



SHIRE OF
HARVEY



Ordinary Council Meeting **Agenda**

Harvey Council Chambers
Tuesday, 28 July 2026
4PM

**Shire of Harvey
Ordinary Council Meeting**

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Harvey Council Chambers, Young Street, Harvey, on Tuesday, 28 July 2026 commencing at 4pm.

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

Yours faithfully,



Tony Nottle
Acting Chief Executive Officer

24 July 2026.

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1. Official Opening**Disclaimer**

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

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

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

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

Acknowledgement of Country

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

2. Record of Apologies and Leave of Absence**3. Applications for Leave of Absence****4. Declarations of Members' and Officers' Personal Interest****5. Questions by Members of Which Due Notice Has Been Given****6. Response to Previous Questions Taken on Notice****7. Public Question Time****8. Petitions/Deputations/Presentations****9. Announcements by Presiding Members or CEO Without Discussion**

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 23 June 2026.

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 23 June 2026, as published be confirmed as a true and correct record.

Special Council Meeting – Thursday, 2 July 2026.

Recommendation

That the Minutes of the Special Council Meeting held on Thursday, 2 July 2026, as published be confirmed as a true and correct record.

11. Receipt of Minutes and Recommendations from Committees

Behavioural Complaints Committee – Tuesday, 23 June 2026.

Recommendation

That the Minutes of the Behavioural Complaints Committee Meeting held on Tuesday, 23 June 2026, as published be received.

Audit, Risk, and Improvement Committee – Tuesday, 14 July 2026.

Recommendation

That the Minutes of the Audit, Risk, and Improvement Committee Meeting held on Tuesday, 14 July 2026, as published be received.

12. Officer's Reports

12.1. Chief Executive Officer

Item No.:	12.1.1.
Subject:	South West Country Zone Meeting Minutes June 2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/26270
Attachments:	1. Minutes South West Country Zone June 2026 [12.1.1.1 - 31 pages]

Summary

Minutes from the Friday, 19 June 2026 meeting of the Western Australian Local Government Association (WALGA) South West Country Zone Meeting are attached (**Attachment 1**) for Council's noting.

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 advice on various matters to come together and collaborate on these issues.

Comment

The Minutes of the South West Country Zone meeting held on Friday, 19 June 2026 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 Council Plan 2025–2035, states:

- Pillar 5 – Performance:* A representative leadership that is future thinking, transparent and accountable.
- Objective 21:* Continue to deliver proactive and responsible leadership and governance.
- Objective 22:* Continue to deliver customer-centred service, communication and engagement.

Community Engagement

Community Participation Goal

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

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**. 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 WALGA South West Country Zone meeting held on Friday, 19 June 2026 in **Attachment 1**.

Item No.:	12.1.2.
Subject:	Council Plan Quarterly Report, Quarter Four 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/08/00058
Attachments:	1. Shire of Harvey Council Plan Quarterly Report Q4 2025–2026 [12.1.2.1 - 108 pages]

Summary

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Industry Regulation and Safety (LGIRS) state that it is best practice for local governments to report quarterly progress against a Local Government's key guiding documents.

The Council Plan Quarterly Report, Quarter Four 2025–2026 (refer **Attachment 1**) is presented to Council.

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 key strategic documents that meet a series of requirements. The Shire's key strategic documents are the Shire's Council Plan 2025–2035 and the Shire's Service Plans 2025–2026. These documents are supported by informing strategies and together, these documents drive the development of the Shire's Annual Budget.

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Industry Regulation and Safety (LGIRS), which guides the strategic planning process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

The Shire's Council Plan 2025–2035 sets out the actions and services the Shire aims to deliver, with key actions noted for the next four years toward achieving the goals and objectives of the ten-year Council Plan. The Council Plan and Service Plans are reviewed and updated as needed every year, with progress and achievements reported in the Annual Report.

The Shire's Service Plans 2025–2026 were adopted by Council on Tuesday, 22 July 2025, and the Council Plan 2025–2035 on Tuesday, 26 August 2025.

Comment

The Council Plan Quarterly Report is designed to provide information on the progress and milestones of key actions and services in the Shire's Council Plan 2025–2035 and the Shire's Service Plans 2025–2026.

The actions contained in the Council Plan Quarterly Report, Quarter Four 2025–2026 include actions that are to be progressed or are set to commence in the 2025–2026 financial year.

Actions that are not set to be commenced or budgeted for in the 2025–2026 financial year have not been included in this report.

Each action is presented with progress status, where applicable, a percentage completed range, and commentary. The report also displays information on the Key Performance Indicators (KPI) from each service within the Shire Service Plans. Each KPI is displayed with the Service, KPI Title, KPI Target, Figure, and where required, commentary is provided.

The 2025–2026 financial year saw the Shire deliver significant investment in community infrastructure, public facilities and essential assets to support a growing and connected community. Major milestones included the completion of the Harvey Golf Club extension, substantial progress on the Binningup Water Sports Facility upgrades, and the delivery of key transport infrastructure projects including the Railway Parade upgrades in Yarloop and Waterloo Road footpath works in Roelands.

These projects improve accessibility, safety, community amenity and recreational opportunities while supporting the long-term liveability of the Shire. The launch of the Harvey, Leschenault and Australind Heritage Trail Strategy further enhanced the region's tourism offering and celebrated the Shire's unique cultural heritage.

The Shire continued to progress strategic planning initiatives that will shape future infrastructure investment and service delivery. This included advancing the legislated Public Health Plan, progressing the Economic Development Strategy, expanding cultural and community programs including the Inaugural Reconciliation Action Plan, and strengthening access and inclusion initiatives.

Quarter Four Summary

Of the 124 Actions reported against:

- 17.7% are 'Completed'.
- 67.7% are 'In Progress'.
- 0% are 'Behind Schedule'.
- 8.9% are 'On Hold'.
- 0% are 'Future Commencement'
- 5.7% are 'Not Commenced'

Progress status	Description	Number	Percentage
Completed	The project or action has been completed.	22	17.7%
In Progress	The project or action has started and is in progress.	84	67.7%
Behind Schedule	The project or action has started, but work is behind schedule.	0	0%
On Hold	The project or action has started, but work has stalled and has been put on hold.	11	8.9%
Future Commencement	The project or action is not due to start until a future financial year.	0	0%
Not Commenced	The project or action has not yet started but is still expected to start in the current financial year.	7	5.7%
TOTAL		124	100%

Statutory/Policy Environment

Section 68 of the Local Government Amendment Act 2023 amended the Local Government Act 1995 by replacing former section 5.56 (Planning for the Future) with section 5.56 (Council Plan). The amended Act establishes the Council Plan as the principal strategic planning document for local governments and requires it to be prepared, published, reviewed and modified in accordance with the regulations.

While the supporting Council Plan Regulations are yet to commence, local governments continue to have regard to the Integrated Planning and Reporting requirements prescribed under regulations 19C and 19DA of the Local Government (Administration) Regulations 1996.

These requirements recognise the need for integrated strategic planning, resource planning and operational planning to support the delivery of Council's strategic objectives.

Strategic Framework

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

- Pillar 5 – Performance:* A representative leadership that is future thinking, transparent and accountable.
- Objective 21:* Continue to deliver proactive and responsible leadership and governance.
- Objective 22:* Continue to deliver customer-centred service, communication and engagement.

Community Engagement

Community Participation Goal

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

No feedback is required for the Quarterly Report however, the actions within the report were derived from the Shire's Council Plan, which was created following extensive community consultation.

Promise to the Community

Inform: We will keep you informed.

The Shire of Harvey Council Plan Quarterly Report, Quarter Four 2025–2026 will be published 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 information contained within this report and future quarterly and annual reports are used to inform the budgeting process.

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 Shire of Harvey Council Plan Quarterly Report, Quarter Four 2025–2026 as included (refer ***Attachment 1***).

Item No.:	12.1.3.
Subject:	Council Action Register January to June 2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Officer
Authorising Officer:	Chief Executive Officer
File No.:	CC/C/0126
Attachments:	1. Council Action Register January to June 2026 [12.1.3.1 - 50 pages]

Summary

This report provides the action status of Council resolutions for the period January – June 2026 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 at Council on a regular basis. In total there were 94 Council Decisions requiring action in the 2026 calendar year to date (**Attachment 1**).

Comment

The Council Decision Action Register records and monitors actions arising from Council resolutions to support timely implementation. Action status updates are maintained by responsible Officers, providing Council with oversight of progress and completion.

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 2026	94	74 completed 20 in progress 0 not commenced

At the end of the 2026 calendar year, the 12-month Action Register Report will contain an attachment that outlines the progress of Council resolutions in previous years which have not yet been reported as complete or are still ongoing.

Statutory/Policy Environment

Local Government Act 1995 – Section 5.20.

Strategic Framework

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

- Pillar 5 – Performance:* A representative leadership that is future thinking, transparent and accountable.
- Objective 21:* Continue to deliver proactive and responsible leadership and governance.

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

Community Engagement

Community Participation Goal

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

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 resolutions and actions of its Ordinary and Special Council Meetings, for January to June 2026 as outlined in **Attachment 1**.

Item No.:	12.1.4.
Subject:	Council Plan 2026–2035
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/40/19042
Attachments:	1. Shire of Harvey Council Plan 2025–2035 Review 2026 [12.1.4.1 - 114 pages]

Summary

This report presents the updated Council Plan 2025–2035 for the 2026–2027 financial year.

In accordance with the Shire's Integrated Planning and Reporting Framework, the Council Plan is reviewed annually to ensure it remains current, reflects Council priorities, incorporates completed actions, and responds to emerging opportunities, legislative changes and resource capacity.

Progress against the Year One actions has been reported to Council through the Quarterly Council Plan Performance Reports during 2025–2026. The updated Plan incorporates completed initiatives, refines existing actions, introduces new priorities where required, and realigns delivery timeframes to support implementation during 2026–2027.

Council is requested to adopt the updated Council Plan 2025–2035, Review 2026 (**Attachment 1**).

Background

The Council Plan 2025–2035 was adopted by Council in 2025 following an extensive review of the Shire's long-term strategic planning framework and significant community engagement. The Plan established the Shire's Vision, five strategic pillars, 23 objectives and associated actions to guide service delivery, infrastructure investment and organisational priorities over a ten-year period.

Throughout 2025–2026, implementation of the Plan has been monitored through quarterly performance reporting to Council.

Comment

The Council Plan 2025–2035 has undergone its first annual review in accordance with the Shire's Integrated Planning and Reporting Framework. The purpose of this review is not to replace the adopted strategic direction, but to ensure that the Plan remains contemporary, achievable and aligned with Council's priorities, organisational capacity and available resources.

Throughout the 2025–2026 financial year, implementation of the Council Plan has been monitored through quarterly performance reporting to Council. These reports have provided updates on the progress of strategic actions, identified completed initiatives, highlighted emerging priorities and informed the annual review process. A final Quarter 4 performance report will be presented separately to Council to complete the first year of reporting against the Plan.

As part of the review, all 145 strategic actions contained within the adopted Council Plan were assessed against their implementation status, strategic relevance, financial capacity and alignment with Council resolutions, informing strategies and operational planning.

Following the review, the updated Council Plan contains 124 active strategic actions for delivery during 2026–2027.

Of these actions:

- 82 actions continue as originally planned.
- 17 actions commence in accordance with the implementation schedule adopted by Council.
- 20 actions have been extended from 2025–2026 into 2026–2027 to allow completion.
- 5 new actions have been incorporated to address emerging organisational priorities.
- The 2029–2030 financial year is brought into the plan, aligning the existing plan to the scheduling in the Forward Capital Works Plan.

The review also identified several actions that are no longer required or are more appropriately deferred. These changes primarily reflect completed investigations, changes in strategic direction, funding considerations or revised organisational priorities. Removing these actions ensures the Council Plan remains focused on deliverable outcomes and provides a transparent record of changes rather than allowing actions to lapse without formal review.

In addition to changes in the action register, several strategic actions have been refined to improve clarity and better reflect Council's intended outcomes. These amendments do not alter the strategic intent of the Council Plan but instead provide clearer descriptions of the work to be undertaken and ensure consistency with recently adopted strategies, including the Economic Development Strategy "We Are Forward 2031".

The annual review has also been undertaken alongside the review of the Shire's Service Plans. As part of this process, service structures, responsibilities, performance measures and outputs have been reviewed and where necessary, amended to better align operational delivery with the Council Plan.

Key changes include the establishment of a dedicated Strategic Planning service, refinement of Economic Development and Tourism responsibilities, updated Environmental Health service descriptions, and other minor service wording improvements. These are reflected in the Council Plan under Services. These changes strengthen the alignment between strategic planning, service delivery and organisational accountability.

Importantly, every strategic action proposed for delivery during 2026–2027 has been considered as part of the Annual Budget development process. Actions are either funded through existing operational budgets or have been allocated specific funding through the 2026–2027 Budget. There are no unfunded actions proposed within the updated implementation program for the 2026–2027 year.

The Vision, Five Strategic Pillars and 23 Strategic Objectives adopted by Council remain unchanged. The annual review confirms that these continue to accurately reflect the long-term aspirations of the community identified through the extensive consultation undertaken during development of the Council Plan.

The updated Council Plan does not change the strategic direction adopted by Council.

Statutory/Policy Environment

Section 68 of the *Local Government Amendment Act 2024* amended the *Local Government Act 1995* by replacing former section 5.56 (Planning for the Future) with section 5.56 (Council Plan). The amended provision establishes the Council Plan as the principal strategic planning document for local governments and requires a local government to prepare, publish, review and modify a Council Plan in accordance with the regulations.

As the supporting Council Plan regulations are yet to commence, the updated Council Plan has been prepared having regard to the existing Integrated Planning and Reporting requirements prescribed under regulations 19C and 19DA of the Local Government (Administration) Regulations 1996. These regulations require local governments to maintain a long-term strategic plan, consider organisational resource capacity when making or reviewing the plan, and ensure alignment between strategic planning, workforce planning, asset management and long-term financial planning.

Following adoption by Council, the Chief Executive Officer will provide local public notice and publish the updated Council Plan on the Shire's official website in accordance with the requirements of the Local Government (Administration) Regulations 1996.

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Pillar 2 – Planet:</i>	A natural environment that is highly valued, protected and enjoyed.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Pillar 4 – Prosperity:</i>	A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.

Community Engagement

Community Participation Goal

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

Following adoption by Council, the updated Council Plan will be published on the Shire's website. Local public notice will also be provided advising that the Plan has been adopted and where it may be inspected by the community.

Promise to the Community

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

Following adoption by Council, the updated Council Plan will be published on the Shire's website. Local public notice will also be provided advising that the Plan has been adopted and where it may be inspected by the community.

Risk Management

The risk associated with this report is **Failure to Fulfil Compliance Requirements**. Failure to review and maintain the Council Plan could result in non-compliance with section 5.56 of the *Local Government Act 1995* and the Integrated Planning and Reporting requirements prescribed by the Local Government (Administration) Regulations 1996. It may also result in strategic misalignment between the Council Plan, Annual Budget, Workforce, Long Term Financial Plan and other informing strategies. The consequence is assessed as **Minor**, the likelihood as **Unlikely**, resulting in an overall **Low** risk rating.

Budget Implications

There are no direct financial implications arising from adoption of the updated Council Plan. Actions proposed for delivery during 2026–2027 have been considered as part of the Annual Budget, Workforce, Forward Capital Works Program and annual Service Plans. Future actions will continue to be considered through the Shire's annual integrated planning and budgeting processes.

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Adopts the updated Shire of Harvey Council Plan 2025–2035 for the 2026–2027 financial year, as included in ***Attachment 1***.
2. Requests the Chief Executive Officer to give local public notice of the adoption of the updated Council Plan and publish the adopted Plan on the Shire's website.

Item No.:	12.1.5.
Subject:	Council Service Plans 2026–2027
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 Plans 2026–2027 [12.1.5.1 - 42 pages]

Summary

It is recommended that Council endorse the reviewed Service Plans (**Attachment 1**) for the 2026–2027 financial year.

The annual review ensures the Service Plans continue to reflect the Shire's current organisational structure, strategic priorities, service delivery responsibilities and indicative resource allocations. The review incorporates organisational changes, refinements to service descriptions and outputs, updated staffing allocations and indicative financial information, while maintaining alignment with the Council Plan 2025–2035.

The Service Plans remain high-level strategic planning documents intended to demonstrate how services contribute to the delivery of the Council Plan and are not intended to prescribe detailed operational work programs or budgets.

Background

Council adopted the Shire's inaugural Service Plans in 2025 as part of the implementation of the Integrated Planning and Reporting Framework and the transition to the Council Plan under the *Local Government Amendment Act 2023*.

The Service Plans provide a strategic overview of each service delivered by the organisation, including their purpose, service outputs, indicative staffing, resource requirements and performance measures.

The Service Plans are intended to communicate the services delivered by the Shire and demonstrate how those services contribute to achieving the Council Plan. They provide an overview of:

- Service purpose
- Strategic service outputs
- Legislative responsibilities
- Indicative staffing and financial resources
- Community performance measures
- Alignment with Council's strategic pillars.

The Service Plans are not intended to prescribe every operational activity undertaken by individual business units, nor do they replace operational work programs, project schedules or detailed budget documentation. As organisational priorities evolve, the Service Plans will continue to be reviewed annually to ensure they remain current, relevant and aligned with Council's strategic direction.

The Service Planning framework will continue to mature over future review cycles.

Future enhancements will focus on:

- Improving financial attribution to services
- Strengthening key performance indicators
- Increasing integration with the long-term financial plan
- Improving consistency between budgeting and service delivery
- Enhancing organisational performance reporting.

Consistent with the Shire's planning framework, the Service Plans are reviewed annually to ensure they continue to reflect Council priorities, organisational capability and changes to service delivery. This continuous improvement approach will strengthen transparency, support informed decision making and ensure the Service Plans remain a practical strategic planning tool for Council and the community.

Comment

The 2026–2027 review represents the first annual review of the Service Plans following their adoption by Council. The review has been undertaken in conjunction with the annual review of the Council Plan and development of the 2026–2027 Budget to ensure ongoing alignment between strategic planning, organisational priorities and operational service delivery.

The review has focused on improving the accuracy of the Service Plans rather than fundamentally changing their purpose or structure. Key changes arising from the review include:

- Establishment of the Strategic Planning service following the separation of strategic and statutory planning functions
- Incorporation of Tourism into the Economic Development service
- Redistribution of planning responsibilities between Planning Services and Strategic Planning
- Updates to Environmental Health to better reflect its legislative responsibilities and contemporary risk-based regulatory approach
- Refinement of service descriptions and outputs across a number of services to improve clarity and consistency
- Updates to staffing allocations to reflect organisational restructures and approved establishment changes.

These amendments ensure the Service Plans accurately reflect the current operating model of the organisation. Indicative service costs and Full Time Equivalent (FTE) allocations have been updated using the draft 2026–2027 Budget. While considerable work has been undertaken to improve financial attribution across services, Officers note that allocating expenditure to individual services continues to evolve. This is due to a range of factors, including:

- Organisational restructures
- Movement of staff and responsibilities between services
- Shared service delivery across business units

- Allocation of internal corporate overheads
- Internal recharge methodologies
- Refinement of budget allocations during the annual budget process.

Accordingly, the financial information contained within each Service Plan should be considered indicative only and provides a strategic overview of service resourcing rather than a detailed financial statement. The adopted Annual Budget remains the Shire's authoritative financial document. Further refinement of service costing will continue over future planning cycles as the integration between the Service Plans, Long Term Financial Plan and Annual Budget continues to mature.

Statutory/Policy Environment

Section 68 of the *Local Government Amendment Act 2023* amended the *Local Government Act 1995* by replacing former section 5.56 (Planning for the Future) with section 5.56 (Council Plan). The amended Act establishes the Council Plan as the principal strategic planning document for local governments and requires it to be prepared, published, reviewed and modified in accordance with the regulations.

While the supporting Council Plan Regulations are yet to commence, local governments continue to have regard to the Integrated Planning and Reporting requirements prescribed under regulations 19C and 19DA of the Local Government (Administration) Regulations 1996. These requirements recognise the need for integrated strategic planning, resource planning and operational planning to support the delivery of Council's strategic objectives.

Although Service Plans are not currently prescribed under legislation, they form an important component of the Shire's Integrated Planning and Reporting Framework by linking the strategic outcomes contained within the Council Plan to the operational services delivered by the organisation. The Service Plans provide transparency regarding the services delivered by the Shire, their purpose, indicative resourcing and performance expectations, while supporting the integration of workforce planning, financial planning and organisational performance.

Strategic Framework

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

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

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

Community Engagement

Community Participation Goal

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

The Service Plans will be published on the Shire of Harvey website.

Promise to the Community

Inform: We will keep you informed.

The Service Plans will be published on the Shire of Harvey website.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. Failure to review and maintain the Service Plans may result in published information becoming outdated or inconsistent with the Council Plan, organisational structure and adopted Budget. This could reduce transparency and confidence in the Shire's strategic planning framework and result in inaccurate information being relied upon by Council, the community or other stakeholders. The consequence could be **Reputational**. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** level of risk being present. The annual review of the Service Plans mitigates this risk by ensuring the published information remains current, aligned with Council's strategic direction and reflective of the organisation's contemporary service delivery model.

Budget Implications

The Service Plans have been updated using the draft 2026–2027 Budget to provide an indicative allocation of financial and workforce resources to each service. Due to shared service delivery, corporate overheads, internal cost allocations and organisational restructures, the financial information contained within the Service Plans should be considered strategic and indicative in nature.

The adopted Annual Budget remains the authoritative source for the allocation of financial resources and should be relied upon as the primary financial document. Any future amendments to the Budget that materially affect service delivery will be reflected in subsequent reviews of the Service Plans.

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 Shire's Service Plans 2026–2027 as contained in **Attachment 1**.

Item No.:	12.1.6.
Subject:	Workforce Plan 2026–2030
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 Workforce Plan 2026–2030 [12.1.6.1 - 24 pages]

Summary

The Workforce Plan (the Plan) is a core informing strategy under the Integrated Planning and Reporting (IPR) Framework and supports delivery of the Council Plan 2025–2035. The Plan provides a strategic framework to ensure the Shire has the workforce capability, capacity and resilience required to deliver services over the next four years.

The Plan has been developed internally using workforce analytics, organisational performance data, service planning outcomes, industry benchmarking and employee engagement information. It adopts a sustainable workforce approach focused on retaining skilled employees, improving productivity, filling critical capability gaps and strengthening organisational resilience rather than increasing overall staffing levels.

Council is requested to endorse the Workforce Plan as provided in **Attachment 1**.

Background

The Local Government (Administration) Regulations 1996 require local governments to develop and integrate matters relating to resources including asset management, workforce planning and long-term financial planning into Council Planning.

The Workforce Plan supports implementation of the Council Plan 2025–2035 and has been prepared concurrently with the development of the Shire's Service Plans to ensure workforce requirements align with future service delivery priorities.

Development of the Workforce Plan commenced with the establishment of the project framework, objectives, scope and governance arrangements to guide the planning process. Comprehensive analysis was then undertaken of the Shire's internal workforce metrics, together with external benchmarking information including:

- WALGA Salary and Workforce Survey 2025–2026
- WALGA Local Government Skills Shortage Survey
- Employee engagement results from the CATALYSE (CULTYR) Employee Scorecard
- Exit interview trends
- Labour market data
- Workforce requirements identified through the concurrent Service Plan review.

The findings were considered through a series of Executive Leadership Team, Senior Leadership Team and Council workshops and consultation to identify workforce priorities, capability requirements, organisational risks and future resource needs, ensuring the Workforce Plan aligned with the Council Plan 2025–2035 and the Shire's broader Integrated Planning and Reporting framework.

Analysis undertaken as part of the Workforce Plan identified several strategic workforce challenges facing the Shire over the next four years. These include maintaining workforce stability and retaining experienced employees in an increasingly competitive labour market, managing the financial impacts of workforce costs and enterprise bargaining, and addressing capability pressures arising from organisational change, digital transformation and increasing legislative requirements. The analysis also identified opportunities to improve productivity through process improvement, automation, and stronger management capability.

In addition, increasing community expectations, workforce shortages and psychosocial risks continue to place additional pressure on employees, reinforcing the need to prioritise workforce wellbeing, succession planning and organisational resilience. Collectively, these findings informed the strategic actions contained within the Workforce Plan, which are designed to strengthen workforce capability while supporting sustainable service delivery without relying on significant growth in staffing levels.

The Workforce Plan is intended to remain a living and informing document. A desktop review will be undertaken annually to assess workforce trends, emerging risks and implementation progress. Where significant amendments are required, an updated Plan will be presented to Council for consideration as part of the annual Integrated Planning and Reporting review process.

Comment

Local governments across Western Australia continue to operate in an increasingly complex environment characterised by workforce shortages, rising community expectations, legislative reform and ongoing financial pressures. Competition for skilled professionals has intensified as local governments compete not only with one another, but also with the private sector and major regional employers offering higher remuneration, greater flexibility and expanded career opportunities.

This is particularly evident in specialist disciplines such as engineering, planning, building, environmental health, information technology and project management, where recruitment and retention continue to present significant challenges. At the same time, workforce pressures exist internally with local governments experiencing increasing demand for services driven by population growth, changing community expectations and heightened regulatory obligations. Expanding governance and compliance requirements, work health and safety obligations, positive duty legislation, privacy reforms, digital transformation initiatives and increasing public scrutiny have all contributed to greater complexity across the sector.

The Shire of Harvey is experiencing many of these same challenges. Strong population growth, a competitive South West labour market and proximity to major industrial employers continue to place pressure on the Shire's ability to attract and retain experienced employees. Internal workforce analysis also highlights the operational impacts associated with employee turnover, onboarding demands, succession risk and increasing workforce costs. While the Shire remains competitive in many areas, ongoing increases in employment costs through enterprise bargaining, cost-of-living pressures and inflation mean that long-term financial sustainability requires a disciplined approach to workforce planning.

Digital transformation will continue to reshape the way organisations deliver services, creating greater opportunities to improve efficiency, automate routine tasks and better utilise available resources. Advances in technology, artificial intelligence and integrated business systems are enabling organisations to reduce manual processes, improve decision-making through data, and redirect employee effort towards higher-value work.

For local governments, embracing these opportunities is becoming increasingly important as community expectations continue to increase while financial and workforce constraints limit the ability to simply expand staffing levels.

Accordingly, the Workforce Plan has been developed to ensure the organisation remains capable of delivering the Council Plan 2025–2035 within existing financial constraints.

Rather than relying on material growth in staffing numbers, the Plan focuses on improving organisational productivity, retaining experienced employees, filling critical capability gaps and strengthening succession planning. Further, the Plan focuses on improving systems and processes and aligning workforce resources with agreed service priorities from the Council.

This approach recognises that sustainable service delivery will increasingly depend on building organisational capability, resilience and efficiency rather than expanding the overall workforce. It will also require the careful management of community expectations by Council and a considered and sustainable approach to new projects and service delivery.

This Plan is strongly action orientated. It establishes eighteen strategic actions directed at improving workforce sustainability, productivity and organisational resilience. These actions include:

- Improving workforce retention
- Reducing corporate knowledge continuity risk
- Strengthening succession planning
- Improving onboarding and time to productivity
- Implementing organisation-wide process mapping
- Increasing automation and system improvements
- Improving manager capability
- Strengthening workforce wellbeing
- Improving cross-organisational communication
- Improving workplace facilities
- Reviewing remuneration competitiveness
- Improving flexible work arrangements
- Establishing clearer career pathways and recognition initiatives.

Importantly, the Plan is not predicated on increasing the Shire's workforce. Instead, workforce planning over the next four years will focus on:

- Retaining experienced employees
- Filling critical workforce capability gaps where they exist
- Redesigning work through vacancy reviews before recruitment
- Improving systems and processes to increase productivity
- Better aligning workforce capability with service priorities
- Ensuring available resources are directed to the Shire's highest priority services.

This approach recognises the significant financial impact of workforce costs and the increasing pressures arising from enterprise bargaining outcomes, CPI growth and labour market competition. Accordingly, the Plan focuses on improving organisational performance through greater efficiency, prioritisation and enhanced workforce design before considering any increase in Full-Time Equivalent Staff Numbers (FTE).

As outlined earlier in this report, the Workforce Plan should be regarded as a living document that is flexible and responsive to organisational and external change. Based on the current financial position and operating environment, no workforce growth is proposed at this time. However, should the underlying constraints affecting workforce capacity such as revenue growth, funding opportunities or service demand, change over the life of the Plan, the opportunity to review and consider targeted workforce expansion may arise.

Implementation of the Workforce Plan will be integrated into normal business planning processes and monitored through Executive Leadership Team reporting. Progress against the Plan's actions will continue to inform annual Service Plan reviews, budget development and Long-Term Financial Planning.

The Administration will undertake an annual desktop review of the Workforce Plan to assess implementation progress, workforce trends and any emerging strategic issues. Where significant changes are identified, an updated Workforce Plan will be presented to Council for consideration as part of the annual review process.

Statutory/Policy Environment

The Local Government (Administration) Regulations 1996 require local governments to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning into Council Planning.

Strategic Framework

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

- | | |
|--------------------------------|--|
| <i>Pillar 5 – Performance:</i> | A representative leadership that is future thinking, transparent and accountable. |
| <i>Objective 21:</i> | Continue to deliver proactive and responsible leadership and governance. |
| <i>Objective 22:</i> | Continue to deliver customer-centred service, communication and engagement. |
| <i>Objective 23:</i> | Build partnerships and work collaboratively to amplify positive outcomes that can be achieved. |

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 adopted Workforce Plan will be published on the Shire's website to ensure it is publicly accessible.

The Plan will be reviewed annually to reflect changes in organisational priorities, workforce trends and service delivery requirements, with updated versions published following each review.

Promise to the Community

Inform: We will keep you informed.

The Shire will continue to publish updated versions of the Workforce Plan following each annual review, ensuring the community remains informed of significant workforce priorities and organisational planning.

Risk Management

The Workforce Plan identifies twelve strategic workforce risks that may impact the Shire's ability to deliver services over the life of the Plan. These risks broadly relate to workforce sustainability, organisational capability, financial pressures and service delivery. Key risks include the loss of corporate knowledge through employee turnover, challenges in attracting and retaining skilled employees, increasing workforce costs, organisational change associated with digital transformation, psychosocial hazards, compliance obligations and maintaining service delivery within existing resource constraints. The Plan also recognises risks associated with workforce succession, leave liabilities, process inefficiencies, ageing workforce demographics and the suitability of workplace facilities.

Each risk has been matched with targeted mitigation strategies and implementation actions designed to strengthen organisational resilience, improve workforce capability and support the sustainable delivery of services. The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequences could be **Reputational**. The risk is considered **Minor** and the likelihood **Unlikely**. This results in a **Low** risk being present.

Budget Implications

The Workforce Plan has been developed in parallel with the Shire's Long-Term Financial Plan (LTFP), ensuring that workforce planning and long-term financial sustainability are considered together. Workforce expenditure projections have been prepared using the best information available at the time of drafting, including projected CPI movements, recent State Wage Case outcomes, labour market trends, assumptions relating to enterprise bargaining, and incremental progression through employee salary classifications.

At the time of preparing this Plan, enterprise bargaining for the Shire remains unresolved. The Shire will commence negotiations with the Union as a priority now that the log of claims has been received. As a result, future employment costs cannot yet be determined with certainty and the assumptions contained within both the Workforce Plan and the LTFP will require ongoing review as negotiations progress.

This Plan recognises the significant financial impact of workforce costs and the increasing pressures arising from enterprise bargaining outcomes, CPI growth, labour market competition and employee attraction and retention. Unlike many sectors, local government operates within a constrained revenue environment. Once annual rates are adopted, there is limited opportunity to recover unforeseen increases in workforce costs during the financial year. Consequently, decisions regarding remuneration, enterprise bargaining outcomes, workforce growth and employee retention initiatives must be carefully balanced against the Shire's overall financial capacity and long-term sustainability.

As outlined throughout this report, the Workforce Plan is intended to be a living document that remains flexible and responsive to changing organisational and economic conditions. Should revenue capacity, service demand, funding opportunities or industrial outcomes change over the life of the Plan, the workforce requirements and associated financial implications will be reviewed through the annual budget process and updates to the Long-Term Financial Plan.

Any significant workforce investment or additional funding requirements will be presented to Council for consideration through future budget deliberations.

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 Shire of Harvey Workforce Plan 2026–2030 as provided at ***Attachment 1***.

Item No.:	12.1.7.
Subject:	Review of Local Laws
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Officer
Authorising Officer:	Chief Executive Officer
File No.:	F/08/00113
Attachments:	Nil

Summary

The Shire of Harvey has undertaken a review of its 14 local laws in accordance with section 3.16 of the *Local Government Act 1995* (Act). The review included both public consultation and a detailed internal assessment. The review concluded that all 14 local laws should be amended, with varying levels of amendment required to ensure they remain contemporary, legally compliant and operationally effective.

It was identified that:

- Four local laws require major amendment
- Four require moderate amendment
- Two require minor amendment
- Four require only very minor administrative updates.

Completion of this report and Council's determination satisfies the statutory requirements for the review of local laws and provides the basis for progressing future amendments through the formal local law-making process prescribed under section 3.12 of the Act.

This report represents the completion of the review phase only, with further reports to be presented to Council as draft amended local laws are prepared and progressed through the statutory consultation and adoption process.

Background

The Shire of Harvey (Shire) is undertaking a statutory review of its local laws in accordance with section 3.16 of the Act. Recent local government reforms introduced through the *Local Government Amendment Act 2024* require local governments to review local laws that had not been reviewed within the prescribed period prior to the legislative amendments.

While not all of the Shire's local laws require a statutory review at this time, Officers have noted issues with the local laws which warrant review, and all have therefore been included to ensure the suite remains contemporary and fit for purpose.

Reviews must be completed by early December 2026, with a review being considered complete when the local government has given public notice of the review, invited and considered public submissions, prepared a report to Council and Council has resolved whether each local law should be retained, amended or repealed. Failure to complete the review by the prescribed date may result in the affected local law lapsing.

To meet these legislative obligations, the Shire commenced the review process in February 2026 by issuing a public notice inviting community submissions on the suite of local laws under review.

The public consultation period was conducted in accordance with section 3.16 of the Act, with submissions received and recorded for consideration as part of the review process.

Council was informed of the upcoming review process, through a memorandum distributed in February 2026 outlining the statutory requirements of the review, the local laws included within the review, the proposed project stages and anticipated timelines.

The memorandum also encouraged Councillors to familiarise themselves with the local laws under review and begin considering any matters they may wish to raise as part of the review process, with further opportunities for input to be provided as the project progressed.

In parallel with the public consultation process, an extensive internal review was undertaken within the Shire. The Governance Business Unit developed departure tables for each local law, comprising a clause-by-clause analysis of the existing provisions. This process involved extracting and compiling the contents of each local law into review tables, adding in templates of local laws made available by the Western Australian Local Government Association (WALGA), identifying legislative references, regulatory provisions and opportunities for improvement.

Following preparation of the departure tables, consultation was undertaken with Shire business units, managers and the Executive Leadership Team. Relevant Officers were provided with the opportunity to review provisions applicable to their operational areas, identify issues or concerns with existing provisions, and recommend amendments, retention or repeal where appropriate. A series of meetings and workshops were subsequently conducted to facilitate discussion and obtain detailed feedback, with comments captured within the departure tables for further assessment.

The proposed changes and revisions were brought before Council at the July 2026 Concept Forum for discussion and explanation. Councillors were provided a detailed explanation of the proposed revisions with an opportunity to review them and ask any questions they may have before considering this report. Councillors were encouraged to submit their own requests for changes alongside this report.

The Shire's Local Laws are published on the Shire's website, and as Council have access to them, they have not been included as attachments to this report.

Comment

Local Law Review Findings

The review of the Shire's 14 local laws has identified that all local laws continue to serve a valid regulatory purpose and remain necessary to support the Shire's governance, operational and community outcomes. As a result, it is recommended that all 14 local laws be retained, with varying levels of amendment undertaken to ensure they remain contemporary, effective and aligned with current legislative requirements.

The review assessed all current Shire local laws against current legislation, WALGA model local laws, contemporary drafting standards and operational requirements. Shire Officers identified varying levels of amendment required across the local law framework, broken down into the categories below.

- Very Minor: No material changes to the local law. Changes are limited to administrative updates, formatting corrections and minor housekeeping amendments.
- Minor: Updates to legislative references, definitions, terminology and small insertions or corrections.
- Moderate: Targeted deletions, insertions and rewriting of provisions to improve clarity, operation and legislative consistency.

- Major: Comprehensive review and redrafting of the local law, with most or all provisions requiring amendment or replacement.

Local Law	Changes Required	Public Submission Received
1. Waste Local Law 2019	Very Minor	No
2. Local Government Property Local Law 2017	Very Minor	No
3. Miscellaneous Provisions Local Law	Very Minor	No
4. Commonage Local Law 2000	Very Minor	No
5. Cemeteries Local Law 2017	Minor	Yes 1 submission
6. Standing Orders Local Law 2017	Minor	No
7. Bush Fire Brigades Local Law 2017	Moderate	Yes 1 submission
8. Dogs Local Law 2017	Moderate	No
9. Parking and Parking Facilities Local Law 2017	Moderate	No
10. Pest Plants Local Law 2017	Moderate	No
11. Activities in Thoroughfares and Public Places and Trading Local Law 2017	Major	No
12. Extractive Industries Local Law 2017	Major	No
13. Fencing Local Law 2017	Major	No
14. Health Local Laws 1997	Major	No

Summary of Review Outcomes

Major Amendments

The Health Local Laws 1997, Extractive Industries Local Law 2017 and Fencing Local Law 2017 were identified as requiring comprehensive review and redrafting. These local laws contain outdated provisions, legislative references, drafting practices and operational requirements that would be more effectively addressed through the preparation of replacement local laws rather than piecemeal amendment. In particular, the Health Local Laws 1997 contain numerous provisions that have been overtaken by subsequent legislation and modern regulatory frameworks.

The Activities in Thoroughfares and Public Places and Trading Local Law 2017 requires significant amendment to improve its structure, update definitions, strengthen permit provisions, remove duplicate requirements and align the local law with current planning and legislative frameworks. While the local law remains largely suitable for its intended purpose, the extent of the required changes is substantial and will require extensive review of multiple parts of the document.

Moderate Amendments

The Bush Fire Brigades Local Law 2017, Dogs Local Law 2017, Parking and Parking Facilities Local Law 2017 and Pest Plants Local Law 2017 require moderate amendment. The identified changes primarily relate to clarification of administrative procedures, updates to schedules and penalty provisions, review of legislative references, amendments to governance arrangements and improvements to operational requirements. These local laws remain generally suitable but would benefit from revision to ensure legislative consistency and improved usability.

Minor Amendments

The Cemeteries Local Law 2017 and Standing Orders Local Law 2017 require only limited amendment. Proposed changes include updates to definitions, governance and administrative provisions, as well as minor drafting improvements. It is noted that the Department of Local Government, Industry Regulation and Safety (DLGIRS) is progressing reforms relating to meeting procedures (Standing Orders Local Law) which are expected to establish uniform requirements across local governments and may ultimately replace the need for meeting procedure local laws.

In correspondence provided to local governments, DLGIRS has advised:

"The Department of Local Government, Industry Regulation and Safety is progressing standard meeting procedures regulations to create uniform requirements and replace existing local laws. These reforms are expected to be implemented in 2027–2028. This upcoming reform process should be considered when providing comments and proposing any further action."

As such, any amendment to the Standing Orders Local Law should take these anticipated reforms into consideration to avoid unnecessary duplication of effort and to ensure consistency with the future regulatory framework.

Very Minor Amendments

The Commonage Local Law 2000, Local Government Property Local Law 2017, Miscellaneous Provisions Local Law and Waste Local Law 2019 require only minor housekeeping amendments. These amendments are generally administrative in nature and include updates to positions, references, formatting and other minor drafting matters. No substantive policy changes have been identified as being necessary within these local laws at this time.

Public Submissions

Of the two submissions received from members of the public, one was in relation to the Bush Fire Brigades Local Law 2017. The submitter requested an amendment to clause 8.2 to limit the number of proxy votes that may be held by a single person at a meeting or Annual General Meeting. The submitter advised that the current provisions do not place a limit on the number of proxies that may be exercised by one individual and expressed concern that this may allow voting outcomes to be influenced by a small number of members. It was suggested that a new provision be inserted stating that a person may not act as a proxy for more than one member.

The second submission requested various amendments to the Cemeteries Local Law 2017. The submission raised the following matters for consideration:

- Inclusion of a definition for the term "casket" to distinguish it from a coffin, as both terms are commonly used within the cemetery industry.
- Consideration of establishing a Cemetery Board rather than retaining the Chief Executive Officer as the Board under the local law.
- Updating references to former office holders listed within the local law when changes occur, rather than only during a formal review process.
- Amending provisions relating to dogs in cemeteries to permit dogs under effective control and on a lead, noting that this practice is permitted at a number of metropolitan cemeteries.
- Concerns regarding the inactivity of the Cemetery Advisory Group, including the lack of recent meetings and publicly available Minutes.
- A view that, if the Cemetery Advisory Group is no longer active, alternative arrangements should be considered to provide appropriate oversight of the Shire's cemeteries and implementation of actions identified in a Cemetery Strategy.

The outcomes of both the community consultation process and the internal organisational review have informed the recommendations contained within this report.

Next Steps

Following Council's determination of the recommendations arising from this review, Officers will commence the preparation of draft amendments and, where required, replacement local laws in accordance with the level of change identified for each local law. Draft local laws will undergo internal review and refinement prior to being provided to the Shire's legal advisors for detailed legal review to ensure legislative consistency, drafting accuracy and compliance with current statutory requirements.

The proposed amendments and, where required, replacement local laws will be presented to Council in a separate future report following completion of the statutory review process under section 3.16 of the Act. The purpose of that report will be to present the draft local laws, together with a summary of the proposed amendments and the rationale supporting those changes. As the Act provides that "making" a local law includes making a local law to amend or repeal an existing local law, the draft amendments will then be considered by Council as proposed local laws and, subject to Council's determination, will proceed through the formal local law-making process prescribed under section 3.12 of the Act, including public advertising and consultation.

While amendments to the majority of local laws will progress following completion of the review process, consideration of amendments to the Standing Orders Local Law 2017 may be deferred pending further information from DLGIRS regarding the proposed standard meeting procedures regulations. This will allow the Shire to align any future amendments with the State Government's intended reforms and avoid duplication of effort.

Given the number of local laws requiring amendment and the associated drafting, legal review, consultation and gazettal requirements, the implementation program may be staggered and prioritised based on risk, legislative necessity, operational requirements and available resources. This staged approach will assist in managing project costs, staff workloads and gazettal expenses, while ensuring amendments are progressed in a structured and efficient manner.

In accordance with section 3.12 of the Act, Council will be required to first resolve to propose the local law and authorise public advertising of the proposal. The proposed local law will then be publicly advertised for a minimum submission period prescribed by the Act, with copies provided to relevant government agencies where required. Following the close of the advertising period, all submissions received will be considered and presented to Council for further consideration before Council determines whether to make the local law.

Once adopted by Council, the local law will be published in the *Government Gazette* and public notice of its adoption will be given in accordance with legislative requirements. The local law will then commence operation on the day specified within the local law or, where no commencement date is specified, 14 days after publication in the *Government Gazette*.

Statutory/Policy Environment

- *Local Government Act 1995*

- Section 3.16 – Review of Local Laws

Council's consideration of this report represents the final step required under section 3.16(4) of the Act to determine whether each local law should be retained, amended or repealed.

- Section 3.12 – Procedure for Making Local Laws

Where Council determines that amendments to local laws are to be prepared, those proposals will be presented to Council and progressed in accordance with the local law-making requirements under section 3.12 of the Act, including public consultation and advertising requirements.

- Section 1.7 – Local Public Notice
- *Local Government Amendment Act 2024*
 - Requires review of local laws that have not been reviewed within the prescribed timeframe.
 - Reviews must be completed by December 2026 to ensure continued compliance.
- Local Government (Administration) Regulations 1996
 - Public notice requirements.
 - Consultation and administrative requirements associated with local law reviews.
- Local Government (Functions and General) Regulations 1996
- Local Government (Uniform Local Provisions) Regulations 1996
- WALGA Local Laws Manual and Model Local Law Templates
- WA Local Government Reform Program
- Joint Standing Committee on Delegated Legislation (JSC) guidance and scrutiny requirements

Strategic Framework

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

<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.
<i>Objective 21:</i>	Continue to deliver proactive and responsible leadership and governance.
<i>Objective 22:</i>	Continue to deliver customer-centred service, communication and engagement.
<i>Objective 23:</i>	Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

Community Engagement

Community Participation Goal

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

Following Council's consideration of the review findings and determination of the future of each local law, any proposed new, amended or replacement local laws will be publicly advertised in accordance with the *Local Government Act 1995*, inviting further community submissions which will be considered before the local laws are finalised and adopted.

Promise to the Community

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

Community feedback received during the public advertising period for any proposed local laws will be collated, assessed and presented to Council for consideration, ensuring public input is reflected in the final form of the local laws before they are adopted and published.

Risk Management

The Risk Theme Profile identified as part of this report is **Compliance**. The Consequence could be **Compliance**. The risk is considered **Minor** and the likelihood **Unlikely**, resulting in a **Low** Risk being present. As this report seeks Council's consideration of the statutory Local Law Review process in accordance with section 3.16 of the *Local Government Act 1995*, and the review is being undertaken within the prescribed legislative timeframe, the compliance risk associated with this matter is considered low.

Budget Implications

Provision for the legal review of the Shire's Local Laws has already been included as part of the draft 2026–2027 Budget within the Governance budget. McLeods Lawyers have provided an estimated cost in the order of \$15,000 to \$20,000 for the legal review component of the project.

To ensure value for money and to minimise external consultancy costs, Shire Officers are undertaking the review, assessment and drafting of proposed amendments internally. Draft local laws will be developed in-house and refined through the review process prior to being provided to McLeods for a final legal review.

This approach will enable the Shire to utilise external legal services only where specialist legal expertise is required, while maintaining an efficient and cost-effective review process.

Gazettal Costs

The costs associated with the publication of local laws in the Government Gazette cannot be accurately quantified at this stage. Council is first required to determine the outcome of the statutory review process and, following that determination, detailed drafting of the proposed amendments will be undertaken.

The extent and complexity of the amendments will influence the number and size of documents requiring gazettal. As a result, the final gazettal costs are presently unknown.

A more accurate estimate of these costs will be provided to Council when the draft local laws are presented for consideration under section 3.12 of the *Local Government Act 1995*. Depending on the final scope of the project, a budget amendment may be required to accommodate the cost of gazettal, given the volume of local laws proposed to be progressed concurrently.

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Receives this report on the statutory review of the Shire's Local Laws undertaken in accordance with section 3.16 of the *Local Government Act 1995*.
2. Notes the outcomes of the public consultation process, internal organisational review, the amendment classifications, and outcomes detailed within this report.
3. Determines the following local laws be amended in accordance with the review findings contained within this report, pursuant to section 3.16(4) of the *Local Government Act 1995*:
 - a. Local Government Property Local Law 2017
 - b. Miscellaneous Provisions Local Law
 - c. Commonage Local Law 2000
 - d. Cemeteries Local Law 2017
 - e. Standing Orders Local Law 2017
 - f. Bush Fire Brigades Local Law 2017
 - g. Dogs Local Law 2017
 - h. Parking and Parking Facilities Local Law 2017
 - i. Pest Plants Local Law 2017
 - j. Activities in Thoroughfares and Public Places and Trading Local Law 2017
 - k. Extractive Industries Local Law 2017
 - l. Fencing Local Law 2017
 - m. Health Local Laws 1997
 - n. Waste Local Law 2019
4. Requests the Chief Executive Officer to commence preparation of draft amendments to all local laws.
5. Notes that the amendments to local laws will be subject to the statutory local law-making process, in accordance with section 3.12 of the *Local Government Act 1995* and will be presented to Council thereafter.

BY ABSOLUTE MAJORITY

Item No.:	12.1.8.
Subject:	Delegate Nominations for the 2026 WALGA Annual General Meeting
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Council Planning and Reporting Officer
Authorising Officer:	Chief Executive Officer
File No.:	GR/L/004
Attachments:	Nil

Summary

The Shire of Harvey Council is required to appoint two voting delegates and two proxy voting delegates for the Western Australian Local Government Association's (WALGA) Annual General Meeting, to be held on Thursday, 17 September 2026. The Shire's voting delegates and proxies are required to be registered with the Western Australian Local Government Association by 5pm on Tuesday, 1 September 2026.

Background

WALGA's Annual General Meeting will be held at the Perth Convention and Exhibition Centre on Thursday, 17 September 2026 at 2.30pm, in conjunction with the 2026 Local Government Convention.

Each member local government is entitled to be represented by two voting delegates at the Annual General Meeting, with each voting delegate entitled to one vote.

Where a voting delegate is unable to attend, a registered proxy may exercise the voting entitlement in their absence. Voting delegates and proxies may be elected members or Shire officers.

Only registered voting delegates or registered proxies will be permitted to exercise the Shire's voting entitlements at the Annual General Meeting.

Comment

It is recommended that Council appoints the Shire President and one Councillor as the Shire's voting delegates.

It is also recommended that Council appoints two Councillors as proxy voting delegates should one or both voting delegates be unavailable to attend the Annual General Meeting.

Following Council's decision, the appointed voting delegates and proxies will be registered with the Western Australian Local Government Association.

Statutory/Policy Environment

Clause 24 of the Western Australian Local Government Association Constitution addresses representation and voting at general meetings.

Strategic Framework

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

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

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

Community Engagement

Community Participation Goal

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

The Shire will provide the delegate information to WALGA via the online registration form and the Minutes of the July 2026 meeting Minutes that will contain the nominated delegates and proxies will be made available on the Shire's website.

Promise to the Community

Inform: We will keep you informed.

The Shire will provide the delegate information to WALGA via the online registration form and the Minutes of the July 2026 meeting Minutes that will contain the nominated delegates and proxies will be made available on the Shire's website.

Risk Management

The risk themes identified in relation to this report are **Providing Inaccurate Advice or Information** and **Failure to Fulfil Compliance Requirements**. There is a potential reputational consequence if the Shire does not appoint and register its voting delegates and proxies and is therefore unable to exercise its voting entitlements at the Western Australian Local Government Association's Annual General Meeting. The consequence is considered **Minor** and the likelihood **Unlikely**, resulting in a **Low** risk rating.

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 appoints:

1. The Shire President and Cr. _____ as its voting delegates for the 2026 Western Australian Local Government Association Annual General Meeting to be held on Thursday, 17 September 2026.
2. Cr. _____ and Cr. _____ as its proxy voting delegates, for the 2026 Western Australian Local Government Association Annual General Meeting to be held on Thursday, 17 September 2026.

12.2. Infrastructure Services

Nil.

12.3. Sustainable Development

Nil.

12.4. Corporate Services

Item No.	12.4.1.
Subject:	Financial Statements as at 30 June 2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Director Corporate Services
File No.:	FM/S/006
Attachments:	1. Monthly Financials June 2026 [12.4.1.1 - 10 pages]

Summary

The Financial Statements as at Tuesday, 30 June 2026 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 2026	BUDGET 2025–2026	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$54,094,747	\$50,431,067	\$ 3,663,680
Ordinary Expenditure	\$60,052,364	\$60,793,339	\$ 740,975
Capital Revenue	\$ 13,810,425	\$49,809,701	\$35,999,276
Capital Expenditure	\$21,465,889	\$58,153,079	\$36,687,190
End of Period Surplus/(Deficit)			\$ 5,550,900
			ACTUAL
Statement of Financial Position			
Current Assets			\$ 36,740,892
Net Assets			\$815,886,003

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

Background

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

Comment

Rates Revenue

Rates revenue of \$31.7 million and waste service charges of \$6.5 million including the waste facilities maintenance rate were raised in September 2025. The due date for rates payment was Sunday, 30 November 2025. Approximately 98% of the rates were collected by Tuesday, 30 June 2026 compared to 96% for the previous year. The Shire continues to pursue unpaid rates as part of its formulated rates debt collection process.

Any unpaid rates will be listed on the 2026–2027 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 \$8.1 million in Municipal funds and \$26.7 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.71%. New term deposits are attracting an interest rate of approximately 5% for a term of 90 days.

Operating Grants and Subsidies

The Shire received \$2.4 million as advance payment for Financial Assistance Grants 2025–2026 in the last quarter of the 2024–2025 financial year. As of Tuesday, 30 June 2026, all four quarterly instalments of Financial Assistance Grants have been received. The Shire also received \$3.1 million as advance payment for Financial Assistance Grants 2026–2027. The amount was transferred to the Shire's Unspent Grants Reserve Fund, to be utilised in the 2026–2027 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 2026–2027 Budget.

Material, Contracts, Utilities and Other Expenses

The expenditure on materials and contracts reported as at Tuesday, 30 June 2026, is currently under budget mainly due to timing variances, as some tax invoices are yet to be received for payment and some projects carried forward to next financial year.

Capital Expenditure

The Shire has budgeted to spend \$54 million on capital projects throughout the Shire in 2025–2026. Expenditure totalling \$21.5 million on capital works has been reported at the end of June 2026. While planning, design and procurement activities are currently underway for a number of major capital works projects, approximately \$33 million has been carried forward into the 2026–2027 financial year in accordance with Shire's adopted Forward Capital Works Plan 2026–2031. Some of the capital projects with unspent budget allocations and carried forward to financial year 2026–2027 are listed below:

Project	Budget
Harvey Community Precinct – Stage 1	\$6,700,000
Australind Office Expansion	\$2,000,000
Binningup Skate Park Redevelopment	\$800,000
LLC - Court Expansion Construction	\$14,950,000
Leschenault Bush Fire Brigade Shed	\$700,000
Playground Equipment (Virgo Brace, Yarloop One Tree, Binningup Oval)	\$840,000
Harvey Playground and Associated Infrastructure	\$1,700,000
Galway Green - Irrigation System Upgrade	\$500,000
Pending Bridges Renewal Program	\$2,000,000
Pending Roadwork Construction	\$1,200,000

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

- Statement of Financial Performance by Nature
- Statement of Financial Position

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

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

Statutory/Policy Environment

Local Government Act 1995

- Section 6.4 – deals with reporting requirements for Financial Reports

Local Government (Financial Management) Regulation 1996

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

Strategic Framework

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

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

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

Community Engagement

Community Participation Goal

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

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 2026 provided in **Attachment 1**.

Item No.	12.4.2.
Subject:	Payments June 2026
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 2026 [12.4.2.1 - 33 pages]

Summary

A listing of payments for goods and services for June 2026 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 2026 is presented as **Attachment 1**, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal CP.55.1 – CP.60.291	\$ 5,845,337.15
117755-117756	\$ 69,606.80
CBA Credit Cards	\$ 16,249.49
Electronic Funds Submitted/Direct Debits	\$ 1,479,462.56
Total	\$ 7,410,656.00

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 4,147.22
BP Fuel Card	\$ 11,748.04
Puma Fuel Card	\$ 2,382.66
Total	\$ 18,277.92

Statutory/Policy Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulation 1996

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

- Regulation 13A – Payments by employees via purchasing cards

Strategic Framework

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

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

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

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

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

Budget Implications

The payments listed above have been budgeted for in the Shire's 2025–2026 Annual Budget.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the list of accounts paid at **Attachment 1** for the period of June 2026 totalling \$7,410,656.

Item No.	12.4.3.
Subject:	Annual Budget 2026–2027
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FM/B/001
Attachments:	1. 2026–2027 Annual Budget DRAFT V3 [12.4.3.1 - 164 pages]

Summary

The purpose of this report is for Council to adopt the 2026–2027 Annual Budget, together with associated matters such as Councillor Fees and Allowances, Rates, and Fees and Charges for 2026–2027.

A copy of the draft 2026–2027 Annual Budget which incorporates revisions discussed with Council during the Budget workshop held on Monday, 15 June 2026 and Tuesday, 23 June 2026 is included as **Attachment 1**.

Background

Section 2.7 of the *Local Government Act 1995* (the Act) 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.

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 Act, 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:

- Particulars of the estimated expenditure proposed to be incurred.
- 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.
- The fees and charges proposed to be imposed by the local government.
- The particulars of borrowings to be entered into by the local government.
- Details of the amounts to be set aside in, or used from, reserve accounts.
- Particulars of proposed land transactions and trading undertakings.

- Other matters as prescribed.

The draft 2026–2027 Annual Budget (draft Budget) has been prepared with reference to the Shire's Integrated Planning documents such as the Council Plan, FCWP, Long Term Financial Plan (LTFP), Workforce Plan, Asset Management Plan and other strategic planning documents.

On Monday, 15 June 2026 and Tuesday, 23 June 2026, 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.

Current economic environment

The Perth Consumer Price Index (CPI) for the 2024–2025 financial year was 3% and for 2025–2026 is 4.8% (March to March). Like most businesses, local governments have 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 2026–2027 Annual Budget, which includes the continued provision of community services and infrastructure, the Shire undertook and adopted the 2026–2027 Proposed Revenue and Rating Plan at its Ordinary Council Meeting held Tuesday, 23 June 2026. 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, 24 June 2026, 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 Friday, 17 July 2026.

As at close of business, 14 July 2026, the Shire had received a total of 16 submissions relating to the proposed differential rates. A summary of those comments are as follows:

- 16 submissions opposed the proposed 7% rate increase or requested a lower increase.
- 12 submissions raised concerns about cost-of-living pressures and wages not keeping pace with expenses.
- 10 submissions requested the Shire identify cost savings before increasing rates.
- 8 submissions considered the increase too far above CPI.
- 7 submissions requested greater transparency and justification, including financial modelling, expenditure information and details of alternative options considered.

Officers will provide an Addendum with the details of all submissions received following the closing date.

Fees and Charges

Council adopted its 2026–2027 Fees and Charges by absolute majority at the Ordinary Council Meeting held on Tuesday, 27 May 2026, excluding the waste collection and related fees and charges. These charges are now included in the draft Budget for adoption.

In June 2026, some statutory application fees associated with the Building Regulations 2012 were increased and one new fee of \$110 for Revised Plan Assessments was imposed. These updated building fees have now been included in the draft Budget for adoption.

The 2026–2027 Fees and Charges are included in the body of the draft 2026–2027 Annual Budget for adoption in accordance with Section 6.16(3) of the Act.

Council Members Fees Reimbursements and Allowances

Sections 5.98, 5.98A, 5.99 and 5.99A of the Act provide for the payment of Council Member meeting fees, annual attendance fees, expense allowances and allowances for the President and Deputy President. The proposed allocations for these payments have been included in the draft 2026–2027 Budget, within the applicable ranges determined by the Salaries and Allowances Tribunal. Each of the proposed fees and allowances reflect an increase of approximately 3.5% compared with the allowances adopted in the previous financial year. These fees and allowances are required to be determined by Council by absolute majority.

Differential General Rates

The draft 2026–2027 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 2026–2027 Proposed Rating and Revenue Plan.

The table below reflects the 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	0.077971	\$1,586
Commercial / Industrial	0.109665	\$1,674
Transient Workforce / Workforce Accommodation	0.127948	\$1,921
UNIMPROVED VALUATION PROPERTIES		
Rural	0.004346	\$1,586
Commercial	0.005444	\$1,674

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 and to \$90 per rateable property in the financial year 2025–2026. It is proposed that the Waste levy remains at \$90 per rateable property for the financial year 2026–2027, with no increase from the previous financial year.

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 2026–2027. Revenue raised from specified area rates can only be used for the purpose for which it was generated.

As per the Revenue and Rating Plan, the draft 2026–2027 Budget incorporates a 7% increase to the following specified area rates, rate in the dollar:

- 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.
- Treendale District Centre – common area Maintenance.

Reserve Accounts

As outlined in the Reserve Strategy presented to the Council on Tuesday, 7 April 2026 and during budget deliberation held on Tuesday, 23 June 2026, it is proposed to rationalise a number of reserve accounts by consolidating reserve balances into existing reserves and closing reserves that are no longer required:

- Transfer \$1,456,147 from the LLC Aquatic Major Maintenance Reserve and \$344,880 from the LLC Gym Equipment Reserve to the LLC Capital and Major Maintenance Reserve and close the LLC Aquatic Major Maintenance Reserve and LLC Gym Equipment Reserve.
- Amend the purpose of LLC Capital and Major Maintenance Reserve from:

"Fund capital and major maintenance works of the Leschenault Leisure Centre (Dry Areas)."

to "Fund capital and major maintenance works of Leschenault Leisure Centre."- Transfer \$277,938 from the BRC Capital and Major Maintenance Reserve (Binningup Recreation Centre) and \$2,962 from the District Revaluation Reserve to the Building Reserve and close the BRC Capital and Major Maintenance Reserve and District Revaluation Reserve.
- Transfer \$4,459 from the Yarloop Heritage Precinct Reserve and \$12,985 from the ALCOA – Yarloop Townscape Reserve to the Yarloop Rebuild Insurance Reserve and close the Yarloop Heritage Precinct Reserve and ALCOA – Yarloop Townscape Reserve.

Comment

The draft 2026–2027 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 Council Plan, FCWP, LTFP, Workforce 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 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 includes:

- Building Capital Works \$26.52 million
- Road Capital Works \$4.82 million
- Footpaths and Drainage Capital Works \$2.38 million
- Bridges Capital Works \$3.65 million
- Parks and Ovals \$4.37 million

Also included in the draft Budget are operating expenses for:

- Roads, Footpaths, Bridges and Drainage Maintenance \$16.78 million
- Parks, Gardens, Grounds and Public Hall Maintenance \$9.28 million
- Sanitation and Refuse Management \$7.80 million
- Fire and Animal Control, Law and Order \$2.77 million
- Destination Harvey Region \$1.10 million
- Other Sustainable Development \$5.42 million
- Libraries \$1.79 million
- Recreation and Cultural Centres \$6.92 million
- Community, Welfare and Cultural Services \$5.80 million
- Transfers to Reserves \$2.80 million
- Governance, Rates, Loans and Unclassified \$6.08 million

The draft 2026–2027 Annual Budget is now presented in the required statutory format 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 Council Plan 2025–2035, states:

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Pillar 2 – Planet:</i>	A natural environment that is highly valued, protected and enjoyed.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Pillar 4 – Prosperity:</i>	A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.

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 members, as the ratepayer's elected representatives, comprehensively 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.

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 2026–2027 Annual Budget has been formulated with consideration given to such informing documents as the Council Plan, FCWP, LTFP, Workforce 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 1–7 of 10 Absolute Majority

Recommendation 8–10 of 10 Simple Majority

Officer's Recommendation 1 of 10

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 – \$35,932
 - b. Annual Sitting Fee – Council Members – \$19,381
2. Pursuant to Section 5.99A 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 – \$1,614
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 – \$51,578
4. Pursuant 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 – \$12,895
5. Pursuant to Section 5.99B of the *Local Government Act 1995*, adopts the following superannuation contribution
 - a. 12% superannuation contribution on the annual sitting fee and the President and Deputy President allowances for Council Members.

BY ABSOLUTE MAJORITY

Officer's Recommendation 2 of 10

That Council, pursuant to section 6.2 of the *Local Government Act 1995*, adopts the 2026–2027 Annual Budget, showing expenditure and payments of \$115,120,400 and receipts of \$96,352,474 with an amount of \$34,264,410 to be acquired by the imposition of general rates.

BY ABSOLUTE MAJORITY

Officer's Recommendation 3 of 10

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 2026–2027 Financial Year as follows:

Rating Category	General Rate in the Dollar \$	Minimum Payments
Zone Groups (GRV)		
GRV – Residential	0.077971	\$1,586
GRV – Commercial / Industrial	0.109665	\$1,674
GRV – Transient Workforce/Workforce Accommodation	0.127948	\$1,921
Land Use Groups (UV)		
UV – Rural	0.004346	\$1,586
UV – Commercial	0.005444	\$1,674
Specified Area Rates		
Kingston Landscaping Maintenance	0.007175	Nil
Galway Green Landscaping Maintenance	0.006747	Nil
Lakewood Shores Landscaping Maintenance	0.007803	Nil
Treendale Landscaping Maintenance	0.010176	Nil
Treendale District Centre Common Area Maintenance	0.008083	Nil

The General Rates and Specified Area Rates are due and payable by Friday, 25 September 2026.

BY ABSOLUTE MAJORITY

Officer's Recommendation 4 of 10

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 2026–2027 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, 25 September 2026.

BY ABSOLUTE MAJORITY

Officer's Recommendation 5 of 10

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

- 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 2026.

- 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 2026–2027 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

Officer's Recommendation 6 of 10

Adopts the attached Schedule of Fees and Charges for the 2026–2027 financial year, along with the following rubbish charges:

a. Residential Waste Service Charge

\$469 per annum for the weekly removal of one 240L mobile Food Organics, Garden Organics (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 or Non-Residential Waste Service Charge

\$265 per annum for the weekly removal of one 240L mobile 'General Waste' garbage bin.

\$160 per annum for the fortnightly removal of one 240L mobile 'Recycling' garbage bin.

\$160 per annum for the weekly removal of one 240L mobile 'FOGO' garbage bin.

c. Additional Waste Service Charge

\$160 per annum for an additional one 240L mobile 'General Waste' garbage bin emptied at the same time as the standard General Waste bin collection.

\$160 per annum for an additional one 240L mobile 'FOGO' garbage bin emptied at the same time as the standard FOGO bin collection.

\$160 per annum for an additional one 240L mobile 'recycling' garbage bin emptied at the same time as the standard Recycling bin collection.

d. Rural Waste Service Charge

\$199 per annum on those rural properties which do not have a 240L mobile garbage bin service this provides one tip pass which allows 26 standard tip entries.

BY ABSOLUTE MAJORITY

Officer's Recommendation 7 of 10

That Council, pursuant to Section 6.11 of the *Local Government Act 1995*, adopts the reserve accounts transfers, reserve account closures and reserve purpose amendment as listed below:

- a. Transfer \$1,456,147 from the LLC Aquatic Major Maintenance Reserve and \$344,880 from the LLC Gym Equipment Reserve to the LLC Capital and Major Maintenance Reserve and close the LLC Aquatic Major Maintenance Reserve and LLC Gym Equipment Reserve.
- b. Amend the purpose of LLC Capital and Major Maintenance Reserve from:

"Fund capital and major maintenance works of the Leschenault Leisure Centre (Dry Areas)."

to "Fund capital and major maintenance works of Leschenault Leisure Centre."
- c. Transfer \$277,938 from the BRC Capital and Major Maintenance Reserve and \$2,962 from the District Revaluation Reserve to the Building Reserve and close the BRC Capital and Major Maintenance Reserve and District Revaluation Reserve.
- d. Transfer \$4,459 from the Yarloop Heritage Precinct Reserve and \$12,985 from the ALCOA – Yarloop Townscape Reserve to the Yarloop Rebuild Insurance Reserve and close the Yarloop Heritage Precinct Reserve and ALCOA – Yarloop Townscape Reserve.

BY ABSOLUTE MAJORITY

Officer's Recommendation 8 of 10

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.

Officer's Recommendation 9 of 10

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, 25 September 2026.	Nil	Nil
Two equal payments	First Instalment – 4.00pm on Friday, 25 September 2026.	3.0%	\$15
	Second Instalment – 4.00pm on Friday, 27 November 2026.		
Four equal payments	First Instalment – 4.00pm on Friday, 25 September 2026.	3.0%	\$45
	Second Instalment – 4.00pm on Friday, 27 November 2026.		
	Third Instalment – 4.00pm on Friday, 29 January 2027.		
	Fourth Instalment – 4.00pm on Friday, 2 April 2027.		

Officer's Recommendation 10 of 10

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

Item No.:	12.4.4.
Subject:	Corporate Services Policy Review 2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Corporate Services
Authorising Officer:	Director Corporate Services
File No.:	CC/P/0008
Attachments:	1. Corporate Services Policies with Track Changes 2026 [12.4.4.1 - 65 pages] 2. Attachment 2 Policy 2.1.1 Privacy [12.4.4.2 - 6 pages] 3. Corporate Services Policies 2026 [12.4.4.3 - 59 pages]

Summary

Council is required to periodically review its Policies to ensure compliance with current legislation and strategic relevance. Officers have reviewed the Shire of Harvey's (Shire) Corporate Services Policies, and the outcome of the review is presented to Council for consideration.

It is recommended that Council accepts the review, adopts new Policy 2.1.1 – Privacy Policy and adopts the amended Policies.

Background

Council, in accordance with Section 2.7 of the *Local Government Act 1995*, has determined the Shire of Harvey's Policies and has adopted Policy 1.1.1 – Council Policy Guidance, to provide direction around policy responsibilities and reviews. Policy 1.1.1 states that all Policies shall be reviewed at a minimum every three years, and a report presented to Council detailing any proposed changes.

A copy of Council's Corporate Services Policies under review can be found at **Attachment 1**.

Officers have tracked changes to **Attachment 1**, highlighting the current adopted Policies against the proposed amended Policies. The proposed amended Policies are contained within **Attachment 3**.

The *Privacy and Responsible Information Sharing Act 2024* requires local governments to develop and document policies on its handling of personal information. The proposed new Policy 2.1.1 – Privacy Policy, found at **Attachment 2**, supports the existing initiatives and processes around the collection, storage, use, disclosure and disposal of personal information.

Comment

The Shire's Corporate Services Policies have been reviewed by Shire Officers with some amendments being proposed. The majority of the proposed amendments are to improve formatting and are minor in nature, with a few legislative amendments also included. Below is a list of the Policies reviewed along with a summary of the proposed amendments.

Policy 2.1.2 – Video Surveillance (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.
- Includes reference to the *Privacy and Responsible Information Sharing Act 2024*.

Policy 2.1.3 – Artificial Intelligence in the workplace (minor update):

- Updated reference to Council Plan 2025–2035.

Policy 2.1.4 – Cybersecurity (nil update):

- Policy adopted by Council April 2026 – nil change recommended.

Policy 2.2.1 – Investments (minor update):

- Minor tidying of grammar, titles, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.2 – Financial Hardship Policy (not included in review as undergoing full rewrite):

- The Financial Hardship Policy is undergoing a full rewrite and will come back to Council for consideration within the next couple of months. As a result, this Policy has not been included in the attachments.

Policy 2.2.3 – Asset Management (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.4 – Capitalisation of Assets (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.5 – Depreciation of Non-Current Assets (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.6 – Fair Value Revaluation (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Minor amendment to 3.3 Methodology in line with revised Legislation.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.7 – Loans – Self Supporting (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.8 – Purchasing Policy (minor update):

- Minor tidying of grammar, legislative references and formatting.

- Updated reference to Council Plan 2025-2035.
- Included reference to purchasing and tender activities during caretaker periods in line with Local Government (Functions and General) Regulations 1996 regulation 3A.
- Updated 3.3.5.1 – Software, IT Hardware, Licenses, Renewals, Maintenance and Support. To provide clearer process requirements and authority around the procurement of information technologies.

Policy 2.2.9 – Materiality (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.10 – Donations Policy (minor update):

- Minor tidying of some legislative references.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.11 – Related Party Disclosures (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Under heading of Privacy and Confidentiality, includes reference to record keeping requirements including reference to *Privacy and Responsible Information Sharing Act 2024*.
- Updated reference to Council Plan 2025–2035.

Policy 2.2.12 – Corporate Credit Card Policy (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Increase corporate credit card limit for Chief Executive Officer and Director Corporate Services from \$5,000 to a maximum of \$10,000 to allow for larger sundry creditor payments of the Shire.
- Update Shire's total combined corporate credit cards limit from \$45,000 to \$55,000.
- Updated reference to Council Plan 2025–2035

Policy 2.2.13 – Cash Backed Reserves (minor update):

- Minor tidying of grammar, legislative references and formatting.
- Minor amendment to 3.5 Residual Balances in Reserves. To more clearly reflect legislative requirements.
- Updated reference to Council Plan 2025–2035

The proposed new Policy 2.1.1 – Privacy Policy, found at **Attachment 2**, establishes the Shire's framework for collecting, storing, using, disclosing and disposing of personal information during normal business operations.

It exists to provide transparency, protect individual privacy, and support compliance with the *Privacy and Responsible Information Sharing Act 2024*, Freedom of Information legislation, *Local Government Act 1995* requirements and State records obligations.

The policy guides staff, contractors, Councillors and third-party providers in appropriate information handling, collection notices, security, access and correction requests, disclosure limits, disposal, training and privacy complaints. It supports accountable and transparent governance by ensuring personal information is managed consistently across its full lifecycle.

Statutory/Policy Environment

Local Government Act 1995 Section 2.7(2)(b) – A role of the Council is to determine the Local Government's Policies.

Shire of Harvey Policy 1.1.1 – Policies shall be reviewed at a minimum every three years and a report presented to Council detailing any proposed changes.

Strategic Framework

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

<i>Pillar</i>	5	–A representative leadership that is future thinking, transparent and
<i>Performance:</i>		accountable.
<i>Objective 21:</i>		Continue to deliver proactive and responsible leadership and governance.

Community Engagement

Community Participation Goal

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

Council Agenda and Minutes are made available to the public. Adopted Policies are included on the Shire's web site for public viewing.

Promise to the Community

Inform: We will keep you informed.

Council Agenda and Minutes are made available to the public. Adopted Policies are included on the Shire's web site for public viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The Consequence could be **Compliance** or **Reputation** if the Policies are not reviewed and kept current. The risk is considered **Minor** and the likelihood **Unlikely**, given the Policies have been thoroughly researched, peer reviewed and provided by a qualified Shire Officer, resulting in **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts the new Policy 2.1.1 Privacy Policy, as contained in ***Attachment 2***.
2. Adopts the amendments to the Shire's Corporate Services Policies, as contained in ***Attachment 3***.

12.5. Community and Lifestyle

Item No.:	12.5.1.
Subject:	Cultural Diversity Initiatives
Proponent:	Community Development
Location:	Shire of Harvey
Reporting Officer:	Manager Community Development
Authorising Officer:	Director Community and Lifestyle
File No.:	F/05/00027
Attachments:	Nil

Summary

This report presents a range of initiatives designed to strengthen community connections, improve access to services, increase engagement, enhance information sharing, and build stronger partnerships within the Shire of Harvey's multicultural community.

Background

At the Ordinary Council Meeting held on Tuesday, 24 February 2026, it was resolved (resolution number 26/31):

"That Council:

4.Requests the Chief Executive Officer to identify and develop further initiatives that acknowledge, recognise and celebrate the cultural diversity of the Shire of Harvey for Council's consideration."

The Shire of Harvey (Shire) is home to a diverse and evolving community. 2021 Census data indicate a strong multicultural profile, with residents reporting a range of ancestries including English (45%), Australian (40%), Irish (23%), Scottish (9%), and Italian (8%), alongside 3% identifying as Aboriginal. This reflects both long-standing connections to the region and the contribution of migrant communities.

In terms of country of birth, the majority of residents (76%) were born in Australia, while a significant proportion were born overseas, including England (6%), New Zealand (3%), the Philippines (2%), and South Africa and Italy (1% each).

This diversity presents an opportunity for the Shire to further strengthen community cohesion, recognise cultural contributions, and ensure services and engagement approaches are inclusive and responsive to the needs of all residents.

Current activities that acknowledge and respond to the Shire's cultural diversity include but are not limited to:

- English language programs for new migrants.
- Informal advice and support for non-English speaking background families via the Shire's library services and programs.
- Working with Harvey Beef to improve road safety for migrant workers through awareness-raising and provision of high-vis vests to workers traversing Harvey local roads on foot, bicycles and e-scooters.
- Provision of a diverse range of cultural shows at the Harvey Recreation and Cultural Centre including the Kaartdijin Dandjoo – Learning Together series of workshops as part of a First Nations Audience Development initiative funded by Circuitwest and Creative Australia.
- Promotion of the Harvey Internment Camp Memorial Shrine.

Comment

A culturally diverse community provides significant social, economic and civic benefits. It contributes to a more vibrant and inclusive community, enhances social cohesion, supports local workforce needs, and brings a diversity of skills, perspectives and experiences that strengthen innovation and community resilience.

While cultural diversity brings many strengths, it can also present challenges, particularly in relation to language barriers, differing cultural practices, and varying levels of familiarity with Australian systems and services. These factors can impact access to information, participation in community activities, and confidence in engaging with local government. Addressing these barriers through inclusive communication, culturally appropriate engagement, and targeted support is essential. Strong connections with multicultural communities enhance the Shire's ability to communicate effectively during emergencies and support community safety.

To support newcomers and participate in the recognition and celebration of cultural diversity within the Shire a range of initiatives are proposed. These have been developed in response to Objective 6 of the Council Plan 2025–2035 to *value and celebrate cultural diversity* and the corresponding strategic initiative which commits the Shire to *supporting the region's diverse cultural heritage through inclusive events, community partnerships, and initiatives that promote understanding and participation across all backgrounds*.

Council has also adopted various strategies and plans which contain actions that acknowledge and respond to the needs of the Shire's culturally diverse community. These are listed in the Strategic Framework section of this report.

Following interactions and consultation with local community groups, individuals and businesses, the following activities are proposed to be delivered in the 2026–2027 financial year:

- In collaboration with local community groups, host a facilitated community engagement forum with multicultural representatives to better understand community needs, identify barriers to participation, and inform future service delivery.
- Incorporate a multicultural dinner and/or storytelling component into the 2027 StoryFest (previously known as Literacy Festival) to showcase migrant experiences and promote cultural understanding.
- Develop an accessible welcome booklet to introduce newly arrived residents to Shire facilities, key services, and essential local knowledge such as beach and pool safety.
- Establish a community champions network to strengthen communication pathways, build community capacity, and support information dissemination, including during emergencies.
- Partner with local schools and community groups to develop activities that celebrate cultural diversity, promote inclusion, and encourage community participation among young people.
- Promote the free Translating and Interpreting Services offered by the Federal Government both internally and externally.
- Implement a series of communications activities that raise awareness of and promote the cultural diversity of the Shire (multi-lingual greeting signage, social media 'grabs' with local community members).
- Work with existing annual events (Harvey Harvest Festival, Brunswick Show, and Harvey Show) to strengthen cultural diversity activities, promotion and participation by our culturally diverse population.

Statutory/Policy Environment

These initiatives support the objectives of the *Equal Opportunity Act 1984* by promoting inclusion, reducing barriers to participation and improving equitable access to services.

Strategic Framework

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

- Pillar 1 – People:* A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
Objective 6: Value and celebrate cultural diversity.

The proposed activities also respond to actions contained in the following adopted strategies and plans:

- Ageing Together – Age Friendly Strategy 2022 – 2027
- Community Safety and Crime Prevention Plan
- Creative Communities 2027 – Arts and Culture Strategy
- Even Better, Together – Access and Inclusion Plan 2021 – 2026
- Reflect – Reconciliation Action Plan 2026 – 2028

Community Engagement

Community Participation Goal

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

This report is included in the Ordinary Council Meeting Agenda that are made publicly available via the Shire of Harvey website.

Promise to the Community

Inform: We will keep you informed.

This report and Council's decision will be included in the Ordinary Council Meeting Minutes that is made publicly available via the Shire of Harvey website.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be **Reputation** if the Shire fails to effectively support its diverse community. The Reputation consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk. Implementing the suggested programs will mitigate this risk by providing more inclusive responses to the needs and aspirations of the community.

Budget Implications

These activities will be undertaken within existing budget allocations across a range of sub-service areas within the Community Development business unit.

The draft 2026–2027 budget provided in this Agenda for Council’s consideration includes the following relevant allocations, from which the proposed activities are recommended to be funded:

Work Order	Description	Amount
54112	Implement the Community Safety and Crime Prevention Plan	\$5,000
82117	Implement the Ageing Together – Age Friendly Strategy	\$7,500
105147	Implement the Even Better, Together – Access & Inclusion Plan	\$30,000
105148	Community engagement initiatives	\$17,000
105159	Reconciliation Plan Actions	\$3,500

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council:

1. Endorses the range of cultural diversity initiatives that have been identified to be delivered in the 2026–2027 financial year as outlined in this report.
2. Notes this report and its outcomes to satisfy the requirements of Council resolution 26/31 carried at the Ordinary Council Meeting held Tuesday, 24 February 2026.

Item No.:	12.5.2.
Subject:	Shire of Harvey Community Grant Program 2026
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Grants Officer
Authorising Officer:	Director Community and Lifestyle
File No.:	C046-00003
Attachments:	1. AHSF Advisory Committee Assessment Panel 2026 Minutes [12.5.2.1 - 12 pages] 2. Shire of Harvey Community Grants Assessment Panel Updated 2026 Minutes [12.5.2.2 - 19 pages] 3. Brunswick Agricultural Society Letter 9 January 2026 [12.5.2.3 - 2 pages] 4. Brunswick Agricultural Society Letter 6 April 2026 [12.5.2.4 - 2 pages]

Summary

This report presents the recommendations of the Alcoa Harvey Sustainability Fund Panel and the Community Grant Assessment Panel in relation to applications received through the May 2026 Community Grant Program funding round, including the Alcoa Harvey Sustainability Fund, Coastal Communities Fund and Shire of Harvey Community Grant Program.

A total of 22 applications were received across the three funding streams and have been assessed in accordance with the relevant funding guidelines and eligibility criteria.

In addition, the Shire has received a request from the Brunswick Agricultural Society seeking a variation to its current Partnership Agreement. This report outlines the details of the request and provides a recommendation for Council's consideration.

Background

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

The Program consists of three grant streams that support initiatives, projects and services which contribute to community wellbeing, environmental sustainability, local capacity building and the delivery of the Shire of Harvey Council Plan. These funding streams provide opportunities for community organisations, volunteers and local groups to deliver projects that strengthen community connections, improve local infrastructure, support environmental outcomes and enhance the quality of life for residents across the Shire.

Alcoa Harvey Sustainability Fund

The Alcoa Harvey Sustainability Fund is provided by Alcoa and reflects the company's long-term commitment to supporting the local communities in which it operates. Established in 2006, the Fund supports projects that contribute to the social, environmental and economic sustainability of the Harvey region. Applications submitted under the Alcoa Harvey Sustainability Fund are assessed by a committee comprised of two community members, two Alcoa representatives, the Shire President, Chief Executive Officer and two Shire Officers.

Coastal Communities Fund

The Coastal Communities Fund was established through funding provided by the Water Corporation as part of the Southern Seawater Desalination Plant project. Established in 2009, the Fund operates as a long-term reserve managed by the Shire for the benefit of residents and communities within the coastal localities of Binningup and Myalup.

Shire of Harvey Community Grant Program

The Shire of Harvey Community Grant Program is Shire funded and supports activities, services and projects that contribute to the delivery of the Shire of Harvey Council Plan and aims to maximise the value and impact of Shire funding within the community.

Funding is available across three categories:

- Community Support.
- Infrastructure.
- Partnership Agreements.

The Program aims to enable local ideas to come to life by supporting initiatives that connect people, celebrate local identity, build organisational capacity and strengthen community wellbeing. Funding is available to eligible not-for-profit community groups and organisations delivering projects within the Shire of Harvey, including organisations located outside the Shire that provide services and activities benefiting the local community.

Applications submitted under the Shire of Harvey Community Grant Program and the Coastal Communities Fund are reviewed and assessed by the Community Grant Assessment Panel. The Panel comprises two Elected Members, the Chief Executive Officer and five Shire Officers representing a range of business units across the organisation. Applications are assessed against the relevant eligibility requirements and assessment criteria outlined in the funding guidelines, with recommendations developed to ensure funding is allocated fairly, transparently and in accordance with the objectives of each program.

Comment

The Community Funding round was advertised three weeks prior to the round opening, from Monday, 13 April 2026 to Thursday, 30 April 2026. The funding round was advertised through various channels such as local newspapers, media release, via the Shire's social media and website platforms, radio and emails to previous grant applicants. Applications opened on the Smarty Grants online portal on Friday, 1 May 2026 and closed on Friday, 5 June 2026.

Community groups and organisations had the opportunity to book one-on-one discussions with the Grants Coordinator at the Harvey or Australind Shire offices to discuss their project. These discussions provided applicants with guidance on project eligibility, funding priorities and application requirements. 35 project discussion sessions were held with various community groups. This resulted in 22 applications for the Community Grant Program, Coastal Communities Fund and Alcoa Sustainability Fund.

Applications for the Sustainability Fund were assessed by the Alcoa Sustainability Fund Assessment Panel on Tuesday, 16 June 2026. The Minutes can be viewed at **Attachment 1**.

Applications for the Community Grant Program were assessed by the Community Grants Assessment Panel on Tuesday, 7 July 2026. The Minutes can be viewed at **Attachment 2**.

A summary of the grant applications received for each grant category is outlined below.

Alcoa Harvey Sustainability Fund

The May 2026 Alcoa Harvey Sustainability Fund has an available pool of \$227,929. The following applications were received and assessed:

Organisation	Project	Request	Recommendation Summary	Recommended amount
South West Horse Trials	Installation of horse yards	\$16,000	The venue hosts high-profile equestrian events. The installation of secure horse yards will improve safety and functionality.	\$16,000
Harvey Men's Shed	Development of detailed plans for Harvey Men's Shed and upgrade toilets on Shed site	\$35,454	The proposed build is a significant cost and unlikely to receive funding. It is recommended \$10,454 is awarded for the development of detailed plans for a rescoped more feasible build with \$20,000 to be awarded subject to the Shire being satisfied with the rescoped drawings.	\$35,454
Harvey Bulls Football Club	Bus purchase	\$10,000	The broader community benefit and year-round utilisation of the proposed vehicle have not been sufficiently demonstrated. The purchase of a vehicle for a single organisation could establish a precedent creating an unsustainable expectation.	\$0
Brunswick Districts Bowling Club	Detailed design to upgrade access to the clubhouse and two bowling greens, and provide an accessible viewing deck	\$5,000	The project will enhance the experience of participants and spectators alike, ensuring the facility is more inclusive.	\$5,000
Shire of Harvey	Interpretative signage at the Yarloop Workshops Site	\$20,000	Installation of interpretive signage at the Workshops site will enhance the visitor experience by improving understanding of the site's history, significance and key features.	\$20,000
Harvey Community Resource	Community vehicle purchase	\$50,000	The applicant has not clearly demonstrated or articulated a sufficient	\$0

Centre			community need for the proposed project.	
Binningup Coastcare and Environmental Group	Purchase of watering equipment	\$3,392.25	This equipment will improve the group's operational efficiency and enhance its long-term sustainability.	\$3,392
Total		\$139,846.25		\$79,846

Coastal Communities Fund

Total funding pool available for allocation is \$739,019.

Organisation	Project	Request	Recommendation Summary	Recommended amount
Myalup Community Association	100 Acre Wood Train upgrades	\$356,040	The proposed improvements will make the site more attractive, accessible and appealing to both residents and visitors.	\$356,040
Total		\$356,040		\$356,040

Community Support Grant

The total funding pool available is \$52,000

Organisation	Project	Request	Recommendation Summary	Recommended amount
Brunswick Junction Community Resource Centre	Community Christmas Lunch	\$5,000	The application does not provide sufficient detail. A revised budget and additional project information is to be submitted. The project is supported subject to the Shire being satisfied that the resubmission demonstrates value for money. The applicant has provided a revised budget and additional project information as requested by the Assessment Panel.	\$3,000
Harvey Lions	Seniors Christmas Dinner	\$5,000	The dinner provides significant social, recreational and wellbeing benefits for seniors within the community.	\$5,000
Brunswick Agricultural Society	Community Mural Project	\$5,000	This project will engage local school students in a valuable community arts project, fostering creativity, participation and local pride	\$5,000

			while adding value to the Brunswick Show experience.	
South West Opera Company	Gibbs Pool Musical Spectacular	\$5,000	This is a popular and well-established event that is a valuable addition to the Harvey Harvest Festival.	\$5,000
Auspiced by Harvey Lions	2026 Harvey Community Gala Night	\$5,000	This is a popular and well-established community event that is consistently delivered to a high standard.	\$5,000
Yarloop Country Women's Association	Making and Baking Skills	\$2,667.27	This project is well planned and demonstrates strong potential community benefit.	\$2,668
Brunswick River Cottages	Festive Celebration	\$2,500	This event will provide social benefits for residents of the facility and create valuable opportunities for residents to engage with the broader community.	\$2,500
Harvey Historical Society	Operating Harvey Museum and photograph exhibition	\$5,000	This project will strengthen connections to the area's history and heritage. However, the budget submitted contains inaccuracies and should be revised and resubmitted. The Panel recommends awarding these funds subject to the Shire being satisfied with the amended budget. The applicant has provided clarification on the budget as requested by the Assessment Panel.	\$4,150
Leschenault Catchment Council	Love the Lesch Event and Knowledge Hub	\$5,000	This event is a popular initiative that promotes and showcases sustainability within the community.	\$5,000
Binningup Community Association	Seniors Christmas Lunch	\$1,200	The lunch provides significant social, recreational and wellbeing benefits for seniors within the community.	\$1,200
Myalup Community Association	Community Concert & Christmas Party	\$4,000	The concert and Christmas party will provide a valuable opportunity for community members to come together, connect	\$4,000

			and celebrate.	
Harvey History Online	Harvey Heritage Festival event	\$825.52	These activities will play an important role in preserving, documenting and showcasing the rich history of the Shire.	\$826
Harvey District Creative Arts Centre	Quilts for Foster Children	\$4,477	This is a very worthy initiative that supports local artists while creating a valuable and meaningful resource for children in foster care.	\$4,477
Brunswick Town Team	Brunswick Summer Movie Night	\$1,021.66	The movie nights are a popular and well-attended community activity that provides affordable entertainment for residents and visitors	\$1,022
	Total	\$51,619.45		\$48,843

Partnership Agreements

Request from Brunswick Agricultural Society

The Shire has entered into partnership agreements with several community groups and organisations to deliver recurring programs, activities and events.

The Brunswick Agricultural Society (Society) has a current, three-year partnership agreement with the Shire to deliver the annual Brunswick Show consisting of an annual cash contribution of \$15,750 plus \$13,057 of in-kind support provided by the Shire.

In addition, the Society applied to the 2025 Community Grants round and was awarded \$50,000 to undertake upgrades of the kitchen at The Murray Piggott Pavilion at the Brunswick Recreation Ground.

The Society has requested additional financial assistance of between \$25,000 and \$30,000 per annum to support the employment of an Events Coordinator. This was first raised in November 2025. The Shire President, Chief Executive Officer and Director Community and Lifestyle met with representatives of the Society in December 2025 to discuss the request. The Shire subsequently received a formal request (refer Attachment 3). The Society has advised that the position would assist with the planning, management and delivery of events at the Brunswick Showgrounds and support the ongoing operation and growth of community events, including the Brunswick Show. The Society has requested that this funding be incorporated into its existing Partnership Agreement with the Shire.

On 9 May 2026, further correspondence was received, dated 6 April 2026, (refer Attachment 4) requesting that the funds previously allocated to the kitchen upgrades of the Murray Piggott Pavilion be set aside at this time in favour of prioritising the Events Coordinator position.

Officers acknowledge the significant contribution the Brunswick Agricultural Society makes to the local community and recognise the importance of the Brunswick Show. The Society has a long history of successfully delivering the Brunswick Show and associated activities through its volunteer committee and organisational structure.

While Officers recognise the increasing compliance and administrative requirements associated with delivering community events, it is not considered practical or appropriate for the Shire to provide ongoing funding for a staffing position within an external organisation.

While historically, the Shire has supported similar requests on an ad-hoc basis, the Shire does not currently provide support for positions, funding is provided for events, activities and programs.

Approving this request could create a precedent for other community organisations to seek similar support for staffing costs. This would create an unsustainable expectation that the Shire will subsidise operational positions across the community sector.

The Shire is also operating within a constrained financial environment and is maintaining its existing staffing establishment. Additional positions are only being considered in exceptional circumstances. In this context, funding the creation of a new position within a community organisation would be inconsistent with the Shire's current financial and workforce approach.

Accordingly, Officers do not support the request to provide additional funding through the Partnership Agreement to support the proposed Events Coordinator position. Should Council choose to support the Society's request, it is recommended that funding is provided on a once-off basis as seed funding for the role with no commitment beyond 2026–2027.

Statutory/Policy Environment

Policy 3.1.6 – Community Funding

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 2:</i>	Facilitate healthy and active communities.
<i>Objective 3:</i>	Grow participation in arts, culture and creative activities.
<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.
<i>Objective 23:</i>	Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

Community Engagement

Community Participation Goal

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

Applicants have had access to support and information from the Community Development team throughout the process.

Promise to the Community

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

Feedback will be provided directly to applicants, and the Minutes of this Ordinary Council Meeting will be published 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** and **Financial** should Council not adopt the recommendation to support the grant applications. The consequence rating is considered **Minor** and the likelihood **Unlikely**, resulting in a **Low** risk being present.

Budget Implications

The Alcoa Harvey Sustainability Fund has an allocation of \$100,000 against work order 114508 in the draft 2026–2027 Budget. Any unallocated funds will be transferred back to the Alcoa Harvey Sustainability Fund reserve. The Alcoa Harvey Sustainability Fund has a remaining balance of \$2,291,943.

The Coastal Communities Fund has a balance of \$739,019. If approved by Council, funds will be transferred from reserves to an operational budget.

The Community Support Grant program has an allocation of \$105,000 against work order 15666 in the draft 2026–2027 Budget. Of this amount, \$52,500 is available for potential allocation through the current funding round. Remaining funds will be utilised during round two of the Community Support Grant program in October 2026.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the following allocations from the Alcoa Harvey Sustainability Fund:

Organisation	Project	Allocation
South West Horse Trials	Installation of horse yards	\$16,000
Harvey Men's Shed	Development of detailed plans for a Men's Shed and upgrade of toilets on the Men's Shed site	\$35,454
Brunswick Districts Bowling Club	Detailed design to upgrade access to the clubhouse and to the two bowling greens, and provide an accessible viewing deck	\$5,000
Shire of Harvey	Interpretative signage at the Yarloop Workshops Site	\$20,000
Binningup Coastcare and Environmental Group	Purchase of watering equipment	\$3,392
TOTAL		\$79,846

2. Approves the following allocations from the Coastal Community Fund:

Organisation	Project	Allocation
Myalup Community Association	100 Acre Wood Train upgrades	\$356,040
TOTAL		\$356,040

3. Approves the following allocations from the Community Grant Program:

Organisation	Project	Allocation
Brunswick Junction Community Resource Centre	Community Christmas Lunch	\$3,000
Harvey Lions	Seniors Christmas Dinner	\$5,000
Brunswick Agricultural Society	Community Mural Project	\$5,000
South West Opera Company	Gibbs Pool Musical Spectacular	\$5,000
Auspiced by Harvey Lions	2026 Harvey Community Gala Night	\$5,000
Yarloop Country Women's Association	Making and Baking Skills	\$2,668
Brunswick River Cottages	Festive Celebration	\$2,500
Harvey Historical Society	Operating Harvey Museum and photograph exhibition	\$4,150
Leschenault Catchment Council	Love the Lesch Event and Knowledge Hub	\$5,000
Binningup Community Association	Seniors Christmas Lunch	\$1,200
Myalup Community Association	Community Concert & Christmas Party	\$4,000
Harvey History Online	Harvey Heritage Festival event	\$826
Harvey District Creative Arts Centre	Quilts for Foster Children	\$4,477
Brunswick Town Team	Brunswick Summer Movie Night	\$1022
TOTAL		\$48,843

4. Resolves not to approve the Brunswick Agricultural Society's request for additional funding to support the employment of an Events Coordinator.

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

Cr. Coleman requested that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for Tuesday, 28 July 2026.

That Council

Directs the Chief Executive Officer to provide the Agenda Briefing Agenda and all associated attachments to Councillors no later than 6 working days prior to each scheduled Agenda Briefing Meeting.

Reason

The purpose of this motion is to provide Councillors with sufficient time to review reports, read and digest complex information, undertake any necessary research, seek clarification from administration, and prepare informed questions prior to the Agenda Briefing.

The *Local Government Act 1995* prescribes a minimum notice period of 72 hours. While this satisfies the legislative requirement, Council has the discretion to adopt a higher administrative standard that promotes good governance and better-informed decision making.

The majority of Harvey Shire Councillors are not full-time elected representatives. They balance their Council responsibilities with full-time employment, family commitments, community involvement and volunteer activities. Providing Agenda Briefing papers 6 working days in advance acknowledges these competing commitments and allows Councillors adequate time to properly consider matters before Council, rather than being required to review often substantial and complex Agenda papers within the statutory minimum timeframe.

Providing additional time for consideration will improve the quality of Agenda Briefing discussions, lead to more informed decision making, and ultimately contribute to stronger governance and better outcomes for the Shire and its community.

Officer's Comments

While Officers acknowledge the desire for additional review time, it is relevant to note that the statutory requirement is for the Agenda to be provided to Councillors at least 72 hours before the Ordinary Council Meeting. The Shire's existing governance framework significantly exceeds this requirement by providing Agenda papers approximately 10 to 11 days before Council is required to determine the matters, supported by a formal Agenda Briefing approximately one week before the meeting. This provides Councillors with an extended opportunity to review reports, seek clarification from Officers and raise matters requiring further information before decisions are made.

In addition to the Agenda Briefing, Councillors have one Executive Leadership Discussion, prior to the Agenda Briefing Session, although where required there is the opportunity for an additional discussion session, prior to an Ordinary Council Meeting, allowing questions to be raised and any necessary amendments or additional information to be provided before Council is required to make a decision.

The existing arrangements therefore already provide a review period substantially greater than that contemplated by the legislative framework while maintaining an appropriate balance between governance, operational delivery and report quality.

There are also operational consequences of bringing the Agenda publication date forward by one week.

The Council Agenda is produced through a structured production cycle that usually works backwards from the Ordinary Council Meeting. Following the current meeting schedule:

1. The Ordinary Council meeting occurs on the final Tuesday of the month.
2. Agenda briefing is held on the preceding Tuesday.
3. The Agenda is published and delivered to Councillors on the preceding Friday.
4. The Executive Leadership Team undertakes its collective review of the complete Agenda on the preceding Monday.
5. Officer reports are due the preceding Thursday.
6. Immediately following report submission, Governance staff work directly with report authors to ensure reports are complete, consistent, properly formatted and ready for executive review before publication.

This timetable has been developed to provide sufficient opportunity for reports to undergo multiple levels of review before they are presented to Council. Reports do not move directly from an author into the Agenda. They are reviewed by Managers, Directors, the Governance team and ultimately the Chief Executive Officer before publication.

This layered review process is an important governance control that improves the quality, consistency and legal accuracy of the advice provided to Council.

Bringing Agenda publication forward by one week would require every stage of this production process to also move forward by one week. As a consequence, the internal report deadline would move from approximately 12 days before the Ordinary Council Meeting to almost three weeks beforehand.

The practical effect of this change is that, in most months, Officers would commence writing reports while the current month is still underway and, in some cases, before the information upon which reports rely is available. Financial reporting is one example of this. Monthly financial results cannot be finalised until month-end processing and reconciliations have occurred, while quarterly reports require the completion of an entire reporting quarter before meaningful analysis can begin. Similar issues arise for operational reports, project updates, performance measures and statutory reporting that depend on complete month-end or quarter-end information.

While some reports could be drafted earlier, many would either require significant revision once the month concludes or would need to rely on incomplete information, reducing the currency and reliability of the advice presented to Council.

The cumulative effect of this compression is likely to increase workload pressure on officers, reduce the time available for executive review and quality assurance, and increase the likelihood of errors, omissions or late amendments. Importantly, the Senior Officers responsible for reviewing reports are also responsible for leading the organisation's operational activities. Compressing the production timetable does not reduce their workload; it simply concentrates more governance activity into the same period each month.

Financial reporting also becomes increasingly constrained under the proposed timetable. Bringing report deadlines forward by one week means that, in many meeting cycles, report preparation would begin before the relevant month has concluded, while quarterly reporting cycles would have little opportunity to complete financial reconciliation, analysis and executive review before reports are due. Although this affects only particular reports, it illustrates the broader challenge created by requiring the administration to report on matters before the underlying information has become available.

For these reasons, Officers do not support the proposal in its current form. While the objective of providing Councillors with additional time to review Agenda material is recognised, Officers consider that advancing the Agenda publication date would create an unsustainable production cycle, reduce the time available for governance review and quality assurance, and increase organisational risk without improving the quality of the information ultimately presented to Council.

14. Notice of Motion for Following Meeting

Cr. Carbone requested that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for August 2026.

That Council requests the Chief Executive Officer to prepare a report for Council consideration addressing:

1. The legislative process required to seek full deregulation of retail trading hours within the Shire of Harvey under the *Retail Trading Hours Act 1987*.
2. The consultation requirements and approval processes associated with any application to the State Government.
3. The retail trading arrangements currently applying within the Shire of Harvey and a comparison with neighbouring local governments including Bunbury and Dardanup.
4. The potential economic, social, tourism and employment impacts of full deregulation on the Shire of Harvey.
5. Feedback from local businesses, shopping centre operators, community organisations and residents regarding full deregulation.
6. Recommendations on whether Council should proceed with an application to the State Government for full deregulation of retail trading hours.

Reason for this Motion

The Shire of Harvey has experienced significant population and commercial growth, particularly within the Australind and Treendale areas. While the Shire currently operates under extended trading-hour exemptions, neighbouring local governments have adopted fully deregulated trading arrangements.

An investigation would provide Council and the community with information regarding the advantages, disadvantages and implications of full deregulation before any decision is made on whether to pursue an application to the State Government.

Outcome Sought

To enable Council to make an informed decision on whether seeking full deregulation of retail trading hours would be in the best interests of the Shire of Harvey and its residents, businesses and visitors.

15. Reports of Members

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

17. Matters Behind Closed Doors

Nil.

18. Closure of Meeting