



SHIRE OF
HARVEY



Agenda Briefing Session **Agenda**

**Harvey Council Chambers
Tuesday, 19 August 2025
5PM**

**Shire of Harvey
Agenda Briefing Session**

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Harvey Council Chambers, Young Street, Harvey, on Tuesday, 19 August 2025 commencing at 5pm.

The business to be transacted is shown in the Agenda hereunder.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Annie Riordan', with a stylized flourish at the end.

**Annie Riordan
Chief Executive Officer**

15 August 2025.

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1. Official Opening

Disclaimer

Agenda Briefing Sessions are used to inform Councillors on the items of business to be presented and discussed at the forthcoming Ordinary Council meeting.

These meetings are open to members of the public who may request to present a deputation to Council relating to an item on the Agenda.

No decisions are made at these meetings, although Councillors can request additional information or alternative wording be provided, to allow for motions to be prepared for consideration at the forthcoming Ordinary Council meeting.

Any statement regarding any planning or development application made during an Agenda Briefing Session, is not to be taken as notice of approval. Anyone who has an application lodged with the Shire must obtain, and should only rely on, written confirmation of the outcome of the application and any conditions attached to the decision made by Council.

An audio and visual record will be made, by means of livestreaming, of these proceedings and uploaded to the Shire's YouTube page for viewing.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders and Emerging Elders both past and present.

2. Record of Apologies and Leave of Absence

3. Declarations of Members' and Officers' Personal Interest

4. Deputations

5. Officer's Reports

5.1. Chief Executive Officer

Item No.:	5.1.1.
Subject:	Western Australian Local Government Association (WALGA) – 2025 Annual General Meeting – Voting Delegates
Proponent:	Shire of Harvey
Location:	Lot 101 (105) Uduc Road, Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	GR/L/004
Attachments:	Nil

Summary

Council is requested to nominate its voting delegates for the Western Australian Local Government Association's (WALGA) Annual General Meeting (AGM) to be held on Tuesday, 23 September 2025 and to advise of its nominations by Monday, 8 September 2025.

Background

All Member Councils are entitled to be represented by two voting delegates at the AGM of WALGA to be held on Tuesday, 23 September 2025 at 2.15pm. Should a Voting Delegate be unable to attend, a provision is made for proxy delegates to be registered. Only registered delegates or registered proxy delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving Officers.

Comment

It is recommended that Council endorses the Shire President and nominates one Councillor as its delegates and appoints two proxy delegates should one or both delegates be unavailable to attend.

Statutory/Policy Environment

Clause 24 of the WALGA Constitution details "Representation and Voting at General Meetings". This includes voting entitlements at the AGM.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
Objective 5.4 Sound governance, including financial, asset and risk management.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

This report is included in the Agenda Briefing Session and Ordinary Council Meeting documents, which are uploaded to the Shire's website for public viewing.

Promise to the Community

Inform: We will keep you informed.

The Council resolution will be included in the Ordinary Council Meeting Minutes, which are uploaded to the Shire's website for public viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information** and **Failure to fulfil Compliance Requirements**. The consequence could be *Reputational* if Council was not represented at the WALGA AGM. The risk is considered *Minor* and the likelihood *Unlikely*. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council appoints the Shire President and Cr. _____ as its voting delegates and Cr. _____ and Cr. _____ as its proxy voting delegates for the 2025 Western Australian Local Government Association's Annual General Meeting to be held on Tuesday, 23 September 2025.

Item No.:	5.1.2.
Subject:	Lease Agreement – Yarloop Community Resource Centre
Proponent:	Shire of Harvey
Location:	21 Station Street, Yarloop
Reporting Officer:	Contract Administration Officer
Authorising Officer:	Chief Executive Officer
File No.:	C051/00010
Attachments:	<ol style="list-style-type: none"> 1. Yarloop Community Resource Centre - Draft Lease Agreement [5.1.2.1 - 31 pages] 2. Yarloop Community Resource Centre - Reduction of Leased Area [5.1.2.2 - 1 page] 3. Policy 1.1.13 - Community Lease Policy [5.1.2.3 - 13 pages]

Summary

Lot 100 on Plan 415340 and known as 21 Station Street, Yarloop, is a freehold lot owned by the Shire of Harvey (the Shire). On this freehold land is a building occupied by the Yarloop Community Resource Centre Inc. (the Premises).

The Yarloop Community Resource Centre Inc. (YCRC) manages the Premises under a Lease Agreement which expired on Tuesday, 31 December 2024. Shire Officers have liaised with YCRC to formalise a new Lease Agreement to the satisfaction of both YCRC and the Shire.

Council is requested to consider the new Lease Agreement for the Premises with the YCRC (refer **Attachment 1**) and to authorise the Chief Executive Officer to execute the Lease.

Background

Servicing the locality of Yarloop, YCRC is a vital hub that offers a wide range of resources and a welcoming environment for all members of the community. The centre plays a key role in supporting social connection, learning and local development. It features well equipped function facilities ideal for meetings, workshops, and community events. A fully operational commercial kitchen supports catering opportunities, while nearby playground and outdoor gym encourage active lifestyles for all ages.

On Wednesday, 1 January 2020, the Shire entered into a Lease Agreement with the YCRC for a period of five years expiring on Monday, 30 December 2024, with an option to extend for a further five years.

Comment

The YCRC has requested a five-year extension of the current lease, in accordance with the terms outlined in the existing agreement. As part of this extension, a variation to the deed is before Council as the YCRC has requested a reduction in the leased area (refer **Attachment 2** which is marked in blue).

Shire Officers are not aware of any issues regarding the YCRC's management of the Premises in the current lease period.

The delay in bringing this matter to Council has primarily been due to negotiations surrounding the reduction of the leased property and determining responsibility for the now-unleased area. Additionally, there was a time lag associated with discussions regarding the potential relocation of the library to the YCRC. This relocation has since been postponed to December 2027, aligning with the renewal of the school building lease where the current library is located. The relocation of the library will be reassessed at that time.

Council is requested to consider a Lease Agreement (refer **Attachment 1**) for the Premises with YCRC for a term of five years backdated to Wednesday, 1 January 2025 and expiring Tuesday, 31 December 2030, with an extension option of one further term of five years from Wednesday, 1 January 2031 to Wednesday, 31 December 2036.

Should Council approve the Lease with YCRC, Shire Officers will complete an inspection of the Premises prior to the execution of the Lease.

The Lease has been drafted in accordance with the Community Lease Policy (refer **Attachment 3**).

Statutory/Policy Environment

Local Government Act 1995:

- Section 3.58 – refers to the disposal of property, including leasing.

Local Government (Functions and General) Regulations 1996:

- Clause 30 (2)(b) – refers to the property disposals that are exempt from 3.58 of the Act.

Council Policy 1.1.13 – Community Lease Policy:

- This Policy provides an outline of standard lease provisions and guiding principles for the lease of Reserves or facilities vested in the Shire of Harvey to bodies exempt from the requirement of Section 3.58 of the *Local Government Act 1995*.

Council Policy 1.1.2 – Common Seal:

- This Policy provides for the execution of legal documents that require the affixing of the Shire Common Seal.

The Department of Local Government, Industry Regulation and Safety is currently undertaking Local Government Reform to ensure good record keeping and public visibility within local governments. As part of the reform, it is intended that information regarding Shire leases will be provided to the public in the form of an online register with the change due to be enacted in 2025.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- | | |
|----------------------|--|
| <i>Goal 2:</i> | <i>A safe, accessible and connected community where everyone has the opportunity to contribute and belong.</i> |
| <i>Objective 2.1</i> | <i>To support people through all stages of life.</i> |
| <i>Objective 2.2</i> | <i>Create a community where people are safe.</i> |
| <i>Objective 2.3</i> | <i>Active and resilient community groups and volunteers.</i> |
| <i>Goal 5:</i> | <i>A representative leadership that is future thinking, transparent and accountable.</i> |
| <i>Objective 5.1</i> | <i>Effective communication and engagement with the community.</i> |
| <i>Objective 5.4</i> | <i>Sound governance, including financial, asset and risk management.</i> |

Community Engagement

Community Participation Goal

Consult: To provide the public feedback on analysis, alternatives and/or decisions.

Consultation and negotiations were undertaken with the YCRC to come to a mutual agreement on this lease.

Promise to the Community

Inform: We will keep you informed.

Once the Lease Agreement is adopted by Council, the minutes confirming the adoption are published to the website for viewing. The Lease Agreement is reviewed and adopted by Council as required. The Lease Agreement is presented to Council as part of a Council Meeting Agenda Item, with the report and attachments being public documents that are published to the website for viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The consequences identified are **Reputational** and **Property**. The risks are mitigated by having a Lease Agreement drafted in alignment with the Shire of Harvey Policy 1.1.13 – Community Lease Policy, consultation with the YCRC and an independent inspection of the Premises being completed. The Risk Consequence rating associated with this matter is **Moderate** and the Likelihood is **Unlikely**, resulting in a **Medium** risk being present.

Budget Implications

The Lease will provide rental income of one dollar per annum, with the ongoing management of the Lease incorporated in existing financial and human resources.

Financial year 2024–2025 maintenance costs incurred by the Shire totalled \$12,000.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the granting of a new Lease Agreement to Yarloop Community Resource Centre Inc. for the management of the Yarloop Community Resource Centre located at 21 Station Street, Yarloop and known as Lot 100 on Plan 415340 for a period of five years, commencing Wednesday, 1 January 2025 and expiring Tuesday, 31 December 2030, with an option to extend for a further five-year period as per **Attachment 1**.
2. Authorises the Chief Executive Officer to negotiate minor Lease terms consistent with Community Lease Policy – 1.1.13 including Appendix 1 in **Attachment 3**.
3. Authorises the Chief Executive Officer and Shire President to execute the Lease Agreement and to sign and affix the common seal.

Item No.:	5.1.3.
Subject:	Shire of Harvey Council Plan 2025–2035
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/01405
Attachments:	1. Shire Harvey Council Plan 2025-2035 [5.1.3.1 - 114 pages]

Summary

The Council Plan 2025–2035 (the Plan) outlines the Shire of Harvey's (the Shire) strategic direction over the next 10 years and is the product of extensive community consultation, strategic analysis, and internal planning. Developed in alignment with the requirements of the *Local Government Act 1995* and recent reforms under the *Local Government Amendment Act 2023*, the Plan consolidates the community's aspirations with the Shire's long-term goals, operational capacity, and financial sustainability. This report recommends endorsing the Plan, following the community comment period for the draft version of the Plan, of which there was one formal responses from the community received.

Background

Council endorsed the release of the draft Council Plan 2025–2035 for public comment at the Ordinary Council Meeting on Tuesday, 22 July 2025.

The development of the Plan was underpinned by extensive community engagement, beginning with the MARKYT Community Scorecard, which received 1,991 responses and over 114,000 words of feedback. This input helped identify key community priorities and interests throughout the Shire.

Building on this foundation, Council and Executive Leadership curated a list of 154 draft priority actions that were tested through a series of facilitated FUTYR community workshops across the Shire. Residents participated in visioning, action prioritisation, and feedback exercises, which led to refinements in both content and structure.

The resulting actions were reviewed by Shire Officers to ensure alignment with key plans, budget frameworks, and operational capacity. This included cross-referencing with core Shire plans such as the Long-Term Financial Plan, Forward Capital Works Plan, Service Plans and other key resource and infrastructure planning documents. Actions and details of the Plan were then presented to and workshopped with Council for feasibility and prioritised by strategic relevance and community support. The merging, addition and rewording of actions for clarity resulted in a set of 145 actions.

Comment

The Shire of Harvey Council Plan 2025–2035 is presented at (**Attachment 1**).

Updates to the Plan

Updates were made to the draft version of the Plan, to improve the accuracy of the descriptions of actions and the prediction of future funding needs for projects.

Action Name	Change Made
Develop a Korijekup Conservation Park trails master plan.	The completion of this action may require additional funding allocations in future years, so the years beyond 2025–2026 have been updated from “Covered by operating budget” to “Additional operating or capital budget required.”.
Support the growth of iconic agri-tourism events that promote local produce, food and beverages.	The specific reference to agri-tourism was removed to be more inclusive of event types, not just agri-tourism events. The action now reads as “Support the growth of iconic events that promote local produce, food and beverages.”.
Complete Harvey Quindanning Road upgrades in Harvey.	The indicator icons for this action were updated from “Covered by operating budget” to “Additional operating or capital budget secured” for the years 2025–2026, 2026–2027, and 2027–2028.
Develop targeted incentives to attract significant new investment and grow local jobs.	The wording of the action was changed to better reflect the role of local government. The action now reads as “Advocate for increased targeted government incentives to attract significant new investment and grow local jobs.”.
Review and update the Shire of Harvey’s, Communication and Engagement Strategy.	Changed to “Develop and adopt a Community Engagement Charter in accordance with reform requirements.” to clarify the action and differentiate from similar communication action.

Vision

Community feedback highlighted the need for simpler, clearer strategic framing. In response, the Plan transitioned from the previous strategic directions model to a more human-centred framework structured around five pillars: People, Place, Prosperity, Planet, and Performance. These pillars reflect the values, expectations, and lived experience of the community, and will guide the Shire’s direction over the next decade.

Interpreting the Five Pillars

Each pillar embodies a core community priority and offers a flexible yet meaningful foundation for planning, investment, and service delivery:

- **People:** Central to community sentiment is the call for a Shire that prioritises social connection, safety, inclusion, and cultural respect. This pillar places individual and collective wellbeing at the heart of governance and service delivery, fostering a more engaged and resilient society.
- **Place:** Residents expressed deep emotional and practical connections to their local environments. The Place pillar aims to recognise the importance of liveability, local identity, and equitable investment in infrastructure and amenities, ensuring each locality feels valued and nurtured.
- **Prosperity:** Economic growth is seen as a means of collective advancement. The community envisions a Shire where prosperity is inclusive, supports local participation, strengthens tourism, and is underpinned by well planned infrastructure development.

- Planet: Environmental concerns featured strongly in the community's responses. The Planet pillar commits to sustainability, resilience, and responsible stewardship of natural resources — ensuring the Shire develops without compromising ecological health.
- Performance: Residents seek a Shire that listens, delivers, and is accountable. This pillar encapsulates expectations for high-performing governance: clear communication, efficient service delivery, measurable outcomes, and a responsive relationship with the community.

Objectives

The Council Plan 2025–2035 is structured around 23 strategic objectives, each representing a distinct area of focus aligned to the needs and aspirations of the community. The objectives serve as the bridge between the high-level strategic pillars and the individual actions contained within the Plan. Each objective addresses a specific function, responsibility, or opportunity for the Shire and was crafted to be both actionable and measurable. They reflect the Shire's commitment to not only meeting its statutory obligations but also responding to the direct feedback received through the MARKYT® Community Scorecard, FUTYR workshops, and Voicebank platform.

Several objectives emphasise core service delivery and infrastructure — such as the maintenance of roads, facilities, parks, playgrounds and public spaces — to reflect the community's call for well-maintained, safe, and functional environments. Others focus on strategic themes such as climate adaptation, asset renewal, economic diversification, and enhancing digital service capacity.

Objectives also target internal improvements and long-term sustainability. For instance, the Plan includes dedicated objectives for rationalising and maintaining community assets, enhancing customer service, strengthening governance and decision-making, and building partnerships to amplify outcomes.

Importantly, the objectives are not siloed; they are interconnected and collectively support the achievement of the Plan's broader vision. Many also respond directly to community-identified priorities such as improved pathways and cycleways, environmental leadership, access to housing, and increased transparency and communication.

The strategic objectives form the foundation upon which the Plan's 145 actions are structured. Their clarity and focus allow for efficient planning, monitoring, and reporting over the life of the Plan and ensure that the Shire's operational efforts remain strategically aligned and community focused.

Actions

The Council Plan 2025–2035 includes a total of 145 strategic actions, each directly linked to one of the 23 strategic objectives. These actions represent the specific, measurable tasks that the Shire will undertake over the 10-year life of the Plan to deliver on the broader community vision. Every action has been allocated to the appropriate service unit or business area, ensuring alignment with internal responsibilities, operational planning, and service delivery.

The actions were informed by extensive community consultation and were refined through a process that incorporated strategic alignment, financial feasibility, and organisational capacity. Priority was given to actions that rated highly during the community workshops and Scorecard process, and each action was assessed against the Long Term Financial Plan, Forward Capital Works Program, and other key resource and infrastructure planning documents.

Each action in the Plan has been allocated to a specific service area within the Shire. This ensures that every action is clearly assigned to the business unit responsible for its delivery, allowing for greater accountability, clarity, and alignment with day-to-day operations.

Importantly, all actions scheduled to commence in Year One (2025–2026) are fully funded and accounted for in the Annual Budget 2025–2026. For actions planned in later years of the Plan, further

investigation and financial modelling may be required. Some initiatives are anticipated to require external funding support, including State and Federal grants, or may be delivered through borrowings, or subject to Council endorsement and funding availability at the time. This staged approach ensures that delivery is financially responsible while maintaining flexibility to adapt to future opportunities and funding rounds.

Supporting information

The Plan also includes key organisational and financial details to support the delivery of its objectives and actions. This includes service planning, staffing levels, and long-term financial forecasts. These elements help ensure the Plan is realistic, achievable, and supported by the Shire's available resources. The Plan is also linked to other key strategies and informing plans.

Statutory/Policy Environment

The *Local Government Amendment Act 2023*

- Section 68 – removes the previous Strategic Community Plan Legislation and replaces it as follows:

“68. Section 5.56 replaced

Delete section 5.56 and insert:

5.56. Council plan

(1) A local government must, in accordance with regulations —

- a) prepare a council plan; and*
- b) publish, review and modify the council plan.*

(2) A council plan is a plan for —

- a) the future services and facilities for the district that are to be provided by the local government; and*
- b) any prescribed matters.*

(3) Without limiting subsections (1) and (2)(b), regulations may prescribe any of the following —

- a) information and other contents to be contained in a council plan;*
- b) the period which a council plan is to cover;*
- c) when a council plan is to be prepared, published, reviewed, modified or replaced;*
- d) procedures to be followed in preparing, reviewing, modifying or replacing a council plan.”*

Local Government (Administration) Regulation 19.C Strategic community plans, requirements for (Act s. 5.56)

Although the Regulations in 19C currently still refer to a Strategic Community Plan (SCP), recent amendments to Section 5.56 of the *Local Government Act 1995* have introduced the concept of a Council Plan, which is expected to replace the SCP in future. The Council Plan will become the primary strategic document for local governments, outlining priorities, objectives, and performance measures in line with legislative reforms aimed at strengthening governance, accountability, and community engagement. These reforms form part of the State Government's broader agenda to modernise the Local Government sector. While the SCP remains the legally mandated document under the Local Government (Administration) Regulations 1996, Local Governments should prepare for a future transition to the new Council Plan model, pending accompanying regulatory changes.

In the interim, Local Governments are still required to comply with existing regulations. Under the regulations, a Strategic Community Plan must be prepared and maintained for each financial year after. It must cover a minimum period of 10 financial years, and outline the community's long-term Vision, aspirations, and objectives. The Plan must be reviewed at least once every four years, with consideration given to the Local Government's current and anticipated resource capacity, strategic performance indicators, and demographic trends. Any modification to the Plan, such as an extension of its timeframe, requires Council adoption by absolute majority. Local Governments must consult electors and ratepayers during both the preparation and modification phases and must document how that engagement occurred.

The Shire is required to progress its Plan at this time because it has reached the point in its statutory four-year cycle where a major review is due. This review process ensures the Plan remains relevant, responsive to community needs, and aligned with the Shire's long-term objectives. While the format and terminology may have changed under the future Council Plan model, the Shire's current work aligns with both its legislative obligations and the broader direction of emerging reforms.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5: A representative leadership that is future thinking, transparent and accountable.
Objective 5.1 Effective communication and engagement with the community.

Community Engagement

Community Participation Goal

Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

The community participated and collaborated through the Community Scorecard and subsequent community workshops

Promise to the Community

Collaborate: We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

During the formation of the plan MARKYT scorecard results and community workshop feedback were all integrated into decision making.

The draft version of the Plan was advertised to the public for 21 days, during which one formal comment was received. The community member provided broad feedback on the vision, values, terminology,

and district priorities, and identified an administrative error that had been corrected for the final version of the Plan prior to their submission. The commentor expressed that they liked that documents were being consolidated and a notable suggestion spoke to adding greater definition to terms such as “safety,” and adjusting district priorities summaries to address perceived imbalances. These suggestions were considered; however, additional definitions and changes that would reduce the document’s overall readability were not adopted.

Risk Management

The primary risk theme relevant to this Council Plan is **Failure to Fulfil Compliance Requirements**, with potential consequences relating to both **Compliance** and **Reputation**. Adoption of the Council Plan strengthens strategic alignment across the organisation and reinforces the Shire's commitment to meeting its statutory obligations under the *Local Government Act 1995*, *Local Government Amendment Act 2023*, and associated Regulations.

The strategic and integrated nature of the Council Plan mitigates the risk of non-compliance by clearly linking planning, service delivery, and resourcing. While there is a **Minor** residual risk stemming from potential misalignment with the 2025–2026 Budget, this is considered **Unlikely**. This residual risk will be addressed through administrative changes to the document, preceding the adoption of the Budget and prior to public advertising of the Council Plan. As a result, the overall risk associated with endorsing the Council Plan is assessed as **Low**.

Budget Implications

The total cost for the development of the Council Plan data, including the Community Scorecard, Analytics, Community Workshops was \$90,000. Due to a higher number of returned scorecards, the fees associated with the return of scorecard submissions increased the spend for consultation, which was sourced from the marketing and engagement budget (\$27,500). The Shire completed the Council Plan document using internal resources.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Absolute Majority

Officer’s Recommendation

That Council

1. Adopts the Shire of Harvey Council Plan 2025–2035.
2. Requests the Chief Executive Officer to report on the progress of the Council Plan actions, and corresponding Service Plan KPI’s once per quarter.
3. Requests that the Chief Executive Officer administratively updates references to the now superseded Corporate Business Plan and Strategic Community Plan where appropriate.

BY ABSOLUTE MAJORITY

5.2. Infrastructure Services

Item No.:	5.2.1.
Subject:	Ridley Place Fish Cleaning Station
Proponent:	Shire of Harvey
Location:	Australind
Reporting Officer:	Director Infrastructure Services
Authorising Officer:	Chief Executive Officer
File No.:	F/40/23121
Attachments:	Ridley Place Foreshore Master Plan

Summary

This report provides the background to the development of Ridley Place, Australind and considers a request for the inclusion of a fish cleaning station near the boat ramp.

The report provides comment on the considerations of this proposal, with a recommendation that the proposal to install a fish cleaning station at this location is not supported.

Background

Ridley Place Foreshore is located at one of the Shire of Harvey’s flagship natural tourist locations, the Leschenault Estuary. This area has been the subject of development consideration since 2014–2015 culminating in the Ridley Place Foreshore Masterplan being adopted by Council on Tuesday, 26 September 2023. The area is activated daily with community members enjoying the public open spaces and cultural and recreational facilities. One of the popular activities is that of fishing, with boats launched from the boat ramp at Ridley Place.

The possible provision of a fish cleaning station at Ridley Place has been raised for investigation. The request was raised as a Notice of Motion by Cr Craig Carbone at the Ordinary Council Meeting held Tuesday, 24 June 2025 with the following resolution:

“Moved: Cr. Carbone Seconded: Cr. Capogreco

That Council investigate the installation of a fish cleaning station at Ridley Place and provide a report back to Council.

Carried 7-1 25/128”

The installation of the fish cleaning station at Ridley Place has been assessed for initial feasibility and this report provides feedback in that respect.

Comment

Ridley Place is popular facility for launching boats and provides a launch ramp, parking and manoeuvring areas. It also includes a set of boat trailer stopping bays for users to wash down their boats after leaving the water. The suggested location for a fish cleaning station is alongside this wash down area which is currently located on the road exiting the launch ramp, and in that sense is aligned with the purpose of the reserve.

The considerations in assessing this request are as follows:

1. Holding Capacity

The Ridley Place area is the subject of the adopted Ridley Place Foreshore Master Plan which includes

a range of facilities, but suggests no changes to the road infrastructure, circulation routes, wash down area or parking facilities. At present, the wash down bays and the demand for stopping with trailers is anticipated to be greater than the current demand and is expected to increase as its popularity grows. It is anticipated that the inclusion of a fish cleaning station at this location is likely to create congestion with boats and trailers waiting their turn to access the station. Alternately, fishers could park in the trailer parking bays in the general parking area and carry their loads of fish to be cleaned. This is not necessarily a good alternative.

2. Facility Elements

A fish cleaning station itself is a simple structure with a cleaning table with a water supply. There are however other features which become relevant due to the location alongside the estuary. Water is available at the suggested location, but water management is required to prevent pollution of the estuary by the runoff from the fish cleaning station. As there is no wastewater connection to this area, a depository for the product of fish cleaning will have to be provided as part of the facility. This would require a holding tank of approximately 2m³ for the wastewater and at least 3 x 240 litre bins for the fish frames.

Detailed costing is not possible without the design detail being available, but an expected cost for the construction would be in the order of \$50,000. There is no provision for a facility of this nature in the 2025–2026 capital budget.

3. Facility Servicing

A fish cleaning station is suggested to be cleared of fish frames and carcasses every day to prevent odours and attracting vermin and birds. With clearing fish, the runoff from washing would include scales, blood, heads, tails and smaller pieces of fish meat – elements of fish frames and carcasses. These are very attractive to birds and other scavengers and would need to be securely collected and disposed of. It would be suggested that an underground tank would suit the purpose well, with a requirement to be emptied at least weekly.

This operation comes with a cost, and the existing cleaning contractor will be required to adjust their routine from twice weekly for the general waste collection along this foreshore, to add the daily clearing of this facility. Area cleaning would also be required daily to ensure that the area is always positively presented.

At this stage, indications are that the operational costs to service such a facility would be in the order of \$5,000 per year for bin waste removal and \$50,000 per year for liquid to be educted from the tank.

4. Proximity to Other Planned Facilities

In accordance with the adopted Master Plan for this precinct, the suggested fish cleaning station location is immediately adjacent to the planned Cafe/Restuarant location and could not be supported. The two activities are incompatible with each other and would not usually be designed to be adjacent to each other.

The potential odour generation with odorous cleaning activities adjacent to a family restaurant with alfresco facilities would be anticipated to be a source of complaints when the restaurant is constructed.

5. Land Management

The proposed cleaning station is near the planned Cafe/Restaurant and has potential to adversely affect this development through increased odour emanating from the cleaning station and waste disposal bins. The proposed installation is not recommended for this location.

Summary

The inclusion of a fish cleaning station on this shoreline is appropriate as it aligns well with the purpose of the reserve but would require that the servicing of the facility be accommodated without inconvenience to other users. An additional requirement would be that the possible pollution of the estuary be eliminated through design and location. In this respect, the suggested location to the north of the boat ramp and adjacent to the wash down bay, is inconsistent with the Ridley Place Foreshore Master Plan as it is likely to conflict with the use of the land as a cafe/restaurant as described in the Ridley Place Foreshore Master Plan.

Options

The following options are available:

- **Option 1 – Endorse the proposed fish cleaning station at the suggested location.**

This would require approval from the State Government for the facility to be located on its land, but as the facility is aligned with the purpose of the reserve, would not require planning approval. The proposal however does not consider the future amenity of the area considering the approved facilities.

Capital funding would need to be allocated to this project in future budget deliberations. In addition, an operational cost allocation will need to be added to the current waste management operational allocation to fund the additional servicing costs.

- **Option 2 – Not accept the proposed fish cleaning station**

This is due to the suggested location's proximity to the location of the future Cafe/Restaurant planned for this area.

Statutory/Policy Environment

Greater Bunbury Region Scheme

- Part 3 – Reserved Lands

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

<i>Goal 1:</i>	<i>A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.</i>
<i>Objective 1.1</i>	<i>The Shire is a tourist destination of choice.</i>
<i>Goal 2:</i>	<i>A safe, accessible and connected community where everyone has the opportunity to contribute and belong.</i>
<i>Objective 2.7</i>	<i>An active and healthy community.</i>
<i>Goal 3:</i>	<i>A natural environment that is highly valued, protected and enjoyed.</i>
<i>Objective 3.2</i>	<i>Manage and protect natural habitats, ecosystems and reserves.</i>
<i>Objective 3.3</i>	<i>Sustainable resource use and waste management.</i>
<i>Objective 3.4</i>	<i>Healthy waterways and coastal zones.</i>

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

The suggested installation of a fish cleaning station is presented to Council in an open forum where the community has full access and the opportunity to ask questions and to provide comment.

Promise to the Community

Inform: We will keep you informed.

The suggested installation of a fish cleaning station is presented to Council in an open forum where the community has full access and the opportunity to ask questions and to provide comment.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to fulfil Compliance Requirements**. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** risk being present.

Budget Implications

There are no budget implications with the adoption of the Officer's recommendation.

If the proposed fish cleaning station were to be accepted by Council, then the budget implications would be as follows

1. A provision of capital funding for a fish cleaning station at Ridley Place would need to be included in future budget deliberations to an amount of \$50,000 (amount to be confirmed at a later date).
2. A provision for an increase in the operational budget for the Waste Business Unit by an amount of \$5,000 per annum for the waste servicing of the facility and \$50,000 per annum for liquid waste servicing.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council resolves to not support the inclusion of a fish cleaning station to the north of the boat ramp at Ridley Place, due to the proximity of the suggested location of the fish cleaning station to the approved location of the proposed Cafe/Restaurant, as detailed in the Ridley Place Foreshore Master Plan.

Item No.:	5.2.2.
Subject:	Regional Road Group (RRG) Project Status
Proponent:	Shire of Harvey
Location:	Various
Reporting Officer:	Director Infrastructure Services
Authorising Officer:	Chief Executive Officer
File No.:	F/35/00013; F/35/00031; F/35/00054
Attachments:	Nil

Summary

This report provides an update on three projects where funding was provided in the 2024–2025 Financial Year (FY), and where most of the funding was carried into the 2025–2026 FY due to delays in progressing the works as originally planned.

This report recommends actions to progress the projects and to ensure that sufficient funding is provided to complete the projects, which include recommendations for budget amendments and reallocation of funding.

Background

Through the regional road programme, the State Government (the State) provides funding for the preservation of and improvements to the road system throughout Western Australia. For these programmes, the State provides two-thirds of the funding and the local authority the balance, being one-third. The process requires submissions which must include a range of inputs, including traffic counts, condition assessments, and an assessment of the benefits outside the technical and financial.

The Shire submitted applications to the Regional Road Group (RRG) for funding of improvement to The Promenade, Old Coast Road (including intersection with Cathedral Avenue and Travers Drive) and Uduc Road (including intersection with Government Road and the intersection Forestry Road/Government Road) in the 2024–2025 FY. Due to a variety of reasons, mainly due to design complexities, these projects were delayed and can only be commenced in 2025–2026.

The current funding available for these three projects in 2025–2026 are as follows:

Project Description	Shire Funds \$	RRG Funds \$	Total \$
The Promenade	250,000	500,000	750,000
Uduc Road	170,000	380,000	550,000
Old Coast Road	250,000	500,000	750,000
TOTAL	670,000	1,380,000	2,050,000

Comment

The status of these projects are as follows:

Project 1 – UDUC ROAD

Council on Tuesday, 30 January 2024 considered a report on this project, resolving to adopt the preferred Option 7, being to substantially contain all intersection improvement to within the current road reserves, thus avoiding the need for any substantial road resumption. The advantage of this option assessed against the other options, was that there was little or no additional land requirement, minimal services locations with little budget increase required.

- **Project Status:**

Since this time, greater detail on the design proposal has been provided and consultation with the adjoining landowners has been progressed.

The preliminary design was based on B-Double vehicle requirements, but during the consultation with users, Main Roads Western Australia (MRWA) has confirmed that the improvements to the Forrest Highway/Forestry Road intersection have been designed to A-Triple vehicle requirements and would require that all intersections on this route should ideally be of a similar standard.

The project includes the need to relocate power poles to accommodate the road widening on Government Road. Two of the poles that need to move, need to move onto land owned by Harvey Industries Group Pty Ltd (Harvey Beef) and require Havey Beef's approval for the relocation. As part of the process to seek Harvey Beef's approval for the relocation, Havey Beef advised that it's preference for the intersection changes was that the new intersection accommodates A-Triple Restricted Access Vehicles.

Given that MRWA has modified the intersection of Forrest Highway and Forestry Road for this purpose, it seems pointless not to ensure the Government Road/Uduc Road/Forestry Road project be also designed to cater for the same vehicle requirements. This is particularly pertinent given that the Shire needs Havey Beef's support for the power pole relocations in order for the project to go forward.

This has resulted in a redesign of the intersection improvements. A preliminary redesign has been completed, and this now impacts on the Harvey Water infrastructure which will need to be taken into account prior to finalisation of the revised design.

The revised design should be completed by the end of October 2025, with MRWA approval of the revised design anticipated to be received in December 2025. A pre-tender cost estimate of the original design has been completed by a Quantity Surveyor which is estimated at \$1,220,000 including 10% contingencies. Design and service relocation costs (Harvey Water, Telstra and Western Power) and land acquisitions are estimated at \$490,000, bringing the estimated costs to a total \$1,710,000.

The service relocations are complex and require approval and design, followed by the physical relocation works. In the case of Western Power, the design is estimated to take some nine months, with service relocation taking up to 18 months. Therefore, the project is not expected to be able to be commenced during the 2025-2026 financial year.

The intersection improvements require small parcels of land to be acquired, totalling approximately 200m². Negotiations on the acquisition of the required land will be commenced as soon as the design is advanced to the stage where the exact portions of land required are known.

In summary form, the following timing schedule is proposed:

Item	Description	Date
1	Detailed design, land acquisition details	November 2025
2	MRWA approval	December 2025
3	Western Power design approval	April 2026
4	Harvey Water and Telstra services relocations, land acquisition	April 2026
5	Tender documentation finalisation	September 2026
6	Tender advertisement	November 2026

7	Tender assessment	January 2027
8	Tender award	February 2027
9	Western Power services relocations	February 2027
10	Completion of roadworks	June 2027

• **Risks:**

1. The project cannot proceed without agreement being reached for the land acquisition through voluntary sale as a preferred outcome, or access to the land as a minimum requirement. Without agreement, compulsory acquisition could delay the project by up to two years. There is however confidence that agreement on the sale of, and access to, the required portion can be reached in a reasonable time.
2. The project requires the relocation of Western Power’s poles and lines. Prior to considering the relocation, Western Power undertakes a design, which can take up to nine months, and must be paid for up front. With experience on past projects as an indicator, there is a high probability that the relocation of this equipment will take up to 18 months. To minimise this risk, the electrical design consultant has been appointed to finalise all the requirements and to confirm the relocation costs with Western Power as soon as possible, so that this aspect of the project can be initiated.

• **Costs:**

Initial indications are that the allocated funds for this project are significantly less than required, and it has been recommended that additional funding be allocated to this project. At this stage, the indicative total amount, with contingency allowance, required to complete this project is \$1,710,000.

In terms of cost allocation in financial years, the estimated costs required to complete the road design, to complete the Western Power design and to acquire the land, is estimated at \$190,000 in 2025–2026 and \$1,520,000 in 2026–2027.

• **Funding:**

This project is funded jointly by the Regional Road Group and the Shire in a two thirds / one third share of costs.

With the increase in the estimated costs, the RRG will need to approve the increase in expenditure and the delay in completion date as detailed below.

Uduc Road Improvements				
	2025–2026		2026–2027	
	Shire Funds	RRG Funds	Shire Funds	RRG Funds
	\$	\$	\$	\$
Approved	170,000	380,000		
Requested	95,000	190,000	475,000	950,000
Already claimed from RRG		190,000		
Amount to be refunded to RRG		Nil.		

The RRG portion for 2025–2026 has already been claimed to an amount of \$190,000. There is therefore no requirement for any refund of past claimed monies or any further claims in this respect for 2025–2026.

Project 2 – OLD COAST ROAD

This project entails the intersection improvements of Cathedral Avenue and Travers Drive. With lane separation of opposing traffic by means of a painted median. The project also includes street lighting to both sides of the road which will improve safety considerably.

- **Project Status**

This project is the most advanced and has already been through a design approval stage with MRWA.

In summary form, the following timing schedule is proposed:

Item	Description	Date
1	Detailed design	Completed
2	Western Power Design Approval	December 2025
3	Tender documentation finalisation	September 2025
4	Tender advertisement	October 2025
5	Tender assessment	November 2025
6	Tender award	December 2025 OCM

**Note: OCM – Ordinary Council Meeting*

The pre-tender estimated cost is \$1,110,000 including contingency. The allocated funding will be insufficient to complete the works. At this stage the allocation to this project is \$750,000. Funds would therefore need to be re-assigned, or additional funding sought for this project to progress.

- **Funding**

This project is funded jointly by the Regional Road Group and the Shire in a two thirds / one third share of costs. With the increase in the estimated costs, the RRG will need to approve the increase in expenditure and the delay in completion date as detailed below.

Old Coast Road Improvements		
	2025–2026	
	Shire Funds	RRG Funds
	\$	\$
Approved	250,000	500,000
Requested	370,000	740,000
Increase	120,000	240,000

Once the required approval for a reallocation of funds has been achieved, this project can be advertised for tender for construction as scheduled.

Project 3 – THE PROMENADE

This project came to the attention of Council through complaints by residents living on Constellation Drive in Australind. The main cause of the complaints was that cars were travelling through Constellation Drive as an alternative to using the designated but congested Promenade route. The resultant impact is that the traffic has naturally split between these two routes in a balanced manner. Improvements to The Promenade route were suggested in the 2023–2024 FY culminating in the community being given notice in an information bulletin on Friday, 14 June 2024 that this project was

to proceed.

- **Analysis:**

An assessment of the congestion issues regarding the delays caused to through traffic on The Promenade is motivating users to seek alternate routes, and Constellation Drive suits this purpose well. The main cause of the delays on The Promenade is the friction to through traffic caused by negotiating the on-road 90 degree and parallel parking available on this route. The ultimate effect would be like travelling through a broad parking area, competing with manoeuvring traffic and pedestrians. This effect is aggravated by the psychological impact of the tall trees and the parking areas being under cover together with the impact of a substantial covered pedestrian walkway across the road. There is ironically a benefit to slowing this traffic down, in that speeds are significantly reduced to less dangerous levels, improving safety to pedestrians in particular. The main function of the road – being to move traffic from origin to destination – is however severely compromised by the design.

The Shire has not received any additional complaints following the initial few some years back, and a consideration for proceeding with this project may be timely at this stage.

As a first step in the analysis, traffic counts have been completed, which indicate that the volume of approximately 4,800 vehicles per day (VPD) using Constellation Drive is within the recommended limit of 6,000 VPD for that class of road. The lots fronting onto the southern side of Constellation Drive are zoned residential, and those on the northern side are zoned District Centre and have access from the rear. Those few on the southern side have large verges which provide for good sight distance and relatively safe egress from these properties even during periods of heavier traffic. Therefore, on purely technical grounds, there is no issue with retaining the geometry of the roads in this area as the roads function safely within capacity limits.

The speed of vehicles on Constellation Drive has been measured, with a 85 percentile return of 53 km/h on the section between Virgo Brace and The Boulevard, and 49.4 km/h on the section between Virgo Brace and Grand Entrance, both of these returns are within acceptable norms and this route would not warrant any further treatment.

- **Project Status:**

Regarding the upgrading of The Promenade, a preliminary design has been completed which mostly removes the friction created by the on-road 90 degree bend and parallel parking on through traffic, putting these elements in a separated area, but resulting in 35 fewer parking bays available to users in the area. These suggested improvements have merit in that they separate through movements from parking manoeuvring movements, but the other friction elements of the route are retained. Overall, the traffic diversion through Constellation Drive would however not be relieved and would likely continue at current levels.

- **Way Forward**

Considering the above discussion, it would be appropriate to consider options in this regard. The following are suggested for consideration.

- **Option 1 – Proceed with the Project with the Current Scope**

This is a possible option which would have a small impact on the traffic volumes in Constellation Drive and will improve the through-flow of traffic on The Promenade, albeit marginally. On the downside however, the suggested construction works will have a tremendous impact on the commercial businesses adjoining The Promenade with disruption to traffic, pedestrians and a total loss of on-street parking for the duration of construction, and a permanent loss of some 35 parking bays. Rerouting traffic through

residential areas during construction will also have a detrimental impact on residents.

An initial broad estimate of the cost of the works would indicate that the funding allocated would be insufficient to complete the works.

This is not a recommended option.

- **Option 2 – Cancel the Project**

This option would retain the status quo, and the existing volumes of traffic on The Promenade, as well as the current levels of traffic through Constellation Drive. Both are within acceptable limits and as few complaints have been received after the initial complaints some years back, this would seem to be a viable option.

Other benefits would be the avoidance of severe disruption to the commercial activities during construction and the avoidance of a loss in parking bays in the area.

This is the recommended option.

- **Funding**

This project is funded jointly by the Regional Road Group and the Shire in a two thirds / one third share of costs.

With the recommended cancellation of this project, funds already claimed would need to be refunded to the Regional Roads Group.

The details are as listed in the table below:

The Promenade Road Improvements		
	2025–2026	
	Shire Funds	RRG Funds
	\$	\$
Approved	250,000	500,000
Requested	0	0
Increase	250,000	500,000
Already claimed from RRG		200,000
Amount to be refunded to RRG		200,000

Statutory/Policy Environment

Local Government Act 1995

Strategic Framework

The Shire’s Strategic Community Plan 2021–2031, states:

- Goal 1: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.*
- Objective 1.4: Appropriate infrastructure is in place to support economic growth.*
- Goal 4: A liveable, sustainable and well-designed built environment that is accessible to all.*

- Objective 4.2 *A connected and well maintained network of local roads, footpaths, cycle ways and trails.*
- Goal 5: *A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.4 *Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

The details of the proposed roadworks are presented to Council in an open forum where the community has full access and the opportunity to ask questions and to provide comment.

Promise to the Community

Inform: We will keep you informed.

The details of the proposed roadworks are presented to Council in an open forum where the community has full access and the opportunity to ask questions and to provide comment.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to fulfil Compliance Requirements**. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** risk being present.

Budget Implications

Based on the above project discussions, the following requirements are evident.

Project	Current Funding Allocation 2025–2026			Proposed Funding Allocation 2025–2026		
	Shire Funds \$	RRG Funds \$	Total \$	Shire Funds \$	RRG Funds \$	Total \$
The Promenade	250,000	500,000	750,000	0	0	0
Uduc Road	250,000	500,000	750,000	95,000	190,000	285,000
Old Coast Road	170,000	380,000	550,000	370,000	740,000	1,110,000
Total	670,000	1,380,000	2,050,000	465,000	930,000	1,395,000
				Shire Funds \$	RRG Funds \$	Total \$
			Net “Surplus”	205,000	450,000	655,000

Project	2025–2026			Proposed Funding Allocation 2025–2026		
		RRG Funds \$		Shire Funds \$	RRG Funds \$	Total \$
Uduc Road				475,000	950,000	1,425,000
The Promenade	RRG Refund	200,000				

Once Council has considered these budget amendments, these are required to be sent to the RRG for approval of an amendment to the quantum of their portion of the funding. It is anticipated that the RRG

approval will be provided within three weeks of submission. Any refunds of monies already claimed and not required for the intended purposes, will be refunded administratively.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the cancellation of The Promenade Improvements project, and inform the community accordingly
2. Approves the project estimates to the Uduc Road. and the Old Coast Road projects, to align with the most recent cost estimates as follows:
 - a) Uduc Road improvements \$1,710,000
 - b) Old Coast Road improvements \$1,100,000
3. Approves the following amendments to the 2025–2026 capital budget, summarised in the below table, and subject to the Regional Road Group approval of increased Main Roads WA contributions as detailed in recommendation four below:
 - a) Decrease the funding allocation for the Uduc Road Improvement project by \$465,000 to \$285,000.
 - b) Increase the funding allocation for the Old Coast Road Improvement project by \$560,000 to \$1,110,000.
 - c) Decrease the funding allocation for The Promenade Improvement project from \$750,000 to Nil.
4. Amends the Long Term Financial Plan accordingly for the above recommendations.
5. Amends the Long Term Financial Plan to include a provision in 2026–2027 for the Uduc Road Improvements project completion, to an amount of \$1,425.
6. Authorises the Chief Executive Office to submit a request to the South West Regional Road Group to amend the funding allocations on these projects as follows and summarised in the table below:

Project	Current Funding Allocation 2025–2026			Proposed Funding Allocation 2025–2026		
	Shire Funds \$	RRG Funds \$	Total \$	Shire Funds \$	RRG Funds \$	Total \$
The Promenade	250,000	500,000	750,000	0	0	0
Uduc Road	250,000	500,000	750,000	95,000	190,000	285,000
Old Coast Road	170,000	380,000	550,000	370,000	740,000	1,110,000
Total	670,000	1,380,000	2,050,000	465,000	930,000	1,395,000

- a) Increase the Main Roads WA contribution to the Uduc Road Improvement Project by \$950,000 to \$1,710,000, split over two financial years as follows:
 - i. 2025–2026 \$190,000
 - ii. 2026–2027 \$950,000.
- b) Increase the Main Roads WA contribution for the Old Coast Road Improvement project by \$360,000 to \$740,000.
- c) Decrease the Main Roads WA contribution to The Promenade Improvement project by \$500,000 to Nil.

Project	Current Funding Allocation 2025–2026			Proposed Funding Allocation 2025–2026		
	Shire Funds \$	RRG Funds \$	Total \$	Shire Funds \$	RRG Funds \$	Total \$
The Promenade	250,000	500,000	750,000	0	0	0
Uduc Road	250,000	500,000	750,000	570,000	1,140,000	1,710,000
Old Coast Road	170,000	380,000	550,000	370,000	740,000	1,100,000
Total	670,000	1,380,000	2,050,000	850,000	1,700,000	2,550,000

5.3. Sustainable Development

Item No.:	5.3.1.
Subject:	Application for Development Approval – Retrospective Change of Use Unhosted Short-Term Rental Accommodation – Lot 17 (25) Lofthouse Drive, Leschenault
Proponent:	Mr. C A Baker and Ms J R Eaton
Location:	Lot 17 (No. 25) Lofthouse Drive, Leschenault
Reporting Officer:	Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	P136/25, C291/00971, A007486
Attachments:	<ol style="list-style-type: none"> 1. Supplementary form and Operational Management plan [5.3.1.1 - 3 pages] 2. Location Plan [5.3.1.2 - 1 page] 3. Summary of Submissions [5.3.1.3 - 1 page] 4. LPP Assessment [5.3.1.4 - 2 pages]

Summary

An application for Development Approval has been received for a Retrospective “Change of Use – Unhosted Short-Term Rental Accommodation” on Lot 17 (No. 25) Lofthouse Drive, Leschenault (refer **Attachment 1**). The application has been advertised for public comment and is referred to Council as Officers do not have delegation to determine an application that has received objections that are considered to be reasonable.

It is recommended that Council approves the application, subject to appropriate conditions.

Background

Site Description

Lot 17 (No. 25) Lofthouse Drive, Leschenault (corner Hoiser Court) is zoned “Residential R2.5” under the Shire of Harvey (the Shire) Local Planning Scheme No. 2 (the Scheme) and is located within 7.5km of the Australind Townsite. The site is of regular shape with an area of 4,178m² and is mostly flat land with an existing dwelling and associated outbuilding (refer **Attachment 2**).

The property obtains vehicle access from Lofthouse Drive.

Site History

The subject lot contains an existing dwelling, ancillary dwelling and associated outbuildings.

Proposal

The application proposes to continue to use the existing four-bedroom main dwelling to host eight people and the existing two-bedroom ancillary dwelling to host an additional four people for Unhosted Short-Term Rental Accommodation, being a maximum of 12 guests.

Advertising

Pursuant to Clause 64 of Planning and Development (Local Planning Schemes) Regulation 2015 (the Deemed Provisions), the proposal was advertised to landowners within the immediate vicinity of the development site. Advertising commenced on Tuesday, 10 June 2025 and concluded on Tuesday, 24 June 2025, being a period of 14 days.

At the conclusion of the advertising period, a total of six submissions were received with all objecting to the proposal. All submissions have been summarised and provided in **Attachment 3**.

The main points of objection were:

- The proposed Unhosted Short-Term Rental Accommodation would attract transient people to the area which attracts unwanted behaviour.
- Lack of communication from the owners and worried that complaints will not be taken seriously.
- Parking of vehicles and caravans and the number of guests not being adhered to. On occasion, there has been guests in the dwelling and the caravans.
- Noise complaints, there have reportedly been large parties held at the premises.

Comment

Land Use

The proposed use of Unhosted Short-Term Rental Accommodation is defined in Schedule 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 as:

“short-term rental accommodation that —

(a) is not hosted short-term rental accommodation; and

(b) accommodates a maximum of 12 people per night;”

Unhosted Short-Term Rental Accommodation is an “A” use within the Residential zone, being a use that *“is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions.”*

Discussion

The Unhosted Short-Term Rental Accommodation has been operating since 2024, and there is no record of the Shire previously receiving any complaints from the surrounding landowners or occupiers relating to noise and parking, or any other matter.

It is considered appropriate that a four-bedroom house could comfortably accommodate four couples and a two-bedroom ancillary dwelling could accommodate two couples, with each couple having their own vehicle. The Scheme requires a minimum of five car parking bays for nine to 12 guests. The proposed occupancy of 12 guests is consistent with the maximum capacity of the dwelling and ancillary dwelling and five car parking bays can be accommodated on site. A condition of approval is that all parking be provided wholly on-site.

The surrounding landowners have objected strongly to the potential noise impacts the proposed use may create. The Applicant has been made aware of these objections and has responded in writing stating that there are strict rules in place to mitigate the potential noise impacts including ‘quiet time’ after 10pm. The applicant has also stated that security cameras facing the two main driveways have been installed to monitor the number of guests arriving on the property. The neighbouring landowners have various ways in which to lodge a noise complaint, namely:

- Lodge a complaint with the Shire which will be investigated.
- Lodge a complaint on AirBnB.

- Contact the local Unhosted Short-Term Rental Accommodation manager whose details will be on a sign visible to the neighbouring landowner.

The measures taken by the owner shows their commitment to reducing any impacts the proposed Unhosted Short-Term Rental Accommodation may have on the surrounding neighbourhood.

The proposal is consistent with the objectives of the Shire's Local Planning Policy 6.2.1 – Unhosted Short-Term Rental Accommodation. An assessment against the objectives and matters to be considered of the Policy is provided as **Attachment 4**.

Conclusion

The property can accommodate the proposed number of guests and provide the required number of parking bays on site. The Shire has not received any complaints previously and conditions can be imposed to mitigate any potential impacts on the neighbouring properties. Therefore, Officers recommend the application be approved, subject to conditions.

Statutory/Policy Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015:

- Schedule 2 – Deemed Provisions, Section 64 – Advertising Applications

Shire of Harvey Local Planning Scheme No.2:

- Clause 17 – Zoning Tables
- Clause 18 – Interpreting Zoning Table
- Table 6 – Car Parking Requirements

Local Planning Policy:

- Local Planning Policy 6.2.1 – Unhosted Short-Term Rental Accommodation

Shire of Harvey Delegation:

- Delegation 9.1.2 – Development Applications

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 1: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.*
- Objective 1.1 The Shire is a tourist destination of choice.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the application was advertised to nearby landowners for 14 days.

Promise to the Community

Inform: We will keep you informed.

The application was advertised to nearby landowners for 14 days in accordance with the Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions). Submitters will be notified when the Agenda is available and of Council's determination.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequences could be **Environmental, Financial, Reputational or Compliance** if an incorrect assessment of the land use occurs or insufficient community engagement occurs. The risk is considered **Minor** and the likelihood **Unlikely**, given that the proposal was advertised, the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Quasi-Judicial: When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building permits, applications for other permits/licenses (e.g., under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the Application for Development Approval for a Retrospective "Change of Use – Unhosted Short-Term Rental Accommodation" on Lot 17 (No. 25) Lofthouse Drive, Leschenault, subject to the following conditions:
 - a) The development and/or use shall be in accordance with the attached approved plans, subject to modifications required as a consequence of any condition(s) of this approval. The approved plans shall not be modified or altered without first obtaining approval from the Shire.
 - b) This approval is valid for a period of two years. If the development is not substantially commenced within this period, a new approval must be obtained before commencing or continuing development.
 - c) The approved use shall have a maximum occupancy of 12 persons at any given time, to the satisfaction of the Shire of Harvey.

- d) The approved use shall not be occupied by the same tenant for more than three months at a time in any 12-month period.
 - e) Prior to the operation of the approved use, a sign noting the Manager's name and phone number shall be erected on the property. The sign shall be visible to pedestrians without requiring access to the property.
 - f) The approved Operational Management Plan shall be implemented to the satisfaction of the Shire of Harvey.
 - g) Parking shall be provided wholly inside the property boundaries, with no parking being permitted on the Shire verge.
2. Advises the Applicant of the following that are not included as conditions:
- a) Until further direction and/or guidance has been provided by the Department of Energy, Mines, Industry Regulation and Safety, the Shire of Harvey requires written evidence from a registered private building surveyor that the specific building has the appropriate classification and complies with the applicable standards. Should a swimming pool or spa be located within the property, a request for a barrier compliance inspection will need to be made with the Shire's Building Business Unit.

5.4. Corporate Services

Item No.	5.4.1.
Subject:	Payments July 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FM/S/006
Attachments:	1. Creditors Payment [5.4.1.1 - 14 pages]

Summary

A listing of payments for goods and services for July 2025 is provided as **Attachment 1**. It is recommended that Council notes the attached payments.

Background

Pursuant to Section 5.42 of the *Local Government Act 1995* (Delegation of some powers and duties to the Chief Executive Officer), Council has resolved to delegate to the Chief Executive Officer (Delegation No: 2.2.1) the exercise of its powers to make payments from municipal and trust funds.

As a result of this delegation, there is a requirement under the Local Government (Financial Management) Regulations 1996, Regulation 13(3) for a list of payments to be prepared and presented to Council. With the inclusion of Clause 13A in the Local Government (Financial Management) Regulations 1996, a list of payments using the Shire’s purchasing cards (fuel and store) has also been included.

Comment

The list of accounts paid for July 2025 is presented as **Attachment 1**, as summarised below.

<u>Voucher</u>		<u>Amount</u>
Schedule of Accounts		
Municipal	EFT 78197 - EFT 78735	\$ 4,319,366.00
	117715 – 117718	\$ 4,638.65
	DD28977.1 – DD29107.32	\$ 343,668.13
CBA Credit Cards		\$ 20,026.23
Electronic Funds Submitted		<u>\$ 2,244,930.79</u>
Total		<u>\$ 6,932,629.80</u>

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 1,836.57
BP Fuel Card	\$ 5,602.03
Puma Fuel Card	\$ 646.56
Coles Card	\$ 1,345.99
Total	<u>\$ 9,431.15</u>

Statutory/Policy Environment

Local Government Act 1995

- Section 5.42 – Delegation of some powers and duties of CEO.

Local Government (Financial Management) Regulation 1996

- Regulation 13 – Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
- Regulation 13A – Payments by employees via purchasing cards

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.3 Accountable leadership supported by a professional and skilled administration.*
- Objective 5.4 Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

A report is brought to Council each month with an Attachment detailing the payments that were made in the month detailed.

Promise to the Community

Inform: We will keep you informed.

A report is brought to Council each month with an Attachment detailing the payments that were made in the month detailed.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial, Reputation** or **Compliance** if the payments report is not reported accurately, timely or in the required format. The risk is considered **Minor** and the Likelihood **Unlikely**. The risk is mitigated by Council receiving the payments report on a monthly basis and in a form that is in accordance with the *Local Government Act 1995*, resulting in a **Low** risk being present.

Budget Implications

Most of the payments listed above have been budgeted for in the Shire's 2024–2025 Budget and some of the payments listed above have been budgeted for in the Shire's 2025–2026 Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the list of accounts paid at **Attachment 1** for the period of July 2025 totalling \$6,932,629.80.

Item No.	5.4.2.
Subject:	Financial Statements as at 31 July 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Director Corporate Services
File No.:	FM/S/006
Attachments:	1. Monthly Financials July 2025 [5.4.2.1 - 11 pages]

Summary

The Financial Statements as at Thursday, 31 July 2025 are provided at **Attachment 1**.

The following key balances are provided to assist in reporting the Shire of Harvey's (the Shire) financial performance.

	ACTUAL 31 July 2025	BUDGET 2025–2026	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$3,917,493	\$50,431,067	\$46,513,574
Ordinary Expenditure	\$4,060,909	\$60,793,339	\$56,732,430
Capital Revenue	\$ 27,792	\$49,809,701	\$49,781,909
Capital Expenditure	\$ 221,546	\$58,153,079	\$57,931,533
End of Period Surplus/(Deficit)			\$ 2,704,130
Statement of Financial Position			
Current Assets			\$ 31,340,088
Net Assets			\$811,211,793

It is recommended Council receives the Financial Statements (refer **Attachment 1**).

Background

In accordance with provisions of Section 6.4 of the *Local Government Act 1995*, and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (refer **Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget under Regulation 22 (1)(d) for the month.

Comment

Rates Revenue

Rates revenue of \$31.7 million and waste service charges of \$6.5 million including the waste facilities maintenance rate are forecast to be raised in September 2025. The due date for rates payment is Friday, 31 October 2025.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposits \$2.8 million in Municipal funds and \$29.1 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.2%. New term deposits are attracting an interest rate of approximately 4.2% for a term of 90 days.

Operating Grants and Subsidies

The Shire received \$2.4 million as advance payment for Financial Assistance Grants 2025–2026 in the last quarter of the 2024–2025 financial year.

Employee Costs

The employee costs reflect the employee costing for the first month of the financial year 2025–2026. The Shire is anticipated to remain in line with the Budget 2025–2026 and the Shire’s Workforce and Diversity Plan.

Material, Contracts, Utilities and Other Expenses

Although these accounts only reflect the first month of the financial year, it is anticipated the Shire will operate within its means and in line with the Shire’s adopted Budget for the 2025–2026 financial year.

Capital Expenditure

The Shire has budgeted to spend \$58.2 million on capital projects throughout the Shire in 2025–2026. Some of these projects include carry over projects from the financial year 2024–2025. Expenditure totalling \$221,546 on capital works has been reported at the end of the July 2025. As major projects are completed, and as the Shire is invoiced for these works, the level of reported expenditure will increase.

Attachment 1 provides the Financial Report for the reporting period which includes the following:

- Statement of Financial Performance by Directorates
- Statement of Financial Performance by Nature
- Statement of Financial Position
- Notes to the Statement of Financial Performance
- Total Municipal Revenue and Expenditure – Graph
- Statement of Cash at Bank – Loans
- Statement of Cash at Bank – Reserves
- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – Graph
- Outstanding Rates – Graph
- Aged Debtors Summary – Graph
- Current Account Coverage – Graph
- Statement of Investments.

The Notes to the Statement of Financial Performance include additional information reported by Nature, identifying reasons for variances between budgets and actuals.

Statutory/Policy Environment

Local Government Act 1995

- Section 6.4 – deals with reporting requirements for Financial Reports

Local Government (Financial Management) Regulation 1996

- Regulation 34 – Financial Activity Statement required each month (*Act* Section 6.4).

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5: A representative leadership that is future thinking, transparent and accountable.

Objective 5.3 Accountable leadership supported by a professional and skilled administration.

Objective 5.4 Sound governance, including financial, asset and risk management.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

A report is brought to Council monthly for Council and the public to view and be informed of the Shire's financial position.

Promise to the Community

Inform: We will keep you informed.

A report is brought to Council monthly for Council and the public to view and be informed of the Shire's financial position, and minutes are made publicly available.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial, Reputation** or **Compliance** if the financial statements are not reported accurately, timely or in the required format. The risk is considered **Minor** and the Likelihood **Unlikely**. The risk is mitigated by Council receiving financial statements on a monthly basis and in a form that is in accordance with the *Local Government Act 1995* and associated Regulations, resulting in a **Low** Risk being present.

Budget Implications

Review of the monthly accounts aids in ensuring works and services are undertaken and the Shire operates within its adopted Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receives the Financial Statements as at 31 July 2025 provided at **Attachment 1**.

Item No.:	5.4.3.
Subject:	Artificial Intelligence Policy, Strategy and Transparency Statement
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Information Services
Authorising Officer:	Director Corporate Services
File No.:	F/16/00073
Attachments:	<ol style="list-style-type: none"> 1. Policy - Use of AI in workplace [5.4.3.1 - 4 pages] 2. Artificial Intelligence Strategy 2025 [5.4.3.2 - 14 pages] 3. Artificial Intelligence Transparency Statement 2025 [5.4.3.3 - 2 pages]

Summary

Council is requested to adopt the new Policy 2.1.3 – Artificial Intelligence in the Workplace as included in **Attachment 1**. This Policy aims to ensure that the use of Artificial Intelligence (AI) technology within the Shire of Harvey (the Shire) workplace is conducted in a responsible and ethical manner, while balancing efficiency gains with information security.

Informing the Policy and guiding the Shire with the introduction of AI to achieve productivity gains while protecting the Shire’s information is the Artificial Intelligence Strategy 2025 as included in **Attachment 2**.

To keep the public informed the Artificial Intelligence Transparency Statement 2025 as included in **Attachment 3** which is to be published on the Shire’s website.

Background

Policies set a guiding direction for the management of the Shire and establish a fair, transparent and cohesive approach to decision making. Policies develop as Council consider and address issues, or because of external changes such as amended or new legislation and should continue to develop through a process of review and refinement.

The objectives of Council policies are to:

- Provide Council with a formal written record of policy decisions
- Enable Council to maintain a process to continually review policy decisions and to ensure these
- decisions are remaining in alignment with community expectations, current legislation and other industry trends
- Provide Shire Officers with clear direction to respond to issues and act in accordance with Council decisions and direction
- Enable Elected Members to adequately manage enquiries relating to the role of Council in particular situations
- Enable community members to obtain immediate direction on matters of Council Policy.

This Policy has been developed to allow for the integration of AI into the Shire’s business processes in a safe and secure manner. It guides the use of the technology and defines the responsibilities, accountability and consequences for employees, Councillors, contractors and volunteers using it.

AI has the potential to provide efficiency gains in multiple areas of Shire business. However, the security of the Shire's information must be considered and prioritised for all implementations. The policy sets out guidelines to ensure this.

Policies have been developed at a State and Federal Government level which have informed the development of this policy.

To implement AI as governed by the policy, a strategic direction is required. This direction balances the efficiency gains and security requirements to form a roadmap that empowers all users of the technology.

The Artificial Intelligence Strategy 2025 provides this direction and has the following objectives.

- Guide the Shire with the introduction of AI tools and processes.
- Embrace AI and empower staff to make impactful but secure use of the technology.
- Ensure that security of information and privacy is protected during the integration of AI into Shire business.

In line with the Western Australian Government Artificial Intelligence Policy an AI Accountable Officer has been appointed with the responsibility of overseeing how the technology is used. The Shire has appointed the Director Corporate Services as the AI Accountable Officer.

Goal 5 of the Shire's Strategic Community Plan 2021–2031 requires leadership that is transparent and accountable. To keep the public informed the Artificial Intelligence Transparency Statement provides clear and concise information on how the Shire uses and governs AI in the workplace. This is also aligning the Shire with the Federal Government Policy for the responsible use of AI in government.

Comment

AI technology and capabilities are evolving at an unprecedented pace. This Policy along with supporting processes and documentation need to evolve along with it.

A degree of commentary in the media and uncertainty around the technology is apparent. This can lead to inaccurate expectations and trepidation as to what implementing AI means.

The Shire is adopting a conservative and transparent approach with the highest priority being the security of the Shire's information, systems and employees.

Officers recommend that Policy 2.1.3 – Artificial Intelligence in the Workplace be adopted by Council.

Statutory/Policy Environment

Local Government Act 1995

Section 2.7(2)(b) - Gives power to Council to determine Shire policies.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

<i>Goal 5:</i>	<i>A representative leadership that is future thinking, transparent and accountable.</i>
<i>Objective 5.3</i>	<i>Accountable leadership supported by a professional and skilled administration.</i>
<i>Objective 5.4</i>	<i>Sound governance, including financial, asset and risk management.</i>

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

The Artificial Intelligence Transparency Statement provides clear and open information to the public on how Artificial Intelligence is used at the Shire.

Promise to the Community

Inform: We will keep you informed.

The Artificial Intelligence Transparency Statement will be published on the Shire's website and regularly updated as the Shire's use of the technology evolves.

Risk Management

The Risk Theme Profiles identified as part of this report are **Errors, Omissions, Delays** and **Providing Inaccurate Advice/information**. The Consequences could be **Reputational** or **Compliance** if incorrect AI generated information impacts critical business processes. The Risk associated with the possible consequences is mitigated by the development of Policy 2.1.3 – Artificial Intelligence in the Workplace and the Artificial Intelligence Strategy 2025. The Risk Consequence identified is considered **Moderate** and the likelihood **Unlikely**, given that the Policy and Strategy have been developed. This results in a **Low** risk being present.

Budget Implications

An allocation of \$15,000 is included in the Shire's 2025–2026 Annual Budget for the additional Microsoft subscription in the Shire of Harvey Enterprise Agreement.

No further allocation is required. However, identified initiatives may require individual funding allocation and this will be factored into future Shire budgeting.

Authority/Discretion

Legislative: Includes adopting local laws, town planning schemes and policies. It is also when Council reviews decisions made by Officers.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts Policy 2.1.3 – Artificial Intelligence in the Workplace as included in **Attachment 1**.
2. Notes the Artificial Intelligence Strategy 2025 as included in **Attachment 2**.
3. Notes the Artificial Intelligence Transparency Statement 2025 as included in **Attachment 3**.

5.5. Community and Lifestyle

Item No.:	5.5.1.
Subject:	Australia Day Citizenship Ceremony
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Community Development and Manager Governance and Strategy
Authorising Officer:	Director Community and Lifestyle
File No.:	C156/00003
Attachments:	Nil

Summary

This report provides a comprehensive overview of the statutory requirements to host a Citizenship Ceremony, a snapshot of Australia Day activities across the Shire of Harvey (the Shire), and the logistical challenges associated with hosting Citizenship Ceremonies. It recommends that the 2026 Australia Day Citizenship Ceremony be held on Thursday, 29 January 2026 and that Policy 1.1.7 - Citizenship Ceremonies is workshopped after the Local Government Elections to be held in October 2025 and a report brought to Council in early 2026 to further formalise the Shire’s approach to Citizenship Ceremonies.

Background

The Shire plays a formal and ceremonial role in welcoming new citizens through Australian Citizenship Ceremonies, which are conducted in accordance with the *Australian Citizenship Act 2007* (Citizenship Act), the Australian Citizenship Regulation 2016 (the Regulation), and the Australian Citizenship Ceremonies Code (Ceremonies Code). These ceremonies are public events that meet legal requirements and serve to formally welcome new Citizens into the Australian community.

Since the 1950s, local governments have hosted most Citizenship Ceremonies on behalf of the Federal Government. The Shire typically conducts multiple Citizenship Ceremonies each year, with one ceremony mandated by legislation to occur within six days of 26 January.

Ceremonies must be formal, respectful, and meaningful, highlighting the responsibilities and privileges of Citizenship. The focus remains on the Conferees, who are the central participants. Ceremonies must be non-commercial, apolitical, bipartisan, and secular, and must not be used for political, religious, or commercial purposes. Given the cultural diversity of Conferees, cultural awareness and respect are essential.

Australia Day provides a particularly significant and symbolic occasion for Citizenship Ceremonies across the nation. In the Shire, this day also serves as a broader community celebration that brings together residents across its diverse localities. Australia Day is marked by a range of vibrant, community-led events that reflect the region’s civic pride, multiculturalism, and volunteer spirit. These events are coordinated by dedicated volunteer groups such as the Harvey Australia Day Breakfast Committee, Australind Lions Club, Brunswick Lions Club, and the Binningup Country Club. Supported by the Shire, Community Citizen of the Year Awards are presented in each locality as part of these events.

Historically, Australia Day Citizenship Ceremonies have been held in the Harvey and Australind townsites. The logistical challenges presented by holding two Citizenship Ceremonies on the same day prompted a review of the procedures surrounding the Australia Day Citizenship Ceremony. A report relating to this issue was included in the Agenda for the July 2025 Ordinary Council Meeting. However, following a significant number of queries from both Councillors and a community member, it was clear that there was some confusion between the Citizenship Ceremony and community elements

of the Australia Day events and the report was withdrawn.

This report seeks Council's consideration of matters relating solely to the Shire's Australia Day Citizenship Ceremony or Ceremonies.

Comment

Requirements for Citizenship Ceremonies

There are three legal requirements under the Citizenship Act as outlined in the Ceremonies Code that must be strictly adhered to:

1. An Authorised Presiding Officer
2. Reading the Preamble
3. Administering the Pledge of Commitment.

The Presiding Officer must be an Australian Citizen authorised by the Federal Minister for Home Affairs. This role is typically fulfilled by the Mayor/Shire President, who has standing authorisation unless specifically excluded. Other authorised positions may include Deputy Mayors or Chief Executive Officers.

The Presiding Officer is responsible for:

- Reading the Preamble (Schedule 1 of the Regulation)
- Administering the Pledge of Commitment
- Reading the Minister's message (if no Federal representative is present)
- Signing the Post Verification List (PVL) immediately after the ceremony
- Ensuring identity verification and referring any concerns to the Department of Home Affairs (the Department).

Ceremony organisers (Shire Officers) are responsible for ensuring the ceremony complies with the Ceremonies Code. Their duties include:

- Coordinating logistics and ceremonial elements
- Ensuring Authorised Presiding Officers are present
- Inviting representatives from all levels of government
- Including a Welcome to Country or Acknowledgement of Country
- Ensuring the ceremony is dignified, inclusive, and memorable
- Conducting identity verification of Conferees.

Citizenship Ceremonies are conducted under the authority of the Australian Government Minister responsible for Citizenship matters. In keeping with other Commonwealth official occasions, the following national symbols must be present:

- The Australian national flag
- The Aboriginal and Torres Strait Islander flags
- The Commonwealth Coat of Arms
- An official portrait or photograph of His Majesty King Charles III
- The Australian national anthem (Advance Australia Fair), which should be played live or recorded, with all attendees invited to sing.

The names and addresses of Conferees on the PVL must be used by organisations only for the purpose of conducting Citizenship Ceremonies, for example, to identify the Conferees, manage invitations and RSVPs. Improper use or disclosure of personal information provided for the purpose of Citizenship Ceremonies may be in breach of the *Privacy Act 1988* and could lead to revocation of authorisation to conduct Citizenship Ceremonies. Where requested, Local Governments can forward the names and addresses of new Citizens (including email addresses) to local Federal, State and Territory Members of Parliament (MPs) and Local Government Elected Members. New Citizens are informed through the application form for conferral of Australian Citizenship that this may occur.

Previously, the Harvey Australia Day Breakfast Committee (the Committee) has requested details of Conferees attending the ceremony in Harvey to enable contact by the Committee so that a biography could be drafted to be read out as they approached the stage. While Shire Officers have previously agreed to provide personal details for the purpose of the ceremony, some Conferees have expressed an unwillingness to provide their details which has led to a review of the personal information handling of Conferees as part of the process. Shire Officers should not disclose the Conferees' personal information and will not do so in the future, which will be a departure from the general proceedings of the Committee.

Order of Proceedings

The Order of Proceedings for a Citizenship Ceremony follows this structure:

1. Conferees arrive, are registered and identity verified, then are seated.
2. (Shire President or CEO) welcomes all present.
3. Welcome to Country or Acknowledgment of Country.
4. (Shire President or CEO) introduces official guests, delivers the opening address.
5. (Shire President or CEO) introduces each speaker in the following order:
 - a) Minister or Minister's representative.
 - b) If the Minister/Minister's representative is not in attendance, the Minister's message is required to be either read by the presiding officer or the video/audio of the Minister's message is to be played.
 - c) Other speakers.
6. (Shire President) reads the Minister's Message (if no minister present) and preamble for a Citizenship Ceremony to the Conferees.
7. (CEO) calls up each Conferee to join the Shire President and Elder on stage in Pledge group.

8. (Shire President, CEO or Elder) presents Australian Citizenship Certificates to new Citizens and congratulates them.
9. (Shire President) administers the pledge to Conferees.
10. Conferees may then leave the stage, and a gift is presented at this time.
11. Repeat steps seven-10 with the next pledge group.
12. (Shire President) advises that new Citizens must enrol to vote by completing an online enrolment application form. New Citizens can access the Australian Electoral Commission's website via the QR code on the information sheet provided.
13. (Shire President) asks all present to stand for the Australian National Anthem.
14. (Shire President) concludes the ceremony.

Discussion

While Shire Officers recognise the many benefits of hosting Citizenship Ceremonies in collaboration with community-organised Australia Day events such as; enhancing local pride, fostering inclusivity, strengthening civic engagement, and providing additional activities for new citizens within their local communities, the delivery of multiple ceremonies across different townsites has presented increasing logistical and financial challenges including:

- Staffing pressures on a public holiday
- Duplication of infrastructure and ceremonial resources
- Travel and coordination complexities
- Inconsistent experiences for new Citizens
- Capacity for the Shire President to officiate at multiple ceremonies.

In response, after a discussion with Councillors at a discussion forum in November 2024, the Shire President, as the Authorised Presiding Officer, decided to consolidate the Australia Day Citizenship Ceremony into a single annual event beginning in 2025, to ensure consistency, reduce duplication, and to better manage resources. It was intended that the consolidated ceremony would rotate between townsites, with the location to be determined by the Shire President to ensure equitable representation across the Shire.

While the decision supports efficiency and consistency, it has been met with disappointment from local organising committees, who value the ceremony's role in reinforcing community identity and inclusivity. This feedback has highlighted the need for a clear and consistent Policy to guide the planning and delivery of Citizenship Ceremonies.

It is therefore proposed that a Council workshop is held to review Policy 1.1.7 – Citizenship Ceremonies at a Concept Forum following the Local Government Elections in October 2025, with a view to presenting a revised Policy to Council in early 2026. The updated Policy will provide:

- Greater detail on the Shire's legal requirements and obligations when hosting citizenship ceremonies.
- Greater detail on the roles and responsibilities of Shire Officers and Elected Member representatives.

- Location and timing of ceremonies (including whether held on Australia Day or within the three days either side of the day). The Shire must nominate a time and location for the Citizenship Ceremony sufficiently in advance to ensure invitations can be sent to conferees in November, ahead of the January event.

It should be noted that community organisations that wish to conduct a Citizenship Ceremony can approach the Department to discuss the possibility of hosting such a ceremony and securing an Authorised Presiding Officer. Community organisations will be asked to provide an Expression of Interest (EOI) form detailing the plans for the ceremony, in addition to signing an agreement with the Department on how ceremonies are to be conducted. The EOI will be assessed by the Department's local ceremonies team to ensure it meets all requirements under the Ceremony Code. Once all information is received and approved, Conferees will be allocated to the ceremony by the Department.

Conclusion

To ensure the availability of the Authorised Presiding Officer, Chief Executive Officer, other Elected Members, Shire Officers and the Conferees, Officers recommend that the 2026 Australia Day Citizenship Ceremony is held on Thursday, 29 January 2026 at 5pm in the Function Room at the Harvey Recreation and Cultural Centre. Scheduling the Citizenship Ceremony on the Thursday following Australia Day not only accommodates potential long weekend plans for Conferees, but also promotes efficiency and consistency, aligning with the standard practice of holding all ceremonies at 5pm in the same venue.

Statutory/Policy Environment

Australian Citizenship Act 2007

Australian Citizenship Regulation 2016

Australian Citizenship Ceremonies Code

Australian Citizenship (LIN 22/074: Classes of Persons Who May Receive a Pledge of Commitment) Authorisation 2022.

Privacy Act 1988

Policy 1.1.7 – Citizenship Ceremonies

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- | | |
|----------------------|--|
| <i>Goal 5:</i> | <i>A representative leadership that is future thinking, transparent and accountable.</i> |
| <i>Objective 5.3</i> | <i>Accountable leadership supported by a professional and skilled administration.</i> |
| <i>Objective 5.4</i> | <i>Sound governance, including financial, asset and risk management.</i> |
| <i>Objective 5.6</i> | <i>A customer centred approach to everything we do.</i> |

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Discussions have taken place between Shire Officers and community committee members to inform this recommendation.

Promise to the Community

Inform: We will keep you informed.

Meetings will be held with organising committees and the minutes will be published on the Shire's website.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The **Consequence** could be **Service Delivery Interruption** and **Reputation**. If Officers are required to present multiple Citizenship Ceremonies, there is a significantly increased risk of Officer overload and potential reputational damage. Dispersing resources and efforts across several events can lead to insufficient planning, understaffing, and compromised execution.

- **Business and Community Disruption** consequence is considered **Major** and the likelihood **Likely** resulting in a **High** risk.
- The **Reputation** consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk.

Hosting a single, well-facilitated Citizenship Ceremony significantly mitigates the risk of Officer overload and potential reputation damage. By concentrating resources and efforts on one event, it will ensure thorough planning, adequate staffing, and high-quality execution.

Budget Implications

Nil.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the 2026 Australia Day Citizenship Ceremony to be held at the Harvey Recreation and Cultural Centre Function Room on Thursday, 29 January 2026 at 5pm.
2. Requests the Chief Executive Officer to arrange a Council Workshop to review Policy 1.1.7 – Citizenship Ceremonies following the Local Government Election in October 2025 with a view to presenting a revised Policy for Council adoption in early 2026.

6. Notice of Motion for Following Meeting

Cr. Holly requested that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for August 2025.

That Council:

1. Requests the Chief Executive Officer to provide a report on the audit of accessible parking (ACROD Bays) at Shire of Harvey Town centres and Shire controlled and owned facilities currently being undertaken to determine compliance against current Australian and New Zealand standards, that includes:
 - a) the findings of the audit to date
 - b) the anticipated program to complete the audit no later than the November 2025 Ordinary Council Meeting.
2. Requests the Chief Executive Officer to promote the National Disability Services ACROD Parking Campaign, "This Bay is Someone's Day" as part of International Day of People with Disabilities on Wednesday, 3 December 2025, to reduce the misuse of ACROD Parking Bays (accessible parking) in their respective localities.

Cr. Junio requested that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for August 2025.

That Council requests the Chief Executive Officer to Amend the Shire of Harvey Policy 5.2.6 – Urban and Rural Tree Management to include:

“The Shire of Harvey supports the planting of trees that are considered low in height (4–8 meters), have non-invasive roots and are waterwise.”

7. Matters Behind Closed Doors

7.1. Infrastructure Services

7.1.1. Request for Tender F0412089 for the Provision of Food Organics and Garden Organics (FOGO) Waste Processing Services

Reason for Confidentiality as per *Local Government Act 1995*:

s.5.23(2)(c): “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.”

s.5.23(2)(e)(iii): “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.”

Item No.:	7.1.1.
Subject:	Request for Tender F0412089 for the Provision of Food Organics and Garden Organics (FOGO) Waste Processing Services
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Waste and Safety Services
Authorising Officer:	Chief Executive Officer
File No.:	F/42/00037
Attachments:	Nil

Summary

On behalf of seven South West Local Governments, the Shire of Dardanup advertised Request for Tender (RFT) F0412089 for the provision of Food Organics and Garden Organics (FOGO) Waste Processing Services for the period 2025–2028. The Tender was released on Wednesday, 30 April 2025 and remained open for a period of 10 weeks, closing on Thursday, 10 July 2025.

At the close of the submission period, two proposals were received and subsequently assessed in accordance with the evaluation criteria.

Voting Requirements

Simple Majority

7.2. Sustainable Development

7.2.1. Unauthorised Development and Breach of Local Planning Scheme No. 2

Reason for Confidentiality as per *Local Government Act 1995*:

s.5.23(2)(b): “the personal affairs of any person.”

s.5.23(2)(d): “legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

s.5.23(2)(e)(iii): “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.”

Item No.:	7.2.1.
Subject:	Unauthorised Development and Breach of Local Planning Scheme No. 2
Proponent:	Shire of Harvey
Location:	A6737
Reporting Officer:	Planning Compliance Officer
Authorising Officer:	Director Sustainable Development
File No.:	A006737, C470/00122
Attachments:	Nil

Summary

The landowners of A6737 have an animal establishment which is in breach of the Shire of Harvey’s (the Shire) Local Planning Scheme No. 2 (the Scheme). Due to the scale of the animal establishment, Officers recommend that Council authorises the Chief Executive Officer to proceed as per the Confidential Officer’s Recommendation.

Voting Requirements

Simple Majority

8. Closure of Meeting