



SHIRE OF
HARVEY



Agenda Briefing Session **Agenda**

Harvey Council Chambers
Tuesday, 17 June 2025
5PM

**Shire of Harvey
Agenda Briefing Session**

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Harvey Council Chambers, Young Street, Harvey, on Tuesday, 17 June 2025 commencing at 5pm.

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

Yours faithfully,

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

**Annie Riordan
Chief Executive Officer**

12 June 2025.

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1. Official Opening

Disclaimer

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

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

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

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

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

Acknowledgement of Country

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

2. Record of Apologies and Leave of Absence

3. Declarations of Members' and Officers' Personal Interest

4. Deputations

5. Officer's Reports

5.1. Chief Executive Officer

Item No.:	5.1.1.
Subject:	Appointment of Council Committee Presiding Members and Deputy Presiding Members
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00025
Attachments:	Nil

Summary

The recent amendments to section 5.12 of the *Local Government Act 1995* (the Act) have changed how the Presiding and Deputy Presiding Members of Committees of Council are appointed.

Council must appoint, by Absolute Majority, a member of a Council committee as Presiding Member and may also appoint the Deputy Presiding Member of a Committee.

Background

Section 5.12 of the Act was replaced on Friday, 6 December 2024, to remove the requirement for members of Committees to elect their Presiding and Deputy Presiding Members.

Section 5.12 now states that Council must appoint a Committee member as the Presiding Member and has the option of appointing a Deputy Presiding Member, and this appointment must be made by an Absolute Majority decision.

In addition, former Cr. Michelle Boylan was the Deputy Presiding Member of the Behaviour Complaints Committee. Her resignation in April 2025 means that the Deputy Presiding Member position is currently vacant and requires appointment.

Comment

Amendments to the requirements for Council to appoint Committee Presiding Members and Deputy Presiding Members was made to assist the local government sector in removing the need for the conduct of a secret preferential ballot at a Committee meeting, and to give Council the role of deciding the leadership of Council Committees.

Council currently has four Committees of Council with elected Council representatives:

1. Audit Committee
2. Behaviour Complaints Committee
3. CEO Performance Review Committee
4. Bush Fire Advisory Committee (BFAC)
5. Local Emergency Management Committee (LEMC).

It is recommended that Council appoint the following Committee-elected Chairperson (Presiding Member) and Deputy Chairperson (Deputy Presiding Member) of each Committee to their respective incumbent positions:

1. Audit Committee

- Presiding Member – Shire President Michelle Campbell
- Deputy Presiding Member – Cr. John Bromham.

2. Behaviour Complaints Committee

- Presiding Member – Shire President Michelle Campbell
- Deputy Presiding Member – To be determined by Council.

3. CEO Performance Review Committee

- Presiding Member – Shire President Michelle Campbell
- Deputy Presiding Member – Cr. John Bromham.

Both the BFAC and the LEMC are excluded from the requirements of section 5.12 of the Act. The Shire of Harvey's (the Shire) BFAC is established under the *Bush Fires Act 1954* and in accordance with section 67(2) of this legislation the Committee shall elect one of their members to be chairperson of the Committee. The current Chairperson of the Bush Fire Advisory Committee is Cr. John Bromham, and the Deputy Chairperson is Chief Bush Fire Control Officer Wayne Jackson.

The Shire's LEMC is established under section 38(3) and (4) of the *Emergency Management Act 2005*. The Chairperson and Deputy Chairperson of these committees are appointed in accordance with the constitution and procedures of the LEMC's, as set out in the State Emergency Management (SEM) Procedure. As per the SEM procedure, the Chairperson is to be an Elected Member of Council, and the Local Emergency Coordinator should be appointed as Deputy Chairperson; this is inconsistent with the current appointments of the Shire's LEMC. As per the Shire's Local Emergency Management Arrangements 2023 (the Emergency Management Arrangements) the Shire President is to be the Chairperson, and an Elected Member is to be the deputy Chairperson. The LEMC agreed that it would be beneficial for an Elected Member to be the Deputy Chairperson due to their knowledge of meeting procedures. Should both the Chairperson and Deputy Chairperson be unavailable the Local Emergency Coordinator (Officer in Charge from the Harvey Policy Station) is to step in as per the Shire's Local Emergency Management Arrangements. Currently Shire President, Michelle Campbell is the Chairperson and Cr. John Bromham is the Deputy Chairperson for this Committee.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.12 – Presiding Members and Deputies

Bush Fire's Act 1954

- Section 67 – Advisory Committees

Emergency Management Act 2005

- Section 38 – Local Emergency Management Committees

Strategic Framework

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

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

This report and the corresponding minutes will be made publicly available via the Shire's website.

Promise to the Community

Inform: We will keep you informed.

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Risk Management

The Risk Theme Profile identified as part of this report is **Compliance**. The Consequence could be **Compliance** if appointment to Committees is non-compliant with the statutory requirements. The Risk is mitigated by the report recommending appointments to Committees being by Absolute Majority, resulting in a **Low** Risk being present.

Budget Implications

Nil.

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council appoints the following as Presiding and Deputy Presiding Members:

- Audit Committee:
Presiding Member – Shire President Michelle Campbell
Deputy Presiding Member – Cr. John Bromham.

- Behaviours Complaints Committee:

Presiding Member – Shire President Michelle Campbell

Deputy Presiding Member – Cr. _____

- CEO Performance Review Committee

Presiding Member – Shire President Michelle Campbell

Deputy Presiding Member – Cr. John Bromham.

BY ABSOLUTE MAJORITY

Item No.:	5.1.2.
Subject:	Ordinary Council Meeting September 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00025
Attachments:	Nil

Summary

It is recommended that Council moves its September Agenda Briefing Session from Tuesday, 16 September 2025 to Tuesday, 9 September 2025 and its Ordinary Council Meeting from Tuesday, 23 September 2025 to Tuesday, 16 September 2025 due to the 2025 Western Australian Local Government Association (WALGA) Local Government Convention being held Monday, 22 September to Wednesday, 24 September 2025.

Background

Council approved its meeting dates for the remainder of 2024 and 2025 at its Ordinary Council Meeting held on Tuesday, 24 September 2024, with dates set for its meeting cycle until Tuesday, 28 October 2025.

The meeting cycle generally commences on the third Tuesday of each month in accordance with Shire of Harvey (the Shire) Policy 1.1.6 – Council Meeting Framework. Variations to the standard commencement of the meeting cycle, for some months, are required due to Public Holidays.

Comment

The Shire's Policy 1.1.6 – Council Meeting Framework specifies that:

- Agenda Briefings will be held on the third Tuesday of each month.
- Concept Forums will be held on the fourth Tuesday of each month.
- Ordinary Council Meetings will be held on the fourth Tuesday of each month.

Despite the above specified schedule, the Policy makes provisions for the standard meeting schedule to be varied by a decision of Council.

It is proposed that the September Agenda Briefing Session be moved from Tuesday, 16 September 2025 to Tuesday, 9 September 2025 and its Ordinary Council Meeting from Tuesday, 23 September 2025 to Tuesday, 16 September 2025. The date change will enable Councillors to attend both the 2025 WALGA Local Government Convention and the September Ordinary Council Meeting.

In addition, the September Concept Forum will also be moved from Tuesday, 23 September 2025 to Tuesday, 16 September 2025 to align with Policy 1.1.6. As this meeting is not an official meeting of Council it does not require a decision of Council and therefore has been excluded from the Officer's Recommendation.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.3 requires Council to hold Ordinary Council Meetings not more than three months

apart.

Local Government (Administration) Regulations 1996

- Clause 12 requires that, at least once in every year, a Local Government is to give public notice of the dates on which and the time and at which:
 - a) The Ordinary Council Meetings take place
 - b) The Committee Meetings, that are required under the Act to be open to members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

Shire of Harvey Policy 1.1.6 – Council Meeting Framework.

Strategic Framework

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

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.1 Effective communication and engagement with the community.*
- Objective 5.4 Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

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This report is made publicly available on the Shire's website.

Promise to the Community

Inform: We will keep you informed.

The minutes associated to this report will be made publicly available on the Shire's website. The Shire will also publicly advertise the new date of the Agenda Briefing Session and the Ordinary Council Meeting.

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 **Compliance** if compliance with the Council's statutory requirements is not met. The Risk is mitigated by the report being provided to Council to re-schedule the meeting, resulting in a **Low** risk being present.

Budget Implications

Budget allocations have been made to facilitate the meeting schedule proposed. Therefore, the budget will not be affected by moving the September Ordinary Council Meeting to a different date.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves changing the date for the September Agenda Briefing Session from Tuesday, 16 September 2025 to Tuesday, 9 September 2025.
2. Approves changing the date for the September Ordinary Council Meeting from Tuesday, 23 September 2025 to Tuesday, 16 September 2025.
3. Notes that the change of date is due to the 2025 Western Australian Local Government Association Local Government Convention being held from Monday, 22 September to Wednesday, 24 September 2025.

Item No.:	5.1.3.
Subject:	Local Government Reforms – Consultation on communication agreements between council members and Chief Executive Officer's
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00055
Attachments:	<ol style="list-style-type: none"> 1. Local Government (Default Communications Agreement) Order 2025 (Consultation Draft) [5.1.3.1 - 17 pages] 2. Local Government Regulations Amendment Regulations 2025 (Consultation Draft) [5.1.3.2 - 11 pages] 3. Communications Agreements - Draft Consultation Paper [5.1.3.3 - 9 pages]

Summary

The State Government is introducing reforms to the *Local Government Act 1995* (the *Act*) with the aim to enhance transparency and accountability in local government. As part of these reforms, draft regulations and orders that would require local governments to establish a communications agreement between their Council and the Chief Executive Officer (CEO) have been proposed.

The communications agreement supports governance within each local government by setting out minimum expectations for formal communications between Council Members and employees of the local government. The Department of Local Government Sport and Cultural Industries (DLGSC) is requesting feedback from local governments on its proposals by Friday, 25 July 2025.

Background

The *Local Government Amendment Act 2023* (the *Amendment Act*), passed by Parliament in May 2023, introduced a series of amendments to the existing *Act*. This *Amendment Act* brings several key reforms, particularly in local government elections, along with some changes that are yet to be implemented. Among these is the requirement for a communications agreement between the Council and the administration of a local government. To facilitate these reforms, the Western Australian Government has drafted the Local Government Regulations Amendment Regulations 2025 (**Attachment 1**), the Local Government (Default Communications Agreement) Order 2025 (**Attachment 2**) and Communications Agreements – Draft Consultation Paper (**Attachment 3**).

The communications agreement is designed to serve as a crucial governance tool within each local government, establishing minimum expectations for formal communications between Council Members and local government employees.

Currently, communications agreements are in place between each Minister of the Western Australian Government and their supporting agencies. These agreements outline who Ministers and their staff may contact within an agency, what they may request, how their requests should be handled, and the expected response time. In a local government context, new sections 5.92A – 5.92C, introduced by the *Amendment Act*, provide that:

- Each local government must have a communications agreement which deals with the matters required by the *Act* and regulations.
- A local government may adopt a communications agreement by the CEO and Council both agreeing to its terms.

- If a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a Ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements

The DLGSC is requesting feedback from local governments on its proposals by Friday, 25 July 2025. Submissions can be made by local governments, council members, staff, and the wider community. Following the consultation period, the feedback will be reviewed and used to finalise the regulations and the ministerial order. The revised regulations are expected to be tabled in Parliament later in 2025, ahead of a commencement date of 19 October 2025, which aligns with the start of the next local government electoral cycle.

Comment

Officers reviewed the draft Local Government (Default Communications Agreement) Order 2025 and identified the following potential issues and implementation considerations:

Clause 2 – Terms Used

- Local Government Employee

The Default Communications Agreement defines an employee as someone working for the local government. According to regulation 19AA of the Local Government (Administration) Regulations 1996, a local government employee is:

“(a) a person employed by the local government under section 5.36(1); or

(b) a person engaged by the local government under a contract for services.”

However, Regulation 5 of the Local Government Regulations Amendment Regulations 2025 removes sub-clause (b) from this definition. In situations where local governments hire contractors for senior professional roles, due to difficulties in attracting suitable employees, the Communications Agreement's effectiveness might be compromised. This is because the CEO may not be able to nominate a contractor to assist in administering the Agreement, as they are no longer considered employees.

- Working Day

The definition does not account for certain days when services are typically unavailable, such as the Christmas Closure Period between Christmas and New Year public holidays, or during emergency situations like the COVID-19 pandemic. It is recommended that, for the purposes of the Communications Agreement, exclusions to the term "Working Day" should be redefined to include these.

Clause 4 – General Principles

The principles outlined are broad and well-intentioned however, they are deficient in tangible enforcement mechanisms. This deficiency poses a risk that the anticipated cooperation between the CEO and Council Members may not be adequately monitored or maintained without robust accountability measures.

Clause 5 – Correspondence from Mayor or President

This clause stipulates that all correspondence dispatched by the Mayor or President on behalf of the local government must be disseminated to all Council Members, except under 'exceptional

circumstances.' However, the exemption is predicated solely on the subjective satisfaction of the Mayor or President, with no obligation to justify or document the decision. This could potentially lead to the withholding of significant information from the wider Council. This could also disempower the CEO and place them in a position of compromise with the rest of the Council Members.

Clause 6 – No Requests During Social Interaction

Although the intent to delineate formal and informal communications is evident, enforcement may prove challenging. Ambiguities persist regarding what constitutes 'social or incidental' communication, and any requests made in such contexts may remain undocumented, potentially resulting in confusion or misunderstandings.

Clause 8 – Nominated Employees

There is a potential risk of over-reliance on a limited number of staff, which could result in communication bottlenecks. This may require an additional resource to monitor compliance with the Communications Agreement and triaging communication requests. This will be tentatively placed in the workforce plan 2025–2026 pending the resolution of this reform.

Clause 11 – Council Member or Committee Member may make request for information

Including the terms "or otherwise" after referencing section 5.92 of the Act, and "other information" in sub-clause (b), seems to significantly expand the scope of an information enquiry intended under clause 5.92, without sufficient justification. Therefore, these references should be removed.

Clause 14 – Exemptions from Information Provision

This clause grants the CEO considerable discretion to deny a request if deemed to necessitate an unreasonable diversion of resources. While resource constraints are legitimate, there is apprehension that this provision may be employed to restrict access to information that is crucial for Council Members to fulfill their responsibilities.

Clause 15 – Dispute Resolution

The Order enforces the Communications Agreement through the Code of Conduct, initially resolving disputes via negotiation between the requesting member, the Mayor/President, and the CEO, and ultimately by a Council decision if necessary. Since the Communications Agreement is between the Council and the CEO, it is inappropriate for the Council to be the final arbiter. If disputes can't be arbitrated by the Inspectorate, they should be resolved by an independent third party.

Clause 15(4)(a) allows the Council to overturn a CEO's decision not to progress a request due to resource concerns. The Council should identify the necessary resources to address the CEO's concerns before supporting the request.

Clause 21 – Timelines for Response

The agreement mandates that responses be provided 'as soon as practicable' and within 10 working days, or notification of a delay. This timeframe may be insufficient for urgent matters, and the term 'as soon as practicable' is subject to interpretation, potentially leading to inconsistent application.

Clause 22 – Sharing Final Responses

Several exemptions permit selective distribution. There is no obligation to document or justify the invocation of confidentiality clauses, which may restrict equitable access to information among all Council Members.

Statutory/Policy Environment

Local Government Act 1995

Local Government Amendment Act 2023

Local Government Regulations Amendment Regulations 2025

Strategic Framework

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

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

Community Engagement

Community Participation Goal

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Promise to the Community

Inform: We will keep you informed.

The minutes associated to this report will be made publicly available on the Shire's website.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Reputational** if Council does not endorse the Shire's feedback submissions. The risk is mitigated by providing this report to Council for formal decision resulting in a **Low** risk being present.

Budget Implications

To facilitate the implementation and upkeep of the Communications Agreement between the Council and the Administration, a new position will need to be budgeted for. This Officer will act as the primary contact for all formal requests from Councillors for information and administrative support, ensuring clear, compliant, and timely communication between elected officials and local government staff. The budget required for this full-time position equates to \$93,000 per annum.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Notes the release of the Local Government (Default Communications Agreement) Order 2025 and associated regulations as part of the reform process.
2. Endorses the submission of comments to the Department of Local Government, Sport and Cultural Industries as outlined in the report.
3. Authorises the Chief Executive Officer to finalise and lodge a submission to the Department of Local Government, Sport and Cultural Industries prior to the public consultation deadline of Friday, 25 July 2025 based on the discussion points included in this report.

5.2. Infrastructure Services

Nil.

5.3. Sustainable Development

Nil.

5.4. Corporate Services

Item No.	5.4.1.
Subject:	Financial Statements as at 31 May 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 31 May 25 v 2 [5.4.1.1 - 11 pages]

Summary

The Financial Statements as at 31 May 2025 are provided at **Attachment 1**.

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

	ACTUAL 31 May 2025	BUDGET 2024–2025	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$48,939,033	\$49,037,395	\$98,362
Ordinary Expenditure	\$50,085,750	\$57,403,257	\$7,317,507
Capital Revenue	\$4,707,972	\$34,355,021	\$29,647,049
Capital Expenditure	\$17,650,138	\$41,637,971	\$23,987,833
End of Period Surplus/(Deficit)			(\$414,358)
Statement of Financial Position			
Current Assets			\$39,064,435
Net Assets			\$817,461,759

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

End of Period Surplus/(Deficit)

The accounts reflect an end of period deficit of \$414,358. This is due to a timing variance where Reserve funds budgeted to be transferred to the Municipal fund will occur in June 2025. It is anticipated the net effect will result in an end or year surplus position to be carried forward and utilised in the 2025-2026 Budget.

Rates Revenue

Rates revenue of \$30.27 million and waste service charges of \$6.10 million including the waste facilities maintenance rate were raised in July 2024. The due date for rates payment was Friday, 27

September 2024. Approximately 95.8% of the rates were collected by 31 May 2025 compared to 95.1% for the previous year.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposits \$7.4 million in Municipal funds and \$30 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.9%. New term deposits are attracting an interest rate of approximately 4.3% for a term of 90 days.

Operating Grants and Subsidies

The Shire received \$3.84 million as advance payment for Financial Assistance Grants 2024–2025 in the last quarter of the 2023–2024 financial year. Four grant instalments have been received to date with the fourth and final instalment being received in May 2025.

Employee Costs

These accounts include the first eleven months of the financial year. The Shire anticipates employee costs will remain under budget for the 2024-2025 financial year due to staff vacancies and the difficulty experienced in filling some positions.

Material, Contracts, Utilities and Other Expenses

These accounts reflect the first eleven months of the financial year and are currently under budget due to projects yet to commence and expenditure timing variance. It is anticipated that significant expenditure will occur in June 2025 along with the usual end of year transactions. Where there is savings or underutilised expenditure, these allocations will either be carried over to 2025-2026 or as surplus carried forward in the 2025-2026 Budget.

Capital Expenditure

The Shire has budgeted to spend \$41.6 million on capital projects throughout the Shire in 2024–2025. Some of these projects include carry over projects from the financial year 2023–2024. Expenditure totalling \$17.7 million on capital works has been reported at the end of May 2025, which is made up of various major projects such as \$824,000 on the Harvey Senior Citizens Centre Renovation, \$2.6 million on the Brunswick River Cottages Stage 3, \$2.8 million on Yarloop Workshop Redevelopment, \$2.6 million on Plant Purchases and \$1.9 million on Road Construction to date. As major projects are completed, and as the Shire is invoiced for these works, the level of reported expenditure will increase. It is anticipated that a significant amount of expenditure will be carried forward to 2025–2026 as a result of various capital projects not being completed.

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

- Statement of Financial Performance by Directorates
- Statement of Financial Performance by Nature
- Statement of Financial Position
- Notes to the Statement of Financial Performance
- Total Municipal Revenue and Expenditure – Graph
- Statement of Cash at Bank – Loans
- Statement of Cash at Bank – Reserves

- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – Graph
- Outstanding Rates – Graph
- Aged Debtors Summary – Graph
- Current Account Coverage – Graph
- Statement of Investments.

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

Statutory/Policy Environment

Local Government Act 1995

- Section 6.4 – deals with reporting requirements for Financial Reports

Local Government (Financial Management) Regulation 1996

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

Strategic Framework

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

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

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

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

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

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

Budget Implications

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

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

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

Item No.	5.4.2.
Subject:	Payments May 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 May 2025 [5.4.2.1 - 22 pages]

Summary

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

<u>Voucher</u>		<u>Amount</u>
Schedule of Accounts		
Municipal	EFT 77091 - EFT 77630	\$ 4,496,636.63
	117701 – 117708	\$ 5,634.20
	DD28687.1 – DD28758.31	\$ 220,199.48
CBA Credit Cards		\$ 14,146.78
Electronic Funds Submitted		\$ 1,333,775.12
Total		<u>\$ 6,070,392.21</u>

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 1,692.07
BP Fuel Card	\$ 6,226.24
Puma Fuel Card	\$ 778.24
Coles Card	\$ 530.48
Total	<u>\$ 9,227.03</u>

Statutory/Policy Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulation 1996

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

Strategic Framework

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

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

Community Engagement

Community Participation Goal

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

A report is brought to Council each month with an Attachment detailing all of 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 all of 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 2024–2025 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 May 2025 totalling \$6,070,392.21.

Item No.:	5.4.3.
Subject:	Policy 2.2.5 – Depreciation of Non-Current Assets
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Corporate Services
Authorising Officer:	Director Corporate Services
File No.:	F/36/00027
Attachments:	1. Policy 2.2.5 – Depreciation of Non-Current Assets [5.4.3.1 - 3 pages]

Summary

Council is requested to review the Depreciation of Non-Current Assets Policy. This report recommends reviewing the Policy, which aims to provide guidance on how depreciation methods and rates are calculated and applied to the Shire of Harvey's (the Shire) non-current assets (refer to **Attachment 1**).

Background

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

The objectives of Council policies are to:

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

This Policy has been developed to outline the major depreciation periods for the Shire's non-current assets. All non-current assets have a limited useful life and depreciate over time in a manner which reflects the consumption of the future economic benefits embodied in the assets. Depreciation is recognised on a straight-line basis and is calculated using rates, which are reviewed each reporting period.

Comment

The Policy has been developed with reference to Council Policies, *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

This Policy was previously adopted by Council in January 2019. Since that time there have been amendments to the standard asset classifications as well as changes to asset useful lives. The table below reflects the changes made.

Aset Class	Previous Useful Life Depreciation	New Useful Life Depreciation
Buildings	30 to 100 Years	10 to 80 years
Infrastructure – Parks & Ovals	10 to 100 Years	included under Buildings
Furniture and equipment	3 to 20 Years	4 to 10 years
Plant and Equipment	3 to 20 Years	5 to 20 years
Sealed roads and streets	35 to 100 Years	10 to 60 years
Road formation		not depreciated
Bridges	50 to 137 Years	100 to 150 years
Bridges – pavement	50 to 137 Years	70 to 80 years
Footpaths – Concrete	50 Years	60 to 80 years
Sewerage piping	80 Years	60 to 80 years
Stormwater piping and pits	80 Years	30 to 80 years
Water sensitive urban design	80 Years	50 years
Right-of-use (buildings)		Based on remaining lease term
Right-of-use (plant and equipment)		Based on remaining lease term

The Buildings Asset Classification includes improvements to reserves and grounds, some of which were previously listed as Infrastructure – Parks and Ovals. Items in this sub-classification include assets like playgrounds and reticulation, all of which are now included under Buildings.

Right-of-use assets relate to items such as leased vehicles and leased buildings.

Changes to asset class useful lives were provided by Council's independent Asset Valuation consultants and have been validated by Council's Auditor, the Auditor General.

Officers recommend that the reviewed Depreciation of Non-Current Assets Policy be adopted by Council.

Statutory/Policy Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

- Regulation. 5A – Local Government to comply with AAS.
- Regulation.17A – Valuation of certain assets for financial reports.

Australian Accounting Standards AASB 116.

Strategic Framework

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

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

Community Engagement

Community Participation Goal

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

Council Policies are made available to the public via the Shire's website. Depreciation rates are also incorporated into the notes of the Shire Budget which is generally available.

Promise to the Community

Inform: We will keep you informed.

Council Policies are made available to the public via the Shire's web site. Depreciation rates are also incorporated into the notes of the Shire Budget which is generally available.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Asset Sustainability Practices**. The Consequence could be **Financial Impact**. The **Financial Impact** risk could be that the economic benefits of the assets are impacted by incorrect depreciation periods. The risk is considered **Minor** and the likelihood **Unlikely**, given that the Policy has been thoroughly researched, peer reviewed and provided by qualified Shire Officers. The risk is mitigated by the depreciation rates being provided by independent Asset Valuation consultants. This results in a **Low** risk being present.

Budget Implications

There is no ongoing budget implications anticipated for the review of this Policy. Shire Officers must still assess and evaluate the depreciation of all non-current assets on a straight-line basis for each reporting period.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council adopts Policy 2.2.5 – Depreciation of Non-Current Assets Policy as included in **Attachment 1**.

Item No.:	5.4.4.
Subject:	Policy 2.2.13 – Cash Backed Reserves
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Corporate Services
Authorising Officer:	Director Corporate Services
File No.:	F/36/00115
Attachments:	1. Policy 2.2.13 – Cash Backed Reserves [5.4.4.1 - 3 pages]

Summary

Council is requested to adopt the new Cash Backed Reserves Policy. This Policy aims to balance the Shire of Harvey's (the Shire) economic needs with the future economic needs of the community. The establishment of Reserves will reduce business risk, improve financial management, improve strategic capacity, meet asset renewal needs, and meet statutory obligations and other external requirements (refer to **Attachment 1**).

Background

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

The objectives of Council policies are to:

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

This Policy has been developed to allow for long-term savings plans for future major expenditures which cannot be managed in a single budget year as well as enable the Shire to operate effectively in challenging economic times. Each Reserve will be established with a clearly defined purpose, as is required under Local Government (Financial Management) Regulations 1996.

The proposed balance and the quantum of increments and decrements to the Reserves are incorporated into the Long Term Financial Plan (LTFP) and Annual Budget. The purpose of the Reserves can only be changed through the annual budget process or through the statutory process detailed in Section 6.11 of the *Local Government Act 1995*. When the purpose of a specific Reserve is complete, any residual funds will be applied towards another purpose in the Annual Budget or in accordance with the requirements of Section 6.11(2) of the *Local Government Act 1995*.

Comment

Establishing Reserves will help the Shire to operate effectively in challenging economic times, as well

as facilitate planning for major capital works in the future.

The proposed Policy has been developed with reference to Council Policies, the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996.

Officers recommend that the Cash Backed Reserves Policy be adopted by Council.

Statutory/Policy Environment

Local Government (Financial Management) Regulations 1996.

Local Government Act 1995.

- Section 6.11(2) – Reserve Accounts

Strategic Framework

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

- | | |
|----------------------|---|
| <i>Goal 1:</i> | <i>A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.</i> |
| <i>Objective 1.4</i> | <i>Appropriate infrastructure is in place to support economic growth.</i> |
| <i>Goal 5:</i> | <i>A representative leadership that is future thinking, transparent and accountable.</i> |
| <i>Objective 5.4</i> | <i>Sound governance, including financial, asset and risk management.</i> |

Community Engagement

Community Participation Goal

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

Details of all the Reserves, the purposes for which they are created, and the proposed timing of use of those funds are to be maintained in the LTFP and Annual Budget.

Promise to the Community

Inform: We will keep you informed.

The community will be informed via the LTFP and Annual Budget made available on the Shire website.

Risk Management

The Risk Theme Profile identified is **Failure to Fulfil Compliance Requirements**. The Consequence could be **Compliance** or **Financial Impact**. The **Compliance** risk could be that the Policy is not created in line with relevant regulations, and the **Financial Impact** risk could be that the Shire is not prepared to operate in a difficult economic period without Reserves in place. The risk is considered **Minor** and the likelihood **Unlikely**, given that all Reserves will be established in line with regulations and utilised only for specific predicted liabilities or future expenditures. The risk is mitigated by disclosing details of all Reserves in the Annual Budget and LTFP as well as by putting each Reserve before Council for adoption. This results in a **Low** risk being present.

Budget Implications

There is no ongoing budget implications anticipated for the implementation of this proposed Policy.

Shire Officers must review each Reserve fund during the LTFP and Annual Budget cycle. All transfers to and from Reserves will be put before Council for adoption and disclosed in the Annual Budget.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council adopts Policy 2.2.13 – Cash Backed Reserves as included as ***Attachment 1***.

Item No.:	5.4.5.
Subject:	Proposed Revenue and Rating Plan 2025–2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Corporate Services
Authorising Officer:	Chief Executive Officer
File No.:	FM/R/900
Attachments:	1. Revenue and Rating Plan 2025 [5.4.5.1 - 14 pages]

Summary

A local government, in order to make up the budget shortfall, when adopting an annual budget, is to impose a general rate on rateable land within its district. In doing so, the local government should consider the following principles:

- Objectivity
- Fairness and equity
- Consistency
- Transparency
- Administrative efficiency.

After reviewing the Shire of Harvey's (the Shire) 2025–2030 Forward Capital Works Plan and draft 2025–2026 Fees and Charges and in line with the above rating principles, Council workshopped the proposed 2025–2026 Revenue and Rating Plan (the Plan) on Tuesday, 22 April 2025.

Following the inclusion of Council's amendments and comments resulting from the workshop, it is recommended that Council adopts the proposed 2025–2026 Revenue and Rating Plan (refer **Attachment 1**) and advertises the Plan along with the Objectives and Reasons for the Differential General Rates for public comment.

Background

In accordance with Section 6.32 of the *Local Government Act 1995*, local governments impose rates on properties within the district to raise revenue to fund the services and facilities provided to residents and visitors. The rate can be either imposed uniformly or differentially.

When considering the imposition of a differential general rate (as opposed to a uniform general rate), the local government can impose the rate according to the zoning of the land, the purpose for which the land is used or whether the land is vacant. When imposing a differential general rate, the local government must have a reason for the distinction.

A local government can also impose a specified area rate for the purpose of meeting the cost of specific works or services, where the local government considers the ratepayers or residents subject to the specified area rate receive a benefit from the works or services.

In each of the above, the quantum of rates payable is determined by three factors:

1. Method of valuation of the land
2. Valuation of the land and improvements

3. Rate in the dollar applied to that valuation by the local government.

Under the *Local Government Act 1995* the Minister for Local Government is responsible for determining which method of valuation is to be used. This is based on the predominant use of land.

Land is valued according to its unimproved value (UV) for land used predominantly for rural purposes or gross rental value (GRV) for land used predominantly for non-rural purposes. The Valuer-General values the land in accordance with the provisions of the *Valuation of Land Act 1978*.

The Valuer-General periodically reviews the value of land to ensure it is closely reflective of market values. UV land within the Shire is typically revalued annually. Having an annual revaluation limits the amount of movement in valuation relevant to just the previous year. As there is a much greater number of GRV properties, they are typically revalued every four or five years due to the cost of undertaking the valuation. In June 2025 the Valuer-General provided the Shire with reviewed values for all GRV properties. There was a significant movement in valuations as communicated to Council at the Revenue and Rating Plan workshop. As a result of the revaluation, an equalisation calculation has been applied to the rates models used for calculating the required rates-in-the-dollar. This was undertaken to reduce the disparity between differential general rate categories as a result of the review.

Local governments set a rate in the dollar which is applied to this valuation to calculate the rates liability for each property.

Following the adoption of the 2025–2030 Forward Capital Works Plan in March 2025, a workshop was held with Council on Tuesday, 22 April 2025 which reviewed the Shire's proposed 2025–2026 Revenue and Rating Plan. This workshop reviewed anticipated revenue streams as well as discussion around the previous year rates payment incentive. The aim of the workshop was to ensure that while adhering to the above rating principle, Council was able to provide the revenue mechanism for the maintaining and renewal of Shire assets as well as provision of services and facilities.

Comment

The Shire's Strategic Community Plan (future Council Plan) is the predominant plan which guides the development of the Shire and the services it offers. The Corporate Business Plan (also incorporated into the Council Plan) assists in the realisation of our community's vision in the medium term; it details the actions, services, operations and projects the Shire will deliver within a four-year period. Other critical informing financial strategies are the Long-Term Financial Plan (LTFP), the Asset Management Plan and the Workforce Plan.

Financial Strategies and Principles

Underpinning the Shire's financial strategies are the following principles:

- Continuous improvement in the financial capacity and sustainability of the Shire
- Maintenance of a fair and equitable rating structure
 - Strengthening results to ensure long term financial sustainability
 - Prudent use of debt
 - Accumulating funds to meet cash flow demands
- Maintaining or improving service level standards
- Maintenance of cash reserves for future commitments

- Maintaining or increasing funding for asset maintenance and renewal
- Shire's response arising from economic conditions
- Specified area rates to fund specific operating costs
- Fees, charges and rates are determined upon an equitable basis.

A key element of the proposed Revenue and Rating Plan is to minimise the financial burden placed on ratepayers whilst also maintaining tight control of costs to achieve a zero operating deficit year on year.

Economic Climate and Long-Term Financial Planning

The Shire's adopted 2024–2034 LTFP identified the need to increase rates by 4% above CPI for the 2025–2026 financial year and 2.0% and 3.2% in the following years. Council with the adoption of the LTFP recognised this increase is needed as a catch-up from prior years whereas a result of COVID-induced hardship, the Shire did not increase rates in line with service level requirements.

The Perth CPI for the 2021–2022 financial year was 7.6%, 2022–2023 was 5.8%, 2023–2024 was 3.4% and 2024–2025 was 2.8% (March to March). The dilemma facing the Shire is balancing the increase in costs to the Shire resulting in the need for rate increases versus the financial hardship still facing many of the Shire's ratepayers.

Due to this financial pressure placed on residents, the Plan focuses closer on the use of differential general rates relating to commercial and industrial properties.

Fees and Charges

Fees and Charges generate around 20% of the Shire's operating revenue and form the second highest revenue stream of the Shire following that of Rates.

Fees and Charges have been reviewed and workshopped with Council with all but the Waste Facilities Maintenance Rate and Rubbish charges being adopted in May 2025. The Waste Facilities Maintenance Rate and Rubbish charges will be adopted as part of the draft 2025–2026 Budget.

Rates

Rates revenue makes up approximately 68% of the Shire's operating revenue and is a necessity for the Shire's provision of service delivery and asset management.

To fund the shortfall of the Shire's Budget, the Plan identifies the use of:

- Differential general rates
- Specified area rates
- Waste Facilities Maintenance rates.

Differential General Rates

The Plan proposes the imposition of the following differential general rates:

Rate Category	No. of Properties	Rate in the \$	Minimum Payment
Gross Rental Value			
GRV – Residential Rate	11,253	0.072874	\$1,482
GRV – Commercial/Industrial Rate	296	0.102485	\$1,564
GRV – Transient Workforce / Workforce Accommodation	0	0.119578	\$1,795
Unimproved Value			
UV – Rural Rate	1,753	0.004518	\$1,482
UV – Commercial Rate	32	0.005324	\$1,564
TOTAL	13,334		

The increase to GRV – Residential Rates and UV – Rural Rates rate represents a 6.9% increase on the 2024–2025 rates rate in the dollar (following UV revaluation equalisation) and a 6.9% increase in minimum rates.

The differential between the GRV – Commercial/Industrial Rate and the GRV – Residential Rate is 40.6%. A consideration in making this proposal is that GRV commercial and industrial properties benefit from economic and tourism efforts of the Shire. It is also noteworthy that generally commercial and industrial ratepayers can apply a tax deduction to local government rates.

The differential between the GRV – Transient Workforce / Workforce Accommodation Rate and the GRV – Residential Rate is 64.1%. A consideration in making this proposal is that GRV transient workforce / workforce accommodation properties result in a higher use of Shire facilities through a denser populated property. It is important to highlight that generally these ratepayers can apply a tax deduction to local government rates.

The differential between the UV – Commercial Rate and the UV – Rural Rate is 17.8%. A consideration in making this proposal is that UV commercial properties benefit from economic and tourism efforts of the Shire. Of significance, as with the other non-residential differential rates, that generally rural commercial ratepayers can apply a tax deduction to local government rates.

Objects and Reasons for Differential Rates

The overall object of the Shire's differential rates is to raise rate revenue in a manner that is simple, efficient and equitable to all ratepayers within the district. The objects and reasons for each differential rating category are as follows:

- **GRV – Residential Rate**

The object of this category is to apply a differential general rate or minimum payment to land used or held or zoned for residential purposes. The GRV Residential Rate will also act as the Shire's benchmark differential rate and minimum payment by which all other GRV rated properties are assessed.

The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Shire.

- **GRV – Commercial/Industrial Rate**

The object of this category is to apply a differential rate or minimum payment to land wholly or partly used or held or zoned for Commercial or Industrial purposes.

The reason for this rate is to assist with the funding of Tourism, Marketing, Events and Economic Development related projects, activities and services throughout the district.

- **GRV – Transient Workforce / Workforce Accommodation Rate**

The object of this category is to apply a differential rate or minimum payment to land wholly or partly used or held or zoned for Transient Workforce/Workforce Accommodation (TWA) purposes.

The reason for this rate is TWA properties have the potential to have a greater impact on Shire's services/assets than other properties due to the number of occupants in a relatively small land parcel (i.e. concentrated coach/vehicle movements on local roads). In order to appropriately maintain and manage Shire assets and infrastructure in the longer term, a higher differential rate is proposed for this category to reflect the greater potential and actual intensity of the use of Shire services and infrastructure.

- **UV – Rural Rate**

The object of this category is to apply a differential general rate or minimum payment to land used or held or zoned for bona-fide rural purposes and is to act as the Shire's benchmark differential rate by which all other UV rated properties are assessed.

The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Shire.

- **UV – Commercial Rate**

Unimproved Value that is wholly or partly used or held or zoned for commercial purposes.

The reason for this rate is to assist with the funding of Tourism, Marketing, Events and Economic Development related projects, activities and services throughout the district, and to achieve a fair and equitable level of rating between commercial properties within both the UV and GRV differential rating categories.

Specified Area Rates

It is proposed for the 2025–2026 financial year that the following rate in the dollar apply for the specified areas listed below.

- **Kingston Landscaping – all subdivided lots within Kingston**

Rate in dollar – 0.6705 which represents a 2.8%* increase from 2024–2025.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Kingston to a higher standard of presentation.

- **Galway Green Landscaping – all subdivided lots within Galway Green**

Rate in dollar – 0.6305 which represents a 2.8%* increase from 2024–2025.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Galway Green to a higher standard of presentation.

- **Lakewood Shores Landscaping – all subdivided lots within Lakewood Shores**

Rate in dollar – 0.7292 which represents a 2.8%* increase from 2024–2025.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Lakewood Shores to a higher standard of presentation.

- **Treendale Landscaping – all subdivided lots within Treendale**

Rate in dollar – 0.9510 which represents a 2.8%* increase from 2024–2025.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Treendale to a higher standard of presentation.

- **Treendale District Centre – all subdivided lots within Treendale District Centre**

Rate in dollar – 0.7554 which represents a 7.12%* increase from 2024–2025.

Objects and Reason for Specified Area Rate:

To maintain the common areas of the Treendale District Centre to a high standard of presentation.

*The percentage increase follows an equalisation calculation as a result of residential land revaluations provided by the Valuer General. The percentage increase reflects the average amount paid per property in 2024–2025 to the proposed average amount to be paid per property in 2025–2026.

Rates Early Payment Incentive

At the Revenue and Rating Plan workshop, Council's view was that the early payment incentive for rates be discontinued in 2025–2026. This followed public comments received relating to the incentive while advertising the previous year's 2024–2025 Revenue and Rating Plan. The comments suggested that ratepayers do not feel this is an appropriate use of Shire funds.

Waste Facilities Maintenance Rate

To provide funding for the management of the Shire's waste facilities including but not limited to the rehabilitation of refuse disposal sites, the Shire levies a Waste Facilities Maintenance Rate on rateable land within the Shire.

This rate is levied in accordance with section 66(1) and section 66(3) of the *Waste Avoidance and Resource Recovery Act 2007* along with the minimum payment provisions of section 6.35 of the *Local Government Act 1995*.

Revenue from this rate is available to provide for the proper performance of all or any of the waste facility services of the Shire. This rate is separate from the differential rates to be adopted by Council and will be included in the draft 2025–2026 Budget – Note: Schedule of Fees and Charges.

The proposed rate in the dollar and minimum rate for the Waste Facilities Maintenance Rate is shown in the following table:

Rate Category	No. of Properties	Rate in the \$	Minimum Payment	Rates Raised
Gross Rental Value				
GRV – Residential Rate	11,253	0.000001	\$90	\$1,012,770
GRV – Commercial/Industrial Rate	296	0.000001	\$90	\$26,640
GRV – Transient Workforce / Workforce Accommodation	0	0.000001	\$90	\$0
Unimproved Value				
UV – Rural Rate	1,753	0.000001	\$90	\$157,770
UV – Commercial Rate	32	0.000001	\$90	\$2,880
TOTAL	13,334			\$1,200,060

The purpose of the rate is to fund waste management services including improvements at the Bunbury Harvey Regional Council's waste facilities and the Richardson Road Refuse facility, so they comply with legislative and environmental requirements and to ensure the life of these approved sites is maximised. The intention is to direct any excess funds raised from this rate to the Shire's Refuse Management Reserve for future years' expenditure and to provide for investment in future waste improvements.

Statutory/Policy Environment

Local Government Act 1995:

- Division 6 – deals with Rates and Service Charges.
 - Section 6.32 - deals with the adoption of rates.
 - Section 6.33 - deals with differential general rates.
 - Section 6.35 - deals with minimum rates.
 - Section 6.36 - deals with giving notice of certain rates.
 - Section 6.37 - deals with the imposition of specified area rates.

Strategic Framework

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

Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.

<i>Objective 2.5</i>	<i>Equity for all people.</i>
<i>Goal 5:</i>	<i>A representative leadership that is future thinking, transparent and accountable.</i>
<i>Objective 5.3</i>	<i>Accountable leadership supported by a professional and skilled administration.</i>
<i>Objective 5.4</i>	<i>Sound governance, including financial, asset and risk management.</i>
<i>Objective 5.5</i>	<i>Integrated strategic planning and reporting to drive continuous improvement.</i>

Community Engagement

Community Participation Goal

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

The proposed Revenue and Rating Plan will be advertised for public comment and following consideration of comments received, Council will prepare and adopt its Budget which will be made available to the public.

Promise to the Community

Inform: We will keep you informed.

The proposed Revenue and Rating Plan will be advertised for public comment and following consideration of comments received, Council will prepare and adopt its Budget which will be made available to the public.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be **Financial** or **Compliance**. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched and the proposed Revenue and Rating Plan has been produced by qualified local government officers and peer reviewed. This results in a **Low** risk being present.

Budget Implications

The proposed 2025–2026 Revenue and Rating Plan forms the basis for the development of rates revenue in the draft 2025–2026 Budget. Following adoption of the Plan by Council it will be advertised for public comment. Following the advertising period, Council will consider any public comments as part of its deliberations of the draft 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:

1. Adopts the proposed Revenue and Rating Plan 2025–2026 as per ***Attachment 1***.
2. Requests the Chief Executive Officer to:
 - a) Advertise the proposed Revenue and Rating Plan 2025–2026 and Objectives and Reasons for the Differential General Rates for public comment.
 - b) Provide a report to Council of any public comments received during the advertised period for Council to consider as part of its draft 2025–2026 Budget deliberations.

5.5. Community and Lifestyle

Item No.:	5.5.1.
Subject:	Self-Supporting Loan Leschenault Men's Shed
Proponent:	Shire of Harvey
Location:	Leschenault Men's Shed
Reporting Officer:	Manager Community Development
Authorising Officer:	Director Community and Lifestyle
File No.:	F/40/11470
Attachments:	Confidential Attachment 1
	1. Forklift quote [5.5.1.1 - 1 page]

Summary

This report seeks Council's consideration of a request for a Self-Supporting Loan to be provided to the Leschenault Men's Shed (LMS) for a total amount of \$20,000. Officers propose that an interest-free term repayable grant is provided to the LMS to support this request.

Background

Established in 2012, the LMS has grown into a vital community hub dedicated to enhancing men's health, well-being, and social connection through shared practical activities. The LMS provides a welcoming environment where men of all ages and backgrounds can come together to engage in woodworking, metalworking, restoration projects, and the crafting of items such as cray pots and toys. These activities not only foster skill-sharing and creativity but also play a crucial role in supporting mental health and reducing social isolation. See **Confidential Attachment 1** for the LMS' 2023–2024 Annual Report and further details of its ongoing activities.

In 2015, the premises occupied by the LMS underwent a major expansion, doubling its workshop space to 400 square metres and adding a 50-square-metre patio area to accommodate the growing membership and activity base of the LMS. By 2024, further development saw the addition of a new 420-square-metre workshop, a presentation room, and upgraded amenities including accessible bathrooms and ACROD parking bays. This expansion also welcomed the Australind Lions Club into the facility, strengthening community collaboration and resource sharing. Today, the LMS proudly supports a membership of 130 individuals and continues to expand its capabilities.

One recent initiative includes the acquisition of milling equipment, enabling members to mill large trees donated by the Shire of Harvey (the Shire) ensuring valuable timber is repurposed rather than wasted. However, the LMS currently relies on a tractor that is over 60 years old to transport these logs. This tractor has now reached the end of its operational life, posing a significant challenge to continuing this sustainable practice.

To maintain and enhance its milling operations, the LMS is seeking a self-supporting loan to purchase a new forklift. This investment will ensure the safe and efficient handling of large logs, support ongoing community projects, and preserve the ability of the LMS to offer meaningful, hands-on engagement for its members.

At the Ordinary Council Meeting held on Tuesday, 28 November 2023, Council authorised the Chief Executive Officer to enter into a loan agreement with the LMS for an amount of \$25,000 to support extensions to their shed. However, this loan was not executed as the LMS managed to complete the project within available funds.

Comment

The LMS has submitted a request for a self-supporting loan of \$20,000 to assist with the purchase of

a new forklift, with the total cost of \$25,190 including GST. The LMS has obtained a quote for a suitable forklift (**Attachment 1**) and has committed to contributing \$5,190 from its own funds toward the purchase.

The LMS has demonstrated sound financial management over several years and maintains a reasonable bank balance for a community organisation of its size and scope. This is supported by the 2024 independent audit report (**Confidential Attachment 1**), which confirms the organisation's financial responsibility and sustainability.

The LMS proposes to repay the loan in quarterly instalments of \$1,000 over a five-year period, which aligns with the Shire's standard repayment expectations for self-supporting loans. However, the LMS has also requested that the requirement for a guarantor, as outlined in Council Policy 2.2.7 – Loans – Self-Supporting, be waived in this instance. Requiring a guarantor places an undue burden on volunteers, who may not be in a position financially or legally to undertake such a commitment. The guarantor obligation for five years, is particularly challenging for an ageing volunteer base.

The LMS provides a safe, welcoming environment where older men can remain active, engaged, and connected. This leads to improved mental health, reduces social isolation and aligns strongly with the objectives of the Shire's "Ageing Together – Age Friendly Strategy".

Given the organisation's strong track record of financial responsibility, its significant community contribution, and the modest size of the loan request, it is considered that the risk to the Shire is low. Therefore, Officers are proposing that Council approves an interest-free term repayable grant to the LMS for the purpose of purchasing a forklift. This arrangement means that a guarantor would not be required.

Statutory/Policy Environment

Council Policy 2.2.7 – Loans – Self-Supporting

Ageing Together – Age Friendly Strategy 2022–2027

Strategic Framework

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

Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.

Objective 2.1 To support people through all stages of life.

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.

Council will determine whether to approve the Officer's recommendation and allocate financial assistance to the LMS, based on effective financial management principles and responsible stewardship of community funds.

Promise to the Community

Inform: We will keep you informed.

Council's decision will be documented in the publicly accessible Council minutes.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial Impact** if Council was to approve a self-supporting loan and the Leschenault Men's Shed were to default on the loan. The **Financial Impact** consequence is considered **Minor** and the likelihood is **Unlikely** resulting in a **Low** risk.

Budget Implications

Officers propose the inclusion of \$20,000 to the draft 2025–2026 Budget as an interest-free term repayable grant to the Leschenault Men's Shed to be funded from the Shire's Community Grants Reserve.

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 include an allocation in the draft 2025–2026 Budget for an interest-free term repayable grant of \$20,000 to the Leschenault Men's Shed to contribute towards the purchase of a forklift, to be sourced from the Community Grants Reserve.
2. Authorises the Chief Executive Officer to execute the grant agreement on the abovementioned terms.

6. Notice of Motion for Following Meeting

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

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

7. Matters Behind Closed Doors

7.1. Executive Services

7.1.1. Tender T032025 - Meriden Park Public Toilets and Changing Places Facility

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.

Item No.:	7.1.1.
Subject:	Tender T032025 - Meriden Park Public Toilets and Changing Places Facility
Proponent:	Shire of Harvey
Location:	Meriden Park, Hinge Road, Harvey
Reporting Officer:	Manager Special Projects
Authorising Officer:	Chief Executive Officer
File No.:	F/37/00204
Attachments:	Confidential Attachment 1

Summary

This report provides the outcome of the Tender T032025 Supply and Install – Meriden Park Public Toilets and Changing Places Facility closed on Tuesday, 10 June 2025 and at the close of Tender, there were two conforming submissions received.

The Officer's recommendation is to award Tender T032025 as per the Evaluation Report in **Confidential Attachment 1**.

Voting Requirements

Simple Majority

8. Closure of Meeting