



SHIRE OF
HARVEY



Ordinary Council Meeting **Agenda**

Harvey Council Chambers
Tuesday, 16 December 2025
4PM

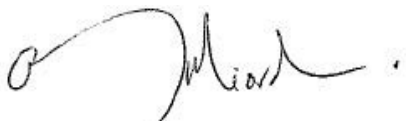
**Shire of Harvey
Ordinary Council Meeting**

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, 16 December 2025 commencing at 4pm.

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**

12 December 2025.

Agenda

1. Official Opening.....	4
2. Record of Apologies and Leave of Absence	4
3. Applications for Leave of Absence	4
4. Declarations of Members' and Officers' Personal Interest	4
5. Questions by Members of Which Due Notice Has Been Given	4
6. Response to Previous Questions Taken on Notice	4
7. Public Question Time.....	8
8. Petitions/Deputations/Presentations	8
9. Announcements by Presiding Members or CEO Without Discussion.....	8
10. Confirmation of Minutes	8
11. Receipt of Minutes and Recommendations from Committees.....	8
12. Officer's Reports	9
12.1. Chief Executive Officer	9
12.1.1. Delegation Review 2025	9
12.1.2. Harvey Land for Aged and Affordable Housing	14
12.1.3. Bunbury Geographe Group of Councils (BGGC).....	21
12.2. Infrastructure Services.....	25
12.2.1. Uduc Road – Plane Trees	25
12.2.2. Brunswick Agricultural Showgrounds – Electrical Upgrade	30
12.3. Sustainable Development.....	36
12.3.1. Proposed Structure Plan – Lot 401 Raymond Road, Roelands.....	36
12.4. Corporate Services.....	52
12.4.1. Payments November 2025.....	52
12.4.2. Financial Statements as at 30 November 2025.....	55
12.5. Community and Lifestyle	59
12.5.1. Proposed Updates to the Shire of Harvey Grants Process.....	59
12.5.2. Leschenault Leisure Centre Service Review Update.....	68
13. Elected Members Motions of Which Previous Notice Has Been Given	73
14. Notice of Motion for Following Meeting.....	75
15. Reports of Members.....	75
16. New Business of an Urgent Nature Introduced by Decision of Meeting	75
17. Matters Behind Closed Doors	75
17.2. Infrastructure Services.....	75
17.2.1. Implications of ceasing the Food Organics and Garden Organics (FOGO) kerbside collection service	75
17.2.2. T082025 — Hire of Miscellaneous Plant and Equipment.....	76
17.2.3. T092025 — Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt.....	77
17.2.4. T102025 — Supply and Delivery of Hot Bitumen	78
17.2.5. T122025 — Old Coast Road Intersection Upgrade —Travers Drive and Cathedral Avenue.....	79
18. Closure of Meeting	80

1. Official Opening

Disclaimer

Members of the Public are advised that recommendations to Council contained within this Agenda can be subject to change. Applicants and other interested parties should refrain from taking any action until written advice is received confirming Council's decision with respect to any particular issue.

Any statement or insinuation of approval regarding any planning or development application made during an Ordinary Council Meeting, 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.

Council Members and the Community are reminded that should an exception resolution be passed; this has the effect of making the decision to accept the Officer Recommendation stated in the Agenda as the Council's decision without change.

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. Applications for Leave of Absence

4. Declarations of Members' and Officers' Personal Interest

5. Questions by Members of Which Due Notice Has Been Given

6. Response to Previous Questions Taken on Notice

Ms. Williams asked the following questions:

Question 1: Will staff be providing Council and or community with an action plan to address each issue that was highlighted by community on the Shire's "we are listening" Facebook post?

Answer 1: We're Listening Facebook post, published Wednesday, 19 November 2025.

Analytics and comments are restricted to the Facebook post on the Shire of Harvey page and does not include feedback posted in public or private groups or pages.

Facebook analytics, as of 25 November 2025:

- Views (How many times it was viewed) = 44,537
- Shared (How many times it was shared) = 21
- Link clicks (How many times post links were clicked) = 119
- Interactions (How many people liked, reacted to, or saved the post) = 253
- Comments (How many comments the post has) = 136

Comments requesting action:

- Further promote the Harvey Pool.
- Upgrade landscaping in Paris Road, Australind. Consider street art or refined landscaping.
- Replace playground in Kingston.
- Reverse the LLC Café closure decision.
- Update all playgrounds.
- Facilities at the LLC require updating.
- Reduce waste service fees.
- Buy Australian Flags that can be given away on Australia Day.
- Ensure messages are passed on and community members are called back when they ring the Shire and don't get through to someone straight away.
- A vacant home needs to be mowed and slashed on Merriedale Crescent, Harvey.
- Install a toilet and shade at Kingston Playground.
- Make sure trees that line the streets don't fall on cars.
- Create a safer crossing for school kids on Constellation Drive, Australind.
- Don't sell Lot 210 Mulgara Street in Australind.

Comments sharing concerns:

- Preference to have Council Meetings held in both Harvey and Australind and scheduled later than 4pm.
- Preference for hard and green waste pick up, rather than tip pass system.
- Wondering about further consultation on the planned café at Ridley Place due to community opposition.
- Queries about value for rates/what services rates are supporting.

- Querying why tip passes expire.
- Wondering why facilities and suburbs aren't maintained better.

Question 2: How many online submissions were received?

Answer 2: One formal feedback submission was received.

Mrs. McGregor asked the following questions in relation to Item 12.5.1 – ACROD Parking Bays Forward Planning

Question 1: A new accessible bay was installed earlier this year on Uduc Road near the Chemist, but it does not meet the required standard. A suggestion was made to move the bay one space further west to allow easier access for people using wheelchairs, as the current position makes it difficult to open the car boot. What exactly is not up to standard?

Answer 1: The measurement of the bay is not up to standard. For parallel (street) parking to be compliant with Australian Standards AS/NZS 2890.6 it needs to be 3.2 m wide and 7.8m long, with an additional 1.6m wide and 7.8m long at pavement height. Shire Officers have taken action to extend the existing bay and note a review into reclassification of existing bay is underway.

Ms. Hill asked the following questions in relation to Item 12.1.2 – Lease Agreement – Brunswick Tennis Club.

Question 1: Could a copy of two similar leases (Australind and Harvey Tennis Clubs) be provided to compare differences and understand why they exist?

Answer 1: Officers met with Ms. Hill on Wednesday, 10 December 2025. The Australind and Harvey Tennis Club agreements differ significantly from the now standard lease and do not incorporate the Shire of Harvey's Policy 1.1.13 – Community Lease Policy, which was only introduced in recent years.

Shire Officers have previously provided the signed lease agreements for Harvey and Brunswick Bowling Clubs, as these are considered the most relevant examples for a like-for-like scenario. Under these agreements, the organisation is responsible for maintaining the playing surface, and the Lease's align with the Community Lease Policy.

Ms. Ferguson asked the following questions:

Each year Council appoints two voting delegates and two proxies to the WA Local Government Association's Annual General Meeting, which is held on one afternoon of WALGA's annual three-day annual Convention. No other information is given at Council meetings or to the community about any other matter relating to the Convention or the AGM.

Council policy 1.2.7 states "Council supports the attendance of Council Members and partners to the annual WA Local Government Association Local Government Week Convention ... [and] All costs for Council Members and an accompanying person for accommodation, meals, Partners Program and Conference dinner will be met by Council."

Publicly available information on pricing for the Convention includes:

<i>Full Delegate</i>	<i>\$1250</i>
<i>Welcome Drinks</i>	<i>\$125</i>
<i>Gala Cocktail</i>	<i>\$190</i>
<i>Icons Breakfast</i>	<i>\$110</i>

The policy also states "Council Members are encouraged to share with Council learning and insights from training and conferences." In the interest of community members and in line with Council's "Promise to the Community" that "We will keep you informed" will you please:

Question 1: Provide to Council a report on the recent WALGA Convention held from 22nd to 24th September including

- a) Which councillors and staff who were supported by Shire funds attended;*
- b) How many councillors and staff were accompanied by a partner;*
- c) An outline of the Convention program and AGM business, the outcomes and the benefits to Councillors, staff and ratepayers including any "learning and insights" gained;*
- d) An account of how much was spent by the Shire on attendance at the Convention including itemised amounts for*
 - Registration*
 - Welcome Drinks*
 - Gala Cocktail*
 - cons Breakfast*
 - Transport*
 - Accommodation*
 - Other meals and drinks*
 - Any other payments, for example other entertainment and partner activities.*

Answer 1: Eight Councillors, four partners and one Shire staff attended this Convention. All expenditure associated with Council Member and staff attendance at the WALGA Convention was undertaken in accordance with the Shire's adopted Policy 1.1.9 – Council Member and CEO Attendance at Events Policy, which outlines authorised attendance, allowable expenses, and reimbursement categories. All payments made for the Convention have been, or will be, recorded in the Shire's monthly List of Payments, ensuring compliance with the reporting requirements under the Local Government (Financial Management) Regulations 1996. This provides public transparency on all related spending.

The Shire also notes that Reports of Members is the formal avenue through which Councillors may report on conferences, training, workshops, and events they attend. Councillors may, at their own discretion, present information to the public on their participation at the WALGA Convention through this existing reporting process.

If Council wishes to introduce a more formal or standardised reporting process for events such as the WALGA Convention, a Notice of Motion may be brought forward proposing a review of the Attendance at Events Policy or the Reports of Members process.

Question 2: In the interests of transparency and keeping the community informed will you present such a report on the Convention each year?

Answer 2: There is no current requirement for the Shire to present a report on attendance at the WALGA Convention. Transparency is provided through the monthly List of Payments and through Councillors choosing to report their participation via Reports of Members. If Council wishes to introduce

a recurring annual reporting requirement, this could be considered through a Notice of Motion to review the relevant policy.

7. Public Question Time

8. Petitions/Deputations/Presentations

9. Announcements by Presiding Members or CEO Without Discussion

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 25 November 2025.

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 25 November 2025, as printed be confirmed as a true and correct record.

11. Receipt of Minutes and Recommendations from Committees

Audit Committee – 2 December 2025.

Recommendation

That the Minutes of the Audit Committee Meeting held on Tuesday, 2 December 2025, as printed be received and the recommendations therein be adopted.

BY ABSOLUTE MAJORITY

Local Emergency Management Committee – 8 December 2025.

Recommendation

That the Minutes of the Local Emergency Management Committee held on Monday, 8 December 2025, as printed be received.

12. Officer's Reports

12.1. Chief Executive Officer

Item No.:	12.1.1.
Subject:	Delegation Review 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00011
Attachments:	<ol style="list-style-type: none"> 1. Register of Delegated Authority 2025 [12.1.1.1 - 204 pages] 2. Amended Delegations [12.1.1.2 - 17 pages]

Summary

The purpose of this report is for Council to review the Delegations Register as is required by section 5.46(2) of the *Local Government Act 1995*. Officers have reviewed Council's Delegation Register and recommend the adoption of the Delegation Register contained within **Attachment 1**.

Background

A delegation is the process prescribed in legislation for assigning authority to exercise an express power or duty from the Delegate (Council) to another person, Chief Executive Officer (CEO). The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

In line with the *Local Government Act 1995*, a Council is required to provide good governance to the people in the district and be predominantly concerned with higher level Policy matters for their local government. Duties and powers which are operational in nature, but exercise a discretion, should be delegated to the CEO. Powers and duties can be delegated to CEOs with conditions attached which limits the exercise of powers or discharge of duties to circumstances prescribed by the Council. For example, a permit application which does not satisfy the conditions attached to a delegation, must be referred to the Council for determination.

At its Ordinary Council Meeting held on Tuesday, 22 October 2024, Council adopted a new Delegations Register prepared by Officers in accordance with the Delegations Template produced by the Western Australian Local Government Association (WALGA).

In line with the requirement for annual review, Officers have reviewed the Delegations Register against WALGA's Template and are recommending a number of amendments (**Attachment 2**).

Comment

As a result of the review against the newest WALGA Delegation Template, the following table provides a summary of proposed amendments. Please note that corrections to grammar, updating delegations to include current Policies and procedures, and the amendment of record file numbers, are not included as tracked changes. These changes are considered administrative in nature and therefore have already been actioned by Officers.

Local Government Act 1995 Delegations

Delegation	Comment
1.2.1 – Authorise a Person to Perform Specified Functions under the <i>Local Government Act 1995</i>	<p>AMENDED</p> <ul style="list-style-type: none"> Amended the express powers to delegate to align with WALGA template
1.2.4 – Powers of Entry	<p>AMENDED</p> <ul style="list-style-type: none"> Additional function
1.2.18 – Tenders for Goods and Services	<p>AMENDED</p> <ul style="list-style-type: none"> Renamed to: “Tenders for Goods and Services – Call Tenders”
1.2.25 – Disposing of Property	<p>AMENDED</p> <ul style="list-style-type: none"> Removal of condition 2 Amendment to condition 3 (a)(ii)

Building Act 2011 Delegations

Delegation	Comment
2.1.1 – Grant a Building Permit	<p>AMENDED</p> <ul style="list-style-type: none"> Express power or duty delegated
2.1.3 – Occupancy Permits and Building Approval Certificates	<p>AMENDED</p> <ul style="list-style-type: none"> Amendment to function 3
2.1.5 – Designate Contractors as Authorised Person (Inspectors)	<p>AMENDED</p> <ul style="list-style-type: none"> Express power or duty delegated

Bush Fires Act 1954 Delegations

Delegation	Comment
3.1.2 – Prohibited Burning Times – Vary	<p>AMENDED</p> <ul style="list-style-type: none"> Express power or duty delegated Wording to the condition

Dog Act 1976 Delegations

Delegation	Comment
5.1.1 – Appoint Authorised Persons	<p>AMENDED</p> <ul style="list-style-type: none"> • Renamed to: Appoint Registration Officer” • Condition 1 was removed as it is applicable if the CEO was not permitted to subdelegate.

There are three delegations listed in the WALGA Delegation Template that were not recommended to be included in the Shire’s Delegation Register:

- WALGA Delegation 1.2.15 – Works Required for Supply of Gas or Water.

This Delegation is not relevant to the Shire as the Shire is not responsible for supplying water or gas.

- WALGA Delegation 1.3.8 – Acknowledge Primary and Annual Returns.

The CEO did not find it necessary to delegate this responsibility to anyone else and found that the current procedure is sufficient.

- WALGA Delegation 1.3.14 – DAP – Engage Consultant to assist in preparing Responsible Authority Report.

This delegation is not required. To date, the Shire has not had a need to engage an external consultant to assist with the preparation of a Responsible Authority Report. If it is required in the future, this section of the regulations allows the CEO to engage that person.

It is to be noted that despite Officers having delegations, Officers will in some instance not exercise the delegation and refer the matter to Council for determination.

Prosecution Authority – Planning and Development Act 2005

The Shire initiates prosecutions for several different offences, the power to do this either comes as a delegation to the CEO and be subdelegated to a Shire Officer or comes directly from a piece of legislation to an Authorised Person. At a recent delegation workshop, an Elected Member asked a question around who can commence prosecutions under the *Planning and Development Act 2005*. The *Planning and Development Act 2005* is silent on who may commence a prosecution and therefore the Shire must act in accordance with Section 20(3)(i) of the *Criminal Procedures Act 2004*. This section states that:

“Subject to subsection (2), a prosecution for an offence may be commenced by, and only by, one of the following acting in the course of his or her duties, an authorised person in relation to the offence.”

The *Criminal Procedures Act 2004* classifies an authorised person as “a person, who is a public authority or an employee of a public authority”. This definition therefore gives powers to the CEO and any other employee of the Shire. Within the Shire, the internal processes and procedures implemented mean that only the CEO can commence this kind of prosecution and authorisation has not been given to other Shire Officers.

A request was made by an Elected Member to bring a quarterly report to Council with a summary of the prosecutions that have commenced and their status. These reports will be brought to the quarterly Audit Committee Meetings beginning in April 2026. The reports will be made publicly available; however, the attachments with the summary and status of the prosecutions will need to be considered as a confidential attachment.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.42 – Provides Council with the power to delegate some powers and duties to the CEO.
- Section 5.43 – States the limits of delegation for the CEO.
- Section 5.44 – Provides the CEO with the power to delegate some powers and duties to employees.
- Section 5.45 – Other matters relevant to delegations under this Division.
- Section 5.46 – States the manner in which the register of and records relevant to delegations are to be kept.

Strategic Framework

The Shire's Council Plan 2025–2035, 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.

The Delegations Register is to be reviewed and adopted by Council once every financial year. The register comes to Council in the form of a report. This report and its attachments are a public document and published to the website for viewing.

Promise to the Community

Inform: We will keep you informed.

Once the reviewed delegated register is adopted by Council the minutes confirming the adoption and the final register are published to the website for viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be **Financial, Service Interruption, Compliance** or

Reputational. The risk is considered **Minor** and the likelihood **Unlikely**, given that the Delegations are based on model templates in line with legislation, and where identified, checked by qualified professionals. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council

1. Adopts the Delegations Register as contained within **Attachment 1**.
2. Notes that a quarterly report with current prosecutions undertaken by the Shire of Harvey will be brought to the Audit Committee.

BY ABSOLUTE MAJORITY

Item No.:	12.1.2.
Subject:	Harvey Land for Aged and Affordable Housing
Proponent:	Shire of Harvey
Location:	Various Locations in Harvey, WA
Reporting Officer:	Executive Advisor to the CEO
Authorising Officer:	Chief Executive Officer
File No.:	F/09/00018
Attachments:	1. Letter to Minister Carey [12.1.2.1 - 2 pages]

Summary

This report provides an update on the progress of Council's resolutions (25/67 and 25/69) passed at the Ordinary Council Meeting (OCM) held on Tuesday, 25 March 2025, in relation to Lot 8 Wright Street (Lot 8) and Lot 9 Hester Street (Lot 9), Harvey.

The report outlines the steps undertaken to assess the development potential for Lot 8 and Lot 9 in preparation for the development of a business case for Lot 8, consultation that has been undertaken with potential partners and recommendations to progress the development of both lots.

The report also identifies a potential opportunity for Lot 555 Wright Street, Harvey to be developed as independent living units for residents over 55 years of age.

Background

At the Ordinary Council Meeting held on Tuesday, 25 March 2025, Council resolved the following in relation to Lot 8 Wright Street, Harvey.

"That Council lists for consideration an allocation of up to \$50,000 within the draft 2025—2026 Budget to undertake a Business Case by an independent qualified consultant to determine the appropriate use and financial implications for the development of Lot 8 Wright Street, Harvey for single residential dwellings.

Carried 7-3 25/67"

The following motion was passed at the same meeting in relation to 9 Hester Street, Harvey.

"That Council:

1. *Requests the Chief Executive Officer to advocate to the Minister for Lands to amend the Management Order to enable development of Lot 9 Hester Street (Hester Street Reserve) Harvey, for independent living units.*
2. *Requests the Chief Executive Officer to approach the State Government to fund and progress the development of Independent Living Units on Lot 9 Hester Street (Hester Street Reserve) Harvey.*
3. *If item 2 above is not supported by the State Government:*
 - a) *Amends the 2025—2026 budget to include an allocation of funds to undertake a Business Case by an independent qualified consultant to determine the financial implications for the Shire of Harvey to develop Lot 9 Hester Street (Hester Street Reserve) for Independent Living Units as the sole developer or with a joint venture partner.*
 - b) *Following consideration by Council of the Business Case, and if supported, establish a Shire of Harvey Internal Working Group, to progress the construction of an Independent*

Living Units at Lot 9 Hester Street, Harvey. Membership of the Internal Working Group to include:

- i. CEO or representative*
 - ii. Director Sustainable Development or representative*
 - iii. Director Community and Lifestyle or representative*
 - iv. Manager Planning*
 - v. Manager Special Projects*
 - vi. Two elected members*
 - vii. Up to four relevant community members*
- 4. Brings a further report to Council in December 2025 on progress relating to this resolution.*

Carried 7-3 25/69"

Update on the progress relating to the two resolutions listed above are included in the Comments section below.

Comment

In late August 2025, the Shire of Harvey (Shire) requested quotations from independent consultants to undertake development of a business case for Lot 8 Wright Street (Lot 8) and potentially to develop a similar business case for Lot 9 Hester Street (Lot 9).

The Shire received a formal quotation for development of a feasibility assessment and business case for development of Lot 8 and Lot 9 on Monday, 1 September 2025. The consultant advised that the cost of producing a business case for both lots would not be significantly higher than to prepare a business case for a single lot (Lot 8). However, the quotation required that the Shire first determine the potential layout, lot yield and servicing costs for each site to inform development of the business case, the consultant recommending the Shire engage a planning consultancy to provide the necessary information.

After receiving this advice, the Shire appointed a qualified independent planning consultant to provide a planning site assessment to investigate the development potential of each lot. The investigation has found that while each lot has significant development potential, the pathway to develop each lot differs slightly, with Lot 8 having greater ability to provide affordable living units in Harvey while potentially returning a financial dividend to the Shire.

Findings of the preliminary assessments for Lot 8 and Lot 9 are detailed below.

Lot 8 Wright Street (Lot 8)

Lot 8 is 10,103m² in area, is flat and cleared of vegetation. The lot is bounded to the north and east by Roy and Wright Streets respectively, adjoins the Harvey Bowling Club land to the west and Harvey Primary School playing fields to the south. The lot has accessible electrical, water, sewer connections and stormwater drainage connections.

Lot 8 has potential to be subdivided into several lots for development as a mix of standard housing and two-bedroom independent living units if rezoned to residential development at an R40 density. Development options include subdivision and sale of several lots adjoining Wright Street to the

Department of Communities for use as Government Regional Officer Housing (GROH) housing and to create additional housing lots along Roy Street. It is recommended that the balance of the lot be developed for over 55 age housing to take advantage of its location and proximity to town services.

The most significant constraint to development of Lot 8 is the current zoning as "Public Open Space". To overcome this constraint and assist in development of Lot 8, it is recommended that Council initiates a Local Planning Scheme Amendment to rezone Lot 8 to "Residential" with a proposed range of density of R40. Whilst a coding of R40 for Lot 8 is denser than the surrounding residential properties, this can be accommodated on the site to allow a strata title development of smaller units for over 55 age residents and will improve the development outcomes while catering for a range of identified housing needs in Harvey. Depending on the final site design, it is anticipated that the total lot yield for Lot 8 will be around 21 lots.

The final planning report for Lot 8 is due for completion in late December 2025. It is anticipated that a request to initiate a Local Planning Scheme Amendment will be presented to Council in February 2026. This will allow the Local Planning Scheme Amendment to be progressed in conjunction with development of the business case.

Further steps to be undertaken in early 2026 to support the business case, if endorsed by Council, include determination of road works and service connection costs, and a valuation report based on the current market price for smaller lots in Harvey.

The Business Case for Lot 8 will allow Council to consider the benefits of developing Lot 8 for a mix of residential lots and strata titled independent living units and is an essential component of any funding application the Shire might lodge to fund development of Lot 8. It is therefore considered that this should be a priority moving forward to be accomplished in conjunction with the proposed amendment to the Shire's Local Planning Scheme.

Lot 9 Hester Street (Lot 9)

Lot 9 is noted on Landgate title as Lot 2 Lee Street, Harvey and known by the Harvey community as the Hester Street Reserve. On Monday, 26 May 2025, the Chief Executive Officer (CEO) wrote to Minister John Carey, Minister for Planning, Lands, Housing and Homelessness requesting that the State Government utilises Lot 9 to construct affordable living units, specifically for the age of above 55. Alternately, if the Minister did not support this option, the CEO requested that the State Government either grants the land to the Shire of Harvey or alters the vesting of the land to allow the Shire to develop affordable living units on the lot (**Attachment 1**).

Minister Carey responded on Thursday, 10 July 2025 thanking the CEO for her letter and advising that he had requested the Department of Planning, Lands and Heritage (DPLH) to contact the CEO, advising that further diligence will likely be required to ensure the site can accommodate future development. The Minister also advised of two potential funding opportunities that might be available to the Shire.

Shire Officers met with DPLH on Thursday, 21 August 2025 to discuss land and planning matters, primarily being the Ridley Place Cafe lease area and Lot 9 Hester Street. DPLH advised that the Shire should look at the planning aspect as Lot 9 is currently zoned as public open space and this may be one of the main constraints on potential development.

As there was no specific budget allocation for assessment of planning aspects for Lot 9 and it was identified that cost savings could be made if the two lots were considered under a single consultancy, planning assessment for this site has been conducted in conjunction with Lot 8 Wright Street.

Lot 9 is 10,421m² in area, is flat and largely cleared of vegetation, save for a small stand of trees in the northwest corner of the lot. The lot is bounded by roads on two sides, with nearby and accessible electrical, water and sewer connections. The planning assessment for Lot 9 indicates that the lot could

accommodate approximately 28 independent residential units if the lot is developed to an R30 density.

However, several constraints to development were also identified:

- Lot 9 is State Government land that is vested with the Shire for “Recreation” uses. As the land is not owned by the Shire, the land may require purchase from the State Government.
- The land is not zoned for residential use and will require rezoning to permit residential use.
- The land is generally lower than the surrounding roads, with soils appearing to have a relatively high clay content. The site would benefit from further geotechnical investigations prior to being considered for development to ensure that the land is properly drained.
- An open drain and Water Corporation sewer runs along the northern boundary of the lot along a historic laneway that will require integration into the parent lot and creation of a service easement when the lot is subdivided into individual lots, or a survey strata title is created over the lot.

The Shire has met with several representatives of not-for-profit organisations that have expressed interest in the use of Lot 9 for affordable housing. As there is some uncertainty regarding the timing and potential cost of the Shire acquiring Lot 9, it is proposed that the Shire does not progress development of Lot 9 as a Shire led development at this point in time.

However, it is recommended that the Shire initiates a Local Planning Scheme Amendment to rezone Lot 9 to “Residential” with a proposed range of density of R30 and facilitates discussions between these groups and the State Government to allow access to Lot 9 and supports its development for affordable housing.

Lot 555 Young Street, Harvey

Lot 555 Young Street, Harvey (Lot 555) has also been identified as an ideal location for independent living units for over 55 age residents. Lot 555 is 3,087m² in area, is owned by the Shire and appropriately zoned, has good road access and access to all essential services, and is adjacent to existing over 55 age accommodation.

While a full assessment is required to determine the final lot yield, based on the size of the lot and current zoning, Shire Officers believe that Lot 555 could potentially be developed for up to 9 independent living units.

It is recommended that Lot 555 is further investigated for development prior to preparation of a business case identifying its potential for development for independent living units.

Statutory/Policy Environment

Planning and Development Act 2005.

- Section 75 – Amending Scheme.
- Section 81 – Referral of proposed scheme or amendment to EPA.
- Section 83A – Proposed scheme or amendment to be submitted to Minister for approval to advertise.

Planning and Development (Local Planning Schemes) Regulations 2015.

- Clause 34 – Terms used. (standard amendment)
- Clause 35 – Resolution to prepare or adopt amendment to local planning scheme.
- Clause 47 – Advertisement of standard amendment.

Strategic Framework

The Shire's Council Plan 2025–2035, states:

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 4:</i>	Support people through all stages of life.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 11:</i>	Increase access to diverse and affordable housing.

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.

Amendments to the Local Planning Scheme Amendments would be advertised to the community along with additional information regarding the proposed lot design.

Promise to the Community

Inform: We will keep you informed.

The Shire would continue to provide information to the community regarding any proposed changes to the Local Planning Scheme or plans for development of Lot 8 and Lot 9.

The Shire would continue to liaise with community based and not for profit housing groups regarding potential development of Lot 9.

The Shire would seek expressions of interest from prospective owners or tenants for the new lots created on Lot 8 once the development plans have been prepared and endorsed by Council and rezoning of Lot 8 has been finalised.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be **Financial, Reputational** or **Compliance** if the information in the report is not correct. The risk is considered **Minor** and the likelihood **Unlikely**. The risk is mitigated by having a qualified independent planning consultant prepare the plans followed by review by the Shire's professional Planning Officers, resulting in a **Low** risk being present.

Budget Implications

\$50,000 has been allocated in the 2025–2026 Budget for development of a business case for Lot 8 Wright Street in Account 45123.

Planning assessment cost is \$14,715 plus GST.

Quotations have been requested for preparation of the Local Planning Scheme Amendment.

Quotations will be resought for preparation of a business case for Lot 8 once the necessary planning assessment has been completed.

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. Receives the update report on Lot 8 Wright Street and Lot 9 Hester Street Harvey.
2. Endorses the next steps to progress Lot 8 Wright Street, Harvey as follows:
 - a) Supports the development of Lot 8 for a mix of residential lots and strata titled independent living units for over 55 age residents.
 - b) Council resolves to initiate a Local Planning Scheme Amendment to rezone Lot 8 from "Public Open Space" to "Residential" with a density coding of R40; the report to be presented to Council in February 2026.
 - c) The determination of servicing costs and a variation report to support the compilation of a Business Case for the development of the Lot.
 - d) The presentation of the completed Business Case for consideration by Council in mid 2026.
3. Endorses the next steps to progress Lot 9 Hester Street, Harvey as follows:
 - a) Supports the development of Lot 9 Wright Street Harvey for affordable housing units.
 - b) Council resolves to initiate a Local Planning Scheme Amendment to rezone Lot 9 Hester Street Harvey from "Public Open Space" to "Residential" with a density coding of R30; the report to be presented to Council in February 2026.
 - c) Notes that Shire Officers will use information currently available to assist in compilation of a Business Case for the development of the lot.
 - d) The presentation of the completed Business Case for consideration by Council in mid 2026.
 - e) The Shire facilitates discussions between not-for-profit organisations and the State Government to allow access to Lot 9 for the development of affordable housing.

4. Endorses the next steps to progress Lot 555 Young Street Harvey as follows:
 - a) The Chief Executive Officer to further investigate this potential of Lot 555 Young Street Harvey for independent living units for over 55 age residents.
 - b) Council receives an update report identifying the development potential for the lot and potential costs to develop a Business Case for consideration by Council in mid 2026.

Item No.:	12.1.3.
Subject:	Bunbury Geographe Group of Councils (BGGC)
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Chief Executive Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00047
Attachments:	<ol style="list-style-type: none"> 1. BGGC Charter MOU and Code of Conduct – Draft – November 2025 [12.1.3.1 - 27 pages] 2. BGGC Meeting Minutes – 21 August 2025 [12.1.3.2 - 8 pages] 3. BGGC Meeting Minutes – 28 November 2025 [12.1.3.3 - 8 pages]
	Confidential Attachment 1

Summary

The Bunbury Geographe Group of Councils has completed a governance review aimed at strengthening regional collaboration and strategic focus. A draft Memorandum of Understanding (MOU), Governance Charter, and Code of Conduct at **Attachment 1** have been prepared for consideration, together with a proposed funding model at **Confidential Attachment 1** to support the appointment of an Executive Officer and core operations. Member Councils are requested to review these documents and provide feedback by Wednesday, 31 December 2025 to enable consideration at a Bunbury Geographe Group of Councils meeting prior to Tuesday, 31 March 2026 and implementation by Wednesday, 1 July 2026.

It is recommended that the proposal is endorsed in-principle as it aligns with Council's strategic objectives and will strengthen regional advocacy and project delivery.

Background

The Bunbury Geographe Group of Councils (BGGC) is a voluntary regional organisation of councils (VROC) comprising six local governments: City of Bunbury, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donnybrook-Balingup, and Shire of Harvey. It was established in 1998 as the Bunbury Wellington Group of Councils to collaboratively enhance service delivery, financial sustainability and strategic outcomes for the communities within the region. Through cooperative governance and shared expertise, the group aims to strengthen local government capabilities, pursue beneficial partnerships and promote the collective value of local government.

At the BGGC meeting held on Thursday, 21 August 2025, BGGC resolved to develop a governance model, identify strategic regional priorities, and prepare a resourcing and funding plan (**Attachment 2**). A governance workshop with Chief Executive Officers (CEO) from BGGC Councils held on Friday, 31 October 2025 reviewed a currently operating VROC model from the South West Metropolitan Alliance (SWMA) and this model was supported by the BGGC CEO members. At the BGGC meeting held on Friday, 28 November 2025 (**Attachment 3**) BGGC members agreed that a SWMA-style model, which is consensus-driven and supported by a formal charter, was preferred. It was the resolution of BGGC that the individual local government members refer the governance model and the proposed Executive Officer position to their Councils for in-principle support and provide communication to the BGGC Secretariat (Shire of Dardanup) by Wednesday, 31 December 2025.

In 2024, member local governments of BGGC signed an updated MOU with the MOU remaining in place until any or all participants withdraw from the agreement. Under clause 9 "*Withdrawal of a Participant*" of the MOU, notification may be given at any time between 1 July and 31 December in any year to withdraw from BGGC with withdrawal taking effect from the end of the financial year following the giving notice of the withdrawal. Any decision to withdraw from BGGC must therefore be given by Wednesday, 31 December 2025.

Comment

The BGGC has worked on several projects directly and indirectly over the past 28 years that the MOU has been in operation. The direct projects initially included shared IT services (Shire of Dardanup, Shire of Donnybrook Balingup and Shire of Harvey), economic development and tourism promotion and included a consultant's report on broader opportunities for resource sharing. More recently, direct projects undertaken and discussed at BGGC meetings include waste management, tourism, and sport and recreation planning.

Whilst it is more difficult to quantify the indirect benefits of the BGGC, several smaller cooperation agreements between individual members and sometimes more broadly has occurred. This is due to stronger relationships formed and built between CEOs and Elected Members that allow for regular interaction and better understanding of shared priorities, concerns or needs. Some of these projects include initiatives such as the Continuous Local Authority Group (CLAG) mosquito management program, weed management programs, shared Officers for the preparation of Strategic Bushfire Risk Management Plans and ultimately for Bushfire Mitigation.

The BGGC provides a platform for collective advocacy on issues that affect the wider region, which supports actions in the Shire of Harvey Council Plan to advocate for improved infrastructure. This regional approach strengthens the ability of member local governments to influence State and Federal agencies, particularly in areas where the scale of the challenge extends beyond individual boundaries. For example, matters raised through review the Economic Development Strategy such as industry concerns regarding the reliability and capacity of electrical and water infrastructure could be progressed more effectively at a regional level, where unified representation has greater impact and credibility.

The proposed governance model involves adopting a formal Governance Charter, MOU, and Code of Conduct, supported by consensus-based decision-making and annual strategic planning. It also includes appointing an Executive Officer to lead strategy, coordination, and delivery against an annual work plan. The funding model is based on a formula that combines a minimum contribution, a per capita rate, and a rate based on operating revenue, with an initial operating total budget of \$120,000 per annum. Other funding scenarios have been provided for an increased operating budget. Membership will be structured to include Full Members, who contribute financially and have voting rights, and Affiliate Members, who contribute at a lower level and have limited involvement. Continuing membership by individual local governments of BGGC will need to be endorsed prior to Wednesday, 31 December 2025.

The proposed governance model represents a significant step forward in formalising regional collaboration and ensuring that BGGC operates with a clear strategic focus. The inclusion of an Executive Officer will provide dedicated leadership and coordination, reducing reliance on individual member local governments and improving accountability. The funding formula is equitable and reflects both population and financial capacity, ensuring sustainability of operations. Timely endorsement by all member Councils is critical to meet the deadline for finalising governance arrangements at the scheduled BGGC meeting to be held in March 2026.

Statutory/Policy Environment

Economic Development Strategy 2020–2025

Strategic Framework

The Shire's Council Plan 2025–2035, states:

Pillar 4 – Prosperity: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.

- Objective 17:* Position the Shire as a premium tourist destination of choice.
- Objective 19:* Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

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

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The consequence could be **Reputational** if the Shire is not seen to be supporting regional partnerships and opportunities. The risk is mitigated by Council's consideration of the proposed Governance structure and its appropriateness to fostering regional collaboration and advocacy. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** risk being present.

Budget Implications

The current annual membership to BGGC is \$500. The proposed financial model at **Confidential Attachment 1** provides financial scenarios based on a minimum contribution, local government population and Audited Council Operating Revenue of the local governments that may continue to participate in the BGGC. The total financial commitment of the Shire of Harvey remains constant in each base contribution scenario however the total pool of funding for the proposed Executive Officer and operational costs would be impacted by a reduction in membership. Financial models are also provided for adjusted contribution amounts with the total contribution for the Shire of Harvey being a maximum of \$39,920 ex GST per annum. Any increase in contributions from the Shire of Harvey would apply from the 2025—2026 financial year and would be budgeted in the 2025—2026 Annual 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:

1. Endorses in-principle the draft Bunbury Geographe Group of Councils' Memorandum of Understanding, Governance Charter and Code of Conduct as at **Attachment 1**.
2. Agrees in-principle to fund an Executive Officer for the Bunbury Geographe Group of Councils as per the attached financial modelling at **Confidential Attachment 1**, and to a maximum amount of \$39,920 (ex GST) per annum.
3. Requests the Chief Executive Officer to provide feedback to the Secretariat of the Bunbury Geographe Group of Councils of the decision of Council.

12.2. Infrastructure Services

Item No.:	12.2.1.
Subject:	Uduc Road – Plane Trees
Proponent:	Shire of Harvey
Location:	Harvey
Reporting Officer:	Acting Director Infrastructure Services
Authorising Officer:	Chief Executive Officer
File No.:	C334/00002
Attachments:	Nil

Summary

Currently, 16 London Plane trees (*Platanus x acerifolia*) are planted in the central median of Uduc Road in the Harvey Central Business District (CBD). Secondary root swelling is causing damage to the road infrastructure and creating an uncomfortable drive through the CBD.

Options for actions to remedy the situation are presented in this report, with a recommendation to conduct community consultation prior to the consideration of any of the options listed with a further report to be brought to Council.

Background

As part of the refurbishment of the town centre of Harvey some 12 to 15 years ago, 16 London Plane trees were planted in the central median of Uduc Road in the CBD of Harvey. They are considered a popular tree with local governments for their shady canopy, generally deep root system, low maintenance, with resistance to wind and pollution.

Since their planting the trees have matured, becoming fuller, and have been established as a distinct feature of the CBD during spring and summer with a full canopy growth of leaves. Their roots, however, have become more pronounced as they extend outward between the road construction layers to establish stability for the trees, resulting in the adjoining road surfaces in Uduc Road becoming distinctly uneven and uncomfortable to drive across, even at low speeds.

This report discusses options to address the situation, together with potential consequences and financial implications.

Comment

Many local governments accept that maintenance of trees and tree root damage is an ongoing part of providing trees in the urban environment. Weighing up the cost to have trees in our environment to meet the growing urban heat factors from development, as well as the calming and wellbeing effects of trees is a consideration of all local governments in an urban setting, with differing approaches being taken. In the circumstance of Uduc Road in the CBD of Harvey, the London Plane trees provide both positive and negative aspects to being placed in such an urban environment.

On the positive side, these are:

- The trees have a prominent visual presence in spring and summer with their large volume of green leaves.
- They provide a deep shadow with an urban cooling effect to their surrounds which will ultimately extend to the footpath areas.

- In their current location with a relatively low canopy, they have a positive psychological traffic calming impact on passing traffic, causing the traffic to slow down through the CBD.

On the less positive side, the following:

- By their nature London Plane trees like all trees send out roots for stabilisation and water. These roots have the potential to damage the road infrastructure resulting in an uneven drive through the CBD.
- The existing humps in the road can be expected to become more pronounced and more uncomfortable as the trees approach full maturity.
- London Plane trees can produce a substantial volume of pollen in spring, which has been considered to adversely affect persons with allergies, especially hay fever.
- London Plane trees are a favourite of cockatoos which shred the seed pods and fine twigs during spring which can cause large volumes of debris to be deposited in the road, which in the case of the CBD, may need regular removal.
- In Autumn, the leathery leaves deposited on the road can become slippery for pedestrians when wet and are also known for causing blockages in stormwater drains while the leaves decompose.

Remedy Options:

Several options in this regard are available, which are discussed below.

- **Option 1 – Status Quo:**

Retain the trees in their existing locations and do not remove any roots. This will retain the green effect in spring and summer, and the Shire of Harvey (Shire) would continue with the cleaning requirements during the various seasons.

The humps in the road will become larger which will serve as natural speed humps and a traffic calming measure but will likely evoke community complaints were they to become too large. At the posted speed limit at 40km/h, it is unlikely that the road would be considered dangerous but is likely to be uncomfortable in places.

There are no additional costs related to this option.

This is considered a viable option but not recommended at this stage.

- **Option 2 – Removal of the Superficial Tree Roots Periodically:**

This option will also retain the trees and their positive aspect on the CBD but will also serve to provide an improved road surface. The trees will over time replace the removed roots with new growth to ensure stability and to seek water. The longer-term outcome is that the Shire will have to accommodate humps in the road for the life of the trees, with periodic removal of the worst humps at regular intervals.

Assuming the removal of 16 protruding roots in the first instance (as recently assessed), the estimated cost would be \$62,000 for the first set of removals. It is estimated that subsequent removals would be required periodically at a reduced estimated cost of \$30,000 for each occasion.

This is considered a viable option but not recommended at this stage.

- **Option 3 – Removal of all the Trees:**

This option is likely to have a great visual impact which may impact the character of the Harvey CBD and is likely to attract objections from the business community operating from the CBD.

It is however the least costly option in the longer term, as it requires a one-off cost only. This cost is estimated to be \$20,000 for the tree removal and \$100,000 for the root removal and road repair.

This is considered a viable option but not recommended at this stage.

- **Option 4 – Remove all Trees and Replace with Alternate Tree Species:**

This option has been discussed with the Manager Parks who has advised that there is no one species of tree that will provide the required height to allow for heavy vehicles to traverse the road and guarantee there will not be any damage to road or other infrastructure.

There are however some mitigation measures that could be considered like root guards or cells to assist in the prevention of infrastructure damage. It is, however, too late to install such measure at this location.

This is especially valid considering the narrow median planting area which does not allow for an adequate root zone required for most tree species.

This is not considered a viable option.

- **Option 5 – Community Consultation:**

As this matter has been raised through community feedback, and involves high impact options to consider, this option requires the Shire to consult the community affected by the ultimate decision, as to their preferences.

This option would require the options listed above to be provided and feedback requested from the community. Council would then consider the feedback and resolve to implement the preferred option, taking into consideration the impacts both long and short term.

This is the recommended option.

Statutory/Policy Environment

Asset Management Policy – Policy 2.2.3

Urban and Rural Tree Management – Policy 5.2.6

Strategic Framework

The Shire’s Council Plan 2025–2035, states:

<i>Pillar 2 – Planet:</i>	A natural environment that is highly valued, protected and enjoyed.
<i>Objective 8:</i>	Facilitate climate action and responsible use of natural resources.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 12:</i>	Enhance the appearance of public spaces and streetscapes.
<i>Objective 16:</i>	Facilitate safer, connected, well-maintained roads, paths and cycleways.

Pillar 5 – Performance: A representative leadership that is future thinking, transparent and accountable.

Objective 22: Continue to deliver customer-centred service, communication and engagement.

Community Engagement

Community Participation Goal

Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

This would be achieved through conducting community consultation by means of the distribution of a community survey and making Shire Officers available to discuss options and consider further options in this regard.

Promise to the Community

Involve: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

This would be achieved through providing feedback on the outcome of the community consultation through the consideration of a further report to Council

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Asset Sustainability Practice**. The Consequence could be **Financial** and **Reputational** due to the long-term damage to the assets of the Shire and the possible significant cost in the repair of the assets. As there are already indications of damage to the road structures and a significant unevenness of the road surface resulting in community complaints, the **Financial** risk is considered **Moderate** and the likelihood **Likely**, with the **Reputational** risk **Low** and the likelihood **Likely**, resulting in an overall **High** risk being present. The Reputational risk can be mitigated by carrying out community consultation, and the Financial risk can be mitigated by performing root removals at shorter intervals.

Budget Implications

There is no funding provision in the current budget for the root removal or any road repair related to the root removal as described in the options above. Should one of these options be preferred, then additional budget provision will need to be made for this purpose, as detailed in the Options Section of this report.

There are no additional costs related to conducting the recommended community consultation as the costs will be limited to staff costs and advertising which are already provided for in the 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:

1. Requests the Chief Executive Officer to conduct community consultation with Shire of Harvey residents early in 2026 with the following base options relating to the London Planes trees in Uduc Road, Harvey:
 - a) Retain the trees as at present, with no removal of the roots.
 - b) Retain the trees as is but remove the offending roots at an initial cost of approximately \$62,000 and a recurring approximate cost of \$30,000 every three years.
 - c) Remove the trees completely at an approximate cost of \$120,000.
2. Considers a report on the outcome of the community consultation at a subsequent Ordinary Council Meeting.

Item No.:	12.2.2.
Subject:	Brunswick Agricultural Showgrounds – Electrical Upgrade
Proponent:	Shire of Harvey
Location:	Brunswick
Reporting Officer:	Acting Director Infrastructure and Manager Parks Services
Authorising Officer:	Chief Executive Officer
File No.:	T132023
Attachments:	Nil

Summary

The Shire of Harvey (Shire) has received a revised quotation for the installation of a new transformer at the Brunswick Recreation Grounds as the final phase of the electrical upgrades at this facility. This would potentially increase the cost of this final stage of this project from the originally quoted \$103,567 by an additional \$226,924 to a total cost of \$330,491 (ex GST). Funding for this purpose has not been provided in the adopted 2025–2026 Annual Budget.

This report presents options to address this situation with a recommendation not to pursue the completion of the power upgrades.

Background

In 2024–2025, the Shire undertook the capital upgrade of the Brunswick Recreation Ground sports field lighting and inground electrical infrastructure.

This upgrade was undertaken through a Public Tender process (T132023) for the Provision of Sport Field Lighting and Electrical Infrastructure at Brunswick Recreation Ground.

The budget for this project was \$1,538,317. The works were required due to the sport field lighting coming to the end of its useful life and to upgrade the inground electrical infrastructure. This was primarily to allow for the annual Brunswick Agricultural Show to be run without reliance on approximately 19 portable generator sets. This was to mitigate the ongoing risk of a power failure during the event due to the electrical load at times being more than the capacity at the site.

Funding was provided through several sources including a financial contribution from the Brunswick Agricultural Society and from the Harvey Brunswick Leschenault Football Club.

Part of these works included the upgrade of a new electrical supply to the site through the addition of a new Western Power supply transformer site within the Brunswick Recreation Ground.

The supply of the new transformer was quoted by Western Power to the Shire at the time of the request for tender for the value of \$103,567 (ex GST). This amount was paid to Western Power through the 2024–2025 Budget provision for this project. This payment initiated the design process with Western Power for the new transformer.

The project reached 95 percent completion in 2024–2025. The project was designed to be energised without the provision of the new power transformer as it was predicted this would not be in place at the completion of the construction works. This activation would however only be able to meet approximately two thirds of the full demand until the new transformer was installed. This is particularly applicable to the Brunswick Agriculture Show day demand requirements. The electrical supply is currently able to manage most other activities undertaken at the site without any significant restrictions; this includes running of the new sport field lighting.

While the initial works have been successfully implemented, close out works are required to complete this project. These additional works included the connection of the new transformer to the system,

removal of the current three supply points within the site and demolition of the brick building that currently takes and distributes the mains supply. This building is structurally failing and electrically fails to meet many contemporary electrical supply standards.

The inability to meet full demand currently requires the Brunswick Agricultural Society to provide up to 19 portable gensets at an estimated cost of approximately \$10,300 per event made up of:

- Generators hire fees: \$6,200.
- Distribution boards for the 32amp: \$1,100.
- Transport costs of approximately \$3,000, noting that units are required to be brought in from Bunbury, Busselton and Perth due to limited local supply.

The above has been the requirement for the last two Brunswick Agricultural Show events in 2024 and the 2025 due to utilising the lower power supply.

The planned increase in power supply to the site would have benefited the Brunswick Agricultural Show by negating the need for generators, which in turn would reduce the overall costs incurred in the running the show.

The proposed increase in power supply allows for a significant increase in distribution cabinets across the site from 12 to 23 to provide greater access and coverage over the recreation ground site. Each cabinet also provides significantly more supply outlets than previously available with each cabinet having eight 15-amp outlets and one 32-amp outlet per cabinet.

These additions provide greater capacity as well as providing greater flexibility and access to vendors on event days.

It is however noted that at the same time, the project has provided a range of other electrical upgrades as follows:

- Sport Field lighting installation 100–200 Lux including remote access, control and billing function
- Increased community access/use for camping and caravans
- Increased power supply to cattle yards
- Removal of redundant equipment and housing installations
- Modernisation of equipment
- Greater overall supply capacity
- Increased power outlet availability over the site
- Removal of the current three points of supply to the lot meeting Western Power conformity
- Future-proofing power needs of users.

Comment

The Shire has been working with the appointed electrical consultant and Western Power over the last 18 months to finalise the design process with the belief the installation of the transformer would be

undertaken, and the final outstanding project works could be completed.

The Shire has now received confirmation from Western Power that the design is complete for the transformer upgrade. This confirmation came with a new quote which shows an increased cost of \$226,924 (ex GST) over the original quotation. This would potentially increase the cost of this final stage of this project from the originally quoted \$103,567 by the additional \$226,924 to a total cost of \$330,491 (ex GST)

The new Western Power quote therefore requires consideration of the options available to Council regarding the conclusion of this project.

Western Power's justification for the increase in cost is that it is due to the Shire not being able to meet their Distribution Low Voltage Connection Scheme (DLVCS) requirements. This scheme allows for the cost of infrastructure required for new customer connections to be shared by all customers using the installed network. The DLVCS provides a charge based on requested capacity (kVA) rather than on whether the current network will have to be expanded as a consequence of the submitted application.

The DLVCS cost is calculated using a series of kVA rates (or tranches) applied in a block rate structure. It appears that the Shire does not meet these requirements and will have to bear the full costs if it were to proceed with the installation of the new transformer. It is understood that the original quote (\$103,567) was provided on the assumption that the Shire met the requirement of cost sharing under the DLVCS.

The following options regarding a way forward are therefore offered for consideration:

- **Option 1:**

Allocation of additional funding to allow for the completion of the project with the provision of the new transformer. While the simplest solution in completing the project, this option provides the largest financial impact to the Shire. It does however, meet expectations and provides an outcome in line with the original intent of the project.

This is not the preferred option due to the substantial cost increases.

- **Option 2:**

Complete the project without the installation of the new transformer. This option would continue to provide the same electrical supply capacity from the electrical grid as was available post construction of the initial phase of the project.

This option would likely see the return of \$100,567 (The original \$103,567 deposit less design costs of \$3,000) to the Shire. The Shire's consultants have contacted Western Power through their portal and are currently awaiting confirmation of this return amount. This process could take up to 4-6 weeks before the return and amount is confirmed.

Were this option to be considered, then the following actions are suggested

- Cancel the Shire's application for the new transformer.
- Proceed with a new Design Quotation Application (DQA) to install a uni-pillar to connect the new Mains Supply Board (MSB) and to allow the removal of the old MSB building.
- The value of these works and application is currently estimated at \$35,000 ex GST but this amount would not be confirmed until a DQA application has been made to Western Power. This application would however not be subject to Western Powers' DLVCS scheme or requirements and would not be subject to the same cost variations

experienced with the transformer application process.

- Install a “manual change over switch” to the new switchboard to allow a large portable generator to be connected for periods of peak power usage, like the Brunswick Agricultural Show or other larger events, where higher power requirements may be required. The cost of this option is being investigated and is expected to be in the order of \$38,000 ex GST.

Were a “manual change over switch” to be installed, the hire of a large generator is likely to be the most cost-effective option for an electrical supply during the Show. A local supplier indicated that they could access large generators from Perth, with an estimated hire cost of \$400 per day, which including transport, would amount to an estimated cost for three-day hire of \$4,500, significantly lower than the current cost of multiple genset hire.

This is the preferred option, as this provides for a pragmatic electrical supply alternative, at a reasonable and affordable cost.

Statutory/Policy Environment

Local Government Act 1995

- Section 3.57 – refers to the requirements for tenders that provide goods or services

Local Government (Functions and General) Regulations 1996

- Part 4 – provides a mechanism for the purchase of goods and services by Public Tender.

Shire of Harvey Policy 2.2.11 – ‘Purchasing’ provides compliance with the *Local Government Act 1995*, and the Local Government (Functions and General) Regulations 1996.

Strategic Framework

The Shire’s Council Plan 2025–2035, states:

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 5:</i>	Ensure equitable access to local services, facilities and places.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 15:</i>	Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained.
<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.
<i>Objective 23:</i>	Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

Community Engagement

Community Participation Goal

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

This will be achieved through full consultation with the Brunswick Agricultural Society as the Show organisers and the group most directly affected by the possible consequences of these cost increases.

The group were informed of the recent developments regarding the Western Power cost increases and that options in this regard were to be developed and to be considered by Council. These included discussions and information received from the Brunswick Agricultural Show on the Show Day power demands and the measures used by the Show to meet these demands.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Once Council has considered this matter, a full debriefing will be provided the Brunswick Show organisers. This report has been published on the Council website and members of the Community have the options of hearing the debate in person or watching online.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Supplier / Contract Management**. due to the possible misalignment of outcomes expectations with the utility providers project and technical conditions, with consequences being **Financial Impact** or **Compliance**. With the expected outcomes not being possible without a considerable financial investment, the risk is considered **Likely** and the financial consequences **Moderate**, resulting in a **High** risk being present. Were the Officer's recommendation to be adopted, then this risk can be mitigated by the installation of the uni-pillar and the "manual change over switch".

Budget Implications

Should the Shire proceed with the full power upgrade, the additional costs to current budget allocations would be \$226,924 ex GST.

Should the Shire not proceed with the full upgrade, it is recommended that the Shire expends an additional estimated \$73,000 ex GST and phase 1 works towards ensuring a secure electrical supply during periods of high demand, as follows:

- Complete Phase 1 works – \$30,000 already provided for in the 2025–2026 Budget
- Installation of a Uni Pillar \$35,000 ex GST
- Installation of a "manual change over switch" to the new switchboard \$38,000 ex GST.

This amount can be funded from the deposit refund from Western Power.

Considering the above impacts, the Option 2 scenario is recommended as the Shire would not have to provide any additional funds towards this project, with a small net revenue from the return of the initial deposit with Western Power.

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. Endorses not proceeding with the full power upgrade at the Brunswick Recreation Grounds at the quoted additional cost from Western Power of \$226,924 ex GST (Revised total cost of \$330,491 ex GST less deposit of \$103,567 ex GST).
2. Requests the Chief Executive Officer to complete the works related to Phase 1 of the project, utilising the \$30,000 ex GST funding already included in the 2025–2026 Budget for this purpose.
3. Approves the additional works to provide for a secure electrical supply during period of high demand. to be funded from the Western Power deposit return (estimated at \$100,567):
 - a) Installation of a uni-pillar at a cost of \$35,000 ex GST.
 - b) Installation of a manual change over switch at an estimated cost of \$38,000 ex GST.
4. Requests the Chief Executive Officer to inform the Brunswick Agricultural Society of Council's decision.

BY ABSOLUTE MAJORITY

12.3. Sustainable Development

Item No.:	12.3.1.
Subject:	Proposed Structure Plan – Lot 401 Raymond Road, Roelands
Proponent:	Harley Dykstra (on behalf of Mr R. Gartrell)
Location:	Lot 401 Forrest Highway, Roelands
Reporting Officer:	Senior Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	P187/25, C291/01037
Attachments:	<ol style="list-style-type: none"> 1. Structure Plan Report [12.3.1.1 - 258 pages] 2. Location Plan [12.3.1.2 - 1 page] 3. LPS 2 Modifications [12.3.1.3 - 1 page] 4. Summary of Public Submissions [12.3.1.4 - 246 pages] 5. Summary of Agency Submissions [12.3.1.5 - 13 pages] 6. 2002 Conceptual Plan of Subdivision [12.3.1.6 - 1 page]

Summary

An application for a proposed Structure Plan for Lot 401 Forrest Highway, Roelands has been received (refer **Attachment 1**). The proposed Structure Plan is referred to Council for consideration pursuant to clauses 19 and 20 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions).

The Structure Plan has been advertised for public comment, and it is recommended that Council determines the 'proper' use of the land, having regard to the State's Planning Framework, as being 'low-density residential' and recommend that the proposed Structure Plan be modified in response to the submissions received during advertisement.

Background

On Friday, 1 April 2022, the Shire received an application for a Structure Plan for Lot 401 Forrest Highway, Roelands and adjacent reserves (previous Structure Plan). The previous Structure Plan intended to:

- facilitate "Special Residential" development at a density coding of R5 with lot sizes anticipated to range from approximately 2,000m² to 4,150m².
- support approximately 50 lots and approximately 155 new residents.

At the time of receipt, pursuant to clause 17(1)(a)(ii) of the Deemed Provisions, the application was not accepted for assessment and advertisement as additional information was required.

Despite discussions between Officers and the Applicant until as late as May 2023, the additional information requested by Officers was not provided. Therefore, the application did not progress and was withdrawn by the Applicant prior to receipt of the current proposed Structure Plan.

Site Description

Lot 401 Forrest Highway, Roelands, is zoned "Urban Development" under the Shire's Local Planning Scheme No. 2 (the Scheme) and "Urban" under the Greater Bunbury Region Scheme (GBRS). The northern and western boundaries abut the GBRS Primary Regional Road Reserves for Forrest Highway and Raymond Road, and the southern and eastern boundaries abut existing low density residential. The site is of irregular shape with an area of approximately 15.3ha. The site is currently vacant and has been previously used for pasture (refer **Attachment 2**).

Site History

The site was rezoned from “Special Residential” (SR14) to “Urban Development” in April 2024 following the gazettal of the Scheme. Noting that the Western Australian Planning Commission (WAPC) required all “Special Residential” zones to be changed to “Residential” with a low density code, Lot 401 was originally shown in the draft Scheme as “Residential” with an R5 coding to align with the additional provisions of SR14 under the now revoked District Planning Scheme No.1 which required minimum lot sizes of 2,000m². Following a review of the draft Scheme by the WAPC, the zoning of the site was required to be amended to “Urban Development” (refer **Attachment 3**). The justification for the change at that time considered that due to the potential availability of reticulated sewerage to the site, an “Urban Development” zone would trigger the need for structure planning to enable comprehensive consideration of:

- servicing requirements
- suitable residential density
- visual and acoustic buffering to Forrest Highway
- connectivity and interface with existing development
- other relevant planning considerations.

Proposal

The objectives of the proposed Structure Plan include:

- Guiding the subdivision, development and infrastructure servicing of the site as a residential neighbourhood that is integrated with the surrounding Meadow Landing estate.
- Fostering a strong sense of community and identity.
- Providing an inter-connected network of local streets to provide for connectivity to the surrounding road network.
- Ensuring active street/land use interfaces maximising surveillance opportunities.
- Providing a wide variety of lot sizes and housing types to cater for a range in housing choice and lifestyle opportunities.
- Providing an integrated approach to the design of open space and urban water management.

The Structure Plan proposes the following:

- Residential land – coded R20 (minimum lot size of 350m²), to R30 (minimum lot size of 260m²)
- Public open space land – approximately 2.0992ha
- Acoustic wall.

With the R30 coding only applying where:

- The lot is located on a street corner or at the end of a street block
- Considered to be in an area of high amenity including around public open space.

The Concept Plan (refer to Figure 12 in **Attachment 1**) indicates a potential for 191 lots. The following technical reports have been submitted to support the proposed Structure Plan:

- Servicing Report (refer to Appendix C in **Attachment 1**).
- Transport Impact Assessment (refer to Appendix D in **Attachment 1**).
- Local Water Management Strategy (refer to Appendix E in **Attachment 1**).
- Transport Noise Assessment (refer to Appendix F in **Attachment 1**).
- Geotechnical Investigation (refer to Appendix G in **Attachment 1**).

Implementation of the Structure Plan will involve the submission and approval of the following additional plans and management plans at either the subdivision or development stage:

Plan/Management Plan	Stage likely to be required
Noise Management Plan	With subdivision application or as a condition
Density Plan(s)	With subdivision application
Public Open Space Schedule	With subdivision application
Urban Water Management Plan	With subdivision application or as a condition
Local Development Plan(s)	With subdivision application or as a condition

Advertising

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the proposed Structure Plan was advertised to all landowners within the Meadow Landing estate and the general public between Wednesday, 2 July 2025 and Thursday, 14 August 2025 (extended to Thursday, 21 August 2025) and was referred to seven government agencies and referral authorities between Friday, 4 July 2025 and Friday, 15 August 2025. A total of 187 public submissions were received as follows:

Submitter Location	Support	Objection
Roelands Resident	0	157
Other Shire Resident	5	4
Non-Shire Resident	8	12
No address provided	0	1
TOTAL	13	174

The proposed Structure Plan was originally advertised to the public between Wednesday, 2 July 2025 and Thursday, 14 August 2025 but was extended until Thursday, 21 August 2025 at the request of the community. The justification for the extension was to provide additional time due to the school holidays.

A summary of public submissions received is provided in **Attachment 4**.

It is noted that several submissions were quite detailed and contained multiple pages and as such, may have lost detail within the summary. Therefore, redacted copies of these submissions have been provided as an attachment to the summary of submissions (refer **Attachment 4**).

Submissions were also received from the following agencies and referral authorities:

- Department of Water and Environmental Regulation.

- Department of Health.
- Department of Education.
- Department of Biodiversity, Conservation and Attractions.
- Main Roads WA.
- Water Corporation.
- Australian Gas Infrastructure Group (Dampier-Bunbury Natural Gas Pipeline).

A summary of agency and referral authority submissions received is provided in **Attachment 5**.

Comment

Advertising

The main points from the submissions supporting the proposal were:

- The proposal satisfies the shortage of residential land.
- The proposal will increase the affordability of the area.
- The smaller lots will be more accessible for families and first-home buyers.
- The proposal will support local businesses.

The main points from the submissions objecting to the proposal were:

- The proposal will significantly impact the character of the area.
- The proposal will significantly increase traffic volumes.
- The requirement for fill will disrupt the hydrology of the area.
- The proposal does not provide sufficient 'usable' public open space.
- The existing estate does not have sufficient fencing to provide security and prevent overlooking from the proposal area.
- The proposal will impact flora and fauna.
- The proposal will result in a significant increase in noise and light pollution.
- The existing infrastructure cannot handle the increased population.

The number of submissions supporting any planning proposal in comparison to the number of submissions objecting to the proposal does not impact on the decision-making process. Rather, the decision-making process is to have due regard to the nature/reasons for the submissions and whether they represent valid planning considerations in the context of orderly and proper planning.

Orderly and Proper Planning

The proposal needs to be assessed and determined in accordance with the principles of orderly and proper planning. While the term “*orderly and proper planning*” is not defined in planning legislation, there are a number of case law examples that have attempted to define the term. The starting point is the ordinary and natural meaning of the terms:

- Orderly – “*characterised by or observant of order, rule, or discipline.*”
- Proper – “*suitable for a specified or implicit purpose or requirement, appropriate to the circumstances or conditions.*”

With respect to decision making, to be orderly and proper, the assessment and determination of the proposal needs to be done in an ‘orderly’ (disciplined, methodical, logical and systematic, and which is not haphazard or capricious) way with planning discretion being directed to identify the ‘proper’ use of the land (suitable, appropriate or apt or correct use of land clearly having regard to any applicable legislation, subsidiary legislation, planning schemes and policy instruments).

While the exercise of discretion will involve a judgement about what is suitable, appropriate, or apt or correct in a particular case, that judgement must (if it is to be ‘orderly’) be an objective one. If the exercise of discretion is to be an orderly one, the planning principles identified as relevant to the proposal should not be lightly departed from without the demonstration of a sound basis for doing so, which basis is itself grounded in planning law or principle.

The proceeding sections provide the Officer’s assessment and comments against the planning principles relevant to this proposal.

Residential Density

The Applicant states that the development is required to be connected to reticulated sewer as the site is located within the Water Corporation sewer planning catchment and a sewer line is in proximity west of Forrest Highway. Due to this requirement, the Applicant has justified the proposed increased densities to that previously contemplated as being required to ensure the connection to reticulated sewer is financially viable.

Officers consider that the Applicant’s statement that a sewer connection is required is unfounded as per regulation 38 of the Water Services (Water Corporations Charges) Regulations 2014, which designates sewerage areas but provides that properties within the area are not explicitly required to be connected to reticulated sewer. In addition, Officers have received verbal advice from the Water Corporation, confirming that the Water Corporation cannot require or insist properties within the sewerage areas to be connected to reticulated sewer.

The ‘Meadow Landing’ estate is bounded on the North, West and East by primary regional roads and the Collie River to the south. In combination with the proposed Structure Plan, the Meadow Landing estate would be comparable to the ‘Settlers’ estate in Leschenault which has the higher density residential estate of ‘Galway Green’ adjoining its southern boundary. The differences however between these two estates are considered significant in terms of impacts:

- Vehicles from the higher density properties are not required to travel through the lower density area to enter/exit the estate. This is the opposite to the proposed Structure Plan.
- Galway Green has larger lots along its northern boundary to provide a transition between the higher and lower density areas. The proposed Structure Plan does not include any transition lots.

- The southern boundary of Galway Green merges with the northern section of the Australind urban area. The proposed Structure Plan will create an 'enclave' of small lots in the corner of a low-density estate.

Supporting a proposal for a density that is significantly higher than the adjoining properties that is justified with inaccurate information would be contrary to the principles of orderly and property planning.

Local Planning Strategy

In accordance with section 3.2.1.8 of the Shire's Local Planning Strategy (2020), Meadow Landing is referenced as being "...dominated by Special Residential development with lots of approximately 2,000m² to 4,000m²... as part of the Scheme review, the area will need to be rezoned to Residential with an appropriate density code". As per the Local Planning Strategy, the subject land was included in the draft Scheme as "Residential" with a density coding of R5.

It was ultimately the decision of the WAPC to rezone Lot 401 to "Urban Development" following the review of the draft Scheme. The zoning requires the preparation of a structure plan which includes consideration, amongst other matters, of a suitable density.

Therefore, it is the view of Officers that the development of Lot 401 must give due regard to the objectives of the area as outlined within the Local Planning Strategy. This has not occurred in the current proposal with the Structure Plan proposing development of lots smaller than those within the Treendale and Kingston estates. The proposed density is inconsistent with the intended outcomes of the Local Planning Strategy and is considered unsuitable in the context of the site location and relevant planning framework.

Public Open Space

In accordance with Section 3.6 of Development Control Policy 2.3 – Public Open Space in Residential Areas (DC2.3), a minimum contribution of 10% of the gross subdivisible area is to be for public open space. As per Element 4 (R4) of the Liveable Neighbourhoods, the area may comprise of a minimum of 8% active and passive purposes, where the remaining 2% comprises of restricted public open space. Element 4 (R5) of the Liveable Neighbourhoods stipulates that restricted use public open space types include:

- Natural areas and cultural features.
- Urban water management areas such as swales and/or detention areas.
- Artificial lakes/permanent drainage ponds; and
- Natural wetlands.

The proposal has a total subdivisible area of 15.3527ha, therefore, the total required area designated for public open space is 1.53527ha. The proposal has provided three public open space areas which have been designated as areas A, B and C for the purpose of the application, with areas of 1.3465ha, 0.117ha and 0.6357ha respectively, giving a total area of 2.0992ha.

As per clause 3.4.4 of Development Control Policy 2.3 – Public Open Space (DCP2.3), the WAPC may only grant a credit of up to 50% of land subject to an easement containing underground infrastructure. Area A provides an average 20m wide area of public open space, of which 16m is designated as an easement for the Dampier-Bunbury Natural Gas Pipeline (DBNGP). Based on the above clause of DCP2.3, only 50% of the portion of the public open space area occupied by the easement can contribute towards the public open space contribution.

As per clause 3.4.4, the 50% allowance may only be considered where the easement does not impede the use of the area for public open space, and where more than half of the open space provided is developable for active recreational pursuits.

As access to the pipeline cannot be impeded whether through development or planting of vegetation, the functionality of the area for active recreational pursuits is unknown. Additionally, given the width of the public open space area, the ability for the area to be utilised for active recreation is also unknown. Therefore, assuming the 50% concession is credited, Officers consider that only approximately 0.8412ha of the POS can be included within the POS calculations.

In accordance with clauses 5.4 and 5.5 and Appendix C of the Local Water Management Strategy (LWMS), Area C will include two bio-retention basins and one detention basin. As per Figure 16 of the Structure Plan report, the bio-retention basins have a combined area of 0.0887ha, while the detention basin has an area of 0.1564ha. As per DCP2.3, up to 100% of an area utilised for drainage may be credited towards the public open space requirement, where the drainage basins are contoured, unfenced and fully usable for recreation purposes.

Clause 5.4 of the LWMS states that the detention basin will likely be unconventional in design and will incorporate features such as retaining walls to effectively manage the runoff. It is therefore considered that the detention basin would not be contoured or usable for recreation purposes and hence cannot contribute towards the public open space requirements. Clause 5.5 of the LWMS states that the bio-retention basins will be designed with native, nutrient-removing plant species planted on both the base and batters of the basins. It is unlikely that the bio-retention basins will be functional for recreational activities without the destruction of planted vegetation, therefore, neither bio-retention basin can contribute towards the public open space requirements. Therefore, as the areas allocated for stormwater retention and detention cannot be considered towards the public open space requirements, Area C will only contribute 0.3906ha towards the public open space requirements.

Section 5.4.2 of the Structure Plan designates Area B as a drainage reserve, without any recreational function. Therefore, in accordance with the provisions of DCP2.3, the area is unable to contribute towards the public open space.

Area	Size	Purpose	Maximum Effective size
A	1.3465ha	Linear POS with a width of 20m. Acoustic noise wall, walk path, landscaping, DBNGP easement.	– 50% of easement area of approximately 1.0091.9ha excluded = 0.8412ha
B	0.117ha	Vegetated bioretention basin/ swale.	– 100% excluded due to drainage = 0ha
C	0.6357ha	Informal kick around area, bioretention basin, landscaping.	– 0.2451ha excluded due to unusable drainage = 0.3906ha
TOTAL	2.0992ha (13.7%)		1.231ha (8%)

Based on the above, approximately 0.7715ha of designated public open space shouldn't contribute towards the public open space requirement as the areas are considered to be 'restricted' under the provisions of Liveable Neighbourhoods and DCP2.3. Therefore, the total available unrestricted public open space is 1.231ha; equating to approximately 8% of the site area. As per the Liveable Neighbourhoods, 2% of the public open space may be restricted and 8% may be unrestricted, therefore, the total public open space is compliant with the requirements of the Liveable Neighbourhoods.

However, should the 50% concession for area A not be credited in-full, the proposed public open space would not comply with the minimum area provisions and would not meet the 8% unrestricted area requirement.

Liveable Neighbourhoods (2009)

The draft 2015 version of the Liveable Neighbourhoods has not been adopted and as such, the proposal should be assessed against the 2009 version. Element 1 of the Liveable Neighbourhoods (2009) *“requires the integration of new areas, as far as practicable, with abutting existing areas”*. A design shall balance the benefits of integration against any significant adverse effects that may occur in areas that were built under different philosophy. The policy encourages interfaces and edge treatments of new areas to transition into the existing urban character. As discussed previously, the proposed Structure Plan does not attempt to integrate with the established development or character and instead provides an isolated development with a separate character and design amongst an existing, entirely different development.

The policy elaborates further and recommends that impacts caused by increased through traffic shall be mitigated through an integrated design. Again, the intended density of the development guarantees that this cannot be sufficiently balanced as it is expected that approximately 1,375 vehicle movements will now utilise a road per day, that previously serviced approximately 64 vehicle movements per day, significantly impacting occupants of the adjoining existing development.

The policy provides that as a guide, the dwellings per hectare and relevant R-Codes designation for sites within 400m of neighbourhood centres as 20 to 30 dwellings per hectare (R20 – R30). As the site is approximately 900m from the neighbourhood centre for Treendale, this density coding would not be considered appropriate for this location.

Based on the above, the residential densities in the proposed Structure Plan are considered to be inconsistent with Liveable Neighbourhoods, and therefore supporting the proposal would be contrary to the principles of orderly and proper planning.

Matters to be considered

In accordance with the principles of orderly and proper planning, the assessment of a proposal shall give due regard to relevant legislation. Despite clause 67(2) of the Deemed Provisions specifically referencing development applications, Officers consider these provisions have relevance to ensure the proposal is assessed against the appropriate planning principles. Therefore, pursuant to clause 67(2), the following provides an assessment against the relevant appropriate matters to be considered:

- **Compatibility with Setting:**

Clause 67(2)(m)(i) refers to the compatibility of the proposal with the desired future character of its setting. As indicated within the Shire’s Local Planning Strategy and given the prevailing surrounding density, the intended future character for the Meadow Landing estate is low density residential. The existing density of the estate is indicative of transitional development, providing an interface between rural (to the east) and higher density urban development (western side of Forrest Highway), which is further exemplified by the objective of the original “Special Residential’ zoning to *“...provide an intermediate zoning between Residential and Special Rural...”*. Furthermore, the Local Planning Strategy stated that the new Scheme was to rezone Meadow Landing to Residential with density coding appropriate for the transitional nature of the area.

The existing Meadow Landing estate is characterised by the large residential lots coded R2.5 – R5, landscaped 20m road reserves, and significant, vegetated public open space reserves. By contrast, the proposed Structure Plan aims to provide:

- density coding of R20 (minimum lot size of 350m² and average of 450m²) and R30 (minimum lot size of 260m² and average of 300m²)
- road reserves of 15.4m wide

- limited functional public open space.

which Officers consider to be inconsistent with the established character and incompatible with the intended future character of the estate.

Clause 67(2)(m)(ii) refers to the compatibility of the proposal with its settings giving consideration to the relationship between the proposed development and development on adjoining land, which may include the likely effect of the height, bulk, scale, orientation and appearance of the proposed development. Section 4.2.5 of the Structure Plan report provides an outline of the proposed interfacing between the proposed development and the adjoining land, which will be achieved through a combination of fencing and/or internal roads. The proposed development is likely to affect the existing development by way of inconsistent scale, bulk and appearance, which would be further exacerbated by the proposed interfacing between the proposed and existing developments. With regard to the interfacing, the existing development will likely be impacted as follows:

- As identified within the Engineering Servicing Report, Local Water Management Strategy and Geotechnical Investigation; the site may require considerable fill to achieve suitable separation from groundwater. While the scope of earthworks is not known at this time, it is suggested that 1.8m of clean fill will be required above clay deposits and 0.5m of clean fill will be required above natural ground level where groundwater is presently less than 500mm below ground level. In accordance with the 2015 MPM Groundwater Level Plan, there are portions of the lot immediately adjoining existing lots that display groundwater levels less than 0.5m from the natural ground level. Therefore, it is entirely likely that existing lots will abut at least 0.5m of fill, which would likely cause visual impacts given the abrupt and unnatural change in ground level and would likely increase the impacts of building bulk from any development built atop the fill.
- In accordance with the plan of subdivision for the southern portion of the Meadow Landing estate dated April 2002 (refer **Attachment 6**), the lots adjoining the development site were not intended to have dual frontages. The initial subdivision plan provided for a continuation of the existing lot sizes and road network. It is acknowledged that while this plan only conceptualised the layout of Lot 401, the lots along Craigie Drive, Macgregor Road and Chidlow Way that abutted the subject lot were not intended to have dual frontages and have been developed accordingly. It is considered that using road reserves as an interface between the proposed and existing developments is inappropriate given the existing estate was developed based on the assumed continuation of the existing density and road layout in accordance with the original plan of subdivision.

Officers consider that the proposal is incompatible with the existing setting and intended future character of the greater area and does not satisfactorily assimilate with the established setting, and therefore supporting the proposal would be contrary to the principles of orderly and proper planning.

- **Amenity:**

Clause 67(2)(n) refers to the potential impact of the proposed development on the amenity of the locality, which includes impacts to the character and potential social impacts.

As defined within the Planning and Development (Local Planning Schemes) Regulations 2015, amenity is “all those factors which combine to form the character of an area and include the present and likely future amenity”. The character of the area is considered low-density residential, with the amenity of the area including factors such as few vehicle movements and limited noise and light pollution resulting from traffic.

The established character is considered to contribute towards the definition of the amenity of the locality. As identified above, the locality is defined by the “semi-rural” appearance and large, low density residential development. The character of the existing Meadow Landing estate has been established as a result of the enforcement of coordinated planning controls defined under the previous Scheme. These controls included:

- Vegetation removal restrictions and planting provisions.
- Designated building envelopes.
- Building design and material restrictions.
- Boundary fencing restrictions.

The above provisions have been carried through in some form to the current Scheme and still apply to the Meadow Landing estate. However, it is considered that the abovementioned provisions would not apply to the subject area due to the intended density coding, as; in accordance with the provisions of the Scheme and Residential Design Codes, the provisions may only apply to rural or low-density residential development. Consequentially, it is considered that the proposed Structure Plan would introduce a development that is in contrast to the existing development, thus significantly impacting the established character.

With respect to submissions received, with concerns related to potential social impacts of the proposal, evidence (such as the Australian Bureau of Statistics’ Census data and the Western Australian Police Force crime statistics) demonstrates that there may be identifiable socio-economic and anti-social behaviour differences between areas depending on the density of development.

Officers therefore consider that the proposal will negatively impact the existing and future amenity of the Meadow Landing estate and supporting such a proposal would be contrary to the principles of orderly and proper planning.

- **Suitability of Land:**

Clause 67(2)(q) refers to the suitability of land given the scope of the development proposed. In accordance with the Local Water Management Strategy, the site is required to be filled to achieve a suitable separation from groundwater. It is acknowledged that the total height of fill required is currently unknown, however, as a minimum separation of 500mm is required between development and groundwater, it is likely that the majority of the site will be filled with at least 500mm of clean fill.

Alternatively, if the subject site was to be developed to a lower density, consistent with that of the existing development, fill would only be required for the footprint of proposed dwellings and on-site wastewater systems. The reduced fill requirements would significantly reduce the potential impacts to adjoining properties.

- **Access and Egress:**

Clause 67(2)(s)(i) refers to the suitability of the access and egress to a development site given the anticipated traffic generation; which has been detailed within the Transport Impact Assessment (TIA). Specifically, section 8.4 of the TIA considers the overall impact of increased traffic volumes on existing roads, through to the expected built-out date of 2038. As per the SIDRA results for the Ranson Drive and Raymond Road intersection, the TIA considers that the proposal will not cause oversaturated conditions or unacceptable delays, however, it is acknowledged that during peak PM periods, the Level of Service of accessing Ranson Drive from Raymond Road while travelling eastbound would decrease to a LOS C which represents

a reduced free flow conditions.

Similarly, section 9 of the TIA states that the traffic generated by the Structure Plan development is not expected to result in an increased crash risk for the adjacent road network. Notably, the crash data analysed within section 9 was accumulated prior to the completion of the Wilman Wadandi Highway, which following its completion has resulted in an increase in vehicle movements through the Raymond Road and Forrest Highway intersection, with the average daily vehicle movements increasing from 5,597 in 2023–2024 to 6,839 in 2024–2025.

Officers consider that the TIA inadequately demonstrates the suitability of existing roads for the anticipated traffic volumes.

- **Traffic:**

Clause 67(2)(t) refers to the impact of increased traffic generated as a result of the proposal. As per section 7.2, Table 7 of the TIA, the proposal is estimated to generate an additional 1,528 vehicle movements per day, following the creation of 191 new residential lots.

Section 7.4 of the TIA assumes that 90% of vehicle traffic will utilise Warburton Street for access and egress. This equates to an estimated 1,375 vehicle movements per day utilising a road that currently serves eight residences; or 64 daily vehicle movements.

As the anticipated number of daily vehicle movements is 20 times greater the number of current vehicle movements, it is highly likely that traffic will have a significant impact on the amenity of existing residents and vehicle and pedestrian safety. This impact is contradictory to the principles of orderly and proper planning and therefore cannot be supported.

As is consistent with the majority of local roads within the existing development, Warburton Street has a constructed width of 6m, is unmarked, and has 7m verges on either side of the roadway. The road is currently a no-through road and provides pedestrian and cycling access to the adjoining reserves. The increased traffic is likely to cause increased interactions between road vehicles and cyclists or pedestrians. While it is acknowledged that the verges are of sufficient size for pedestrians, it was commonly expressed within the public submissions that the roadways were used for both pedestrian and cyclist use given the low vehicle traffic volumes within the estate and the absence of pedestrian/cycling infrastructure.

Therefore, it is likely that the increased traffic will have an impact on the safety of existing road users given the increased opportunities for interactions between pedestrians, cyclists, and vehicles.

It is an undisputed concept that increased traffic volumes will increase noise levels in the vicinity of access roads. Given the majority of vehicles will solely gain access to the development site through Warburton Street, it is highly probable that the increase in vehicle traffic will adversely affect the amenity of those lots abutting, or in close proximity, to Warburton Street. Given the exponential increase in traffic volumes along Warburton Street, it can be argued that the number of vehicles using the street during the night would follow a similar increase, thus significantly increasing the light pollution caused by vehicles at night. This increase would likely have a negative impact on the amenity of the area.

As the original intent for the area was to remain consistent with the established development, it is unreasonable to conclude that proposal will not damage the future amenity for the existing estate. Therefore, Officers conclude that the increased traffic volumes will likely have significant impacts on the safety of pedestrians, cyclists and road users and the amenity of the area.

The TIA discusses the anticipated effect on traffic flows, but fails to recognise the potential impact on, and inadequacies of existing road infrastructure.

- **Availability and Adequacy of Services:**

Clause 67(2)(u) refers to the availability and adequacy of services to the proposed development. As raised by several respondents within the public submissions (refer **Attachment 4**), existing services are considered to be inadequate for the existing development and have the potential to degrade the amenity of the area should the proposed Structure Plan be accepted. Specifically, the limited availability and/or inadequacy of pedestrian infrastructure and water supply have been identified.

The Liveable Neighbourhoods is a Western Australian Planning Commission (WAPC) operational policy that guides the structure planning and subdivision for greenfield and large brownfield (urban infill) sites. In accordance with Element 2 of Liveable Neighbourhoods, new development is encouraged to provide pedestrian networks to support the pedestrian movement to daily activities. As per section 4.5 of the TIA, it is stated that no dedicated cycle or pedestrian infrastructure will be provided within the site, ensuring consistency with the existing Meadow Landing road network.

In consideration of the proposal's omission of pedestrian infrastructure, consideration must be given to the existing development and the appropriateness of aligning the absence of pedestrian infrastructure with the existing estate. As discussed previously, Meadow Landing is characterised by low-density residential living, which is generally defined as being the transition from rural living to urban. It has been standard practice for low-density residential developments to have minimal or no pedestrian infrastructure as it is generally accepted that these developments will have lower traffic volumes and a less dense population.

Comparatively, the Structure Plan proposes a significant deviation from the established density and character and should not find consistency with the existing estate through a lack of infrastructure. The infrastructure provided as part of the proposed development should be consistent with similarly zoned developments in surrounding areas, rather than of adjacent development with completely different density and character that wouldn't have required said infrastructure.

Section 3.5 of the Engineering Servicing Report states that the Water Corporation would not be able to satisfy their license requirements for the supply of potable water at a minimum rate of pressure without an upgrade to the existing reticulated water infrastructure. This has been further corroborated by the Water Corporation's response attached as Appendix B of the Engineering Servicing Report (**Attachment 1**). The Water Corporation is unable to confirm a servicing strategy until a planning review has been undertaken to determine the extent of upgrades required.

The provision of water to the site was contingent on the site being developed to a density consistent with that of the existing estate. As the proposed density has not been considered by Water Corporation, further review is required as the ability of Water Corporation to supply water to the proposed development without impacting existing properties is unknown.

Comparatively, the Treendale East development is located outside of the Water Corporation planned water supply area, yet Water Corporation has acknowledged that water planning is already underway.

As the proposed density has not been catered for by the service provider, it is not proper or orderly to accept development where it is unknown whether an essential service can sufficiently cater to the intended development.

- **Impact on the Community as a whole:**

Clause 67(2)(x) refers to the likely impact of the proposal on the community as a whole, not

just the adjoining affected residents. Officers consider that the Shire of Harvey Council Plan 2025–2035 (Council Plan) provides a sufficient foundation for determining whether the proposal will negatively impact the community.

Pillar 1, Objective 1 of the Council Plan aims to create a community where people feel safe. As evidenced by data provided earlier in this report, there is an increased likelihood of socio-economic issues through the introduction of denser residential development within the existing community, and as outlined within several community responses, the proposal is likely to result in people feeling less safe and at-risk.

Pillar 1, Objective 2 of the Council Plan aims to facilitate healthy and active communities. As the proposal does not provide sufficient functional public open space, it is considered that the proposal does not satisfactorily facilitate healthy and active communities. The public open spaces provide limited recreational opportunities for residents and alternatively will be predominantly used for water management purposes. Furthermore, it is posited that as lot sizes decrease, the need for active recreational spaces increases due to the limited availability of open spaces within the denser lots.

The limited access to active public open space is also contrary to Pillar 3, Objective 14 of the Council Plan which aims to provide vibrant, accessible and well-maintained parks and playgrounds. Evidently, the proposal fails to deliver vibrant parks or playgrounds but rather proposes at most a “kick around area for informal play”.

The proposal is likely to fundamentally change the character of the area and degrade the amenity of the existing properties. The proposal introduces a fundamental shift in density and demographics which is likely to have a significant impact on not only the existing estate residents, but the community as a whole.

- **Public Submissions:**

(y) In consideration of submissions received during the public advertisement period, the following was identified:

- No residents of the Meadow Landing estate supported the proposal.
- 12 out of 13 respondents who supported the application were either associated with real estate, land valuation, mortgage brokerage or building companies.

Pursuant to clause 19(1) of the Deemed Provisions, Council may resolve to request modifications from the Applicant to address issues raised in submissions. The modifications may then be advertised.

Options Available for Council

Clauses 19 and 20 of the Deemed Provisions provides Council with the following options when considering the proposal:

- Option 1 – recommend approval with or without modification.
- Option 2 – recommend proposal not be approved.
- Option 3 – request further information (which can include modifications) from the Applicant and advertise modifications to address issues raised in submissions.

Regarding Option 3, Officers from the Department of Planning, Lands and Heritage (DPLH) have advised that should Council request modifications, the Applicant must submit all modifications as requested. If the modifications are considered to be significant, they will be advertised in accordance

with Clause 20 of the Deemed Provisions.

However, despite modifications being undertaken, the WAPC would still consider the proposal as submitted and as modified.

Conclusion

Officers have assessed the proposed Structure Plan in an 'orderly' way (being disciplined, methodical, logical and systematic, and which is not haphazard or capricious) and Council is required to exercise its discretion in recommending the 'proper' use of the land having regard to the State's Planning Framework.

Based on the principles of orderly and proper planning and Clause 19(1) of the Deemed Provisions, Officers recommend that the proposed Structure Plan be modified in response to the submissions received during advertisement.

Statutory/Policy Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

- Schedule 4 – Structure plans
 - Clause 16 – Preparation of structure plan: provides when a structure plan may be prepared and what information the structure plan is required to include.
 - Clause 17 – Action by local government on receipt of application: outlines the steps to be undertaken by the local government to accept the structure plan for the purpose of assessment and advertising.
 - Clause 18 – Advertising structure plan: outlines the advertising requirements including how, to whom and the submission period timeframe.
 - Clause 19 – Consideration of submissions:
 - (1) *“The local government —*
 - (a) *must consider all submissions made to the local government within the period specified in a notice advertising the structure plan; and*
 - (b) *may consider submissions made to the local government after that time; and*
 - (c) *may request further information from a person who prepared the structure plan; and*
 - (d) *may advertise any modifications proposed to the structure plan to address issues raised in submissions.*
 - (2) *If a local government makes a decision under subclause (1)(d) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the structure plan.*
 - (3) *Modifications to a structure plan may not be advertised on more than one occasion without the approval of the Commission.”*

- Clause 20 – Local Government report to Commission: provides the timeframe for submitting the report to the Commission and the information to be included.

Shire of Harvey Local Planning Scheme No.2:

- Clause 16 – Zones

Strategic Framework

The Shire’s Council Plan 2025–2035, states:

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 1:</i>	Create a community where people feel safe.
<i>Objective 2:</i>	Facilitate healthy and active communities.
<i>Pillar 2 – Planet:</i>	A natural environment that is highly valued, protected and enjoyed.
<i>Objective 7:</i>	Manage and protect natural habitats and ecosystems.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 14:</i>	Provide vibrant, accessible and well-maintained parks and playgrounds.
<i>Objective 16:</i>	Facilitate safer, connected, well-maintained roads, paths and cycleways.
<i>Pillar 4 – Prosperity:</i>	A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
<i>Objective 19:</i>	Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

Community Engagement

Community Participation Goal

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

Submissions received during the public advertisement period have helped to inform the recommendations.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Consultation has been undertaken, and the submissions received have helped to inform the recommendations.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements and Inadequate Engagement Practices**. The Consequence could be **Environmental, Financial, Reputational** or **Compliance** if the procedure identified in Part 4 of the Deemed Provisions is not followed or if an incorrect assessment of the proposal occurs. The risk is considered **Minor** and the likelihood **Unlikely**, given that Council Officers have followed the identified procedures and 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

All costs associated with processing and advertising a Structure Plan is recouped from the Applicant.

Authority/Discretion

Advocacy: When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. In accordance with Schedule 2, Clause 19(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, considers:
 - a) all submissions received and endorses the Schedule of Submissions at **Attachments 4 and 5** on the proposed Structure Plan for Lot 401 Forrest Highway, Roelands in accordance with subclauses (a) and (b).
 - b) the nature of submissions received warrants consideration of modifications to the proposed Structure Plan for Lot 401 Forrest Highway, Roelands.
2. Pursuant to Schedule 2, Clause 19(1)(c) of the Planning and Development (Local Planning Schemes) Regulations 2015, requests the Applicant to provide further information in the form of the following modifications:
 - a) reduce the density to a mixture of R2.5 and R5.
 - b) ensure new development adjoining existing lots are comparable or provided with a suitable transition.
3. Pursuant to Schedule 2, Clause 19(1)(d) of the Planning and Development (Local Planning Schemes) Regulations 2015, advertises the modified plan, upon receipt, for Lot 401 Forrest Highway, Roelands for the purpose of obtaining comments on the reduced density.
4. Receives a further report at the conclusion of the advertising of the modified plan for Lot 401 Forrest Highway, Roelands.

12.4. Corporate Services

Item No.	12.4.1.
Subject:	Payments November 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. Payments November 2025 [12.4.1.1 - 23 pages]

Summary

A listing of payments for goods and services for November 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 November 2025 is presented as **Attachment 1**, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal	
CP.15.1 — CP.23.171	\$ 3,192,438.51
117733 —117740	\$ 67,794.15
CBA Credit Cards	\$ 15,130.56
Electronic Funds Submitted/Direct Debits	<u>\$ 1,161,267.96</u>
Total	<u>\$ 4,436,631.18</u>

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 1,254.26
BP Fuel Card	\$ 7,046.08
Puma Fuel Card	\$ 1,359.41
Coles Card	<u>\$ 671.41</u>
Total	<u>\$ 10,331.16</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 Council Plan 2025–2035, states:

Pillar 5 – Performance: A representative leadership that is future thinking, transparent and accountable.

Objective 21: Continue to deliver proactive and responsible leadership and governance.

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. 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

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 November 2025 totalling \$4,436,631.18.

Item No.	12.4.2.
Subject:	Financial Statements as at 30 November 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 November 25 [12.4.2.1 - 10 pages]

Summary

The Financial Statements as at Sunday, 30 November 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 30 November 2025	BUDGET 2025–2026	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$44,357,379	\$50,431,067	\$ 6,073,688
Ordinary Expenditure	\$25,049,733	\$60,793,339	\$35,743,606
Capital Revenue	\$ 5,074,876	\$49,809,701	\$44,734,825
Capital Expenditure	\$ 4,064,809	\$58,153,079	\$54,088,270
End of Period Surplus/(Deficit)			\$32,616,912
			ACTUAL
Statement of Financial Position			
Current Assets			\$ 60,826,664
			\$844,921,749

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 were raised in September 2025. The due date for rates payment was Sunday, 30 November 2025. Approximately 70% of the rates were collected by Sunday, 30 November 2025 compared to 72% for the previous year. The Shire continues to pursue unpaid rates as part of its formulated rates debt collection process.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposits \$19.2 million in Municipal funds and \$26.2 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.1%. New term deposits are attracting an interest rate of approximately 4.1% 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. Two instalments of Financial Assistance Grant 2025–2026 were also received in August and November 2025.

Employee Costs

The employee costs reflect the employee costing for the first five months 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 five months 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 \$4.1 million on capital works has been reported at the end of the November 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 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:

Pillar 5 – Performance: A representative leadership that is future thinking, transparent and accountable.

Objective 21: Continue to deliver proactive and responsible leadership and governance.

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 30 November 2025 provided at ***Attachment 1***.

12.5. Community and Lifestyle

Item No.:	12.5.1.
Subject:	Proposed Updates to the Shire of Harvey Grants Process
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Grants Officer
Authorising Officer:	Director Community and Lifestyle
File No.:	C046/00004
Attachments:	<ol style="list-style-type: none"> 1. Policy 3.1.6 – Community Funding [12.5.1.1 - 5 pages] 2. Policy 3.1.6 – Community Funding track changes [12.5.1.2 - 7 pages] 3. Policy 3.1.6 – Community Funding changes accepted [12.5.1.3 - 5 pages]

Summary

This report provides information regarding the Shire of Harvey (Shire) funded Community Grant Program and is proposing updates to the program to create efficiencies.

Officers recommend that Council approves the proposed amendments to the Shire grants process and Policy 3.1.6 – Community Funding. These amendments are designed to streamline administration, enhance strategic alignment with community needs, and ensure equitable access to funding opportunities. The proposed amendments were presented to Council at the Concept Forum on Tuesday, 28 October 2025 for discussion and feedback.

Proposed amendments to the Shire of Harvey Funded Community Grant Program to commence from the 2026–2027 Financial Year include:

1. Two fixed grant rounds per year.
2. An expression of interest process for Infrastructure Grants.
3. Merging the Community Support, Placemaking, Arts, Culture, Heritage and Community Events grant categories.
4. Discontinuing rolling Community Support Grants.
5. Increasing allocation to Athlete Travel Subsidy.
6. The inclusion of a Youth Achievement Travel Subsidy pilot program.

Background

The Shire Community Grant Program aims to acknowledge and strengthen the valuable contribution community groups and organisations make towards the Shire being a vibrant, inclusive, and connected community.

Council provides annual and ongoing funding to support activities, services and projects which benefit the community, build capacity and contribute to the delivery of the Council Plan 2025–2035 goals and priorities.

This program includes three separate funding streams which not-for-profit community organisations and groups can apply for, and which are designed to meet a particular community need. The recommendations in this report are in relation to the Shire of Harvey Community Grant Program. The

proposed changes will not affect the Alcoa Harvey Sustainability Fund or Coastal Communities Fund.

Shire of Harvey Funded Community Grant Program

The Shire of Harvey Community Grant Program funds projects that align with the Council Plan 2025–2035, ensuring the effective use of Shire resources.

This program provides funding across seven categories, that correspond to the primary themes of the Council Plan 2025–2035. These categories are:

1. Community Support
2. Athlete Travel Subsidy
3. Placemaking
4. Arts, Culture, Heritage
5. Community Events
6. Infrastructure
7. Partnership Agreements.

Council provides a capped amount of \$451,500 annually through the Program to support activities, services and projects that benefit the community, build capacity, and contribute to the delivery of the Council Plan goals and priorities. Should the full amount not be expended in any year, any surplus funds are transferred to the Community Grants Reserve to be utilised for future Community Grant Programs.

Currently, an annual round of Community Grants is offered, opening in February and closing in April for one-off grants, with allocations approved by Council as part of the annual Budget process.

Comment

The following outlines the rationale behind proposed amendments to the Shire's Community Grants Program from 2026–2027 Financial Year onwards.

1. Two fixed grant rounds per year

To improve accessibility to and the responsiveness of the Shire's Community Grant Program, it is proposed that the Shire hosts two grant rounds per year. This change is designed to reduce wait times for applicants, ease the burden of long-term planning, and provide greater flexibility to support events and projects.

Under the existing process, applicants face significant delays. For example, the 2025 grant round opened on Monday, 24 February 2025 and closed on Friday, 4 April 2025, with funding not received until September. This leaves a narrow delivery window between September and March and limits the Shire's ability to support key initiatives that may occur outside this period. An example of this was the NAIDOC 7's Rugby Tournament, a highly successful event hosted by RugbyWA and the Bunbury Barbarian junior rugby clubs in July 2025. Provision of funding for this event was only possible through an allocation by Council from the Community Grant Reserve. Without access to reserves, applicants would have needed to apply 16 months prior to the tournament taking place.

Introducing two fixed rounds annually will streamline the process and improve access to funding. It is proposed that Round One will have a Council-allocated funding pool of \$150,000, including the

Infrastructure category (\$100,000) and the Community Support Grant category (\$52,500), along with the Coastal Communities Fund (CCF) and Alcoa Harvey Sustainability Fund (AHSF) categories. Round Two will consist only of the Community Support Grant category with an allocation of \$52,500. If there is an under allocation in Round One, it is proposed that the unallocated funds will be made available in Round Two.

Applicants will benefit from reduced waiting times, allowing projects to commence without lengthy delays. Two rounds per year will provide greater flexibility to apply closer to event dates, reducing the need for long-term forecasting. Seasonal events such as NAIDOC Week activities can be funded more effectively, and predictable application windows will make planning easier for community groups. Securing Shire funding earlier will also enable applicants to leverage this support when applying for additional grants from other funding bodies.

The proposed timeline for the new structure is as follows:

Round	Opens for five weeks	Close and Assessment	Council decision	Activity delivery period
One	May	June	July	August–January
Two	October	November	December	February–July

Under certain circumstances the delivery period can be extended (e.g. if the applicant requires Shire funding to attain additional funding).

2. An expression of interest process for Infrastructure Grants

To enhance the strategic alignment and effectiveness of the Shire’s Infrastructure Grant category, it is recommended that Council adopt an invitation-only model supported by an Expression of Interest (EOI) process. This approach will ensure funded projects are feasible, impactful, and aligned with the Shire’s Council Plan 2025–2035. By enabling early engagement with community groups, the model will foster stronger outcomes and more efficient use of resources.

EOIs may be submitted at any time during the year. If an EOI is received close to a scheduled grant round, applicants will generally be advised to apply in the following financial year to allow adequate assessment and alignment with funding timelines. In the meantime, applicants may also be permitted to seek funding from other sources where appropriate.

The EOI process provides a structured pathway for community organisations to engage with the Shire before lodging a formal application. This will help identify projects that meet strategic priorities and are realistically deliverable, while also exploring complementary funding opportunities, such as Lotterywest and the Play On WA Program, enhancing project value and sustainability. Importantly, this process will be integrated into the Shire’s Annual Budget cycle to ensure financial allocations and staffing resources are considered early.

Currently, applicants often spend considerable time obtaining quotes that cannot be used due to compliance requirements, resulting in wasted effort and frustration. The EOI process will address this by determining early whether the Shire should manage the project and providing clear guidance to capable applicants. This will reduce inefficiencies, improve clarity, and strengthen partnerships.

Past experience with projects such as the Brunswick Tennis Courts, Harvey Golf Club, and Binningup Bowling Club Ramp highlights the need for this approach. These projects were initially awarded to community groups but ultimately required direct Shire management due to delivery challenges. A robust EOI process will confirm capacity, clarify roles, and mitigate risks from the outset, ensuring projects are achievable, partnerships remain positive, and outcomes align with strategic priorities.

The proposed EOI process will follow six key steps:

1. Submission of Letter of Intent:

The applicant submits a formal letter of intent to the Chief Executive Officer (CEO) outlining the proposed project, anticipated benefits, and alignment with community needs. This provides an initial basis for assessment before significant resources are invested.

2. CEO referral to the Community Development team (CD):

CD Officers provide guidance to the applicant on developing a brief scope of works, preliminary cost estimate, applicant's contribution details, and strategic alignment.

3. Consultation with the Governance team

CD Officers facilitate a discussion with Governance. Governance provides advice on:

- Leasing implications (responsibilities, permissions, tenure).
- Insurance ramifications (liability, coverage during and after works).

4. Engagement with Infrastructure and/or Special Projects teams

CD Officers coordinate a meeting with Infrastructure or Special Projects teams to:

- Assess feasibility, delivery capacity, and alignment with asset management plans.
- Determine whether the applicant can deliver the project or if the Shire should manage delivery, and if so, propose timeline for Shire management of the project.
- If the applicant has the necessary ability – provide guidance on the next steps (procurement standards, engineering requirements etc.).

5. Compliance Review

CD Officers refer the proposal to Planning and Health/Compliance teams for identification of:

- Planning approvals required (e.g., development applications).
- Health and compliance requirements (e.g., food handling, public building regulations).
- Building approvals and permits (e.g., structural compliance, certifications).

6. Internal Approval to Proceed with Funding Application

CD Officers compile feedback from all business units and prepare a recommendation to the Executive Leadership Team (ELT).

The proposed process will provide clear recommendations, enabling the Shire to integrate projects into existing plans or guide applicants on next steps. This structured approach ensures strategic alignment, feasibility, and adequate resourcing, while streamlining development and reducing risk. It directs infrastructure grants toward initiatives that deliver measurable community benefits and support the Shire's long-term vision.

3. Merging the Community Support; Placemaking; Arts, Culture and Heritage; and Community Events grant categories

To improve the accessibility and efficiency of the Shire's Community Grant Program, it is proposed that the current four grant categories, Community Support, Events, Arts, Culture and Heritage, and Placemaking, be merged into a single, broad Community Support category. This change is designed to simplify the application process for community groups and enhance the Shire's ability to allocate funding more flexibly and responsively.

Feedback from applicants has consistently highlighted confusion around selecting the most appropriate category for their projects. Many initiatives naturally span multiple categories making it difficult for applicants to determine where their project best fits. This often results in misaligned applications. By consolidating the categories, this ambiguity is eliminated, and a more inclusive and user-friendly process is provided.

The proposed single-category model will also streamline internal processes; reducing administrative complexity and enabling more efficient assessment and allocation of funds. It allows the Shire to respond more dynamically to emerging community needs and priorities, rather than being constrained by rigid category definitions. This flexibility is particularly valuable in supporting innovative or cross-sector projects that may not fit neatly into existing categories.

Overall, the shift to a unified Community Support category aligns with the Shire's commitment to continuous improvement and community empowerment. It ensures that the grant program remains accessible, adaptable, and strategically aligned, while reducing barriers for applicants and enhancing the impact of funded initiatives.

4. Discontinuing rolling Community Support Grants

As part of the proposed changes to the Shire's Community Grant Program, it is recommended that the year round \$1,000 rolling grants be discontinued, contingent upon Council's approval of the consolidated Community Support category and the introduction of two fixed grant rounds per year. This change is intended to improve strategic alignment, streamline administration, and ensure that all community projects are assessed within a consistent and transparent framework.

Importantly, small community projects will continue to be eligible for support under the new model. The fixed rounds will accommodate a wide range of initiatives, including those previously funded through the rolling grants. This ensures that community groups are not disadvantaged by the change, while enabling the Shire to better manage resources and maintain a consistent standard of project evaluation.

Should Council choose not to proceed with the consolidation of the Community Support Grant category and the implementation of two fixed rounds, the rolling grants will remain in place to ensure continued support for small scale community initiatives. However, the recommended model offers a more strategic and efficient pathway for grant delivery and aligns with the broader goals of improving community engagement and impact.

5. Increasing allocation to Athlete Travel Subsidy

To better support young athletes representing the Shire of Harvey at state and national levels, it is proposed that the funding pool for the Athlete Travel Subsidy category be increased from \$1,500 to \$5,000. This adjustment aims to ensure equitable access to competitive opportunities and provide meaningful financial assistance to local athletes selected to compete at higher levels.

Currently, the Shire provides \$150 to athletes selected for a State team travelling to national championships, and \$250 to those selected for a National team representing Australia at international competitions. Applications are assessed against five criteria.

The Athlete must:

- Be aged 12–18 years
- Reside in the Shire
- Not have received funding in the current financial year
- Include a selection letter from the relevant state sporting body
- Apply before the event occurs.

This category consistently experiences high demand. In 2025–2026, the funding pool was fully subscribed by October 2025. Similarly, in 2024–2025 allocation was exhausted by January. The current funding level does not adequately meet community needs – for example two athletes representing Australia internationally would require \$500, and six athletes selected for State teams would require \$900, leaving little room for additional support.

Increasing the funding pool to \$5,000 would allow the Shire to more effectively support a greater number of eligible athletes and ensure fairness in access to financial assistance. This change reflects the growing demand and the importance of nurturing local talent, while reinforcing the Shire’s commitment to youth development and community pride in sporting achievement.

6. Inclusion of a Youth Achievement Travel Subsidy grant category pilot program

To further support and celebrate emerging talent within the Shire, it is proposed that Council endorses the launch of a \$1,500 pilot grant category titled the Youth Achievement Travel Subsidy. This initiative is designed to assist young people who are representing the Shire in fields such as arts, science, technology, and academic excellence, areas not currently covered by existing grant categories. The goal is to recognise and invest in the diverse achievements of local young people, fostering community pride and contributing to long term youth development.

The pilot program would provide \$150 for individual recipients and \$300 for groups enabling participation in national and international events that showcase their skills and achievement. Recent examples of applicants who were unable to access funding under current categories include a participant in the 2024 WorldSkills International Championships and the Australind High School band. These cases highlight the need for a dedicated category that supports non-sporting excellence and ensures equitable access to travel subsidies for all high-achieving youth.

This new category is intentionally separate from the existing Athlete Travel Subsidy, which has clearly defined guidelines and eligibility criteria specific to sporting representation. Maintaining distinct categories ensures clarity for applicant and preserves the integrity of each funding stream.

The Youth Achievement Travel Subsidy represents a modest financial commitment with the potential for significant impact. By acknowledging and supporting young people who excel in a broad range of disciplines, the Shire reinforces its commitment to nurturing future leaders and innovators.

Funding Allocations

The following tables provide a comparison between existing Shire funding allocations and the proposed Shire funding allocations under the revised Community Grant model.

Table 1: Current grant categories and funding pool

Current Grant Categories
Community Support up to \$5,000
Community Support up to \$1,000 This category is open financial year-round or until allocated funds are exhausted
Placemaking
Arts, Culture & Heritage
Community Events
Infrastructure
Athlete Travel Subsidy This category is open financial year-round or until allocated funds are exhausted
Partnership Agreements
Total Shire Grant funding Pool: \$451,500

Table 2: Proposed grant categories and funding pool from the 2026–2027 financial year onwards.

Proposed Grant Categories	Proposed Round 1	Proposed Round 2	Other
Community Support up to \$5,000 Combine the following grant category pools to make one – Placemaking, Arts, Culture and Heritage, Community Events, Community Support up to \$1,000	\$52,500	\$52,500	–
Infrastructure	\$100,000	–	–
Athlete Travel Subsidy This category is open financial year-round or until allocated funds are exhausted	–	–	\$ 5,000
Youth Achievement Travel Subsidy (Pilot) This category is open financial year-round or until allocated funds are exhausted	–	–	\$ 1,500
Partnership Agreements	–	–	\$240,000
Total	\$152,500	\$52,500	\$246,500
Total Shire Grant Funding Pool: \$451,500			

Policy Changes

The implementation of the Shire’s Community Grants Program is governed by Policy 3.1.6 – Community Funding. To implement the proposed changes to this program commencing in the 2026–2027 Financial Year, the following amendments to the policy have been prepared for Council’s consideration:

- **Attachment 1:** Current Policy 3.1.6 – Community Funding.
- **Attachment 2:** Policy 3.1.6 – Community Funding with proposed amendments (track changes).
- **Attachment 3:** Policy 3.1.6 – Community funding with proposed amendments accepted.

Statutory/Policy Environment

Policy 3.1.6 – Community Funding

Strategic Framework

The Shire's Council Plan 2025–2035, states:

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 1:</i>	Create a community where people feel safe.
<i>Objective 2:</i>	Facilitate healthy and active communities.
<i>Objective 3:</i>	Grow participation in arts, culture and creative activities.
<i>Objective 4:</i>	Support people through all stages of life.
<i>Objective 5:</i>	Ensure equitable access to local services, facilities and places.
<i>Objective 6:</i>	Value and celebrate cultural diversity.

Community Engagement

Community Participation Goal

Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

The proposed updates to the grants process are based on applicant feedback and aim to deliver improved outcomes

Promise to the Community

Involve: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

Any changes will be communicated to future applicants through the Shire's website, newsletter and direct emails.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be **Reputation** if the Shire fails to improve systems and processes in response to the needs of the community. The **Reputation** consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk. Updating the Community Grants Program process will mitigate this risk by improving transparency and responsiveness to community needs.

Budget Implications

The allocation to Community Funding in the 2025–2026 Annual Budget is \$451,500. There is no proposed change to this allocation.

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 proposed amendments as shown in **Attachment 2** to Policy 3.1.6 – Community Funding
2. Notes that the changes will be implemented for projects funded from the 2026–2027 financial year, including:
 - a) Two fixed grant rounds per year.
 - b) An expression of interest process for Infrastructure Grants.
 - c) Merging the Community Support, Placemaking, Arts, Culture, Heritage and Community Events grant categories.
 - d) Discontinuing rolling Community Support Grants.
 - e) Increasing allocation to Athlete Travel Subsidy.
 - f) The inclusion of a Youth Achievement Grant pilot program.

Item No.:	12.5.2.
Subject:	Leschenault Leisure Centre Service Review Update
Proponent:	Shire of Harvey
Location:	Leschenault Leisure Centre
Reporting Officer:	Acting Manager Leschenault Leisure Centre and Executive Advisor
Authorising Officer:	Director Community and Lifestyle
File No.:	C356/00008
Attachments:	1. LLC Customer Satisfaction Survey Report – November 2025 [12.5.2.1 - 6 pages]

Summary

This report provides an update on the current review of the operations, programs and infrastructure of the Leschenault Leisure Centre (LLC). The review has demonstrated that the LLC continues to provide a range of valuable services to the community and has a strong, loyal customer base. However, the LLC requires some remedial work to improve the appearance and functionality of the centre. Potential improvements have also been identified in membership structure and pricing to make the centre more attractive to users.

The operational review is ongoing and aims to identify opportunities for service enhancements and greater efficiency. For instance, introducing a streamlined membership structure will not only improve operational efficiency but also enhance the customer experience during the sign-up process for LLC services.

The report notes the current shortfall in creche budget funding and recommends that Council provides funding for LLC crèche operations for the remainder of the 2025–2026 financial year and considers a further review of LLC operations in April 2026, noting that quarterly updates will be provided to Council in the interim.

Background

The LLC is one of the premier leisure and sporting facilities in the South-West region. The facility has grown from a small centre that was opened in the 1980’s and has undergone four development phases, with the latest development phase being completed in the early 2000’s, to become the large and complex centre that it is today.

Local governments provide sport and recreation facilities as a community service, much like the provision of public open space, roads, trails and footpaths, library services, and buildings for community use. It has been proven that while recreation facilities do not provide direct economic benefit in relation to cash profit, they provide significant indirect social and economic benefits including:

1. **Public Health and Wellbeing:** Encourages physical activity, reduces chronic disease risk, and supports mental health.
2. **Social Inclusion and Community Cohesion:** Provides accessible spaces for all ages and abilities, strengthening community connections.
3. **Economic Benefits:** Attracts events and tourism, creates jobs, and enhances local property values.
4. **Engages Youth and Reduces Anti-Social Behaviour:** Offers positive outlets for young people, supporting skill development and crime prevention.

5. **Equity and Accessibility:** Reduces financial barriers, enabling participation for low-income families and diverse groups.
6. **Supports Environmental and Urban Planning Goals:** Creates green spaces, encourages active transport, and improves overall liveability.

However, the LLC is ageing and has not kept pace with the increasing demand for recreational activities. Rapid population growth in Treendale, Australind and the neighbouring Shire of Dardanup since the early 2000's has seen the demand for recreational services also grow. Population growth is expected to continue, placing increasing pressure on the LLC to deliver recreational services to the community.

Council has long acknowledged the need to upgrade and expand the LLC, transforming it into a modern facility that meets the growing needs of the community while maintaining its vital role as an emergency evacuation centre.

Planning for upgrades to the LLC has been in progress since 2019 following Council's endorsement of the master plan for the Leschenault Recreation Park (LRP), incorporating the LLC. The LLC Needs Analysis and Feasibility Study (Study) undertaken in 2021 precipitated Council's decision to engage Hodge Collard Preston to produce design and staging options for the needs identified in the Study.

Council endorsed these options in 2023, after which Shire Officers prepared a Business Case to support funding applications for the proposed expansion and upgrades. An initial application for federal project funding in 2023 was unsuccessful although the State Government allocated \$3 million towards detailed design and development. The Shire included the LLC Court Expansion Project as a priority in its advocacy campaign leading up to the state elections in March 2025, securing a pre-election commitment of \$15.5 million to support the project which has been honoured by the State Government.

This project is a key priority in the Shire of Harvey *Sport and Recreation Plan 2033*, endorsed by Council in March 2024. In addition, Shire Officers have since successfully attracted funding for a sports lighting upgrade of Oval 1 at the LRP, are currently planning for new Ovals 7 and 8 and have been working with the Leschenault Cricket Club to develop a cricket wicket on Oval 1. In November this year, following a power upgrade designed to support the proposed expansion plans at the LLC, Council awarded a tender to upgrade the heating, ventilation, air conditioning, and air handling systems in the aquatic area.

In 2024, a broad financial review of LCC operations was undertaken and several recommendations were considered by Council in relation to services including the cafe, children's services, fitness programs, and general sport and recreation management across the Shire. As a result of the financial losses to ratepayers through this review, the Shire closed the cafe at the LLC in November this year.

Comment

The Shire has been progressively working towards the priorities outlined in the Study and the adopted *Sport and Recreation Plan 2033* to ensure the LLC is able to provide a contemporary sport and recreation facility that can meet the growing demand of the community. A key part of this process is to develop strategies to improve the service offering and increase operational and cost efficiencies.

A recent survey of patrons (see **Attachment 1**) has identified that the LLC retains a strong and loyal customer base. The LLC membership has declined over the past few years and currently has around 630 members, with approximately 58% over 35 years of age. While the age of the LLC and high cost of membership are barriers to increased patronage, the location and quality of LLC Officers and service are important positive factors for people who use the facility.

The interrelationship between the creche and program delivery and participation have become clearer during the recent review of operations, and further investigation is necessary to ensure a

comprehensive analysis of the costs and benefits of service delivery informs decisions that could negatively affect the customer experience at the LLC.

The Shire is currently reviewing operations and facility infrastructure to identify requirements to address the barriers to patronage and build on its positive aspects, while providing a cost-effective service to the Shire’s residents and ratepayers.

Officers’ research has identified that the membership fee structure is overly complex with higher fees generally and a joining fee that is higher than most of the LLC’s competitors (the joining fee at the Eaton Recreation Centre is \$3 higher, however its fortnightly membership fee is \$18 lower than the LLC). The joining fee is currently set at \$42 and was originally imposed to offset the administrative cost of initiating a direct debit membership arrangement. However, given current automation and online processes, this cost should be reviewed. To attract new members to the LLC and assist in building memberships, it is proposed that membership joining fees be waived for a trial six-month period from January to June 2026 and that Council receives a report on the success of the trial in April 2026.

One key focus of the review has been the operation of the LLC crèche which has identified the crèche as a critical service that enables parents to participate in gym sessions, group fitness classes, swimming lessons, and other health and wellbeing activities. Over the past year, more than 60 families have relied on the crèche to access LLC programs with nearly 1,700 attendances at the crèche from July to November this year. While there is potential to improve the cost-effectiveness of crèche operations, its role in supporting patron engagement across the facility must be considered. The steady growth in crèche usage over the past two years reinforces the importance of regular service reviews to monitor trends and ensure services align with community needs. The table below provides a snapshot of attendances at the creche over the past five years.

Period	2021–2022	2022–2023	2023–2024	2024–2025	2025–2026
July–November	1,380	1,094	1,257	1,454	1,652
Full Year	2,814	2,695	1,563	3,703	n/a

In addition, during the 2024—2025 financial year, resource shortages affected after-school and holiday program delivery at the Harvey Recreation and Cultural Centre (HRCC), requiring adjustments to maintain service continuity and compliance with Education and Care Regulatory Unit (ECRU) requirements.

To ensure ongoing delivery, two Children’s Services Officers from the LLC, both of whom meet the regulatory standards for Nominated Supervisors, including the required qualifications, experience, and suitability, were deployed to oversee and operate the programs. This arrangement ensured the services continued to meet obligations under the Education and Care Services National Regulations, including maintaining an approved Nominated Supervisor, meeting educator-to-child ratios, and ensuring educators held relevant early childhood or outside-school-hours care qualifications.

While this type of resourcing flexibility was previously limited due to the Shire’s former Enterprise Bargaining Agreement (EBA) structure, the HRCC is now included within the broader Recreation EBA. This has enabled more fluid movement of Officers between facilities, reducing industrial relations constraints and allowing the Shire to respond more efficiently to workforce needs. The joint resourcing model has demonstrated clear benefits, strengthening service quality, supporting regulatory assurance, improving workforce flexibility, and delivering operational efficiencies across the Shire’s childcare services.

The table below provides a snapshot of the income and expenses relating to the creche service. However, this does not reflect the interrelationship between program income in areas such as the gym, group fitness swim school and other aquatics programs.

LLC Creche	2024–2025 Actual	2025–2026 Budget	2025–2026 (July–November) YTD
Income	\$20,324	\$9,500	\$9,297
Expenditure	\$164,113	\$90,278	\$67,245

In the coming six months, the LLC will also review the broader Children’s Services area, including licensed vacation care and potential out of school hours care options, consistent with offerings currently available at the HRCC.

The significant funding secured for infrastructure upgrades, combined with the ongoing operational review aimed at improving efficiency and cost-effectiveness, presents a valuable opportunity for the Shire to respond decisively to community feedback, resolve existing challenges, and position the Leschenault Leisure Centre as the leading sport and recreation facility in the northern South-West region.

It is recommended that Council allocates additional funding to support LLC crèche operations for the remainder of the 2025–2026 financial year and receives a progress report in April 2026. This report will evaluate the impact of waiving membership joining fees on overall membership growth and provide insights from continued monitoring and review.

Statutory/Policy Environment

Local Government Act 1995

- Section 6.8 – Expenditure from municipal fund not included in annual budget

Strategic Framework

The Shire’s Council Plan 2025–2035, states:

- Pillar 1 – People:* A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
- Objective 2:* Facilitate healthy and active communities.
- Objective 4:* Support people through all stages of life.
- Objective 5:* Ensure equitable access to local services, facilities and places.
- Pillar 5 – Performance:* A representative leadership that is future thinking, transparent and accountable.
- Objective 21:* Continue to deliver proactive and responsible leadership and governance.
- Objective 22:* Continue to deliver customer-centred service, communication and engagement.

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 Shire will provide information on the on-going improvements to services and infrastructure at the LLC. This report is provided as part of the Agenda for the Ordinary Council Meeting which is published on the Shire’s website for public access.

Promise to the Community

Inform: We will keep you informed.

The minutes of the meeting, including Council's decision will be published on the Shire's website for public access.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be **Reputation** if the Shire fails to meet the needs of LLC users. The **Reputation** consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk. Continuing the current review and improvements to the operations, programs and infrastructure at the LLC will mitigate this risk by improving service delivery, effectiveness and responsiveness to community needs.

Budget Implications

The cost of increasing funding the creche service for the remainder of the 2025—2026 financial year would be approximately \$70,000 for Officer wages. It is anticipated that this would be offset by an estimated additional income of \$10,000. It is proposed that this be incorporated in the Mid-Year Budget Review with the intent of identifying cost savings in other areas to support the increase.

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. Notes the update on the ongoing review of the Leschenault Leisure Centre.
2. Resolves to waive membership joining fees for memberships to the Leschenault Leisure Centre for a six-month trial period from January - June 2026.
3. Authorises an increase of \$70,000 in the budgeted expenditure for account 118103, offset by increased income of \$10,000 for account 118203, and requests the Chief Executive Officer to include these amendments in the 2025—2026 Budget Review process.
4. Notes that Shire Officers will continue to explore opportunities to improve the long-term financial viability of the Leschenault Leisure Centre, improve service provision and customer satisfaction levels to ensure strong ongoing patronage of the facility.
5. Requests the Chief Executive Officer to present a report at the April 2026 Ordinary Council Meeting updating Council on outcomes of the trial waiver of membership joining fees and progress of the current review of operations and facility infrastructure.

BY ABSOLUTE MAJORITY

13. Elected Members Motions of Which Previous Notice Has Been Given

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

That Council:

1. Requests the Western Australian Local Government Association through the Western Australian Local Government Association South West Zone to advocate to the Western Australian Electoral Commission Expert Advisory Committee and the Department of Local Government, Industry Regulation and Safety to explore the feasibility of electronic voting for Local Government elections in Western Australia.
2. Authorises the Chief Executive Officer to liaise with the Executive Officer of the Western Australian Local Government Association South West Zone to include this item on the next meeting agenda for consideration by member councils.

Reason:

The current postal voting system presents challenges such as low voter turnout, delayed results, and rising costs.

Advancements in secure digital technology present an opportunity to improve participation, efficiency, and transparency in local elections.

Officer Comment

The Notice of Motion proposes that Council request the Western Australian Local Government Association (WALGA), through the South West Zone, to advocate for the exploration of electronic voting for Local Government elections in Western Australia. The Motion also seeks authorisation for the Chief Executive Officer to liaise with the Zone's Executive Officer to place the matter on a future agenda for member consideration.

Electronic voting has been the subject of previous discussion at a State level, including during the review of the *Local Government Act 1995* and various WALGA policy forums. While electronic voting has been trialled in other jurisdictions within Australia, it has not been implemented in Western Australia for Local Government elections. The Western Australian Electoral Commission (WAEC) has consistently highlighted several considerations that would need to be addressed before electronic voting could be feasibly adopted, including:

- Legislative barriers: Current provisions of the *Local Government Act 1995* and Local Government (Elections) Regulations 1997 specify postal or in-person voting methods and would require amendment to permit electronic or online voting.
- Security and integrity: The WAEC has previously emphasised cybersecurity risks, the need for verifiable audit trails, and the challenges of ensuring public confidence in the electoral process.
- Equity and access: Any voting method must support equitable participation across diverse communities, including voters with limited digital access or capability.
- Cost implications: Implementing and maintaining secure electronic voting systems may impose significant costs on Local Governments, the State Government, or the WAEC, which would require detailed assessment.

- Operational feasibility: The complexity of WA's voting system, particularly preferential voting where used, may require specialised technological solutions to ensure accuracy and transparency.

While electronic voting has the potential to address concerns such as declining voter turnout, postal delays, and operational costs identified by Cr Carbone, substantial policy, legislative, and technical work would be required at a State level before implementation could be considered. WALGA is the appropriate peak body to undertake further advocacy or sector-wide analysis if supported by the membership.

If Council endorses the Notice of Motion, the matter can be referred to the WALGA South West Zone for discussion, noting that any resulting advocacy would be subject to Zone support and WALGA State Council decision-making processes.

14. Notice of Motion for Following Meeting

15. Reports of Members

16. New Business of an Urgent Nature Introduced by Decision of Meeting

17. Matters Behind Closed Doors

17.2. Infrastructure Services

17.2.1. Implications of ceasing the Food Organics and Garden Organics (FOGO) kerbside collection service

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.:	17.2.1.
Subject:	Implications of ceasing the Food Organics and Garden Organics (FOGO) kerbside collection service
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Waste and Safety Services
Authorising Officer:	Chief Executive Officer
File No.:	F/3200001
Attachments:	Confidential Attachment 1

Summary

At the August 2025 Ordinary Council Meeting, Council requested the Chief Executive Officer (CEO) to prepare a report outlining the financial, contractual, operational, environmental, and community implications of ceasing the Food Organics and Garden Organics (FOGO) kerbside collection service.

This report provides the requested information and presents an overview of alternative waste management options for Council’s consideration.

Voting Requirements

Simple Majority

17.2.2. T082025 — Hire of Miscellaneous Plant and Equipment

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.:	17.2.2.
Subject:	T082025 — Hire of Miscellaneous Plant and Equipment
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Infrastructure
Authorising Officer:	Director Infrastructure
File No.:	F/42/00039
Attachments:	Confidential Attachment 1

Summary

Tender T082025 for the Hire of Miscellaneous Plant and Equipment was advertised on Thursday, 13 November 2025 via the Shire of Harvey’s Tenderlink e-tendering website. At the close of Tender on Monday, 1 December 2025, 12 Tenders were received.

Tenderers were advised that the Shire of Harvey (the Shire) was calling Tenders to appoint suitable Contractors for the Hire of Miscellaneous Plant and Equipment. Following a detailed assessment of the 12 compliant Tender Submissions, the Tender Evaluation Panel (the Panel) has put forward a recommendation.

It is therefore recommended that Council endorse Officer's recommendation for Tender T082025 for the Hire of Miscellaneous Plant and Equipment as outlined in **Confidential Attachment 1**.

Voting Requirements

Simple Majority

17.2.3. T092025 — Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt

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.:	17.2.3.
Subject:	T092025 — Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt
Proponent:	Shire of Harvey
Location:	Various Locations
Reporting Officer:	Director Infrastructure
Authorising Officer:	Director Infrastructure
File No.:	F/42/00040
Attachments:	Confidential Attachment 1 Confidential Attachment 2

Summary

Tender T092025 for the Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt was advertised on Wednesday, 12 November 2025 via the Shire of Harvey’s Tenderlink e-tendering website. At the close of Tender on Friday, 28 November 2025, four Tenders were received.

Tenderers were advised that the Shire of Harvey (the Shire) was calling Tenders to appoint a Contractor or Contractors for the Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt Following a detailed assessment of the four compliant Tender Submissions, the panel has put forward a recommendation.

It is recommended that Council awards Tender T092025 for the Supply of Pre-Mixed and Hot Mixed Asphalt and Supply and Laying of Hot Mixed Asphalt as outlined in **Confidential Attachment 1**.

Voting Requirements

Simple Majority

17.2.4. T102025 — Supply and Delivery of Hot Bitumen

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.:	17.2.4.
Subject:	T102025 — Supply and Delivery of Hot Bitumen
Proponent:	Shire of Harvey
Location:	Various Locations
Reporting Officer:	Director Infrastructure
Authorising Officer:	Director Infrastructure
File No.:	F/42/00041
Attachments:	Confidential Attachment 1 Confidential Attachment 2

Summary

Tender T102025 for the Supply and Delivery of Hot Bitumen was advertised on Wednesday, 12 November 2025 via the Shire of Harvey’s Tenderlink e-tendering website. At the close of Tender on Friday, 28 November 2025, two Tenders were received.

Tenderers were advised that the Shire of Harvey (the Shire) was calling Tenders to appoint a Contractor for the Supply and Delivery of Hot Bitumen. Following a detailed assessment of the two compliant Tender Submissions, the Tender Evaluation Panel (the Panel) has put forward a recommendation.

It is recommended that Council awards Tender T102025 for the Supply and Delivery of Hot Bitumen as outlined in ***Confidential Attachment 1***.

Voting Requirements

Simple Majority

17.2.5. T122025 — Old Coast Road Intersection Upgrade — Travers Drive and Cathedral Avenue

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.:	17.2.5.
Subject:	T122025 — Old Coast Road Intersection Upgrade — Travers Drive and Cathedral Avenue
Proponent:	Shire of Harvey
Location:	Various Locations
Reporting Officer:	Director Infrastructure
Authorising Officer:	Director Infrastructure
File No.:	F/42/00043
Attachments:	Confidential Attachment 1

Summary

Tender T122025 for the upgrade of Old Coast Road at the intersection of Travers Drive and Cathedral Avenue, Australind was advertised on Friday 14 November 2025 via the Shire of Harvey’s Tenderlink e-tendering website. At the close of Tender on Thursday, 4 December 2025, four Tenders were received.

Tenders were advertised for the upgrade of Old Coast Road Intersection – Travers Drive and Cathedral Avenue, Australind. Following a detailed assessment of the four compliant Tender Submissions, the Tender Evaluation Panel (the Panel) has put forward a recommendation.

It is recommended that Council awards Tender T122025 for the upgrade of Old Coast Road at the intersection of Travers Drive and Cathedral Avenue, as outlined in ***Confidential Attachment 1***.

Voting Requirements

Simple Majority

18. Closure of Meeting