



SHIRE OF
HARVEY



Ordinary Council Meeting **Minutes**

Harvey Council Chambers
Tuesday, 22 July 2025
5PM

Shire of Harvey Council Minutes

Minutes of the Ordinary Council Meeting of the Harvey Shire Council, held in the Council Chamber, Young Street, Harvey, on Tuesday, 22 July 2025, commencing at 5pm.

Attendance

Shire President	Ms.	M.	Campbell
	Cr.	A.	Hitchcock
	Cr.	D.	Krispyn
	Cr.	C.	Carbone
	Cr.	W.	Dickinson
	Cr.	R.	Coleman
	Cr.	R.	Holly
	Cr.	J.	Bromham
	Cr.	J.	Capogreco
	Cr.	J.	Junio

Staff

Chief Executive Officer	Ms.	A.	Riordan
Acting Director Infrastructure Services	Mr.	K.	Ketterer
Acting Director Sustainable Development	Mr.	D.	Putland
Director Corporate Services	Mr.	D.	Winter
Director Community and Lifestyle	Ms.	S.	Haslehurst
Manager Governance and Strategy	Ms.	K.	Williams
Acting Manager Public Relations and Communications	Ms.	T.	Carr
Manager Information Services	Mr.	A.	Ewing
Manager Waste and Safety Services	Mr.	H.	Jones
Coordinator Governance	Mr.	J.	Coombes
Council Planning and Reporting Officer	Mr.	T.	Stubbings
Senior Governance Compliance Officer	Ms.	F.	Alldritt

There were 7 members of the public and 1 member of the press present.

Agenda

1. Official Opening.....	4
2. Record of Apologies and Leave of Absence	5
3. Applications for Leave of Absence	5
4. Declarations of Members' and Officers' Personal Interest	5
5. Questions by Members of Which Due Notice Has Been Given	5
6. Response to Previous Questions Taken on Notice	6
7. Public Question Time.....	6
8. Petitions/Deputations/Presentations	6
9. Announcements by Presiding Members or CEO Without Discussion.....	6
10. Confirmation of Minutes	7
11. Receipt of Minutes and Recommendations from Committees.....	7
12. Officer's Reports	9
12.1. Chief Executive Officer	10
12.1.1. Shire of Harvey Council Plan 2025–2035.....	10
12.1.2. Service Plans 2025–2026	18
12.1.3. Council Action Register January 2025 – June 2025	25
12.1.4. Corporate Business Plan 2024–2025 Quarterly Report, Quarter 4	27
12.1.5. South West Country Zone Meeting	31
12.2. Infrastructure Services.....	33
12.2.0. Nil	33
12.3. Sustainable Development.....	34
12.3.1. Proposed Naming of Public Open Space Reserve 54790 – Meadow Views Estate, Harvey.....	34
12.4. Corporate Services.....	38
12.4.1. Annual Budget 2025–2026.....	38
12.4.2. Financial Statements as at 30 June 2025	52
12.4.3. Payments June 2025	56
12.5. Community and Lifestyle	59
12.5.1. Australia Day Ceremony	59
12.5.2. Leschenault Sporting Association funding request update	60
13. Elected Members Motions of Which Previous Notice Has Been Given	64
14. Notice of Motion for Following Meeting.....	66
15. Reports of Members.....	66
16. New Business of an Urgent Nature Introduced by Decision of Meeting	67
17. Matters Behind Closed Doors	68
17.1. Executive Services	68
17.1.1. T042025 Leschenault Bushfire Brigade Building – Design and Construct	68
18. Closure of Meeting	70

1. Official Opening

The Shire President declared the meeting open at 5.00pm.

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.

Procedural Motion

President Campbell put forth the following:

That Council suspend Standing Orders Part 8 Clause 8.5 "Members to indicate their intention to speak and to rise when speaking" to allow Members to remain seated when speaking; to improve the quality of the audio recording of the meeting.

Moved: President Campbell

Seconded: Cr. Holly

That Council suspend Standing Orders Part 8 Clause 8.5 "Members to indicate their intention to speak and to rise when speaking" to allow Members to remain seated when speaking; to improve the quality of the audio recording of the meeting.

Carried 10-0

25/136

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

2. Record of Apologies and Leave of Absence

Apologies:

Nil.

Leave of Absence:

Nil.

3. Applications for Leave of Absence

Cr. Capogreco requested a Leave of Absence from Friday, 8 August 2025 – Tuesday, 30 September 2025 inclusive.

Moved: Cr. Capogreco

Seconded: Cr. Junio

That Cr. Capogreco be granted a Leave of Absence from Friday, 8 August 2025 – Tuesday, 30 September 2025 inclusive.

Carried 10-0 25/137

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

4. Declarations of Members' and Officers' Personal Interest

Cr. John Bromham declared an Impartiality Interest in Item 12.1.4 – Corporate Business Plan 2024–2025 Quarterly Report, Quarter 4. Cr. Bromham declared that in relation to 2.2.3.3, he is a member of the Leschenault Bushfire Brigade and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. John Bromham declared an Impartiality Interest in Item 17.1.1 – T042025 Leschenault Fire Brigade Building – Design and Construct. Cr. Bromham declared that he is a member of the Leschenault Bushfire Brigade and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Wendy Dickinson declared an Impartiality Interest in Item 12.4.1 – Annual Budget 2025–2026. Cr. Dickinson declared that she is a Council Delegate on the Bunbury Harvey Regional Council and a Committee Member on the Harvey and Districts Historical Society, Brunswick Agricultural Society and Brunswick Town Team who have applied for community funding and declared that she would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Krispyn Impartiality Interest in Item 12.4.1 – Annual Budget 2025–2026. Cr. Krispyn declared that he is a Council Delegate on the Bunbury Harvey Regional Council and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

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

Nil.

6. Response to Previous Questions Taken on Notice

Nil.

7. Public Question Time

Nil.

8. Petitions/Deputations/Presentations

Mr. Gary Flavell addressed the Council in relation to Lot 401 Forrest Highway Roelands.

9. Announcements by Presiding Members or CEO Without Discussion

The Shire President acknowledged how busy the month of July has been and remarked on the following highlights:

Sunday, 29 June – Cr. Bromham and the Shire President attended the changeover event for the Lions Club of Harvey. President Campbell acknowledged the fantastic work of Anita Hughes; who has stood down as the President but will be remaining on the Committee. She congratulated Mr Colin Beauchamp AM JP as the incoming President. Additionally, the Shire President thanked all the other Lions that accepted Committee positions; many of which have resumed their previous roles.

Wednesday, 9 July – The Shire President attended the Brunswick Red Cross AGM and was delighted to be asked to award and recognise several Brunswick Red Cross members with service awards. President Campbell congratulated and thanked Mrs Emma Papalia for 20 years of service, Mrs Norma Booth for 48 years of service and to Mrs Judy Talbot for 60 years of service; a total of 128 years of accumulated years of service.

Sunday, 13 July – President Campbell attended the Rugby WA NAIDOC 7s tournament held at the LLC over the weekend. There were around 50 teams competing and they travelled from Perth, Mandurah and Albany. There were very positive comments about the LLC and state of the playing fields, and they look forward to returning next year – bigger and better.

Friday, 18 July – The Shire President attended the formal opening of the Harvey Connect; which was attended by Minister Dawson. President Campbell thanked the Councillors and staff that supported this long-awaited event.

Saturday, 19 July – President Campbell attended the WALGA Local Government Awards, along with the CEO. Congratulations to Cr. Wendy Dickinson and former Cr. Michelle Boylan on receiving the meritorious award in recognition of their service to local government.

The Chief Executive Officer added that the Manager Environmental Health, Sara Saberi, received The Rhonda Hardy Women of Excellence of Award at the WALGA Local Government Awards. She remarked that Sara was incredibly deserving of this award, exemplifying the qualities of Rhonda as a strong and determined leader demonstrated not only in her former role as a Councillor at the City of Canning but now leading the Environmental Health team at the Shire of Harvey.

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 24 June 2025

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 24 June 2025, as printed be confirmed as a true and correct record.

Moved: Cr. Bromham

Seconded: Cr. Carbone

That the Minutes of the Council Meeting held on Tuesday, 24 June 2025, as printed be confirmed as a true and correct record.

Carried 10-0

25/138

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Special Ordinary Council Meeting – Tuesday, 15 July 2025

Recommendation

That the Minutes of the Special Council Meeting held on Tuesday, 15 July 2025, as printed be confirmed as a true and correct record.

Moved: Cr. Holly

Seconded: Cr. Capogreco

That the Minutes of the Special Council Meeting held on Tuesday, 15 July 2025, as printed be confirmed as a true and correct record.

Carried 10-0

25/139

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

11. Receipt of Minutes and Recommendations from Committees

Audit Committee – Tuesday, 15 July 2025.

Recommendation

That the Minutes of the Audit Committee Meeting held on Tuesday, 15 July 2025, as printed be received.

Moved: Cr. Coleman

Seconded: Cr. Hitchcock

That the Minutes of the Audit Committee Meeting held on Tuesday, 15 July 2025, as printed be received.

Carried 10-0 25/140

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

12. Officer's Reports

Recommendations contained in the Officer's Reports were adopted by exception resolution with the exception of the following items:

12.1.1 – Shire of Harvey Council Plan 2025–2035	Absolute Majority Decision required. Subject to an Addendum.
12.1.2 – Service Plans 2025–2026	Subject to an Addendum.
12.1.4 – Corporate Business Plan 2024–2025 Quarterly Report, Quarter 4	Cr. Bromham declared an Impartiality Interest against this Item.
12.3.1 – Proposed Naming of Public Open Space Reserve 54790 – Meadow Views Estate, Harvey	Subject to an Amendment Motion.
12.4.1 – Annual Budget 2025–2026	Absolute Majority Decision required. Subject to an Addendum. Cr. Dickinson and Cr. Krispyn declared an Impartiality Interest against this Item.

Exemption Resolution Motion:

That, with the exception of 12.1.1, 12.1.2, 12.1.4, 12.3.1 and 12.4.1 which are to be considered separately, the Officer's recommendation for Items 12.1.3, 12.1.5, 12.4.2, 12.4.3 and 12.5.2 be adopted as the Council Resolution.

Moved: President Campbell

Seconded: Cr. Bromham

That, with the exception of 12.1.1, 12.1.2, 12.1.4, 12.3.1 and 12.4.1 which are to be considered separately, the Officer's recommendation for Items 12.1.3, 12.1.5, 12.4.2, 12.4.3 and 12.5.2 be adopted as the Council Resolution.

Carried 10-0

25/141

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

12.1. Chief Executive Officer

Item No.:	12.1.1.
Subject:	Shire of Harvey Council Plan 2025–2035
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/01405
Attachments:	1. Shire Harvey Council Plan 2025-2035 Final [12.1.1.1 - 114 pages]

The following additional information is provided in regard to Item 12.1.1

A calculation error was corrected in **Attachment 1** on page 99, row two “Libraries Library Services” Full Time Equivalent figure was changed from 16.41 to 8.5.

Summary

The Draft Council Plan 2025–2035 (the Draft Plan) outlines the Shire of Harvey’s (the Shire) strategic direction over the next 10 years and is the product of extensive community consultation, strategic analysis, and internal planning. Developed in alignment with the requirements of the *Local Government Act 1995* and recent reforms under the *Local Government Amendment Act 2023*, the Draft Plan consolidates the community’s aspirations with the Shire’s long-term goals, operational capacity, and financial sustainability. This report recommends endorsing the Draft Plan for public comment.

Background

The Shire commenced development of the Council Plan with a community–wide consultation initiative using the MARKYT Community Scorecard survey. Distributed both electronically and via post, the survey received 1,991 responses and over 114,000 words of input. Residents were invited to:

- Rate the Shire’s performance across various services and infrastructure
- Identify their top three priority areas for improvement
- Provide open-text feedback and suggestions for the future.

The Scorecard Report was published on the Shire’s website and was used as a critical data source in shaping strategic objectives. The Shire’s administration has worked with local government industry partner Catalyse to develop the draft Community Scorecard Actions from the scorecard as well as Council’s informing strategies and plans. Council then workshopped the initial list of actions in a dedicated full day session. Within the workshop, Councillors refined and prioritised actions based on strategic relevance, feasibility and alignment with community expectations ensuring that Council input was integrated in the earliest stages of the Council Plan development. Priorities from the Community Scorecard included:

- Safety and crime prevention
- Well-maintained local roads, footpaths and cycleways
- The creation of vibrant and inclusive playgrounds and public spaces
- The delivery of high-quality customer service and communication

- Addressing affordability, housing diversity, and availability to meet the needs of a growing and changing population
- A stronger focus on environmental sustainability and local partnerships.

To strengthen the community input into the Council Plan, a list of 154 draft actions as well as the Shire's existing Vision Statement and Strategic Directions were taken to facilitated FUTYR planning workshops across several locations in the Shire including; Australind, Harvey, Brunswick, Yarloop and Binningup. 142 residents attended the in-person sessions which were structured around three key interactive activities.

In the first activity, participants were asked to participate in a freeform feedback exercise to provide Council priorities for the coming years. This exercise resulted in over 130 responses. These responses were thematically analysed, and grouped under several key objectives to produce the following priorities:

- Well-maintained local roads, footpaths and cycleways
- The creation of vibrant and inclusive public spaces
- The delivery of high-quality customer service and communication
- A stronger focus on environmental sustainability and local partnerships.

The second activity focused on the Shire's current Vision and Strategic Directions. Participants were invited to share their thoughts on whether the Vision should be retained, modified, or reimaged. Approximately 33% of attendees supported keeping the current Vision, 47% favoured minor changes, and 20% advocated for a full rework. Feedback indicated confusion around the terminology used in the former "Strategic Direction's" model and revealed a strong preference for simpler, more human-centred language.

In the third activity, participants were asked to review and prioritise a consolidated list of 154 draft actions. The actions were grouped under 23 objectives across nine themes. Workshop participants were asked to rate each action based on its importance using a four-point scoring system: three for high priority, two for medium, one for low, and zero for removal. The scoring results showed that 37 actions received an average rating above 2.5 (high), 92 actions were rated between 1.5 and 2.5 (medium), and 13 actions fell below 1.5 (low).

Notably, no actions scored below an average of one (remove). These ratings played a crucial role in shaping the final prioritisation of tasks included in the draft Council Plan.

Following the conclusion of the community consultation phase the Administration undertook a further detailed review of all proposed actions. This review was critical to ensuring that the community's aspirations were not only acknowledged but also integrated into a feasible and financially responsible long-term plan. The review process involved cross referencing the prioritised community actions against key corporate documents and planning frameworks, including the proposed Annual Budget, Long Term Financial Plan (LTFP), Forward Capital Works Program (FCWP), Asset Management Plans, Workforce and Diversity Plan and Service Plans. This process identified some overlap or actions which were complete, and the comprehensive action list was reduced to 145.

Each of the 145 draft actions identified through the consultation and strategic audit process were evaluated based on factors such as budget availability, funding eligibility, project dependencies, resourcing capacity, legislative obligations, and existing strategic commitments. Actions were assessed to determine whether they could be delivered within the 10-year horizon of the Council Plan and, where possible, aligned with the timing and sequencing of existing infrastructure and capital works programs. This ensured that duplication of effort was avoided, efficiencies were maximised, and the

delivery of outcomes was coordinated across departments.

The Administration also examined the prioritisation data collected during the community workshops. Actions that received high average scores from community participants were given particular consideration for early commencement, especially where those actions aligned with broader strategic goals or addressed immediate service gaps. Conversely, actions with lower priority scores or limited strategic alignment were either re-scoped, deferred, or flagged for future consideration, pending resource availability.

Where community feedback indicated a desire for refinements — such as simplifying language, rewording goals, or increasing clarity around responsibilities — the Shire's Officers adjusted action descriptions and objectives accordingly. Input from the Executive and Senior Leadership Team further refined the list, ensuring that actions were well-defined, measurable, and clearly assignable within service areas. This collaborative and iterative process balanced community Vision with organisational capability and a further workshop was held with Council on Tuesday, 24 June 2025 to ensure that the Plan met the expectations of Council.

Comment

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

Vision

Recent community engagement has reaffirmed strong support for the Shire's existing strategic Vision: *Together Towards an Even Better Lifestyle*. While residents clearly resonate with the direction, they have expressed a desire for refinements that better reflect their lived experience — particularly in areas of functionality, inclusion, and connectivity.

Guided by the qualitative insights collected through community feedback, it is evident that while the overarching Vision remains valid and widely embraced, the framing of strategic directions requires renewal. In response, it is proposed to transition from strategic directions to a new, more human-centred framework.

This shift to the Five Pillars — People, Place, Prosperity, Planet, and Performance — reflects a deliberate alignment with the community's expectations, values, and aspirations. It presents a strategic structure that is not only easier to understand and communicate but also more directly relevant to the day-to-day experiences of residents and stakeholders.

Interpreting the Five Pillars

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

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

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

Objectives

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

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

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

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

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

Actions

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

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

Each action in the Draft Council Plan 2025–2035 has been allocated to a specific service area within the Shire. This ensures that every action is clearly assigned to the business unit responsible for its delivery, allowing for greater accountability, clarity, and alignment with day-to-day operations.

Importantly, all actions scheduled to commence in Year 1 (2025–2026) are fully funded and accounted for in the Draft Annual Budget 2025–2026. For actions planned in later years of the Plan, further

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

Supporting information

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

Statutory/Policy Environment

The *Local Government Amendment Act 2023 S.68* removes the previous Strategic Community Plan Legislation and replaces it as follows:

“68. Section 5.56 replaced

Delete section 5.56 and insert:

5.56. Council plan

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

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

(2) A council plan is a plan for —

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

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

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

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

Although the Regulations in 19C currently still refer to a Strategic Community Plan (SCP), recent amendments to Section 5.56 of the *Local Government Act 1995* have introduced the concept of a Council Plan, which is expected to replace the SCP in future. The Council Plan will become the primary strategic document for local governments, outlining priorities, objectives, and performance measures

in line with legislative reforms aimed at strengthening governance, accountability, and community engagement. These reforms form part of the State Government's broader agenda to modernise the Local Government sector. While the SCP remains the legally mandated document under the Local Government (Administration) Regulations 1996, Local Governments should prepare for a future transition to the new Council Plan model, pending accompanying regulatory changes.

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

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

Strategic Framework

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

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

Community Engagement

Community Participation Goal

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

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

Promise to the Community

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

The Draft Council Plan 2025–2035 will be advertised for Public Comment for 21 Days.

Risk Management

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

The strategic and integrated nature of the Council Plan mitigates the risk of non-compliance by clearly linking planning, service delivery, and resourcing. While there is a **Minor** residual risk stemming from

potential misalignment with the 2025–2026 Budget, this is considered **Unlikely**. This residual risk will be addressed through administrative changes to the document, preceding the adoption of the Budget and prior to public advertising of the Council Plan. As a result, the overall risk associated with endorsing the Council Plan is assessed as **Low**.

Budget Implications

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

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Approves the release of the draft Council Plan 2025–2035 for a public comment period of not less than 21 days, inviting community and stakeholder feedback.
2. Notes that any changes required due to amendments made in the adoption of the 2025–2026 Budget will be made administratively prior to the public comment period
3. Requests the Chief Executive Officer prepare a report for Council summarising feedback received during the public consultation period, along with any recommended changes to the draft Plan.
4. Requests the Chief Executive Officer bring the Council Plan and submissions back to Council for consideration.

BY ABSOLUTE MAJORITY

Moved: Cr. Carbone

Seconded: Cr. Bromham

That Council:

1. Approves the release of the draft Council Plan 2025–2035 for a public comment period of not less than 21 days, inviting community and stakeholder feedback.
2. Notes that any changes required due to amendments made in the adoption of the 2025–2026 Budget will be made administratively prior to the public comment period
3. Requests the Chief Executive Officer prepare a report for Council summarising feedback received during the public consultation period, along with any recommended changes to the draft Plan.

- 4. Requests the Chief Executive Officer bring the Council Plan and submissions back to Council for consideration.**

Carried By Absolute Majority 10-0 25/142

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Item No.:	12.1.2.
Subject:	Service Plans 2025–2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/19042
Attachments:	1. Shire of Harvey Service Plan 2025-2026 Final [12.1.2.1 - 42 pages]

The following additional information is provided in regard to Item 12.1.2

A correction was made on page four of **Attachment 1**. The year has been corrected in the title; “Service Plans 2026–2027” has been removed and now reads “Service Plans”.

Additionally, there was a calculation error correction on page 13 of **Attachment 1**. The “Service FTE” figure changed from 16.41 to 8.5.

Summary

It is recommended that Council endorses the Shire of Harvey’s (the Shire) Service Plans (**Attachment 1**), which have been developed through a comprehensive, organisation-wide planning process to align service delivery with the Council Plan 2025–2035. Endorsing the Service Plans will ensure that Council’s strategic priorities are consistently integrated into operational activities, support transparent resource planning, and position the Shire for compliance with the *Local Government Amendment Act 2023* and emerging regulatory requirements.

Background

The Shire has completed a comprehensive service planning process that defines the purpose, scope, resourcing, and key outputs of all services provided to the community. The intent of this process is to ensure that all operational activities are strategically aligned with the Shire’s new Council Plan 2025–2035, and responsive to legislative changes and evolving community needs.

Service Plan Development

Service Plans were developed through the following process:

- Engagement across all Directorates and Business Units to define service functions
- Alignment of services to the Council Plan and relevant legislative responsibilities
- Identification of sub-services and service outputs
- Attribution of current-year full-time equivalent (FTE) staff and direct operational costs
- Development of Key Performance Indicators (KPIs) to support performance monitoring.

A presentation on the structure and development of the Service Plans was provided to Elected Members at the June 2025 Concept Forum.

Alignment with IPR Framework Reforms

Under the revised Integrated Planning and Reporting (IPR) framework, the Council Plan is supported

by a suite of long-term and operational plans. These include:

- Workforce and Diversity Plan
- Long-Term Financial Plan
- Asset Management Plans
- Annual Service Plans.

Service Plans function as an operational link between strategic priorities and day-to-day service delivery. They provide clear articulation of how services contribute to the objectives identified in the Council Plan.

Financial Attribution

Each Service Plan includes an estimate of direct operational expenditure based on the current adopted budget. This figure represents the cost of activities directly associated with service delivery. At this stage, the figures exclude capital expenditure and corporate overhead allocations.

The Shire is progressing work to improve the alignment of financial data with service delivery structures. This includes:

- Attribution of capital-related costs to services.
- Further integration with the Long-Term Financial Plan.
- Improved consistency between budgeting, reporting and service planning frameworks.

This will support the development of a full-cost model for service delivery and enhance financial transparency.

Performance Monitoring

Each Service Plan includes a defined set of KPIs aligned with service outputs which are based on measurable indicators. These are intended to support reporting and internal performance tracking. KPI's are included on the Service Plan and will be improved and developed over time. In addition to formal KPIs, Service Managers monitor various operational data sets specific to their service areas. These are used to inform internal planning and continuous improvement.

The Shire also will continue to utilise data such as derived from the Community Scorecard data to inform the delivery and review of services. This includes:

- Assessing community perceptions of service performance
- Informing the prioritisation of service improvements
- Supporting longitudinal tracking of satisfaction over time.

Comment

The Shire has completed a comprehensive service planning process that defines the purpose, scope, resourcing, and key outputs of all services provided to the community as provided at (**Attachment 1**). The intent of this process is to ensure that all operational activities are strategically aligned with the

Shire's new Council Plan 2025–2035, and responsive to legislative changes and evolving community needs. Below is a summary of Services by Strategic Pillar:

People

- Recreation and Leisure: Provides high-quality recreation, leisure, and cultural facilities and programs that support active, healthy, and inclusive lifestyles through venues such as the Leschenault Leisure Centre and Harvey Recreation and Cultural Centre.
- Libraries: Offers welcoming spaces that promote literacy, learning, digital access, and cultural enrichment, with free resources and programs available to all residents.
- Community Development: Strengthens community capacity by supporting local groups and programs that foster inclusion, resilience, and civic participation.
- Child Care: Delivers safe, inclusive childcare, after-school, and holiday programs, supporting early childhood development and family wellbeing.
- Emergency Preparedness, Response and Recovery: Coordinates bushfire and emergency management planning, response, and recovery; oversees brigade support and compliance with the *Bush Fires Act 1954*.

Performance

- Marketing, Advocacy and Communication: Builds community trust and engagement through transparent communication, branding, and advocacy aligned to strategic priorities.
- Council Planning and Performance: Drives strategic alignment through the development, review and monitoring of Council and Service Plans, ensuring priorities reflect community need.
- Work Health and Safety: Ensures a safe and healthy working environment through hazard management, compliance, and staff wellbeing initiatives.
- Risk Management: Protects the organisation's assets, people and services through structured risk frameworks, insurance management, and mitigation planning.
- Human Resources: Supports a capable and engaged workforce via recruitment, industrial relations, performance management and development.
- Governance: Ensures compliance and accountability through statutory oversight, policy and local law management, support to Elected Members, and governance systems.
- Executive Services: Supports transparent Council operations by managing Agendas, Minutes, decision-making processes and official ceremonies.
- Customer Experience: Delivers accessible, responsive, and professional frontline services across all community touchpoints.
- Rating: Manages property rates and charges to ensure equitable and sustainable revenue collection aligned to legislative and policy frameworks.
- Information and Communication Technology Management: Provides secure and efficient IT and records systems, including public CCTV and business continuity infrastructure.

- Financial Services: Oversees budgeting, reporting and compliance to support sound financial management and organisational sustainability.

Place

- Building Services: Ensures safe, compliant development through assessment, inspections and guidance in line with planning and building legislation.
- Asset Management: Plans and maintains infrastructure and property assets to ensure they are fit-for-purpose, sustainable and aligned with lifecycle planning.
- Public Gardens, Ovals and Streetscapes: Maintains green and public spaces including ovals and streetscapes to promote amenity, health and environmental stewardship.
- Ranger Services: Provides compliance, education and enforcement services focused on animal control, fire management, and public safety.
- Special Projects: Delivers large-scale infrastructure developments aligned to the Council Plan, ensuring quality outcomes on time and within budget.
- Civil Construction and Maintenance: Builds and maintains roads, footpaths and drainage infrastructure to ensure safe, connected, and accessible communities.
- Cemeteries: Provides compliant, respectful cemetery services that reflect cultural and community expectations.

Planet

- Climate Action: Coordinates the Shire's sustainability efforts including emissions reduction, water and energy efficiency, and sustainable operations.
- Environmental Health: Protects public health through inspections, water testing, food safety and environmental controls.
- Planning Services: Guides development and land use to balance growth, heritage and environmental protection through strategic and statutory planning.
- Waste Management and Sanitation: Provides waste and recycling services through kerbside collection, transfer stations and partnerships.
- Environmental Protection: Promotes conservation, biodiversity and emissions reduction through initiatives such as owl-friendly habitat and local environmental programs.

Prosperity

- Design and Development: Delivers infrastructure and subdivision design, documentation and oversight to meet engineering and community standards.
- Tourism: Enhances destination appeal, supports tourism businesses and events, and implements regional promotion aligned to the Tourism Road Map 2031.
- Economic Development: Drives investment, workforce readiness, innovation and business growth to diversify the economy and increase local employment.

Each of the 30 service areas have been reviewed in line with the Council Plans Strategic Pillars, and

the community's evolving needs. The data collated in this report reflects direct service delivery costs, FTE allocations, subservices, KPI's and community feedback.

Key considerations when interpreting the service information are as follows:

- **Scope and output of Services:** Service areas range from traditional functions such as Waste Management, Recreation, and Financial Services to contemporary offerings like Community Development and Climate Action. Subservices have been clearly articulated, ensuring clarity of function and accountability.
- **Cost and Workforce Alignment:** The service planning process explicitly highlights the budget is a key determinant of the level of service the Shire can deliver, and the delivery of services is explicitly linked to the Budget workshopping and adoption. The current financial data attributes direct operating costs only to services (excluding internal overheads and capital allocations). This provides an initial understanding of the financial envelope in which each service operates.
- **Performance and Trends:** Most services reported this year have a stable or increasing FTEs and budgets, indicating sustained or growing demand. The industry trend comparison reveals that some services are "trailing" benchmark performance or experiencing constraints, often linked to resource limitations or infrastructure gaps. This is an industry wide problem index averages falling among nearly all local government services.
- **Community and Strategic Alignment:** Each service includes community sentiment and Catalyse Community Scorecard insights, ensuring community voice is integrated into planning. Services are aligned with the new Council Plan pillars, with each purpose and output supporting long-term strategic goals.
- **Continuous Improvement and KPIs:** Though limited formal KPIs are visible in the report, it is noted that internal monitoring of various performance and operational data sets is underway. Services will continue to use these metrics alongside community scorecard benchmarks to evaluate effectiveness and adapt delivery accordingly. Business Units are collecting and reviewing broader data sets related to quality, timeliness, cost, and demand.
- **Strategic Planning Context:** This process is in line with the *Local Government Act 1995* reforms that now require a Council Plan and reinforce the importance of linking strategy with service delivery. As the Reforms develop, the Shire will monitor the Service Plans for compliance and improvement.

Further, as part of the Shire's integrated planning and reporting approach, any changes made to the Council Plan for the 2025–2026 Budget at the time of adoption will be reviewed and incorporated into the relevant Service Plans. Where adjustments affect funding levels, project timing, or service scope, corresponding updates will be made to service outputs, performance indicators, and workforce requirements. This process ensures the service planning framework remains a live and responsive tool, directly aligned with Council's formal decisions and the Shire's financial capacity. Service Plans will be updated at least annually, with KPI's from services reported through the Shire's quarterly reporting processes.

Statutory/Policy Environment

The *Local Government Amendment Act 2023 S.68* removes the previous Strategic Community Plan Legislation and replaces it as follows:

"68. Section 5.56 replaced

Delete section 5.56 and insert:

5.56. *Council plan*

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

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

(5) *A council plan is a plan for —*

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

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

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

Regulations to support the changes are in draft, however it's proposed that the changes will focus on the requirement for Local Governments to plan and report on the services which are provided by the Local Government. The Administration will continue to monitor the reform progress to ensure that the requirements for planning and reporting on Shire services are met.

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.

The Shire will publish the Service Plans on the Shire of Harvey Website.

Promise to the Community

Inform: We will keep you informed.

The Shire will publish any changes to the Service Plans on the Shire of Harvey Website.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The Consequences could be **Compliance** and **Reputation**. The endorsement of the Service Plans supports strategic alignment between Council's planning and service delivery and reduces the risk of non-compliance with the *Local Government Amendment Act 2023*, *Local Government Act 1995* and associated Regulations. There is a **Minor** risk associated with endorsing the Service Plans, as they reflect current service delivery and financial allocations and the likelihood is **Unlikely**. Any residual risk relating to inconsistencies with the adopted 2025–2026 Annual Budget will be mitigated through the planned administrative update of Service Plans following budget adoption, ensuring alignment with approved resource levels and strategic objectives resulting in a **Low** Risk being present.

Budget Implications

The development of service plans was developed using internal resourcing. Future reporting of Service Plans and Key Performance Indicators will be achieved through internal resourcing also.

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 endorses the Service Plans as provided in **Attachment 1**, noting that any changes arising from the adoption of the 2025–2026 Annual Budget will be incorporated into the relevant Service Plan administratively.

Moved: Cr. Bromham

Seconded: Cr. Capogreco

That Council endorses the Service Plans as provided in Attachment 1, noting that any changes arising from the adoption of the 2025–2026 Annual Budget will be incorporated into the relevant Service Plan administratively.

Carried 9-1

25/143

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Cr. Coleman.

Item No.:	12.1.3.
Subject:	Council Action Register January 2025 – June 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	CC/C/0126
Attachments:	<ol style="list-style-type: none"> 1. Action Register January - June 2025 [12.1.3.1 - 42 pages] 2. Action Register Prior to 2025 [12.1.3.2 - 10 pages]

Summary

This report provides the action status of Council resolutions for the period January – June 2025 and allows Councillors to track the progress of those items.

Background

Council is required to responsibly govern the Local Government’s affairs under the *Local Government Act 1995* and does so by making well informed and considered decisions at Ordinary Council Meetings and any Special Council Meetings that are held.

As actions occur, updates on the progress of Council decisions are made to the Council Decision Action Register and then tabled to Council on a regular basis. In total there were 98 Council Decisions requiring action for the period January – June 2025 (**Attachment 1**). Included separately are Council Actions from resolutions in previous years which have not yet been reported as complete or are still ongoing (**Attachment 2**).

Comment

A Council Decision Action Register has been developed to ensure that Council resolutions are implemented in a timely manner. The action status against resolutions and recommendations are updated regularly by Officers so that progress can be tracked and reported back to Council during the year if necessary. It is encouraged that Council reviews the Action Register and consider any further Council resolution which may direct the Administration in the delivery of and prioritisation of previous resolutions.

A snapshot of the progress of previous Council resolutions is highlighted in the below table:

Council Resolutions	Number of Items	Action Status
Council Action Register 2025	98	73 completed 25 in progress 0 not commenced
Outstanding Actions Prior 2025	72	24 completed 45 in progress 3 not commenced

Statutory/Policy Environment

Local Government Act 1995 – Section 5.20. - outlines the requirements of decisions made by Council.

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.

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.

This report and the corresponding minutes will be made publicly available via 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 **Compliance** if due process is not followed in terms of the *Local Government Act 1995*. The Risk Consequence is considered to be **Minor** and the likelihood **Unlikely** resulting in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Information Purposes: Includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the actions taken on resolutions of its Ordinary and Special Council Meetings, as outlined in **Attachment 1** and **Attachment 2**.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION – REFER TO RESOLUTION 25/141 APPEARING AT ITEM 12.

Item No.	12.1.4.
Subject:	Corporate Business Plan 2024–2025 Quarterly Report, Quarter 4
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00058
Attachments:	1. Quarterly Report Quarter 4 2024-25 [12.1.4.1 - 67 pages]

Summary

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Sport and Cultural Industries (DLGSC) states that it is best practice for local governments to report quarterly progress against the Corporate Business Plan to Council. This Quarterly Report captures the period of Tuesday, 1 April 2025 to Monday, 30 June 2025.

The Quarterly Report, Quarter Four 2024–2025 (refer **Attachment 1**) is presented to Council to be received.

Background

Section 5.56(1) of the *Local Government Act 1995* requires all Local Governments to have a plan for the future of the district, and under the Local Government (Administration) Regulations 1996, all Local Governments are required to have adopted two key documents – a Strategic Community Plan and a Corporate Business Plan. These documents are supported by informed strategies. Together these documents drive the development of the Local Government’s Annual Budget.

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the DLGSC, which guides the Strategic Community Plan and Corporate Business Plan process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

The Corporate Business Plan 2024–2028 sets out the projects and services the Shire of Harvey (the Shire) aims to deliver over the next four years to work towards achieving the goals identified in the Strategic Community Plan. The Corporate Business Plan is a key business planning tool for the Shire and acts as the intermediary document between the Strategic Community Plan and Annual Budget. It is reviewed and updated every year, with progress and achievements reported in the Annual Report.

The Corporate Business Plan 2024–2028 was adopted by Council on Tuesday, 23 July 2024.

Comment

The Quarterly Report is designed to provide information on the progress and milestones of key projects in the Corporate Business Plan 2024–2028.

The projects in the Quarterly Report, Quarter Four 2024–2025 are presented with a commentary on the timeline for completion of the project, progress of the project and updates of specific actions relating to the project.

The targets for the corporate performance indicators are, unless stated otherwise, the annual targets of the Corporate Business Plan. These are part of the review process and are adjusted if targets that provide better clarity are identified.

Quarter Four Summary

Of the 152 projects reported against:

- 24% are ‘Completed’.
- 66% are ‘In Progress’.
- 1% are ‘Behind Schedule’.
- 4% are ‘On Hold’.
- 3% are ‘Future Year’.
- 2% are ‘Not Commenced’.

Projects reported as ‘Behind Schedule’, ‘On Hold’ or ‘Not Commenced’ will be monitored and required consideration of changes will be addressed through the budget development and review process, as well as Corporate Business Plan review process. Amendments will be made where necessary.

Progress status	Description	Number	Percentage
Completed	The project or action has been completed.	36	24%
In Progress	The project or action has started and is in progress.	100	66%
Behind Schedule	The project or action has started, but work is behind schedule.	2	1%
On Hold	The project or action has started, but work has stalled and has been put on hold.	6	4%
Future Year	The project or action is not due to start until a future financial year.	5	3%
Not Commenced	The project or action has not yet started but is still expected to start in the current financial year.	5	2%
TOTAL		152	100%

Details of all 152 projects are outlined in the Quarterly Report, Quarter Four 2024–2025 (refer **Attachment 1**).

Statutory/Policy Environment

Local Government Act 1995

- Section 5.56 – Plan for the future.

Strategic Framework

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

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.5 Integrated strategic planning and reporting to drive continuous improvement.*

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.

No stakeholder feedback is required for the Quarterly Report; however, the projects detailed in this report were included in the Corporate Business Plan after extensive community consultation as part of the creation of the Strategic Community Plan.

Promise to the Community

Inform: We will keep you informed.

The Quarterly Report, Quarter four 2024–2025 will be available on the Shire’s website.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfill Compliance Requirements**. The Consequence could be **Compliance** if the requirements of the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another potential Consequence could be **Reputational** if the public perceives that the Shire does not have adequate business planning tools in place to manage finances and resources in a transparent and accountable manner. The Measure of Consequence is **Minor** and the Likelihood is **Unlikely** giving an overall Risk Rating of **Low**. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Budget Implications

The cost of the projects and actions contained within the Quarterly Report, Quarter four 2024–2025 are as per the Annual Budget and Forward Capital Works Program.

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 Corporate Business Plan Quarterly Report, Quarter four 2024–2025 as included (refer **Attachment 1**).
2. Notes that the Shire’s future Quarterly Reporting will align to the actions provided as part of the Council Plan 2025–2035 and Service Plans 2025–2026.

Moved: Cr. Dickinson

Seconded: Cr. Hitchcock

That Council

- 1. Receives the Corporate Business Plan Quarterly Report, Quarter four 2024–2025 as included (refer *Attachment 1*).**
- 2. Notes that the Shire’s future Quarterly Reporting will align to the actions provided as part of the Council Plan 2025–2035 and Service Plans 2025–2026.**

Carried 10-0

25/144

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Item No.:	12.1.5.
Subject:	South West Country Zone Meeting
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/22227
Attachments:	1. Minutes South West Country Zone 23 June 2025 [12.1.5.1 - 37 pages]

Summary

Minutes from the Monday, 23 June 2025 meeting of the Western Australian Local Government Association (WALGA) South West Country Zone Meeting are attached for Council’s noting.

It is recommended that Council notes these Minutes as attached at **Attachment 1**.

Background

Zone Meetings were established by WALGA as an opportunity for geographically aligned Member Councils, who are responsible for the direct elections of State Councillors, providing input into policy formulation and providing advice on various matters to come together and collaborate on these issues.

Comment

The Minutes of the South West Country Zone meeting held on Monday, 23 June 2025 are contained within **Attachment 1** for Council’s consideration, and it is recommended that they be noted by Council.

Statutory/Policy Environment

Nil.

Strategic Framework

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

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.2 Build partnerships and work collaboratively to amplify the outcomes that can be achieved.*
- 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 are made available on the Shire’s website.

Promise to the Community

Inform: We will keep you informed.

This report and the corresponding minutes are made available on the Shire's website.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequences could be **Reputational** or **Compliance** if the Minutes are not appropriately received by Council. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Information Purposes: Includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the Minutes of the South West Country Zone meeting held on Monday, 23 June 2025 as attached in **Attachment 1**..

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION – REFER TO RESOLUTION 25/XX APPEARING AT ITEM 12.

12.2. Infrastructure Services

Nil.

12.3. Sustainable Development

Item No.:	12.3.1.
Subject:	Proposed Naming of Public Open Space Reserve 54790 – Meadow Views Estate, Harvey
Proponent:	DRT Developments
Location:	Lot 400 Willmott Crescent, Harvey
Reporting Officer:	Senior Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	C547/00006
Attachments:	1. Naming Request [12.3.1.1 - 8 pages]

Summary

Council has received a request from the developer (DRT Developments) of the Meadow Views Estate, Harvey for the public open space Reserve 54790 to be named after a past prominent member of the Harvey community (refer **Attachment 1**). The request is referred for Council’s consideration and endorsement for public consultation. It is recommended that Council endorses the proposed name for public consultation.

Background

The initial subdivision approval of Meadow View Estate was granted by the Western Australian Planning Commission in September 2016 for the creation of 52 residential lots and Public Open Space (POS) Reserve 54790 (reserved for the purposes of public recreation and drainage). In 2018, the developer requested the POS to be named “Domenico Celisano Park” after Mr. Domenico Celisano. The request was referred to Council in September 2018, and was refused for the following reason:

- It is contrary to Section 1.4.2 Policies and Standards for Geographical Naming in WA. *“The approval of a name to commemorate an individual will only be considered posthumously”.*

Following the passing of Mr. Domenico Celisano in February 2024, the developer has resubmitted the naming request for consideration. The justification provided to support the proposed naming is summarised as follows (refer **Attachment 1** for the full submission):

- Born on 25 June 1934 and migrated to Australia in 1950 – aged 16.
- Had five children and seven grandchildren.
- Began working in the Harvey area as a potato picker in Mornington and then as a bus driver for the local children.
- A local business owner for over 55 years, commencing with a cafe, a fruit and vegetable store, local bank agency and a real estate office.
- Was acknowledged by the Attorney General (Hon. John Quigley MLA) on 15 June 2017 with a Certificate of Recognition for his dedicated services as a Justice of the Peace for 28 years.
- ‘Patronato’ role in the community by acting as a facilitator and providing a meeting place for members of the Italian community to assist in providing documentation and applications through the Perth Italian Consulate representatives’ regular visits to Harvey.
- Due to the many hours, he had assisted Harvey’s Filipino community with verifying hundreds of documents as a Justice of the Peace, the Filipino community affectionately referred to him as “Papa”.

- Been a sponsor and member of many social and sporting clubs over the past 67 years.

Comment

Landgate’s “Policies and Standards for Geographical Naming in Western Australia” (the Policy) outlines the requirements in relation to naming geographic features within the State. The following provides an assessment of the proposed naming against the main requirements of the Policy for Commemorative Naming:

Policy Requirements	Officer Comments
A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.	The proposal is for the use of the first name and surname, which is permitted.
<p>The approval of a name to commemorate an individual will only be considered:</p> <ul style="list-style-type: none"> • Posthumously • Where permission of the immediate family has been obtained • Based on a demonstrated record of achievement • Having had a direct and long-term association with the location and made a significant contribution to the area. 	<ul style="list-style-type: none"> • The proposed name is posthumous. • The immediate family has granted permission. • The Certificate of Recognition presented by the Attorney General for his dedication as a Justice of the Peace provides a demonstrated record of achievement. • Mr. Celisano has a direct and long-term association with, and made a significant contribution to, the community which is evidenced by both the Italian and Filipino communities.

Based on the above assessment, Officers are satisfied that the proposed name complies with the requirements of the Policy. Therefore, it is recommended that Council endorses the proposed name for public consultation.

Statutory/Policy Environment

Geographic Naming Committee (GNC)

GNC Policies and Standards for Geographic Naming in Western Australia outline the criteria for the naming of parks and recreation reserves. Proposals submitted to GNC need to include a plan showing the extent of the proposed name and details of the origin of the name. Relevant sections of the Policy include:

- Section 1, Policy 1.4 – Commemorative Names.
- Section 5 – Local parks and recreational reserves.

Strategic Framework

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

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

Community Engagement

Community Participation Goal

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

If the name is endorsed by Council, the broader Harvey community will be consulted before the proposed name is submitted to Landgate.

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.

If the name is endorsed by Council, the Harvey community will be consulted.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputation** if the correct process is not followed and the public is not adequately consulted. The Risk is considered **Minor** and the Likelihood **Unlikely**, given the report has been thoroughly researched, peer reviewed, provided by a qualified Shire Officer, and an appropriate recommendation has been provided, resulting in **Low** Risk being present.

Budget Implications

Nil.

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. Endorses the proposed name, as identified within the Report, for the Public Open Space Reserve 54790 Willmott Crescent, Harvey for public consultation.
2. Notes that further public consultation be undertaken with the Harvey community, pursuant to Section 9 of Landgate's "Policies and Standards for Geographical Naming in Western Australia".
3. Following the closure of the public consultation period, receives a further report on the proposed name.

Moved: Cr. Holly

Seconded: Cr. Junio

Amendment

President Campbell put forth the following:

4. Requests the Chief Executive Officer to present a list of names for pre-approval for the naming of parks and roads within the Shire of Harvey.

Reason: Council can pre-approve names for future use that will remove the need to go to Council before being advertised for park or road names. Once advertising has taken place, a report can be presented to Council or submitted directly to Landgate for road names. This amendment will allow Shire Officers to prepare a list of names for Council's future consideration.

Moved: President Campbell

Seconded: Cr. Holly

Carried 10-0

25/145

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Substantive Motion

Moved: Cr. Holly

Seconded: Cr. Junio

That Council:

1. Endorses the proposed name, as identified within the Report, for the Public Open Space Reserve 54790 Willmott Crescent, Harvey for public consultation.
2. Notes that further public consultation be undertaken with the Harvey community, pursuant to Section 9 of Landgate's "Policies and Standards for Geographical Naming in Western Australia".
3. Following the closure of the public consultation period, receives a further report on the proposed name.
4. Requests the Chief Executive Officer to present a list of names for pre-approval for the naming of parks and roads within the Shire of Harvey.

Carried 10-0

25/146

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

12.4. Corporate Services

Item No.	12.4.1.
Subject:	Annual Budget 2025–2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FM/B/001
Attachments:	<ol style="list-style-type: none"> 1. Annual Budget 2025-2026 [12.4.1.1 - 169 pages] 2. Budget Changes [12.4.1.2 - 1 page]

The following additional information is provided in regard to Item 12.4.1

Several additions were made to **Attachment 1** as per the Addendum uploaded on Monday, 14 July 2025. The amended **Attachment 1** is included in the Ordinary Council Meeting Attachments July 2025 document.

An additional Addendum was made in relation to the number of submissions received on the Revenue and Rating Plan.

Summary

The purpose of this report is for Council to adopt the 2025–2026 Annual Budget, together with associated matters such as Councillor Fees and Allowances, Rates and Fees and Charges for 2025–2026.

A copy of the draft 2025–2026 Annual Budget which has resulted from the Budget workshop, held on Monday, 16 June 2025 and Tuesday, 17 June 2025 is included as **Attachment 1**.

Background

The *Local Government Act 1995*, Section 2.7, states that the role of the Council is to govern the local government’s affairs and is responsible for the performance of the local government’s functions.

Section 2.7(2)(a) of the Act states that Council is to oversee the allocation of the local government’s finances and resources.

The *Local Government Act 1995*, Section 6.2, requires that during the period from 1 June in a financial year to 31 August in the next financial year each local government is to prepare and adopt, in the form and manner prescribed, a Budget for its municipal fund for the financial year ending on the 30 June.

In accordance with Section 5.56 of the *Local Government Act 1995*, in preparing the Budget, the local government is also to give consideration to the contents of its adopted Plan for the Future, namely the previously required Strategic Community Plan and Corporate Business Plan. The Shire of Harvey’s (the Shire) Forward Capital Works Plan (FCWP) lists the capital works identified in the Plan for the Future.

The Budget is to incorporate:

1. Particulars of the estimated expenditure proposed to be incurred.
2. Detailed information relating to the rates and service charges which will apply, including.
 - The amount it is estimated will be yielded by the general rate.

- The rate of interest (if any) to be charged on unpaid rates and on installments and service charges.
- 3. The fees and charges proposed to be imposed by the local government.
- 4. The particulars of borrowings to be entered into by the local government.
- 5. Details of the amounts to be set aside in, or used from, reserve accounts.
- 6. Particulars of proposed land transactions and trading undertakings.
- 7. Other matters as prescribed.

The draft 2025–2026 Annual Budget (draft Budget) has been prepared with reference to the Shire’s Integrated Planning documents such as the Plan for the Future, FCWP, Long Term Financial Plan (LTFP), Workforce and Diversity Plan, Asset Management Plan and other strategic planning documents.

On Monday, 16 June 2025 and Tuesday, 17 June 2025, Council budget workshops were held to review the draft Budget. These sessions included a page-by-page in-depth review of the document, including operating income, operating expenses and capital works. Some changes were incorporated into the draft Budget following the workshops, with a summary of these changes, is included in **Attachment 2**.

Current economic environment

The Perth CPI for the 2023–2024 financial year was 4.6% and for 2024–2025 is 2.8% (March to March). Like most businesses, local government has been affected by increases in costs and the delay in delivery of works and materials.

Proposed Revenue and Rating Plan

In considering the level of rating required to balance the draft 2025–2026 Annual Budget, which includes the continued provision of community services and infrastructure, the Shire undertook and adopted the 2025–2026 Proposed Revenue and Rating Plan at its Ordinary Council Meeting held Tuesday, 24 June 2025. The Revenue and Rating Plan, among other things included Council’s position and information relating to the following;

- Revenue and Rating Principles
- Fees and Charges
- Differential General Rating
- Specified Area Rates
- Waste Facilities Maintenance Rate.

On Wednesday, 25 June 2025, the Revenue and Rating Plan was advertised for public comment, with specific reference to the objects and reasons for the differential general rates. The closing date for submissions is Monday, 21 July 2025.

The number of responses received, along with a summary of those responses, will be submitted to Council as an addendum to this agenda item for the Ordinary Council Meeting being held on Tuesday, 22 July 2025.

Fees and Charges

Council adopted its 2025–2026 Fees and Charges by absolute majority at the Ordinary Council Meeting held on Tuesday, 27 May 2025, excluding waste collection and related fees and charges. These charges are now included in the draft Budget for adoption.

The 2025–2026 Fees and Charges are included in the body of the draft 2025–2026 Annual Budget for adoption in accordance with Section 6.16(3) of the *Local Government Act 1995*.

Differential General Rates

The draft 2025–2026 Annual Budget presented to Council is a balanced document predicated on the following differential general rates along with other rating information as per the adopted 2025–2026 Proposed Rating and Revenue Plan.

The table below reflects the rates rate in the dollar and minimum payment amount applicable to each rate category.

Differential Rating Category	Rate in the \$	Minimum Payment
GROSS RENTAL VALUATION PROPERTIES		
Residential	0.072874	\$1,482
Commercial / Industrial	0.102485	\$1,564
Transient Workforce / Workforce Accommodation	0.119578	\$1,795
UNIMPROVED VALUATION PROPERTIES		
Rural	0.004518	\$1,482
Commercial	0.005324	\$1,564

Waste Facilities Maintenance Rate

The Shire introduced a Waste Facilities Maintenance Rate (Waste levy) in the 2023–2024 financial year of \$50 per rateable property. It was increased to \$70 per rateable property in the financial year 2024–2025. It is proposed to increase the Waste levy to \$90 per rateable property for the financial year 2025–2026.

The purpose of the Waste levy is to provide funding for the management of the Shire’s waste facilities. This includes, but is not limited to, the management, rehabilitation and any improvements to the Bunbury Harvey Regional Council waste facilities and the Richardson Road Refuse facility.

Specified Area Rates

Included within the Revenue and Rating Plan is the proposed Specified Area Rates for 2025–2026. Revenue raised from specified area rates can only be used for the purpose for which it was generated.

Following rates equalisation calculations resulting from gross rental valuation revaluations, increase in specified area rates, rate in the dollar of 2.8% will apply to the following:

- Kingston – Increased standard of common area Landscaping Maintenance
- Galway Green – Increased standard of common area Landscaping Maintenance
- Lakewood Shores – Increased standard of common area Landscaping Maintenance
- Treendale – Increased standard of common area Landscaping Maintenance.

And following equalisation calculations resulting from revaluation of the Treendale District Centre commercial lots, an increase in specified area rates, rate in the dollar of 7.12% will apply to the following:

- Treendale District Centre – common area Maintenance.

Comment

The draft 2025–2026 Annual Budget is a balanced budget and includes all changes and alterations identified by Council in the workshops leading up to this Meeting.

The draft Budget has been formulated with consideration given to Integrated Planning documents such as the Plan for the Future, FCWP, LTFP, Workforce and Diversity Plan and Asset Management Plan.

Growth of the Shire

The draft Budget highlights the expansionary phase of the Shire as the Shire continues to grow in population and development. It includes major works and service improvements as listed in the Shire’s FCWP. These budgeted works highlight the growing nature of the Shire and include areas such as road and pathway networks, recreation centres and playgrounds, administration services and library facilities, social and environmental services and many other areas where services have been requested and are seen as a priority of the Shire.

Capital expenditure included in the draft Budget include:

Building Capital Works	–	\$32.63 million
Road Capital Works	–	\$6.93 million
Footpaths and Drainage Capital Works	–	\$1.10 million
Bridges Capital Works	–	\$1.75 million
Parks and Ovals	–	\$8.16 million

Also included in the draft Budget is operating expenses for:

Roads, Footpaths, Bridges and Drainage Maintenance	–	\$15.98 million
Parks, Gardens and Grounds Maintenance	–	\$8.32 million
Sanitation and Refuse Management	–	\$7.18 million
Fire and Animal Control, Law and Order	–	\$2.58 million
Destination Harvey Region	–	\$1.33 million
Other Sustainable Development	–	\$4.95 million
Libraries	–	\$1.63 million
Recreation and Cultural Centres	–	\$6.12 million
Community, Welfare and Cultural Services	–	\$1.95 million
Transfers to Reserves	–	\$2.91 million

Governance, Rates, Loans and Unclassified – \$5.41 million

The draft 2025–2026 Annual Budget is now presented in the required statutory format ready for Council’s consideration and adoption.

Statutory/Policy Environment

Local Government Act 1995

- Section 6.2 – Requirement for Local Governments to prepare and adopt an annual budget by an absolute majority. In preparing the annual budget, the local government is to have regard to the contents of the Plan for the Future.

Local Government (Financial Management) Regulations 1996

- Regulation 34(5) - Each financial year a local government is to adopt a material percentage or value for reporting purposes.

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.*
- Objective 5.5 Integrated strategic planning and reporting to drive continuous improvement.*

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 and the Fees and Charges were advertised for public comment. Council, as the ratepayer’s Council Members workshopped the draft Budget. The draft Budget is made available to the public.

Promise to the Community

Inform: We will keep you informed.

The annual Budget once adopted will be available on the Shire’s website. Council will also advise via its website where Shire rates are spent.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial** or **Reputational** should Council arrive at a budget that is not acceptable to the community, contains unrealistic measures or is not consistent with statutory requirements. The risk consequence is considered **Moderate** and the likelihood **Unlikely**. The risk is mitigated by Council working through a tested budget process with key reference to its Integrated Planning documents. As such it is considered that a **Low** risk is present.

Budget Implications

The draft 2025–2026 Annual Budget has been formulated with consideration given to such informing documents as the Plan for the Future, FCWP, LTFP, Workforce and Diversity Plan and Asset Management Plan.

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

Recommendation 1–6 of 9 – Absolute Majority

Recommendation 7–9 of 9 – Simple Majority

Officer's Recommendation 1 of 9

That Council:

1. Pursuant to Section 5.99 of the *Local Government Act 1995*, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
 - a) Annual Sitting Fee – Shire President – \$34,717
 - b) Annual Sitting Fee – Councillors – \$18,726
2. Pursuant to Section 5.98(3) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 - a) Communications allowance – \$1,559
3. Pursuant to Section, 5.98(5) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 - a) Allowance for Shire President – \$49,834
4. Pursuance to Section, 5.98A(1) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 - a) Allowance for Deputy Shire President – \$12,459
5. Pursuance to Section 5.99B of the *Local Government Act 2024*, adopts the following superannuation contribution
 - a) 12% superannuation contribution on the annual sitting fee and the President and Deputy President allowances for council members, effective from 19 October 2025.

BY ABSOLUTE MAJORITY

Moved: Cr. Holly

Seconded: Cr. Krispyn

That Council:

1. Pursuant to Section 5.99 of the *Local Government Act 1995*, adopts the following annual
-

fees for payment of elected members in lieu of individual meeting attendance fees:

- a) Annual Sitting Fee – Shire President – \$34,717
 - b) Annual Sitting Fee – Councillors – \$18,726
2. Pursuant to Section 5.98(3) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
- a) Communications allowance – \$1,559
3. Pursuant to Section, 5.98(5) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
- a) Allowance for Shire President – \$49,834
4. Pursuance to Section, 5.98A(1) of the *Local Government Act 1995*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
- a) Allowance for Deputy Shire President – \$12,459
5. Pursuance to Section 5.99B of the *Local Government Act 2024*, adopts the following superannuation contribution
- a) 12% superannuation contribution on the annual sitting fee and the President and Deputy President allowances for council members, effective from 19 October 2025.

Carried by Absolute Majority 10-0 25/147

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 2 of 9

That Council, pursuant to section 6.2 of the *Local Government Act 1995*, adopts the 2025–2026 Annual Budget, showing expenditure and payments of \$118,143,551 and receipts of \$99,490,768 with an amount of \$31,910,421 to be acquired by the imposition of general rates.

BY ABSOLUTE MAJORITY

Moved: Cr. Bromham

Seconded: Cr. Krispyn

That Council, pursuant to section 6.2 of the *Local Government Act 1995*, adopts the 2025–2026 Annual Budget, showing expenditure and payments of \$118,143,551 and receipts of \$99,490,768 with an amount of \$31,910,421 to be acquired by the imposition of general rates.

Carried by Absolute Majority 10-0 25/148

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 3 of 9

That Council, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, imposes differential general rates, specified area, and minimum payments on Gross Rental Value properties and Unimproved Value properties for the 2025–2026 Financial Year as follows:

Rating Category	General Rate in the Dollar \$	Minimum Payments
Zone Groups (GRV)		
GRV – Residential	0.072874	\$1,482
GRV – Commercial / Industrial	0.102485	\$1,564
GRV – Transient Workforce/Workforce Accommodation	0.119578	\$1,795
Land Use Groups (UV)		
UV – Rural	0.004518	\$1,482
UV – Commercial	0.005324	\$1,564
Specified Area Rates		
Kingston Landscaping Maintenance	0.006705	Nil
Galway Green Landscaping Maintenance	0.006305	Nil
Lakewood Shores Landscaping Maintenance	0.007292	Nil
Treendale Landscaping Maintenance	0.009510	Nil
Treendale District Centre Common Area Maintenance	0.007554	Nil

The General Rates and Specified Area Rates are due and payable by Friday, 31 October 2025.

BY ABSOLUTE MAJORITY

Moved: Cr. Krispyn

Seconded: Cr. Bromham

That Council, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, imposes differential general rates, specified area, and minimum payments on Gross Rental Value properties and Unimproved Value properties for the 2025–2026 Financial Year as follows:

Rating Category	General Rate in the Dollar \$	Minimum Payments
Zone Groups (GRV)		
GRV – Residential	0.072874	\$1,482
GRV – Commercial / Industrial	0.102485	\$1,564
GRV – Transient Workforce/Workforce Accommodation	0.119578	\$1,795
Land Use Groups (UV)		
UV – Rural	0.004518	\$1,482
UV – Commercial	0.005324	\$1,564
Specified Area Rates		

Kingston Landscaping Maintenance	0.006705	Nil
Galway Green Landscaping Maintenance	0.006305	Nil
Lakewood Shores Landscaping Maintenance	0.007292	Nil
Treendale Landscaping Maintenance	0.009510	Nil
Treendale District Centre Common Area Maintenance	0.007554	Nil

The General Rates and Specified Area Rates are due and payable by Friday, 31 October 2025.

Carried By Absolute Majority 10-0 25/149

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 4 of 9

That Council, pursuant to Section 66 of the *Waste Avoidance and Resource Recovery Act 2007*, adopts a general rate for the management of the Shire’s Waste Facilities to be imposed on all rated properties for the 2025–2026 Financial Year as follows:

Rating Category	General Rate in the Dollar \$	Minimum Payments
Zone Groups (GRV)		
GRV – Residential	0.0001	\$90
GRV – Commercial / Industrial	0.0001	
GRV – Transient Workforce/Workforce Accommodation	0.0001	
Land Use Groups (UV)		
UV – Rural	0.0001	\$90
UV – Commercial	0.0001	

The Waste Facilities Maintenance rates are due and payable by Friday, 31 October 2025.

BY ABSOLUTE MAJORITY

Moved: Cr. Carbone

Seconded: Cr. Capogreco

That Council, pursuant to Section 66 of the *Waste Avoidance and Resource Recovery Act 2007*, adopts a general rate for the management of the Shire’s Waste Facilities to be imposed on all rated properties for the 2025–2026 Financial Year as follows:

Rating Category	General Rate in the Dollar \$	Minimum Payments
Zone Groups (GRV)		
GRV – Residential	0.0001	\$90
GRV – Commercial / Industrial	0.0001	
GRV – Transient Workforce/Workforce Accommodation	0.0001	

Land Use Groups (UV)		
UV – Rural	0.0001	\$90
UV – Commercial	0.0001	

The Waste Facilities Maintenance rates are due and payable by Friday, 31 October 2025.

Carried By Absolute Majority 10-0 25/150

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 5 of 9

That Council, pursuant to Section 6.51 of the *Local Government Act 1995*;

- a) Adopts an interest rate of 10% per annum, calculated on a daily basis, charged on all General Rates, Accrued Interest, Rubbish Charges and Instalment Administration Charges outstanding as at 30 June 2025.
- b) Adopts an interest rate of 10% per annum, calculated on a simple interest basis, where no election has been made to pay the rate notice by instalments. Interest will be charged on the General Rates and/or Rubbish Charges raised for the 2025–2026 Financial Year, that remain outstanding 42 days after the date of issue of the rate notice, for the number of days until the day before the day on which a payment is received.
- c) Adopts an interest rate of 10% per annum, calculated on a simple interest basis, where an election has been made to pay the rate notice by instalments and an instalment remains unpaid. Interest will be charged for the number of days until the day before the day on which a payment is received.

BY ABSOLUTE MAJORITY

Moved: Cr. Dickinson

Seconded: Cr. Hitchcock

That Council, pursuant to Section 6.51 of the *Local Government Act 1995*;

- a) **Adopts an interest rate of 10% per annum, calculated on a daily basis, charged on all General Rates, Accrued Interest, Rubbish Charges and Instalment Administration Charges outstanding as at 30 June 2025.**
- b) **Adopts an interest rate of 10% per annum, calculated on a simple interest basis, where no election has been made to pay the rate notice by instalments. Interest will be charged on the General Rates and/or Rubbish Charges raised for the 2025–2026 Financial Year, that remain outstanding 42 days after the date of issue of the rate notice, for the number of days until the day before the day on which a payment is received.**
- c) **Adopts an interest rate of 10% per annum, calculated on a simple interest basis, where an election has been made to pay the rate notice by instalments and an instalment remains unpaid. Interest will be charged for the number of days until the day before the day on which a payment is received.**

Carried By Absolute Majority 10-0

25/151

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 6 of 9

Adopts the attached Schedule of Fees and Charges for the 2025–2026 financial year, along with the following rubbish charges:

a) Residential Waste Service Charge

\$438 per annum for the weekly removal of one 240L mobile ‘FOGO’ garbage bin, fortnightly removal of one 240L mobile ‘General Waste’ garbage bin and fortnightly removal of one 240L mobile ‘Recycling’ garbage bin plus one tip pass (includes four standard tip entries).

b) Commercial Waste Service Charge

\$248 per annum for the weekly removal of one 240L mobile ‘General Waste’ garbage bin.

\$150 per annum for the fortnightly removal of one 240L mobile ‘Recycling’ garbage bin.

\$150 per annum for the weekly removal of one 240L mobile ‘FOGO’ garbage bin.

c) Additional Waste Service Charge

\$150 per annum for the additional fortnightly removal of one 240L mobile ‘General’ garbage bin.

\$150 per annum for the additional removal of one 240L mobile ‘FOGO’ garbage bin.

\$150 per annum for the additional fortnightly removal of one 240L mobile ‘Recycling’ garbage bin.

d) Rural Waste Service Charge

\$186 per annum on those rural properties which do not have a mobile garbage bin service – this provides one tip pass which allows 26 standard tip entries

BY ABSOLUTE MAJORITY

Moved: Cr. Bromham

Seconded: Cr. Dickinson

Adopts the attached Schedule of Fees and Charges for the 2025–2026 financial year, along with the following rubbish charges:

a) Residential Waste Service Charge

\$438 per annum for the weekly removal of one 240L mobile ‘FOGO’ garbage bin, fortnightly removal of one 240L mobile ‘General Waste’ garbage bin and fortnightly removal of one 240L mobile ‘Recycling’ garbage bin plus one tip pass (includes four standard tip entries).

b) Commercial Waste Service Charge

\$248 per annum for the weekly removal of one 240L mobile ‘General Waste’ garbage bin.

\$150 per annum for the fortnightly removal of one 240L mobile ‘Recycling’ garbage bin.

\$150 per annum for the weekly removal of one 240L mobile ‘FOGO’ garbage bin.

c) Additional Waste Service Charge

\$150 per annum for the additional fortnightly removal of one 240L mobile ‘General’ garbage bin.

\$150 per annum for the additional removal of one 240L mobile ‘FOGO’ garbage bin.

\$150 per annum for the additional fortnightly removal of one 240L mobile ‘Recycling’ garbage bin.

d) Rural Waste Service Charge

\$186 per annum on those rural properties which do not have a mobile garbage bin service – this provides one tip pass which allows 26 standard tip entries.

Carried By Absolute Majority 10-0 25/152

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 7 of 9

That Council, pursuant to Section 6.51(4) of the *Local Government Act 1995*, determines that entitled pensioners will be exempt from being charged the interest charge on Deferred Rates, Current Rates and Current Rubbish Charges.

Moved: Cr. Dickinson

Seconded: Cr. Krispyn

That Council, pursuant to Section 6.51(4) of the *Local Government Act 1995*, determines that entitled pensioners will be exempt from being charged the interest charge on Deferred Rates, Current Rates and Current Rubbish Charges.

Carried 10-0 25/153

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 8 of 9

That Council, pursuant to Section 6.45(1) of the *Local Government Act 1995*, adopt the following rate payment instalment options and associated annual fees as follows:

Payment Option	Due Date	Instalment plan Interest Rate	Administrative Fees
Prompt Payment paid in full	4.00pm on Friday, 31 October 2025.	Nil	Nil
Two equal payments	First Instalment – 4.00pm on Friday, 31 October 2025.	3.0%	\$15
	Second Instalment – 4.00pm on		

	Friday, 9 January 2026.		
Four equal payments	First Instalment – 4.00pm on Friday, 31 October 2025.	3.0%	\$45
	Second Instalment – 4.00pm on Friday, 9 January 2026.		
	Third Instalment – 4.00pm on Friday, 13 March 2026.		
	Fourth Instalment – 4.00pm on Friday, 15 May 2026.		

Moved: Cr. Dickinson

Seconded: Cr. Junio

That Council, pursuant to Section 6.45(1) of the *Local Government Act 1995*, adopt the following rate payment instalment options and associated annual fees as follows:

Payment Option	Due Date	Instalment plan Interest Rate	Administrative Fees
Prompt Payment paid in full	4.00pm on Friday, 31 October 2025.	Nil	Nil
Two equal payments	First Instalment – 4.00pm on Friday, 31 October 2025.	3.0%	\$15
	Second Instalment – 4.00pm on Friday, 9 January 2026.		
Four equal payments	First Instalment – 4.00pm on Friday, 31 October 2025.	3.0%	\$45
	Second Instalment – 4.00pm on Friday, 9 January 2026.		
	Third Instalment – 4.00pm on Friday, 13 March 2026.		
	Fourth Instalment – 4.00pm on Friday, 15 May 2026.		

Carried 10-0 25/154

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Officer’s Recommendation 9 of 9

That Council adopts an amount of \$30,000 in any one account, transaction or variance as considered to be material.

Moved: Cr. Bromham

Seconded: Cr. Junio

That Council adopts an amount of \$30,000 in any one account, transaction or variance as considered to be material.

Carried 10-0 25/155

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Item No.	12.4.2.
Subject:	Financial Statements as at 30 June 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. Monthly Financials June 2025 v 2 [12.4.2.1 - 11 pages]

Summary

The Financial Statements as at Monday, 30 June 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 June 2025	BUDGET 2024–2025	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$49,632,286	\$49,037,395	\$594,891
Ordinary Expenditure	\$55,562,312	\$57,403,257	\$1,840,945
Capital Revenue	\$14,391,341	\$34,355,021	\$19,963,680
Capital Expenditure	\$21,444,921	\$41,637,971	\$20,193,050
End of Period Surplus/(Deficit)			\$1,850,372
Statement of Financial Position			
Current Assets			\$36,289,551
Net Assets			\$815,180,393

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 \$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 96.4% of the rates were collected by Monday, 30 June 2025 compared to 96.3% for the previous financial year.

Any unpaid rates will be listed on the 2025–2026 rates notice, and the Shire will continue 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 \$3.8 million in Municipal funds and \$31.6 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. As at Monday, 30 June 2025, all four quarterly instalments of Financial Assistance Grants have been received. The Shire also received \$2.42 million as advance payment for Financial Assistance Grants 2025–2026. The amount was transferred to the Shire's Unspent Grants Reserve Fund, to be utilised in the 2025–2026 financial year.

Employee Costs

Employee costs remain under budget at the end of the financial year due to employment vacancies. It is expected that all vacant positions will be filled in the future and have been included as part of the 2025–2026 Budget.

Material, Contracts, Utilities and Other Expenses

The expenditure on materials and contracts reported as at Monday, 30 June 2025, is currently under budget mainly due of timing variances, as some tax invoices are yet to be received for payment.

Capital Expenditure

The Shire has budgeted \$41.6 million on capital projects throughout the Shire in 2024–2025. Expenditure totalling \$21.4 million on capital works has been reported at the end of June 2025, which is made up of various major projects such as \$852,000 on the Harvey Senior Citizens Centre Renovation, \$2.8 million on the Brunswick River Cottages Stage Three, \$3.3 million on Yarloop Workshop Redevelopment, \$2.7 million on Plant Purchases and \$2.7 million on Road Construction to date.

Some uncompleted or ongoing projects have been carried forward to the financial year 2025–2026. Details of these projects are included in Shire's Forward Capital Works Plan 2025–2030 and the Budget 2025–2026.

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.

It should be noted that the Financial Statements for June 2025 as included in this report do not include end of year adjustments for the year ended Monday, 30 June 2025. The final position for the 2024–2025 financial year will be reported in the 2024–2025 Annual Financial Statements.

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

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION – REFER TO RESOLUTION 25/141 APPEARING AT ITEM 12.

Item No.	12.4.3.
Subject:	Payments June 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 June 2025 v 2 [12.4.3.1 - 22 pages]

Summary

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

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal	
EFT 77631 - EFT 78196	\$ 5,908,164.79
117709 – 117714	\$ 1,891.25
DD28819.1 – DD28893.31	\$ 216,526.87
CBA Credit Cards	\$ 14,980.63
Electronic Funds Submitted	<u>\$ 1,287,178.82</u>
Total	<u>\$ 7,428,742.36</u>

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 2,637.43
BP Fuel Card	\$ 5,185.20
Puma Fuel Card	\$ 1,500.39
Coles Card	<u>\$ 307.37</u>
Total	<u>\$ 9,630.39</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 June 2025 totalling \$7,428,742.36.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION – REFER TO RESOLUTION 25/141 APPEARING AT ITEM 12.

12.5. Community and Lifestyle

Item No.:	12.5.1.
Subject:	Australia Day Ceremony
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Community Development
Authorising Officer:	Director Community and Lifestyle
File No.:	C156/00003
Attachments:	Nil

This report has been removed from the July 2025 Agenda and will be placed in the Ordinary Council Meeting Agenda for August 2025.

Item No.:	12.5.2.
Subject:	Leschenault Sporting Association funding request update
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Chief Executive Officer
Authorising Officer:	Director Community and Lifestyle
File No.:	C054/00002
Attachments:	1. Appendix 1 - Leschenault Sporting Association Business Marketing Strategy Report [12.5.2.1 - 28 pages]

Summary

This report presents the Business and Marketing Plan (the Plan) prepared by consultant 150Square for the Leschenault Sporting Association (LSA) (**Attachment 1**). The provision of a satisfactory Plan was a requirement arising from the Council resolution passed at the Ordinary Council Meeting on Tuesday, 26 November 2024, and reaffirmed at the subsequent meeting on Tuesday, 25 March 2025, which extended the submission deadline to July 2025.

The Plan outlines strategic recommendations aimed at enhancing LSA’s financial sustainability by increasing revenue and reducing operational costs. It acknowledges the inherent challenges of operating within the hospitality sector, particularly the narrow profit margins and reliance on a volunteer-led structure. The Plan also emphasises the importance of strong support from affiliated clubs to ensure long-term viability.

Following a review of the Plan, officers have identified several critical gaps that impact its effectiveness, including:

- The absence of a break-even analysis
- A lack of clearly defined risk mitigation strategies
- No structured loan repayment plan
- An underdeveloped volunteer engagement strategy.

Despite these shortcomings, Officers recommend proceeding with the allocation of a loan to the LSA. This recommendation reflects the potential for improved financial performance and long-term sustainability, provided that the identified gaps are addressed in future planning. At this stage, alternatives such as Council assuming direct management of the Pavilion or leasing it to a commercial entity are not considered preferable.

Background

At the Ordinary Council Meeting held on Tuesday, 26 November 2024, Council approved a request from LSA for financial assistance to support the ongoing operations of the Leschenault Sporting Pavilion (Pavilion). These recommendations were revised at the Ordinary Council meeting held on Tuesday, 25 March 2025, when it was resolved:

“That Council:

1. *In relation to its resolution 24/234 of Tuesday, 26 November 2024 regarding the Leschenault Sporting Association, approves the following amendments to the Draft Loan Agreement and Draft Grant Agreement:*
 - a) *An extension of the repayable loan term to Friday, 30 June 2028.*

- b) *Waiver of the condition “Guarantors, legally bound by contract, will be required for all self-supporting loans” outlined in Council Policy 2.2.7 – Loans (Self-Supporting)*
- c) *An extension of the deadline for submitting the detailed business and marketing plan outlining how the Leschenault Sporting Association will improve its financial outcomes from April 2025 to June 2025, with the provision that payment of the loan will be made upon receipt of a satisfactory business and marketing plan*
- d) *An extension of the due date for the Leschenault Sporting Association ‘s monthly financial reports to the Shire from the 10th to the 21st of each month.*
- e) *An extension of the report submission deadline to Council for providing an update from April 2025 to July 2025.”*

Subsequently, LSA engaged 150Square to prepare a Plan that would provide detailed financial, strategic and business actions that could improve the profitability of LSA.

Comment

The Plan developed by 150Square for LSA presents a strategy aimed at improving the organisation’s financial sustainability and community impact. It outlines a 12-month action plan and a three-year strategic framework that demonstrates an understanding of the challenges facing a volunteer led hospitality operation, while offering solutions.

A strength of the Plan is its emphasis on raising LSA’s visibility within the Australind community. Through increased marketing efforts, including enhanced use of social media platforms like Instagram, the Plan seeks to position LSA as a preferred venue for sport and recreation hospitality. This approach is designed to attract new patrons and reinforce the Pavilion’s role as a community hub.

The Plan also prioritises stronger engagement with affiliated clubs, recognising their central role in LSA’s long-term viability. The LSA committee is tasked with leading this engagement, fostering a sense of shared ownership and encouraging active participation in the organisation’s operations.

Financial resilience is addressed through proposed diversification of income streams. These include increasing membership fees for non-club members and introducing a tiered sponsorship model, both of which aim to reduce reliance on traditional revenue sources and create more stable funding pathways.

Operational efficiency is another focus, with strategies to improve rostering of paid and volunteer staff. This is intended to better manage wage costs while maintaining service quality. Additionally, the Plan includes advocacy for external road signage and future capital improvements, reflecting a commitment to long-term infrastructure planning and alignment with broader Shire of Harvey (the Shire) objectives. While the Plan acknowledges several risks such as seasonal revenue fluctuations, rising costs, and volunteer retention it presents a framework for addressing these challenges.

Officers have identified areas for improvement, including the need for more detailed financial projections, governance metrics, and a volunteer engagement strategy. Further, the Plan does not include targeted market research for the local areas of Treendale, Australind, and Kingston, specifically in relation to brand awareness, pricing sensitivity for meals, and the types of incentives that would effectively engage and attract members of these communities. However, the overall strategic intent and community focused approach of the Plan provides a foundation for future growth. Additionally, while there are notable risks and financial uncertainties linked to LSA’s management of the Pavilion, this arrangement remains consistent with the original purpose for which the Pavilion was built “to support local sporting and community groups”.

Officers recommend that Council proceed with the provision of a self-supporting loan to the LSA, subject to the inclusion of a loan repayment clause in the lease agreement, as resolved by Council the Ordinary Council Meeting held on Tuesday, 25 March 2025. The clause would provide the Shire with the right to terminate the Lease and reclaim the Pavilion in the event of loan default, ensuring financial accountability.

Alternative options involve either direct Shire management or outsourcing to a commercial entity. These are not considered suitable alternatives. Both would result in the collapse of the LSA, leading to unresolved debts to the ATO, trade creditors, and affiliated clubs. This outcome would likely erode goodwill toward the Shire and the Pavilion, undermining years of community investment and collaboration. Additionally, direct management would impose unknown resource costs on the Shire, while a commercial operator may not maintain the same level of community engagement and club support that the LSA has historically provided.

Supporting the LSA through a structured loan arrangement offers the most constructive and community-aligned path forward, preserving the Pavilion's original purpose and reinforcing the Shire's commitment to local partnerships.

Statutory/Policy Environment

Council Policy 2.2.7 – Loans – Self-Supporting

Strategic Framework

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

Goal 5: A representative leadership that is future thinking, transparent and accountable.
Objective 5.2 Build partnerships and work collaboratively to amplify the outcomes that can be achieved.

The Shire's Sport and Recreation Plan 2033 contains the following actions in relation to the Pavilion:

Item 1.10 Undertake a Feasibility Study and Business Case for the extension of the Function Room facilities in the LSA Pavillion.
Item 1.43 Provide four additional change rooms to the LSA Pavilion to service Ovals 4 and Ovals 5.
Item 1.44 Undertake an extension of function room facilities in the LSA Pavilion pending Outcome of Feasibility Study and Business Case at Item 1.10.

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 LSA, 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 **Business and Community Disruption**. The consequence is **Reputation, Financial Impact** and **Service Delivery Disruption** if the LSA is no longer financially viable and may result in the Shire being required to manage the facility. This risk will be heightened by reduced service levels and limited access for the eight clubs that use the facility.

The **Reputation** consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk. The **Financial Impact** consequence is considered **Major** and the likelihood is **Possible** resulting in a **High** risk. The **Service Delivery Disruption** consequence is considered **Moderate** and the likelihood is **Likely** resulting in a **High** risk.

Budget Implications

\$30,000 has been allocated as a loan to the LSA to be funded from the 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. Accept the submission of the Leschenault Sporting Association's Business and Marketing Plan.
2. Approves the allocation of an interest-free loan of \$30,000 repayable over three years, to the Leschenault Sporting Association.
3. Authorises the Chief Executive Officer to execute the loan agreement.
4. Requests the Chief Executive Officer include provisions for a loan repayment obligation to be drafted into the new lease.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION – REFER TO RESOLUTION 25/141 APPEARING AT ITEM 12.

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

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

That Council request the Chief Executive Officer to investigate the installation of bike repair stations in suitable areas within the Shire of Harvey and provide a report back to Council.

Officers Comment:

The matter of the installation of a bike repair station will be investigated, with a report for consideration by Council provided at the November 2025 Ordinary Council Meeting.

The report will be aimed at including feedback on the success (or otherwise) of similar infrastructure installed in other local authority areas; relating specifically to their usage and other matters pertinent to the infrastructure. Areas anticipated to be addressed in the report are the:

- Warrants for installation of proposed infrastructure
- Perceived demand vs actual usage statistics
- Design requirements
- Cost of installation
- Cost of maintenance/operation
- Levels of and costs of vandalism

for other comparison installations.

Moved: Cr. Hitchcock

Seconded: Cr. Bromham

That Council request the Chief Executive Officer to investigate the installation of bike repair stations in suitable areas within the Shire of Harvey and provide a report back to Council.

Carried 10-0 25/156

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

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

That Council revert Agenda Briefing Session and Ordinary Council Meeting start times back to 4pm, following the Local Government Elections in October 2025.

Officers Comment:

The Administration supports the Notice of Motion to revert the start times of the Agenda Briefing Session and Ordinary Council Meeting to 4.00pm following the Local Government Elections in October 2025.

This change is supported as it provides greater consistency with past practice, allows improved access for Elected Members and Shire of Harvey Officers, and aligns with operational efficiencies. A 4.00pm commencement time also provides flexibility for extended discussion where required.

Additionally, the Administration notes that the current meeting cycle presents challenges in progressing early ideas or proposals through to Council in a timely manner. To help address this, we propose moving the concept discussions to the Agenda Briefing Session day as was also the previous format. This would assist in identifying matters of strategic interest and allow preliminary feedback to guide future reports in the same Agenda cycle.

Moved: Cr. Carbone

Seconded: Cr. Capogreco

That Council revert Agenda Briefing Session and Ordinary Council Meeting start times back to 4pm, following the Local Government Elections in October 2025.

Carried 10-0

25/157

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

14. Notice of Motion for Following Meeting

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

That Council:

1. Requests the Chief Executive Officer to provide a report on the audit of accessible parking (ACROD Bays) at Shire of Harvey Town centres and Shire controlled and owned facilities currently being undertaken to determine compliance against current Australian and New Zealand standards, that includes:
 - a) the findings of the audit to date
 - b) the anticipated program to complete the auditno later than the November 2025 Ordinary Council Meeting.
2. Requests the Chief Executive Officer to promote the National Disability Services ACROD Parking Campaign, "This Bay is Someone's Day" as part of International Day of People with Disabilities on Wednesday, 3 December 2025, to reduce the misuse of ACROD Parking Bays (accessible parking) in their respective localities.

15. Reports of Members

The Shire President reported on her attendance at the following:

July:

- BGEA Local Government Meeting
- Citizenship Ceremony
- Brunswick Red Cross Presentation
- Weekly Shire Radio Chat
- Fortnightly SEN Radio Interview
- Meeting with David Bolt MLA
- Bunbury Geographe Sports Awards
- NAIDOC Bunbury 7s Presentation
- Time Capsule Event
- Meeting with Water Corporation
- Harvey Connect Opening
- Leschenault Mens Shed
- WALGA Local Government Awards

- Meeting with the Brunswick Bowling Club
- Meeting with the SWDC CEO
- Harvey Precinct Stage 1 Update
- Meeting with Minister Swinbourn
- Talkin' Tourism.

Cr. Wendy Dickinson reported on her attendance at the following:

June:

- Peel Harvey Biosecurity Group Committee Meeting and Workshop in Pinjarra
- Leschenault Catchment Council dam enhancement from Burekup
- Homegrown Heroes Community Awards in Brunswick.

July:

- Citizenship Ceremony
- MWAC Committee meeting online
- Bunbury Geographe Sports Awards 2025 at the BREC with the Shire President
- Visit to the historical artefact collection with Shire Officers that is in storage in Harvey, along with Cr. Bromham, Cr. Holly and Cr. Capogreco
- Audit Committee Meeting
- Special Council Meeting
- Discussions with ELT
- Agenda Briefing Session
- CEO and Chair BHRC Meeting at Stanley Road
- Harvey Connect unveiling with Minister Dawson, the Shire President and CEO
- WALGA Local Government Awards dinner in Perth with the Shire President and CEO.

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

Nil.

17. Matters Behind Closed Doors

Moving Behind Closed Doors

Moved: Cr. Holly

Seconded: Cr. Junio

That Council moves behind closed doors.

Carried 10-0

25/158

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Council moved behind closed doors at 5.45pm.

17.1. Executive Services

17.1.1. T042025 Leschenault Bushfire Brigade Building – Design and Construct

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.:	17.1.1.
Subject:	T042025 Leschenault Bushfire Brigade Building – Design and Construct
Proponent:	Shire of Harvey
Location:	22A Australind Road, Leschenault
Reporting Officer:	Manager Special Projects
Authorising Officer:	Chief Executive Officer
File No.:	F/37/00191
Attachments:	Nil

Summary

This report provides the outcome of the Tender T042025 Design and Construct Leschenault Bushfire Brigade Building, which closed on Thursday, 26 June 2025 and at the close of Tender, there were seven conforming submissions received.

The Officer’s recommendation is to award Tender T042025 as per the Confidential Officer’s recommendation and as per the Evaluation Report (***Confidential Attachment 1***).

Voting Requirements

Simple Majority

Officer's Recommendation

Moved: Cr. Dickinson

Seconded: Cr. Bromham

That Council:

- 1. Awards Tender T042025 Design and Construct Leschenault Bushfire Brigade Building to Smith Constructions WA for the Tendered price of \$1,280,000.00 excluding GST.**
- 2. Authorises the Chief Executive Officer to prepare and sign the required Contract documentation.**

Carried 10-0

25/159

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Returning from Behind Closed Doors

Moved: Cr. Carbone

Seconded: Cr. Holly

That Council return from behind closed doors.

Carried 10-0

25/160

Votes:

For: President Campbell, Cr. Hitchcock, Cr. Krispyn, Cr. Carbone, Cr. Dickinson, Cr. Coleman, Cr. Holly, Cr. Bromham, Cr. Capogreco and Cr. Junio.

Against: Nil.

Council returned from behind closed doors at 5.48pm.

18. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 5.49pm.

I, Ms. Michelle Campbell, certify that the aforesaid Minutes of the meeting held on Tuesday, 22 July 2025, are a true and correct record of that meeting on Tuesday, 22 July 2025.

A handwritten signature in black ink that reads "Michelle Campbell". The signature is written in a cursive style and is positioned above a horizontal line.

Ms. Michelle Campbell
Shire President