency Services – Service Provision – Bushfire Brigades
<b>Previous Items:</b>	OCM23/12/185
<b>Applicant:</b>	Shire of Waroona
<b>Author and Responsible Officer</b>	Coordinator Rangers and Community Safety
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Numbers:</b>	Nil

**OFFICER RECOMMENDATION**

**That Council approves the officer recommendation.**

A report was provided under confidential cover.

**17. MEETING OPENED TO THE PUBLIC**

**OFFICER RECOMMENDATION**

**That the meeting resume in public.**

**STOP & RESTART AUDIO RECORDING**

**18. CLOSURE OF MEETING**

