



SHIRE OF
HARVEY



Ordinary Council Meeting **Minutes**

The Boundary
Tuesday, 23 June 2026
4PM

Shire of Harvey Council Minutes

Minutes of the Ordinary Council Meeting of the Harvey Shire Council, held in the Boundary, Tom Latch Drive, Harvey, on Tuesday, 23 June 2026, commencing at 4pm.

Attendance

Shire President	Ms.	M.	Campbell	<i>Electronically</i>
	Cr.	W.	Dickinson	
	Cr.	J.	Bromham	
	Cr.	R.	Coleman	
	Cr.	A.	Hitchcock	<i>Electronically</i>
	Cr.	L.	Morley	
	Cr.	C.	Carbone	
	Cr.	R.	Holly	

Staff

Chief Executive Officer	Ms.	A.	Riordan
Director Infrastructure Services	Mr.	C.	Yardley
Director Sustainable Development	Mr.	P.	Hughes
Director Corporate Services	Mr.	D.	Winter
Director Community and Lifestyle	Ms.	S.	Haslehurst
Manager Governance and Strategy	Ms.	K.	Williams
Manager Public Relations and Communications	Ms.	T.	Palmonari
Manager Information Services	Mr.	A.	Ewing
Council Planning and Reporting Officer	Mr.	T.	Stubbings
Procurement Officer	Ms.	T.	Garrett
Community Development Officer	Mr.	A.	Morris
Aboriginal Trainee	Mr.	E.	Wright
Manager Rates and Customer Experience	Ms.	E.	Hutchings
Manager Community Development	Mr.	B.	Rose

There were 5 members of the public and 0 members of the press present.

Minutes

1. Official Opening.....	4
2. Record of Apologies and Leave of Absence	5
3. Applications for Leave of Absence	5
4. Declarations of Members' and Officers' Personal Interest	6
5. Questions by Members of Which Due Notice Has Been Given	6
6. Response to Previous Questions Taken on Notice	6
7. Public Question Time.....	6
8. Petitions/Deputations/Presentations	9
9. Announcements by Presiding Members or CEO Without Discussion.....	9
10. Confirmation of Minutes	10
11. Receipt of Minutes and Recommendations from Committees.....	10
12. Officer's Reports	12
12.5.2. Reconciliation Action Plan.....	12
12.1. Chief Executive Officer	17
12.1.1. CEO Recruitment Committee	17
12.1.2. Deed of Renewal and Variation of Lease - Amplitel Pty Ltd.....	26
12.1.3. Housing Advisory Group	29
12.2. Infrastructure Services	35
12.2.0. Nil	35
12.3. Sustainable Development.....	36
12.3.1. Proposed 'Standard' Scheme Amendment No. 6 - Lot 9531 Grandite Fairway, Australind	36
12.3.2. Application for Development Approval - Retrospective Transport Depot - 88 Yamballup Avenue, Harvey	41
12.3.3. Application for Development Approval - Change of Use Short-Term Rental Accommodation - Lot 168 (No. 13) Montan Way, Binningup	48
12.3.4. Application for Development Approval - Change of Use Short-Term Rental Accommodation - Lot 55 (7) Lugano Edge, Binningup	55
12.3.5. Public Health Plan 2026–2031	62
12.4. Corporate Services	65
12.4.1. Financial Statements as at 31 May 2026.....	65
12.4.2. Payments May 2026	69
12.4.3. Digital Transformation Strategy and Plan.....	72
12.4.4. Proposed Revenue and Rating Plan 2026–2027	77
12.5. Community and Lifestyle	85
12.5.1. Community Grants Assessment Panel.....	85
12.5.3. Honours and Awards Homegrown Heroes Program Update	89
13. Elected Members Motions of Which Previous Notice Has Been Given	94
14. Notice of Motion for Following Meeting	97
15. Reports of Members.....	98
16. New Business of an Urgent Nature Introduced by Decision of Meeting	99
17. Matters Behind Closed Doors	99
18. Closure of Meeting	100

1. Official Opening

The Deputy Shire President declared the meeting open at 4.03pm.

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.

Procedural Motion

Deputy Shire President Carbone put forth the following:

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

Moved: Cr. Carbone

Seconded: Cr. Holly

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

Carried 6-0

26/101

Votes:

For: Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

2. Record of Apologies and Leave of Absence

Shire President Campbell requested to attend the Tuesday, 23 June 2026 Ordinary Council Meeting electronically. In accordance with Regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, the Deputy Shire President has approved this request and is satisfied that the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, is suitable for the member to be able to effectively engage in deliberations and communications during the meeting, as per Regulation 14C(5) and 14D(6) of the Regulations.

Cr. Hitchcock requested to attend the Tuesday, 23 June 2026 Ordinary Council Meeting electronically. In accordance with Regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, the Deputy Shire President has approved this request and is satisfied that the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, is suitable for the member to be able to effectively engage in deliberations and communications during the meeting, as per Regulation 14C(5) and 14D(6) of the Regulations.

Apologies:

Nil.

Leave of Absence:

Cr. McCarthy

3. Applications for Leave of Absence

Cr. Carbone requested a Leave of Absence from Saturday, 27 June 2026 – Wednesday, 8 July 2026 inclusive.

Moved: Cr. Morley

Seconded: Cr. Bromham

That Cr. Carbone be granted a Leave of Absence from Saturday, 27 June 2026 – Wednesday, 8 June 2026 inclusive.

Carried 8-0 26/102

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Cr. Carbone requested a Leave of Absence from Monday, 20 July 2026 – Sunday, 2 August 2026 inclusive.

Moved: Cr. Holly

Seconded: Cr. Morley

That Cr. Carbone be granted a Leave of Absence from Monday, 20 July 2026 – Sunday, 2 August 2026 inclusive.

Carried 8-0 26/103

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

4. Declarations of Members' and Officers' Personal Interest

Cr. Carbone declared an impartiality interest in Item 12.5.3 – Honours and Awards Homegrown Heroes Program Update. Cr. Carbone declared some of the nominees are known to him and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Holly declared an impartiality interest in Item 12.3.2 – Application for Development Approval - Retrospective Transport Depot - 88 Yamballup Avenue, Harvey. Cr. Holly declared he knows the applicant and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Morley declared an impartiality interest in Item 12.3.2 – Application for Development Approval - Retrospective Transport Depot - 88 Yamballup Avenue, Harvey. Cr. Morley declared he knows the applicant and declared that he would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Coleman declared an impartiality interest in Item 12.3.2 – Application for Development Approval - Retrospective Transport Depot - 88 Yamballup Avenue, Harvey. Cr. Coleman declared she knows the applicant and declared that she would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Dickinson declared an impartiality interest in Item 12.5.3 – Honours and Awards Homegrown Heroes Program Update. Cr. Dickinson declared some of the nominees are known to her and declared that she would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Shire President Campbell declared an impartiality interest in Item 12.5.3 – Honours and Awards Homegrown Heroes Program Update. Shire President declared some of the nominees are known to her and declared that she would deal with the matter on its merits and stay in the Chamber for the duration of the item.

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

Nil.

6. Response to Previous Questions Taken on Notice

Nil.

7. Public Question Time

Mr. Booth asked the following questions:

Question 1: Many ratepayers feel that the Council is not listening to them. This is made worse when they see the Shire willing to spend thousands of dollars on a process to choose a preferred name for the City before the Minister has even decided if we're allowed to become a City. If the Minister says no, that money is completely wasted. There's no rush to do this now.

At the same time, I've been told by Shire staff that some departments are having to restrict their normal activities in the last couple of months of the financial year because their budgets have been raided to cover overspending elsewhere. Even if it's only one month, that's 8% of the year a department is forced to operate under budget restraints. Why is the Shire playing fast and loose with ratepayers' money in some areas, while not even being able to manage its budgets properly across the full year in others?

Answer 1: To date, there has been no consultation on a name change specifically. The Shire is still waiting for a response from the Minister before undertaking any further consultation. The Shire is not aware of any Business Units or Directorates who are experiencing or enacting restrictions due to budgetary constraints. The Executive Leadership Team meet weekly looking through the budget review and this issue has not been raised. At present no concerns have been raised by Council regarding the financial management of the Shire's budget.

Question 2: Full-time equivalent staff numbers at the Shire have increased at a much higher rate than the local population. Rate increases have been well above CPI for many years now. Given we are currently recruiting a new CEO, what has the Council been doing to ensure the current CEO properly manages departmental budgets throughout the year instead of repeatedly raiding one department's budget to cover overspending in others? And what measures will the Council put in place to ensure the new CEO manages the budget properly and does not continue this same poor financial management?

Answer 2: The CEO sought clarification regarding Mr Booth's comments in relation to financial management, including what information supports this view. The current Financial Health Ratio is available on the MyCouncil website, and the Shire of Harvey sits at 82, which is above the benchmark of 70. Regarding employment expenses, the Shire's salaries are in alignment with other Band 2 local governments. Council receives regular budget reviews and is provided with monthly financial reports, through which questions can be raised. At present, the Shire's Executive Leadership Team is not aware of any concerns regarding financial management within the Shire's budget.

Ms. B. Williams requested the Deputy Shire President read the following questions:

Question 1: Why did Shire officers present a request to Council on 24 March 2026 for funding of \$145,000 to reinstate the lighting on Oval 4 without including temporary lighting poles?

Answer 1: Officers sought \$145,000 to reinstate Oval 4 lighting by replacing existing luminaires with LED fittings. Existing fittings could not be reliably repaired because parts were no longer available and failures were continuing. Temporary lighting was not recommended due to additional unbudgeted cost, uncertain lux levels, insurance concerns, and poor practicality for the whole oval.

Question 2: Can Council please reconsider the request to include temporary lighting poles to 50LUX for amateur training requirement as per the Football West "Football Lighting Supplementary Information - Minimum Lux Levels and Reading". Shire officers have informed AJSC that 100LUX lighting for up to three months could cost more than \$65,000, however the club does not need 100LUX. They need 50LUX.

Answer 2: Officers have advised 50 lux would not materially reduce cost or timeframe of the portable lights, and the available quote barely achieved 50 lux. The majority of costs quoted relate to mobilisation, fuel and labour costs to refill, and demobilisation. Officers have been working with the Australind Junior Soccer Club to provide alternative options including Brunswick Oval and the recently upgraded Oval 1 at Leschenualt Recreation Park. In addition, Rugby and HBLFC reportedly offered shared or modified training options, but these do not appear to have been taken up. The Shire will continue to work directly with the Club to address their concerns.

Ms. Stone requested the Deputy Shire President read the following questions:

Question 1: The decision to hold all the Council meetings in June at The Boundary garnered significant community disappointment in Australind as to why the meetings could not be held at The Pav. The Shire of Harvey Facebook post responses indicated there may be a cost involved in hire of the venue as well as hiring of equipment to meet the livestreaming requirements. The Shire recently spent \$13 200 on a feasibility study into an equestrian centre in Harvey. A quick inquiry with Totally Sound in Bunbury costed equipment hire at \$2000 per meeting or \$12000 for 6 meetings to be held in Australind. Given that Australind and the surrounding urban area meet the population threshold for city designation, and that Council has not held a single meeting in Australind for more than two years despite ongoing requests from the community, when will Council request a report detailing the methodology, evidence base, and community consultation outcomes relied upon to justify major expenditure and strategic decisions affecting the southern end of the Shire, and how those decisions reflect demonstrated community sentiment?

Answer 1: The Shire acknowledges the community interest in holding Council meetings in Australind and appreciates the matters raised.

In relation to the June Council meetings, a range of venue options was considered. The Boundary was ultimately selected as the most suitable location having regard to operational, technical and legislative requirements. Under section 5.23 of the Local Government Act 1995, Council meetings must be open to the public, while also allowing for the proper management of confidential items where required. This necessitates a venue that provides appropriate control of the premises, suitable infrastructure, and the ability to support both public attendance and confidential proceedings. On assessment, the Pavilion does not currently provide sufficient capacity for the Shire to reliably meet these requirements.

Following storm damage, the Harvey Council Chambers became unavailable, requiring the Shire to secure a temporary alternative venue. The Boundary was able to accommodate meetings with the necessary audiovisual, livestreaming and recording capabilities already in place, enabling continuity of Council operations with minimal additional cost to ratepayers. By comparison, holding meetings in Australind during this period would have required additional expenditure on equipment hire, technical setup and support services.

With respect to broader decision-making and community input, Council already considers detailed information when assessing major projects and expenditure. Officer Reports presented to Council include relevant evidence, technical advice, strategic considerations and financial implications. Where formal community engagement is undertaken, consultation reports are also prepared and made publicly available. These outline the methods used, participation levels and key themes raised by the community, and are used to inform Council decisions alongside legislative obligations and Councillor input.

For example, during the development of the Council Plan, engagement activities specifically included surveys distributed to Australind households, local workshops, targeted promotional activities and broader media outreach. Feedback from this process was captured in a formal report and considered by Council.

In relation to the equestrian centre feasibility study, this work was commissioned to assess the viability of a specific proposal and is not connected to the temporary relocation of Council meetings.

Council notes that, should Elected Members wish to seek further review or reporting on any matter, this can be initiated through a Notice of Motion or via Council's planning processes.

Importantly, the Shire has already commenced planning and procurement processes for the reinstatement of a Council Chamber in Australind through upgrades to the Australind Administration Centre. Once completed, this will provide a permanent, compliant facility to support Council meetings and address the strong community interest in holding meetings in Australind.

The Shire will continue to keep the community informed as this project progresses.

Question 2: Does Council have any formal mechanism for assessing reputational risk with State and Federal funding partners arising from repeated deferral of externally funded or committed projects, and if not, how is that risk considered in capital works prioritisation decisions?

Answer 2: The Shire has established mechanisms for identifying, assessing and managing risks, including reputational risks, through its Risk Management Policy and Risk Management Framework, which are aligned with the principles of ISO 31000 Risk Management.

Risks associated with projects, including those that may have implications for relationships with State and Federal funding partners, are considered within the Shire's broader risk management processes. Risks are assessed against established operational and strategic risk tolerances and are managed at the appropriate level within the organisation.

The Shire also provides a quarterly risk report to the Audit, Risk and Improvement Committee (ARIC) for review and oversight. Where a risk exceeds the organisation's approved tolerance levels and cannot be adequately managed at the Directorate level, it is escalated for further consideration and review through the Shire's governance processes, including reporting to ARIC where appropriate.

Ms. Pettersson requested the Deputy Shire President read the following questions:

At the February 2026 Ordinary Council Meeting, officers advised Council that an independent external condition assessment of the Leschenault Leisure Centre aquatic facilities had been commissioned to identify compliance, safety, accessibility, maintenance and asset renewal issues, and that the outcomes would be reported to Council through normal processes. This advice was relied upon in response to my Notice of Motion seeking a formal report within 90 days.

Question 1: Has the independent external condition assessment been completed, and if so, provide the exact dates of commissioning, completion, and receipt by the Shire of Harvey, and confirm whether Council has been formally provided with the full findings and report.

Answer 1: Yes. The independent external condition assessment of the Leschenault Leisure Centre aquatic facilities has been completed. The assessment was commissioned as part of the Shire's broader asset management and capital planning process and was completed in March 2026. It reviewed the condition of the facility, identified maintenance and renewal priorities, and has been used to inform future planning and investment decisions for the Centre.

8. Petitions/Deputations/Presentations

Ms. Ugle addressed the Council in relation to 12.5.2 Reconciliation Action Plan.

Ms. Lovitt addressed the Council in relation to 12.5.2 Reconciliation Action Plan.

Ms. Lofthouse addressed the Council in relation to 12.4.4 Proposed Revenue and Rating Plan 2026–2027.

9. Announcements by Presiding Members or CEO Without Discussion

The Deputy Shire President acknowledged this will be Chief Executive Officer Annie Riordan's last Ordinary Council Meeting with the Shire of Harvey. On behalf of the Councillors and the Shire of Harvey, Deputy Shire President Carbone passed on gratitude for Annie's last eight years of service. He shared wishes and good luck for Annie's new chapter at the City of Busselton. Thank you Annie.

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 26 May 2026.

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 26 May 2026 as published be confirmed as a true and correct record.

Moved: Cr. Holly

Seconded: Cr. Bromham

That the Minutes of the Council Meeting held on Tuesday, 26 May 2026 as published be confirmed as a true and correct record.

Carried 8-0 26/104

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Special Council Meeting – Tuesday, 9 June 2026.

Recommendation

That the Minutes of the Special Council Meeting held on Tuesday, 9 June 2026 as published be confirmed as a true and correct record.

Moved: Cr. Dickinson

Seconded: Cr. Coleman

That the Minutes of the Special Council Meeting held on Tuesday, 9 June 2026 as published be confirmed as a true and correct record.

Carried 8-0 26/105

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

11. Receipt of Minutes and Recommendations from Committees

Local Emergency Management Committee – Monday, 8 June 2026.

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Monday, 8 June 2026, as published be received.

Moved: Cr. Bromham

Seconded: Cr. Morley

That the Minutes of the Local Emergency Management Committee Meeting held on Monday, 8 June 2026, as published be received.

Carried 8-0 26/106

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

12. Officer's Reports

Procedural Motion

President Campbell put forth the following:

That item 12.5.2 Reconciliation Action Plan be brought forward as first item to be heard, followed by the rest of the Agenda.

Moved: President Campbell

Seconded: Cr. Holly

That item 12.5.2 Reconciliation Action Plan be brought forward as first item to be heard followed by the rest of the Agenda.

Carried 8-0

26/107

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.5.2.
Subject:	Reconciliation Action Plan
Proponent:	Community Development
Location:	Shire of Harvey
Reporting Officer:	Manager Community Development
Authorising Officer:	Director Community and Lifestyle
File No.:	F/05/00027
Attachments:	1. DRAFT Reconciliation Action Plan preview [12.5.2.1 - 38 pages] 2. Shire of Harvey Reflect with RA Feedback [12.5.2.2 - 22 pages] 3. Draft Terms of Reference RAPWG [12.5.2.3 - 3 pages]

Summary

This report presents the Shire of Harvey Reflect Reconciliation Action Plan (RAP) to Council for endorsement, following review and conditional endorsement by Reconciliation Australia. Two versions of the RAP are provided: **Attachment 1** is a preview of the final designed RAP, which includes placeholders for artwork to be incorporated following Council endorsement, and **Attachment 2** is a plain Word document showing the RAP content as reviewed by Reconciliation Australia, including minor tracked changes.

The report also includes the Reconciliation Action Plan Working Group Draft Terms of Reference (TOR) (**Attachment 3**) for Council review and endorsement. The TOR require the appointment of a Council delegate and a deputy. If the TOR are endorsed, it is requested that Council appoints Council Members to the Reconciliation Action Plan Working Group.

Background

The Shire of Harvey's commitment to reconciliation has evolved through a series of significant initiatives and partnerships over the past decade including:

- Commitment to reconciliation developed over the past decade through partnerships and key initiatives

- 2016: Participation in Bunbury Geographe Growth Plan identified a RAP as a priority
- 2019: Council endorsed Welcome to Country/Acknowledgement policy and began flying the Aboriginal Flag
- 2019: Regional Bunbury Geographe RAP endorsed for 12 months
- 2021: \$19,000 grant secured with Harvey Aboriginal Corporation (HAC) for cultural hiking program. Program delivered cultural education, local engagement, and accredited training for Aboriginal participants
- 2021: Cultural Hiking Program initiative presented at WA Trails and Recreation Forum
- 2022–2023: Development and lease of Boola Bidi Dreaming Centre in partnership with HAC
- December 2023: Official opening of the Dreaming Centre
- July 2024: Installation of interpretive cultural signage at Danjoo Koorliny Bridge
- July 2025: \$10,000 allocated in 2025–2026 Budget to support RAP development.
- August 2025: Council committed to developing a RAP under Council Plan 2025–2035

At its Ordinary Council Meeting held on Tuesday, 24 February 2026, Council resolved:

“That Council:

- 1. Requests the Chief Executive Officer to submit the draft Reconciliation Action Plan (Attachment 1) to Reconciliation Australia for review and endorsement...”*

Subsequently, Shire Officers submitted the Draft RAP to Reconciliation Australia, noting that a final version would be returned to Council for consideration following endorsement by Reconciliation Australia.

Reconciliation Australia has now completed its assessment of the RAP against the national Reflect RAP framework. Minor amendments were made to wording, actions, and timeframes in response to feedback to ensure the RAP meets all mandatory requirements and reflects best practice. The document has now received Reconciliation Australia conditional endorsement and is presented to Council as the final RAP.

Comment

Across Western Australia and nationally, many local governments have adopted RAPs as a formal framework to advance reconciliation with Aboriginal and Torres Strait Islander peoples. RAPs are used to embed reconciliation into organisational governance, planning and service delivery, providing a structured and accountable approach to strengthening relationships, increasing understanding and creating meaningful opportunities for Aboriginal people at a local level.

Local governments with established RAPs have reported tangible outcomes, including stronger engagement with Traditional Owners and Aboriginal organisations, improved cultural awareness and capability among Councillors and staff, formalised protocols for civic events, increased Aboriginal procurement and employment opportunities, and more consistent consideration of Aboriginal perspectives in decision making. Importantly, these outcomes support a shift from ad hoc initiatives to whole of organisation commitments embedded within corporate planning and operational practices.

In addition, many local governments note that the learnings, policies and practices developed through the RAP process have broader and transferable benefits for the wider community.

Improvements in inclusive engagement, culturally safe and informed service delivery, clearer communication, and greater accessibility. Reconciliation approaches are readily applicable to other community groups, including older people, people with disabilities, culturally and linguistically diverse communities and young people. As such, RAPs are commonly viewed not only as reconciliation frameworks, but also as mechanisms that strengthen good governance, inclusion and overall community wellbeing.

Reconciliation Australia has provided conditional endorsement of the Shire's Reflect RAP, on the understanding that the approved content is reflected in the final designed version and that remaining feedback is addressed prior to submission for formal endorsement.

Following Council endorsement, Shire Officers will prepare the designed RAP in accordance with Reconciliation Australia's RAP Brand Guide, including use of the Reflect RAP logo and acknowledgment of Aboriginal artwork and artist.

Once finalised, the RAP will be submitted to Reconciliation Australia for formal endorsement. Following endorsement, the Shire of Harvey will formally join the RAP network. The endorsed RAP content must remain unchanged for the duration of the RAP unless otherwise approved by Reconciliation Australia.

A RAP Working Group will be formed and will play a key role in supporting the governance and oversight of the Plan. The Working Group will be responsible for monitoring implementation, tracking progress against actions, and providing ongoing guidance. The Draft TOR for the Working Group were developed through the RAP consultation process, reflecting input from key stakeholders and ensuring an inclusive and representative approach.

Statutory/Policy Environment

The RAP sits within the broader national reconciliation policy environment, including the Reconciliation Action Plan framework led by Reconciliation Australia.

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 6:</i>	Value and celebrate cultural diversity.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 13:</i>	Protect and preserve places with heritage or cultural significance.
<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 23:</i>	Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

Community Engagement

Community Participation Goal

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

Extensive collaboration has occurred with our Aboriginal and Torres Strait Islander community and internal stakeholders in the development of the Reflect RAP.

Promise to the Community

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

The Shire will implement the endorsed RAP actions in partnership with the community.

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 adequately consider the needs of the Shire of Harvey community. The **Reputation** consequence is considered **Moderate** and the likelihood is **Likely** resulting in a **High** risk. Endorsing the Reconciliation Action Plan, along with other actions aimed at supporting all cultural interest groups may assist in mitigating the risk by enabling the Shire to undertake a range of initiatives that will reduce the likelihood resulting in a **Low** risk.

Budget Implications

The Draft 2026–2027 Annual Budget includes \$3,500 under work order no: 105159 to deliver external RAP actions. Internally focused actions including improvements to recruitment practices, procurement approaches, internal processes and staff capability, will be implemented progressively within existing operational budgets and facilitated in-house by relevant business units.

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 for the Draft Reconciliation Action Plan (**Attachment 1**) to commence implementation upon endorsement from Reconciliation Australia
2. Requests the Chief Executive Officer to:
 - a. Complete the preparation of the Reconciliation Action Plan in accordance with Reconciliation Australia's artwork, branding and design requirements.
 - b. Submit the Final Reconciliation Action Plan to Reconciliation Australia for formal endorsement.
3. Approves the Draft Terms of Reference (**Attachment 3**) for the Reconciliation Action Plan Working Group.
4. Appoints the following Delegate and Deputy to the Reconciliation Action Plan Working Group:
Delegate:

a. Cr.

Deputy:

a. Cr.

Moved: Cr. Morley

Seconded: Cr. Dickinson

That Council:

- 1. Approves for the Draft Reconciliation Action Plan (*Attachment 1*) to commence implementation upon endorsement from Reconciliation Australia**
- 2. Requests the Chief Executive Officer to:**
 - a. Complete the preparation of the Reconciliation Action Plan in accordance with Reconciliation Australia's artwork, branding and design requirements.**
 - b. Submit the Final Reconciliation Action Plan to Reconciliation Australia for formal endorsement.**
- 3. Approves the Draft Terms of Reference (*Attachment 3*) for the Reconciliation Action Plan Working Group.**
- 4. Appoints the following Delegate and Deputy to the Reconciliation Action Plan Working Group:**

Delegate:

a. Cr. Morley

Deputy:

a. Cr. Coleman

Carried 6-2 26/108

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock and Cr. Morley.

Against: Cr. Carbone and Cr. Holly.

12.1. Chief Executive Officer

Item No.:	12.1.1.
Subject:	CEO Recruitment Committee
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Governance and Strategy
Authorising Officer:	Chief Executive Officer
File No.:	F/36/00013
Attachments:	- Standards for CEO Recruitment Performance and Termination [12.1.1.1 - 10 pages] - CEO Recruitment and Selection Committee TOR Version 1 [12.1.1.2 - 4 pages]

The following additional information is provided in regard to Item 12.1.1 in an addendum.

The Officer's Recommendation has been amended to include additional recommendations. This amended recommendation is what Council will vote on.

Summary

Council has previously accepted the resignation of the Chief Executive Officer (CEO) and has now commenced interim leadership arrangements. The purpose of this report is to establish the governance framework required to commence recruitment of a new substantive CEO.

The report seeks Council consideration regarding:

- Establishment of the CEO Recruitment Committee (Selection Panel) pursuant to section 5.8 of the *Local Government Act 1995 (Act)*
- Adoption of the CEO Recruitment Committee Terms of Reference
- Appointment of Elected Members to the Committee
- Acknowledgement of the requirement for the Committee to include at least one independent person in accordance with the CEO Recruitment Standards
- Authorisation for the Committee to work with the Manager Governance and Strategy to prepare and issue a Request for Quotation (RFQ) for suitably qualified executive recruitment consultants; and
- Authorisation for the Committee to identify and recommend a suitably qualified independent person for future Council consideration.

The proposed framework has been developed having regard to the Act, the CEO Recruitment Standards prescribed under Schedule 2 of the Local Government (Administration) Regulations 1996, and guidance provided by the Western Australian Local Government Association (WALGA).

Background

At its Ordinary Council Meeting held on Tuesday, 26 May 2026, Council accepted the resignation of the Shire's Chief Executive Officer, Ms Annie Riordan, and commenced the governance processes necessary to ensure continuity of executive leadership and facilitate the future recruitment of a new substantive Chief Executive Officer.

Council also adopted Policy 1.3.4 – Temporary Employment or Appointment of Acting Chief Executive Officer, authorised the Shire President to undertake preliminary enquiries regarding interim leadership arrangements and noted that further reports would be presented regarding the substantive Chief Executive Officer recruitment process.

Special Council Meeting to Appoint Temporary Chief Executive Officer

At the Special Council Meeting Tuesday, 9 June 2026, Council considered a report regarding the appointment of a Temporary Chief Executive Officer and resolved to appoint a preferred candidate as Temporary Chief Executive Officer of the Shire of Harvey for a period of six months, commencing on a date determined by the Shire President prior to the cessation of the substantive Chief Executive Officer's employment.

Council further authorised the Shire President to finalise the employment arrangements and execute the Temporary Chief Executive Officer Employment Contract on behalf of the Shire.

Following Council's resolution, the Shire President contacted the successful candidate and commenced discussions regarding the terms and conditions of employment, commencement arrangements and handover requirements. It is anticipated that these arrangements will be finalised prior to the cessation of the substantive Chief Executive Officer's employment to ensure continuity of executive leadership and an orderly transition of organisational responsibilities.

The CEO Recruitment Standards

The recruitment and appointment of a Chief Executive Officer is one of the most significant statutory responsibilities of a local government. The Chief Executive Officer is responsible for the day-to-day management of the local government and performs the functions prescribed under section 5.41 of the Act, including implementing Council decisions, managing the organisation, ensuring compliance with legislation and providing advice to Council on strategic and operational matters.

The process for recruitment and appointment of a Chief Executive Officer is governed by the Act and the Local Government (Administration) Regulations 1996. Section 5.39A of the Act requires local governments to comply with prescribed standards relating to the recruitment, performance review and termination of employment of Chief Executive Officers. These standards are prescribed under Schedule 2 of the Local Government (Administration) Regulations 1996 and are commonly referred to as the CEO Recruitment Standards.

The CEO Recruitment Standards were introduced as part of the State Government's local government reform program and are intended to promote transparency, accountability, procedural fairness and merit-based decision-making in the recruitment of Chief Executive Officers. The standards establish minimum requirements that must be followed by all local governments when recruiting and appointing a Chief Executive Officer.

Amongst other matters, the CEO Recruitment Standards require Council to:

- Approve a Job Description and selection criteria prior to commencing recruitment
- Establish a selection panel to undertake recruitment and assessment activities
- Appoint at least one independent person to participate in the selection process
- Assess applicants against the approved selection criteria
- Ensure decisions are based on merit
- Maintain appropriate records of the recruitment process

- Ensure confidentiality and procedural fairness throughout the recruitment process.

The CEO Recruitment Standards further require the participation of an independent person throughout the recruitment process.

The independent person is intended to provide an objective external perspective, support compliance with the prescribed standards and assist Council in ensuring that the process is conducted fairly, transparently and in accordance with contemporary governance practices. An independent person cannot be a Council Member, employee of the Shire or a consultant engaged to assist with the recruitment process.

Establishment of a CEO Recruitment Committee and Terms of Reference

Whilst the legislation refers to a "selection panel", many Western Australian local governments, have elected to establish a dedicated CEO Recruitment Committee to undertake the functions of the selection panel. This approach provides a formal governance framework, clear reporting arrangements, defined responsibilities and enhanced oversight of the recruitment process.

Section 5.8 of the Act provides that Council may, by Absolute Majority, establish a committee to assist Council in the performance of its functions. Sections 5.9 and 5.10 of the Act prescribe the membership requirements for committees, including the appointment of Council Members and other persons. Where the Shire President has indicated a desire to be appointed to the Committee, section 5.10(4) of the Act requires Council to appoint the Shire President as a member of the Committee. Establishing a CEO Recruitment Committee provides a structured mechanism through which Council can oversee the recruitment process, engage specialist advisors, consider candidates and provide recommendations back to Council for determination.

The proposed CEO Recruitment Committee will not have delegated authority to appoint a Chief Executive Officer. Consistent with the *Local Government Act 1995*, the authority to appoint a Chief Executive Officer remains solely with Council. The role of the Committee will be to oversee the recruitment process, ensure compliance with legislative requirements and make recommendations to Council regarding recruitment outcomes.

Independent Person

The CEO Recruitment Standards further require the participation of at least one independent person throughout the recruitment process. The independent person is intended to provide an objective external perspective, support compliance with the prescribed standards and assist Council in ensuring that the recruitment process is conducted fairly, transparently and in accordance with contemporary governance practices.

In accordance with Schedule 2 of the Local Government (Administration) Regulations 1996, an independent person must not be a Council Member, employee of the Shire or a human resources consultant engaged to assist with the recruitment process. The legislation does not prescribe the method by which an independent person is identified or selected. Accordingly, it is common practice within the local government sector for Councils or CEO Recruitment Committees to identify and approach suitably qualified individuals with experience in executive recruitment, governance, human resources, local government administration or related disciplines for consideration.

Request for Quotation

To support the recruitment process, Council will be required to consider the engagement of a suitably qualified executive recruitment consultant with demonstrated experience in local government Chief Executive Officer recruitment.

Executive recruitment consultants are commonly engaged by local governments to provide specialist advice and assistance throughout the recruitment and selection process, including candidate attraction, executive search activities, assessment methodologies, interview facilitation, referee checking, probity considerations, employment contract development and remuneration advice.

In accordance with the Shire of Harvey Purchasing Policy, procurement activities are to be undertaken using competitive, transparent and accountable purchasing processes that achieve value for money and ensure the equitable treatment of suppliers. The Policy requires the use of competitive quotation processes within prescribed purchasing thresholds and supports the use of formal Request for Quotation (RFQ) processes when engaging professional services.

Should Council establish the CEO Recruitment Committee, it is proposed that the Committee work with the Manager Governance and Strategy to develop RFQ documentation and identify suitably qualified executive recruitment consultants for consideration. Any recommendation regarding the engagement of a recruitment consultant would be presented to Council for determination through a future report.

CEO Recruitment Training

The Western Australian Local Government Association (WALGA) has also advised that CEO recruitment training can be delivered to Council Members at the Shire of Harvey. This training is intended to provide Council Members with an understanding of the CEO Recruitment Standards, legislative obligations, governance requirements, interview processes, assessment methodologies and the respective roles of Council Members, independent persons and recruitment consultants during the recruitment process. The training is scheduled for Council on 9 July 2026.

Comment

Having regard to the requirements of the *Local Government Act 1995*, the Local Government (Administration) Regulations 1996 and the CEO Recruitment Standards, it is considered appropriate for Council to formally establish the governance framework required to progress the recruitment and appointment of a substantive Chief Executive Officer.

The CEO Recruitment Standards prescribed under Schedule 2 of the Local Government (Administration) Regulations 1996 establish the minimum legislative requirements for the recruitment and appointment of a Chief Executive Officer. These Standards apply by operation of law and were previously adopted by Council; however, it is appropriate that Council formally acknowledges and endorses the use of the Standards as the governing framework for the recruitment process.

It is therefore recommended that Council resolve that the recruitment and appointment of a substantive Chief Executive Officer be undertaken in accordance with the CEO Recruitment Standards and the associated legislative requirements of the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 (**Attachment 1**).

To facilitate the recruitment process, it is proposed that Council establish a CEO Recruitment Committee pursuant to section 5.8 of the *Local Government Act 1995* and adopt the attached Terms of Reference (**Attachment 2**). The Terms of Reference provide a clear governance framework for the operation of the Committee, including its purpose, responsibilities, membership, reporting requirements and relationship with Council.

The establishment of a dedicated Committee will provide an appropriate mechanism for Council to oversee the recruitment process, engage specialist advisors, consider recruitment methodologies and provide recommendations back to Council for determination. Consistent with the *Local Government Act 1995*, the Committee will not have delegated authority to appoint a Chief Executive Officer, with that responsibility remaining solely with Council. It is further proposed that Council appoint the nominated Council Members to the Committee.

The Committee membership has been structured to ensure appropriate representation of Council whilst maintaining an efficient and effective recruitment process.

The CEO Recruitment Standards require participation by at least one independent person throughout the recruitment process.

While the legislation prescribes the eligibility requirements of an independent person, it does not prescribe the process by which such a person is identified. It is therefore considered appropriate that the Committee be authorised to identify, approach and assess suitably qualified independent persons for future Council consideration and appointment.

Similarly, it is considered appropriate that the Committee be authorised to work with the Manager Governance and Strategy to develop and issue a Request for Quotation to suitably qualified executive recruitment consultants. Engagement of a suitably qualified consultant will provide specialist expertise and support to the Committee throughout the recruitment process and assist Council in complying with the CEO Recruitment Standards and contemporary local government governance practices.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.8 – Enables Council, by Absolute Majority, to establish committees to assist Council in the performance of its functions.
- Section 5.9 – Prescribes the membership of committees, including Council Members, employees and other persons.
- Section 5.10(4) – Requires Council to appoint the Shire President to a committee where the Shire President has indicated a desire to be a member of that committee.
- Section 5.39 – Provides that the Chief Executive Officer is to be employed by the local government under a contract of employment.
- Section 5.39A – Requires local governments to comply with prescribed standards relating to the recruitment, performance review and termination of employment of Chief Executive Officers.
- Section 5.40 – Requires local governments to apply the principles of merit and equity in relation to employment.
- Section 5.41 – Prescribes the statutory functions and responsibilities of the Chief Executive Officer.

Local Government (Administration) Regulations 1996

Schedule 2 – CEO Recruitment, Performance Review and Termination Standards.

- Division 1 – Prescribes requirements relating to the recruitment and selection of a Chief Executive Officer.
- Division 2 – Requires the establishment of a selection panel and participation of at least one independent person.

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.

This report informs the public through publishing the contents in the June 2026 Agendas and Minutes.

Promise to the Community

Inform: We will keep you informed.

This report informs the public through publishing the contents in the June 2026 Agendas and Minutes.

Risk Management

The Risk Theme Profiles identified in relation to this report includes **Governance and Leadership, Organisational Capability, Compliance Management and Reputational Management**. The departure of the substantive Chief Executive Officer creates a risk to organisational continuity, strategic leadership and the effective discharge of the statutory functions of the Chief Executive Officer if appropriate interim arrangements are not established prior to the cessation of employment.

The potential consequences include **Service Delivery Interruption, Compliance, and Reputation**.

The proposed appointment of a Temporary Chief Executive Officer mitigates these risks by ensuring continuity of governance, executive leadership and statutory compliance while Council undertakes the recruitment and appointment process for a substantive Chief Executive Officer.

The risk is considered **Moderate** and the likelihood **Possible**, resulting in a **Medium** level of risk. The proposed appointment is considered an appropriate mitigation strategy to reduce both the likelihood and impact of service disruption during the transition period.

Budget Implications

Any additional costs associated with interim CEO arrangements or the substantive CEO recruitment process will be subject to future Council consideration and budget process an appropriate figure of \$60,000 will be placed into the draft 2026–2027 Budget for Council's consideration.

Authority/Discretion

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Notes that the recruitment and appointment of a substantive Chief Executive Officer will be undertaken in accordance with section 5.39A of the *Local Government Act 1995* and the CEO Recruitment Standards prescribed under Schedule 2 of the Local Government (Administration) Regulations 1996, as contained in *Attachment 1*.
2. Establishes the CEO Recruitment Committee pursuant to section 5.8 of the *Local Government Act 1995*.
3. Adopts the CEO Recruitment Committee Terms of Reference as contained in *Attachment 2*.
4. Notes that, in accordance with section 5.10(4) of the *Local Government Act 1995*, the Shire President has indicated a desire to be appointed to the Committee and is therefore appointed as a member of the Committee.
5. Appoints the following Councillors to the CEO Recruitment Committee:
 - a. Cr.
 - b. Cr.
 - c. Cr.
 - d. Shire President
6. Appoints Cr _____ as Presiding Member of the CEO Recruitment Committee
7. Appoints Cr _____ as the Deputy Presiding Member of the CEO Recruitment Committee
8. Notes the requirement under the CEO Recruitment Standards for the participation of at least one independent person throughout the recruitment process.
9. Authorises the CEO Recruitment Committee, with the assistance of the Manager Governance and Strategy, to identify, approach and assess suitably qualified independent persons for future Council consideration and appointment.
10. Authorises the CEO Recruitment Committee, with the assistance of the Manager Governance and Strategy, to prepare and issue a Request for Quotation to suitably qualified executive recruitment consultants with demonstrated experience in local government Chief Executive Officer recruitment.
11. Notes the CEO Recruitment Training to be delivered by the Western Australian Local Government Association (WALGA) and encourages all Council Members to participate in the training.

BY ABSOLUTE MAJORITY

Moved: Cr. Bromham

Seconded: Cr. Morley

Cr. Coleman Amendment Motion

Cr. Coleman proposed the following amendment:

1. Amends the Terms of Reference to include all Councillors on the CEO Recruitment Committee.
2. Remove point 5 which nominates Councillors to the Committee.
3. Removes point 6.
4. Appoints the Shire President as Presiding Member.

Moved: Cr. Coleman

Seconded: Cr. Bromham

1. Amends the Terms of Reference to include all Councillors on the CEO Recruitment Committee.
2. Remove point 5 which nominates Councillors to the Committee.
3. Removes point 6.
4. Appoints the Shire President as Presiding Member.

Carried 8-0 26/109

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Substantive Motion

Moved: Cr. Bromham

Seconded: Cr. Morley

That Council:

1. Notes that the recruitment and appointment of a substantive Chief Executive Officer will be undertaken in accordance with section 5.39A of the *Local Government Act 1995* and the CEO Recruitment Standards prescribed under Schedule 2 of the Local Government (Administration) Regulations 1996, as contained in *Attachment 1*.
2. Establishes the CEO Recruitment Committee pursuant to section 5.8 of the *Local Government Act 1995*.
3. Adopts the CEO Recruitment Committee Terms of Reference as contained in *Attachment 2* as amended.
4. Notes that, in accordance with section 5.10(4) of the *Local Government Act 1995*, the Shire President has indicated a desire to be appointed to the Committee and is therefore appointed as a member of the Committee.

5. Amends the Terms of Reference to include all Councillors on the CEO Recruitment Committee.
6. Appoints Shire President Campbell as Presiding Member of the CEO Recruitment Committee.
7. Appoints Cr. Carbone as the Deputy Presiding Member of the CEO Recruitment Committee.
8. Notes the requirement under the CEO Recruitment Standards for the participation of at least one independent person throughout the recruitment process.
9. Authorises the CEO Recruitment Committee, with the assistance of the Manager Governance and Strategy, to identify, approach and assess suitably qualified independent persons for future Council consideration and appointment.
10. Authorises the CEO Recruitment Committee, with the assistance of the Manager Governance and Strategy, to prepare and issue a Request for Quotation to suitably qualified executive recruitment consultants with demonstrated experience in local government Chief Executive Officer recruitment.
11. Notes the CEO Recruitment Training to be delivered by the Western Australian Local Government Association (WALGA) and encourages all Council Members to participate in the training.

ABSOLUTE MAJORITY

Carried 8-0 26/110

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.1.2.
Subject:	Deed of Renewal and Variation of Lease - Amplitel Pty Ltd
Proponent:	Shire of Harvey
Location:	Reserve 22672, Part of Lot 5068 South Western Hwy, Harvey
Reporting Officer:	Contract Administration Officer
Authorising Officer:	Chief Executive Officer
File No.:	C/Z/028
Attachments:	1. Deed of Renewal and Variation of Lease - Amplitel Pty Ltd [12.1.2.1 - 28 pages] 2. Notice regarding the transfer to Amplitel of your lease with Telstra Corporation Limited [12.1.2.2 - 5 pages]

Summary

Lot 5068 on Deposited Plan 211655, known as Reserve 22672, is Crown land vested by way of a management order, from the State Government to the Shire of Harvey (the Shire). The purpose of this land is recreation and telecommunication facilities. The Shire is responsible for the management of the reserve and pursuant to Section 18 of the *Land Administration Act 1997*, is authorised to lease the land for a term not exceeding 21 years, subject to the consent of the Minister for Lands.

Amplitel Pty Ltd (Amplitel) engaged Cornwalls Law and More (Cornwalls) to formally request the execution of the final five-year renewal option under the original lease, which was endorsed by Council in 2010. The current Deed expired on Tuesday 15 December 2025. Cornwalls has provided the Shire with a Deed of Renewal and Variation of Lease (refer **Attachment 1**) to formalise this renewal option and ensure the agreement meets the requirements and legal obligations of both parties.

Council is requested to consider the Deed of Renewal and Variation of Lease for part of Reserve 22672 and to authorise the Chief Executive Officer to execute the lease documentation including, to seek and obtain the consent of the Minister for Lands pursuant to Section 18 of the *Land Administration Act 1997*.

Background

On Thursday, 16 December 2010, the Shire entered into a lease agreement with Telstra Corporation Limited (Telstra) for an initial term of five years, which expired on Tuesday, 15 December 2015. The lease included provisions for three additional five-year option terms.

Following commencement of the second option term, Telstra advised the sale of a non-controlling interest in its mobile and non-mobile tower infrastructure business to a consortium comprising the Future Fund, Commonwealth Superannuation Corporation, and Sunsuper, managed by HRL Morrison & Co. Telstra retained 51 per cent ownership interest and continued to own and operate the active components of its network. To facilitate this transition, the tower infrastructure assets and operations were transferred into a newly established Telstra subsidiary, Amplitel.

On Tuesday, 30 November 2021, Telstra formally advised the Shire that the lease over the land had been transferred to Amplitel, effective Tuesday, 31 August 2021 (refer **Attachment 2**).

The Deed of Renewal and Variation of Lease relate to a small portion of Reserve 22672 used for telecommunication infrastructure, including a tower and associated equipment operated by Amplitel and Optus (refer **Attachment 1**, Page 24).

Amplitel, through its legal representative Cornwalls, has formally notified the Shire of its intention to exercise the final five-year option under the lease. The telecommunications tower also supports Optus operations.

Reserve 22672 is Crown land vested to the Shire under a Management Order issued by the State Government for the purpose of recreation and telecommunications facilities. The Management Order authorises the Shire to lease part or all of the land, subject to the approval of the Minister for Lands in accordance with Section 18 of the *Land Administration Act 1997*.

The previous Council resolution in relation to this lease required that rent be paid annually in advance, increased by three per cent on each anniversary of the lease commencement date, and that Telstra Corporation Limited maintain public liability insurance of no less than \$20 million. The resolution also required that Minister approval be obtained pursuant to Section 18 of the *Land Administration Act 1997* and authorised the Chief Executive Officer and Shire president to execute the lease documentation under the Shire's common seal.

Comment

The proposed Deed of Renewal and Variation of Lease represent the final five-year option available under the original lease agreement endorsed by Council in 2010. The renewal will enable the continued operation of established telecommunications infrastructure on Reserve 22672, which supports essential mobile network services within the Shire.

The lease area represents a small portion of the reserve and its use for telecommunication purposes is consistent with the reserve's designated purpose. The infrastructure is currently operated by Amplitel, with co-location arrangements in place for Optus, thereby supporting broader network coverage and service reliability.

The request from Amplitel to exercise the final option is consistent with the terms of the existing agreement. Formalising the renewal through a Deed of Renewal and Variation of Lease provides clarity and ensures the lease remains current and enforceable following its expiry.

In accordance with section 3.58 of the *Local Government Act 1995*, a commercial lease is considered a disposition of property and is ordinarily subject to public notice requirements. However, in this instance, the disposition process was undertaken and completed at the time of the original lease being granted. The current proposal does not constitute a new disposition, but rather the exercise of an existing contractual option and its formalisation by deed. On this basis, it is considered that the requirements of section 3.58 have been satisfied and do not need to be repeated.

As the land is Crown land vested in the Shire, the execution of the lease remains subject to the consent of the Minister for Lands under Section 18 of the *Land Administration Act 1997*. Subject to Ministerial approval, the proposed renewal is considered appropriate and in the interests of maintaining critical telecommunications infrastructure within the Shire.

Statutory/Policy Environment

Local Government Act 1995:

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

Land Administration Act 1997

- Section 18 – refers to the requirement to obtain the Minister for Lands' consent prior to the creation, grant or dealing of any interest in Crown land, including the granting of the leases over managed reserves.

Council Policy 1.1.2 – Common Seal:

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

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 5:</i>	Ensure equitable access to local services, facilities and places.
<i>Pillar 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.

Public feedback is provided through Council reporting process, which outlines the relevant analysis, legislative context, and rationale supporting the proposed lease renewal. As the matter relates to the exercise of an existing contractual option, there are limited alternative options available. The report ensures Council's decision making is informed, transparent and appropriately documented.

Promise to the Community

Inform: We will keep you informed.

If the proposed lease renewal is adopted by Council, the minutes confirming the adoption are published to the website for viewing. The renewal is reviewed and adopted by Council as required. The renewal is presented to Council as part of a Council Meeting Agenda Item, with the report and attachments being public documents that are published to the website for viewing. Ministerial approvals will be communicated as required, ensuring relevant parties remain aware of key developments.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The consequences identified are **Reputational** and **Property**. The risks are mitigated by having a formal agreement prepared in accordance with relevant policies and procedures, consultation with Cornwallis who act on behalf of Amplitel. The Risk Consequence rating associated with this matter is **Moderate** and the Likelihood is **Unlikely**, resulting in a **Medium** risk being present.

Budget Implications

The Deed of Renewal will provide rental income of \$9,030.56 per annum.

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. Notes the previous lease between the Shire of Harvey and Telstra Corporation Limited approved by Council on 16 December 2010, including the transfer of the lease to Amplitel Pty Ltd, effective 31 August 2021, as outlined in the background and the continued use of portion of Reserve 22672, Lot 5068 on Deposited Plan 211655, for telecommunications infrastructure purposes.
2. Approves the Deed of Renewal and Variation of Lease for a portion of Reserve 22672, Lot 5068 on Deposited Plan 211655 between the Shire of Harvey and Amplitel Pty Ltd for the final five-year option term as per **Attachment 1**.
3. Authorises the Chief Executive Officer to seek and obtain the consent of the Minister for Lands pursuant to Section 18 of the *Land Administration Act 1997*.
4. Authorises the Chief Executive Officer and Shire President to execute the Deed of Renewal and Variation of Lease, and the Lease Agreement, including signing and affixing the common seal on behalf of the Shire of Harvey, subject to Ministerial approval being obtained prior to execution.

Moved: Cr. Bromham

Seconded: Cr. Dickinson

That Council:

1. Notes the previous lease between the Shire of Harvey and Telstra Corporation Limited approved by Council on 16 December 2010, including the transfer of the lease to Amplitel Pty Ltd, effective 31 August 2021, as outlined in the background and the continued use of portion of Reserve 22672, Lot 5068 on Deposited Plan 211655, for telecommunications infrastructure purposes.
2. Approves the Deed of Renewal and Variation of Lease for a portion of Reserve 22672, Lot 5068 on Deposited Plan 211655 between the Shire of Harvey and Amplitel Pty Ltd for the final five-year option term as per **Attachment 1**.
3. Authorises the Chief Executive Officer to seek and obtain the consent of the Minister for Lands pursuant to Section 18 of the *Land Administration Act 1997*.
4. Authorises the Chief Executive Officer and Shire President to execute the Deed of Renewal and Variation of Lease, and the Lease Agreement, including signing and affixing the common seal on behalf of the Shire of Harvey, subject to Ministerial approval being obtained prior to execution.

Carried 8-0

26/111

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.1.3.
Subject:	Housing Advisory Group
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Executive Advisor to the CEO
Authorising Officer:	Chief Executive Officer
File No.:	F/06/00029
Attachments:	1. Terms of Reference Housing Advisory Group [12.1.3.1 - 7 pages]

The following additional information is provided in regard to Item 12.1.3 in an addendum.

Following discussions at the Agenda Briefing held on the 16 June 2026, the Housing Advisory Group terms of reference have been amended to include membership from the Sustainable Development Directorate.

The terms of reference have now been amended to include the Director Sustainable Development or delegate as a member of the Housing Advisory Group.

During the Agenda Briefing, Councillors also requested that the term of membership for Councillors be clarified to ensure alignment with the Council election cycle.

The requested changes have been made to the Housing Advisory Group Terms of Reference as attached in this addendum.

Summary

Council resolved at its Ordinary Council meeting on Tuesday, 24 February 2026 to establish a Shire of Harvey Working Group to progress the development of additional independent living units within the Shire, including representation from the Brunswick River Cottages Committee, and other relevant partners and stakeholders.

The resolution required that nominations for membership to the Working Group be considered by Council in June 2026 and that a report is presented to Council in September 2026 on progress relating to this resolution.

This report advises the progress relating to the resolution and recommends that Council establish a Shire of Harvey Housing Advisory Group that includes membership from a broad range of social and aged housing providers. Establishment of an Advisory Group is recommended as Advisory Groups generally have a more strategic focus than do Working Groups.

The attached terms of reference (**Attachment 1**) for an Advisory Group and proposed membership are included for Council's consideration.

Background

At its Ordinary Council Meeting on Tuesday, 24 February 2026, Council resolved the following:

"That Council requests the Chief Executive Officer to:

- 1. Write to the Minister for Planning and Lands; Housing and Works; and Health Infrastructure outlining the steps that the Shire of Harvey has already undertaken to develop Independent Living Units in the Shire and requesting support to enable the development of more Independent Living Units in the Shire, including:*

- a. *Outline the progress to date to rezone and develop affordable living units on Lot 9 Hester Street Harvey and affordable Independent Living Units on Lot 8 Wright Street Harvey.*
 - b. *Request the Minister for Planning and Lands; Housing and Works; and Health Infrastructure amend the Management Order for Lot 4871 (46) Talbot Road, Brunswick and rezone this land to allow the development of Independent Living Units on the site, and that the land be gifted to the Brunswick River Cottages Inc.*
 - c. *Request the Minister for Planning and Lands; Housing and Works; and Health Infrastructure provide for development of Independent Living Units on Lots 38 and 39 Reading Street (also referred to as 14 and 16 McAndrew Street), Brunswick, and that this land be gifted to the Brunswick River Cottages Inc.*
2. *Establish a Shire of Harvey Working Group, to progress the establishment of additional Independent Living Units within the Shire, with nominated delegates from the Brunswick River Cottages Committee, along with other potential partners and stakeholders.*
 3. *Call for nominations for membership to the Working Group to be considered by Council in June 2026."*

Officers have commenced implementation of the resolution, including the preparation of draft terms of reference for Council's consideration (**Attachment 1**). Potential members of the Advisory Group have also been contacted to seek their interest in participation.

Comment

Housing affordability has become a major issue for many people living in the Shire of Harvey, particularly affecting people on lower incomes who do not own their own homes. This is especially prevalent in regional areas where the availability of affordable rental accommodation is limited. Older residents who own their own homes or live in housing on family-owned farms can also have trouble finding smaller sized units that are suited to their needs and located in their local area.

It is recommended that Council establishes the proposed working group as a Shire Advisory Group to enable the group to inform the development of additional Independent Living Units and other housing initiatives within the Shire. Working Groups are typically established to deliver a specific project or outcome within defined limits, whereas Advisory Groups are broader in focus and provide more strategic advice on a matter. Both may consist of Council members, external members and Shire Officers.

Establishment of a Shire Advisory Group and inviting member participation from a range of affordable and aged housing sector representatives will provide an avenue for Council to be kept informed on current needs of the sector, potential funding and collaboration opportunities, and future housing needs. It is recommended that Council adopts the attached terms of reference to establish the Advisory Group's role, function and membership.

The terms of reference for the Housing Advisory Group (HAG) includes membership from State Government agencies and stakeholder organisations including representatives from the following sectors:

- Over-55 Age housing providers (also known as Independent Living Units);
- Affordable housing providers (including affordable living units); and
- Aged Care accommodation providers.

Inclusion of representatives from the Brunswick River Cottages Committee and other providers of over-55 age housing will assist Council in ensuring that the needs of sector are understood.

Council has previously written to Minister John Carey, Minister for Planning, Lands, Housing and Works requesting the Minister's support for development of affordable living units on Lot 9 Hester Street Harvey.

Council subsequently initiated a Planning Scheme Amendment to rezone this land from “Public Open Space” to “Residential” in April 2026.

The report presented to Council at its April Ordinary Council Meeting noted that reclassifying the land to “Residential” would improve the likelihood for the Shire to work with not-for-profit affordable housing providers to successfully develop affordable housing on the site to benefit the Harvey community.

The Shire has received several expressions of interest in development of Lot 9 Hester Street by two affordable housing providers: Accordwest and Alliance Housing. It is recommended that a representative each organisation be invited to participate in the Advisory Group.

The addition of aged care accommodation representatives to the group will allow this sector to share information on aged care trends to inform Council decision making.

It is recommended that Council adopts the attached Housing Advisory Group Terms of Reference.

Whilst the *Local Government Act 1995* (Act) does not stipulate the method for Council to determine appointments to Shire Advisory Groups, Council has historically dealt with the appointment of delegates to Advisory Groups with the same formality as for Committees of Council.

Statutory/Policy Environment

Advisory Groups are not formal Committees of Council created under Section 5.8 of the *Local Government Act 1995*.

However, it is recommended that Council adopt formal Terms of Reference for the Housing Advisory Group, appoint three Councillors to represent Council on the group, appointing one Councillor as the Advisory Group Chair. While it is not mandatory for a Councillor to chair an Advisory Group, it is recommended that this group be chaired by a Councillor to ensure alignment with Council's objectives.

Strategic Framework

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

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

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.

Minutes of the Housing Advisory meetings will be made publicly available through Council's agenda report process when Advisory Group minutes are presented to Council.

Promise to the Community

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

Community representation on the Advisory Group will provide an avenue for Council to be informed on community concerns and aspirations regarding affordable, over-55 age and aged care housing.

Risk Management

The Risk Theme Profile identified as part of this report is **Compliance**. The Consequences could be **Compliance** if the advisory group does not adhere to its formal terms of reference.

The risk is considered **Minor** and the likelihood **Unlikely** as the risk is mitigated by having a Councillor chair the Advisory Group meetings, resulting in a **Low** Risk being present.

Budget Implications

Councillors are paid an annual allowance in lieu of individual meeting fees and the Budget includes an allocation for travel costs for meeting attendance.

Officers' time to support this Advisory Group will be within their normal scope of duties.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Resolves to establish the Shire of Harvey Housing Advisory Group.
2. Adopts the Terms of Reference (**Attachment 1**) for the Housing Advisory Group.
3. Appoints Councillor _____, Councillor _____ and Councillor _____ as members of the Housing Advisory Group.
4. Appoints Councillor _____, as the Housing Advisory Group Chair.
5. Authorises the Chief Executive Officer to appoint additional industry representatives and community members to the Housing Advisory Group.

Moved: Cr. Dickinson

Seconded: Cr. Bromham

That Council:

1. Resolves to establish the Shire of Harvey Housing Advisory Group.
2. Adopts the Terms of Reference (**Attachment 1**) for the Housing Advisory Group.

3. **Appoints Councillor Bromham, Councillor Hitchcock and Councillor Dickinson as members of the Housing Advisory Group.**
4. **Appoints Councillor Dickinson, as the Housing Advisory Group Chair.**
5. **Authorises the Chief Executive Officer to appoint additional industry representatives and community members to the Housing Advisory Group.**

Carried 5-3 26/112

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Hitchcock and Cr. Morley.

Against: Cr. Coleman, Cr. Carbone and Cr. Holly.

12.2. Infrastructure Services

Nil.

12.3. Sustainable Development

Item No.:	12.3.1.
Subject:	Proposed 'Standard' Scheme Amendment No. 6 - Lot 9531 Grandite Fairway, Australind
Proponent:	Apex Planning (on behalf of Ladybug Twenty Nine Pty Ltd)
Location:	Lot 9531 Grandite Fairway, Australind
Reporting Officer:	Senior Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	LPS2006, P176/26
Attachments:	1. Amendment Report [12.3.1.1 - 18 pages] 2. Subdivision Plan [12.3.1.2 - 1 page]

Summary

The Shire has received a request from Apex Planning (on behalf of Ladybug Twenty Nine Pty Ltd) to initiate an amendment to the Shire of Harvey's Local Planning Scheme No. 2 (the Scheme) to amend the zoning of a portion of Lot 9531 Grandite Fairway, Australind from "Commercial" to "Residential" and apply a density coding of 'R60' (refer **Attachment 1**).

It is recommended that Council initiates proposed Amendment No. 6 to the Scheme.

Background

Site Description

Lot 9531 Grandite Fairway is zoned "Commercial" under the Scheme and is located within the 'Treendale Estate' in Australind. The portion of the site subject to this amendment is of regular shape with an area of approximately 2,368m² and has no existing vegetation.

Site History

At a meeting held on Wednesday, 27 July 2022, the Regional Joint Development Assessment Panel (now RDAP) resolved to approve a Childcare Centre on the southern portion of the subject lot. Construction of the Childcare Centre was completed in December 2025, with occupancy granted in April 2026.

In May 2025, the Shire received a referral response request from the Western Australian Planning Commission (WAPC) for the subdivision of the subject property into two lots (refer **Attachment 2**). The subdivision request intended to separate the Childcare Centre from the remaining vacant portion of the land. On 22 July 2025, the subdivision was approved by the WAPC subject to conditions. At the time of this report, the subdivision has not been finalised.

The portion of the property the subject of this amendment; as shown as 'Lot 2' in **Attachment 2**, will hereafter be referred to as the "site".

Proposal

The Scheme Amendment proposes to rezone the undeveloped portion of Lot 9531 Grandite Fairway, Australind from "Commercial" to "Residential" with a density coding of 'R60'.

The site is centrally located within 600m of the Treendale District Centre and is in close proximity to the established footpath networks and bus stops and access to two street frontages. Its proximity to the district centre and existing infrastructure makes the site particularly suitable for residential development.

Additionally, it is considered that should the rezoning of the site be permitted, there is still sufficient “Commercial” zoned land within the local activity centre with approximately 2,501m² of commercial land remaining available on the eastern side of The Boulevard; adjacent to the site.

Comment

The proposed rezoning from “Commercial” to “Residential” is compatible with the adjoining land uses and is consistent with the objectives of the residential zone under the Scheme.

Through the application of the ‘R60’ density code, the site will be capable of accommodating a greater diversity of housing typologies and provides a suitable transition from the southern adjoining commercial land use to the northern adjoining ‘R40’ residential development.

The proposal is consistent with the “Urban” zone under the Greater Bunbury Region Scheme, facilitating residential development outcomes that align with the strategic intent for consolidation and efficient use of serviced urban land within the Greater Bunbury sub-region.

The Planning and Development (Local Planning Schemes) Regulations 2015 (Division 3 – Process for Standard amendment and provision of amendment to the Commission) establish the process for ‘standard’ amendments to be made to the Scheme.

The first stage of this process is for Council to initiate the amendment and forward the amendment to the Environmental Protection Authority (EPA), following which it is forwarded to the WAPC with a request that the Minister for Planning approves the amendment for advertising.

Once approval is granted, the amendment is advertised for a 42-day period for public comment. Following the comment period, the amendment is considered by Council along with any comments received and, if Council resolves to support the amendment, it will be forwarded to the WAPC, with a recommendation that the Minister approves the amendment.

Type of Amendment

Council is required to determine the type of Amendment as per the Planning and Development (Local Planning Schemes) Regulations 2015. Pursuant to clause 34, it is considered that the proposed Amendment is a ‘standard’ amendment for the following reasons:

- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission.
- (e) an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.
- (g) an amendment that is not a complex or basic amendment.

Conclusion

The proposed Amendment seeks to rezone the site from “Commercial” to “Residential” with a density coding of ‘R60’ for the purpose of providing opportunities for a range of housing typologies.

It is recommended that Council initiates the proposed Scheme Amendment.

Statutory/Policy Environment

Planning and Development Act 2005

- Section 75 – Amending a scheme
- Section 81 – Referral of proposed scheme or amendment to the Environmental Protection Authority (EPA)
- Section 83A – Submission of proposed scheme or amendment to Minister for approval to advertise

Planning and Development (Local Planning Schemes) Regulations 2015

- Clause 34 – Terms used (definitions of ‘basic’, ‘standard’ and ‘complex’ amendments)
- Clause 35 – Resolution to prepare or adopt amendment to local planning scheme
- Clause 46A – Resolution to seek approval to advertise standard amendment and provision of amendment to Commission
- Clause 46B – Submission of standard amendment for advertising approval (provides that the Commission makes a recommendation to the Minister on whether the proposed amendment should be advertised, modified prior to advertising, or refused)
- Clause 46C – Modifications to standard amendment submitted for approval to advertise
- Clause 47 – Advertisement of standard amendment

Strategic Framework

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

<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 11:</i>	Increase access to diverse and affordable housing.
<i>Pillar 4 – Prosperity:</i>	A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
<i>Objective 19:</i>	Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

Community Engagement

Community Participation Goal

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

The Amendment 6 planning proposal application report contains details of the proposed amendment and its potential implications. The report will be advertised and will be made publicly available for 42 days to provide the community ample opportunity to understand the proposal and make a formal submission on the proposed amendment to Council.

Promise to the Community

Inform: We will keep you informed.

The proposed Amendment 6 will be advertised for public comment for a period of 42 days in accordance with Clause 47 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Following this advertising period, the proposed Amendment 6 and results of the consultation will be referred to Council for consideration.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements** and **Inadequate Engagement Practices**. The Consequence could be **Financial, Reputational** or **Compliance** if the statutory procedure is not followed or the Scheme is not updated to reflect the changes. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer and the statutory process has been identified. This results in a **Low** risk being present.

Budget Implications

All costs incurred are recouped from the Applicant.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Determines that proposed Amendment No. 6 to Local Planning Scheme No. 2 is a 'standard amendment' pursuant to Clause 34 of the Planning and Development (Local Planning Scheme) Regulations 2015 for the following reasons:
 - a. The proposed amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission.
 - b. The proposed amendment would have a minimal impact on land in the scheme area that is not the subject of the amendment.
 - c. The proposed amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
 - d. The proposed amendment is not a complex or basic amendment.
2. Pursuant to Clause 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to adopt Amendment No. 6 to Local Planning Scheme No. 2 to:
 - a. Rezone a portion of Lot 9531 Grandite Fairway, Australind from "Commercial" to "Residential" and apply a density coding of 'R60'.
 - b. Update the Scheme Maps accordingly.

3. Refers proposed Amendment No. 6 to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*.
4. Following receipt of comments from the Environmental Protection Authority, submits proposed Amendment No. 6 to the Western Australian Planning Commission pursuant to Section 83A of the *Planning and Development Act 2005* and Clause 46A of the Planning and Development (Local Planning Schemes) Regulations 2015 for approval to advertise.

Moved: Cr. Dickinson

Seconded: Cr. Coleman

That Council:

1. **Determines that proposed Amendment No. 6 to Local Planning Scheme No. 2 is a 'standard amendment' pursuant to Clause 34 of the Planning and Development (Local Planning Scheme) Regulations 2015 for the following reasons:**
 - a. **The proposed amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission.**
 - b. **The proposed amendment would have a minimal impact on land in the scheme area that is not the subject of the amendment.**
 - c. **The proposed amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.**
 - d. **The proposed amendment is not a complex or basic amendment.**
2. **Pursuant to Clause 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to adopt Amendment No. 6 to Local Planning Scheme No. 2 to:**
 - a. **Rezone a portion of Lot 9531 Grandite Fairway, Australind from "Commercial" to "Residential" and apply a density coding of 'R60'.**
 - b. **Update the Scheme Maps accordingly.**
3. **Refers proposed Amendment No. 6 to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*.**
4. **Following receipt of comments from the Environmental Protection Authority, submits proposed Amendment No. 6 to the Western Australian Planning Commission pursuant to Section 83A of the *Planning and Development Act 2005* and Clause 46A of the Planning and Development (Local Planning Schemes) Regulations 2015 for approval to advertise.**

Carried 8-0

26/113

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.3.2.
Subject:	Application for Development Approval - Retrospective Transport Depot - 88 Yamballup Avenue, Harvey
Proponent:	Mr B Versaci
Location:	Lot 151 (No. 88) Yamballup Avenue, Harvey
Reporting Officer:	Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	P397/25
Attachments:	1. Application Information [12.3.2.1 - 42 pages] 2. Location Plan [12.3.2.2 - 1 page] 3. Summary of Submissions [12.3.2.3 - 1 page] 4. Applicant Email [12.3.2.4 - 1 page]

The following additional information is provided in regard to Item 12.3.2 in an addendum.

This Addendum provides additional information to address a query raised at the Agenda Briefing on Tuesday, 16 June 2026, seeking clarification of the proposed vehicle movements as to whether the current scenario generates three or six vehicle movements per day.

The Officer's Report provides that:

- The original Traffic Impact Statement (dated 10/12/25) submitted with the application states *"The amount of vehicles planned to enter and exit the property is not expected to be more than 3 times a day, as it is expected to be adding 3 vehicles a day"*.
- The updated Traffic Impact Statement (dated 23/04/26) submitted states *"the projected traffic generation associated with the proposed depot is minimal, with only two heavy vehicles allocated to the site. Of these, one vehicle is current inactive (as of 2026), while the other is off-site for approximately 300 days per year. As such, vehicle movements to and from the property are expected to be infrequent"*.

Between the two Traffic Impact Statements, the vehicle movements scenarios identified are:

- Six vehicle movements per day (based on the equivalent of three vehicles per day leaving and returning to the property once each).
- Three vehicle movements per day (based on one vehicle leaving and returning to the property each day and the other leaving the property and not returning until months later).
- Infrequent vehicle movements per day (based on one vehicle currently being inactive and the other being away from the property for most of the year).

The reference to three vehicle movements per day within the Officer's report is considered to be a 'median' point between the different scenarios. Officers consider that six vehicle movements per day (as a worst-case scenario), in comparison to three vehicle movements per day, is a negligible increase in traffic.

Summary

A retrospective Application for Development Approval has been received for a "Transport Depot" on Lot 151 (No. 88) Yamballup Avenue (corner Ninth Street), Harvey (refer **Attachment 1**). The application is referred to Council as Officers do not have delegation to determine an application that has received objections. It is recommended that the application be approved subject to appropriate conditions.

Background

Site Description

Lot 151 (No. 88) Yamballup Avenue (corner Ninth Street), Harvey is zoned "Priority Agriculture" under the Shire of Harvey's Local Planning Scheme No. 2 (the Scheme) and is located within 3.8km of the Harvey Townsite. The site is of regular shape with an area of 4,048m² and is mostly flat with an existing dwelling and two associated outbuildings (refer **Attachment 2**).

Site History

Shire Infrastructure Services Officers attended the site in June 2025 regarding a request for vegetation within the road reserve to be removed to allow for the vehicle access on Ninth Street to be widened to cater for a truck to enter the property. The Shire's Planning Services Officers then noted that aerial photography of Saturday, 17 May 2025 demonstrated that the south-western portion of the site was in the process of being converted to a hardstand and by Friday, 12 September 2025, the aerial photography showed the works had progressed and the use of parking commercial vehicles had commenced. As no approvals for a "Transport Depot" had been obtained, therefore deemed an unauthorised land use, enquiries by Shire Officers resulted in the submission of the subject application seeking retrospective approval of the "Transport Depot".

Proposal

The application relates to the construction of a hardstand area on the south-western portion of the site, and together with one of the existing outbuildings, is for the parking of:

- Two prime movers (parked within the outbuilding)
- One CAT loader
- One service truck
- Six trailers (2-axle trailer, semi-trailer, 4-axle trailer low loader, trailer low loader, dog trailer and semi-trailer) (refer **Attachment 1**).

The original submitted Traffic Impact Statement estimated three additional vehicle movements per day as a result of the transport depot. The updated Traffic Impact Statement states that as one vehicle is currently inactive (as of 2026), with another vehicle being off-site for approximately 300 days per year, commercial vehicle movements from the transport depot will be *"infrequent and well below levels that would impact the surrounding road network."*

No fixed operation hours are provided however; the Traffic Impact Statement notes that as the site does not operate under fixed business hours the likelihood of concentrated traffic movements during peak periods is reduced. The applicant has also advised that one truck would operate between 6:30am and 5:00pm on the occasions it leaves/returns from jobs off-site. There are no anticipated operating hours for the prime mover that is stated to be inactive.

Access and egress to the site is from Ninth Street via a crossover located 150m south of the intersection of Ninth Street and Yamballup Avenue.

A stormwater swale is shown on the submitted site plan to ensure any stormwater runoff from the hardstand area is contained on site.

Advertising

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the application was advertised to surrounding landowners for a period of 14 days concluding on Monday, 13 April 2026. A total of four submissions were received with two supporting the proposal and two objecting to the proposal. A summary of the submissions received is provided in **Attachment 3**.

The main points from the submissions are:

- Degradation of Ninth Street (as a gravel road) due to an increase in heavy vehicle movements.
- Reduced resident and driver safety due to an increase in heavy vehicle movements.
- Dust impacts from heavy vehicle usage on a gravel road.
- Need for increased maintenance of Ninth Street.

Comment

Land Use

The land use 'Transport Depot' is defined in the Scheme as:

"premises used primarily for the parking or garaging of 3 or more commercial vehicles including:
(a) any ancillary maintenance or refuelling of those vehicles; and
(b) any ancillary storage of goods brought to the premises by those vehicles; and
(c) the transfer of goods or persons from one vehicle to another;"

A commercial vehicle is defined in the Scheme as:

"a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including:
(a) a utility, van, truck, tractor, bus or earthmoving equipment; and
(b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a)."

Transport Depot is an "A" use within the Priority Agriculture zone, meaning that it *"is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application..."*

The Scheme's objectives for the Priority Agriculture zone are:

- (a) "To identify land of State, regional or local significance for food production purposes.*
- (b) To retain priority agriculture land for agricultural purpose.*
- (c) To limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production."*

The land use, while not agricultural in nature:

- Does not prevent agricultural uses on the remaining portion of the site.
- Is not a sensitive land use.

Therefore, the use is considered to be consistent with the objectives of the zone.

Discussion

The development proposes housing the two prime movers in the existing outbuilding on site and parking of the trailers, loader and service truck on a hardstand area of 2,700m² (refer **Attachment 1**). Based on the location of the Transport Depot and existing roadside vegetation, Officers consider there to be minimal visual impact.

Through the advertising process, concerns were raised regarding additional heavy vehicle movements resulting in degradation of Ninth Street as well as dust and noise impacting adjoining properties. A revised Traffic Impact Statement (refer **Attachment 1**), submitted in response to concerns raised, provides that 'prime mover one' is rarely kept on site and that 'prime mover two' is no longer in use. Further to this, correspondence from the Applicant (refer **Attachment 4**) confirms that 'prime mover two' is to be sold. Despite this, as a worst-case scenario, the original Traffic Impact Statement identified approximately three (3) movements per day. Based on this, there is expected to be very few vehicle movements added to the road network as a result of the use. In addition to the above, a condition for operating hours being restricted to between the hours of 7am to 7pm Monday to Saturday and 9am to 6pm Sunday has been recommended to further mitigate undue noise impacts on adjoining properties. It is therefore, considered that due to the low vehicle movements, the impacts on the road, dust and noise will be negligible.

Additionally, reduced road safety as a result of additional vehicle movements was a concern. The Traffic Impact Statement also identifies Ninth Street and Yamballup Avenue as having low traffic volumes, straight alignments and adequate sight distances. Considering this in conjunction with the infrequent traffic movements from the subject site, it is unlikely the use will impact on driver safety in the area.

Conclusion

Due to the limited vehicle movements associated with the land use, there is unlikely to be any amenity impacts as a result of the development. The development is also considered to be compatible with the zone objectives and therefore, Officers recommend the application be approved, subject to conditions.

Statutory/Policy Environment

Planning and Development (Local Planning Schemes) Regulations 2015

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

Shire of Harvey Local Planning Scheme No. 2

- Clause 16 – Zones
- Clause 17 – Zoning Table
- Division 2 – Land Use Terms Used in Scheme

Shire of Harvey Delegations Register

Delegation 9.1.2 – Development Applications

Strategic Framework

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

- Pillar 4 – Prosperity:* A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
- Objective 19:* Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

Community Engagement

Community Participation Goal

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

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (The Deemed Provisions), the application was advertised to nearby landowners for 14 days. Submissions were subsequently summarised for consideration as part of the decision-making process.

Promise to the Community

Inform: We will keep you informed.

Those who submitted comments will be notified of Council's determination.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices, Failure to Fulfil Compliance Requirements** and **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Reputational** or **Compliance** if the statutory assessment and advertising process is incorrectly followed, nearby affected landowners are not consulted, incorrect advice is given or a condition missed.

The risk is considered **Minor** and the likelihood **Unlikely**, given that the statutory process has been followed, nearby landowners were consulted, and the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the retrospective Application for Development Approval for a 'Transport Depot' on Lot 151 (No. 88) Yamballup Avenue (corner Ninth Street), Harvey, subject to the following conditions:
 - a. The development and/or use shall be in accordance with the attached approved plans, subject to modifications required as a consequence of any condition(s) of this approval. The approved plans shall not be modified or altered without first obtaining approval from the Shire.
 - b. Within 30 days of the date of this approval, a drainage plan shall be submitted to and approved by the Shire. The drainage plan shall provide details and specifications for the construction of the drainage swale shown on the attached approved plans to ensure stormwater runoff from the approved transport depot hardstand area is contained onsite.
 - c. Within 90 days of the date of this approval, the approved drainage plan shall be implemented, and thereafter maintained, to the satisfaction of the Shire.
 - d. The activity shall not include the retail sale, display or hire of goods of any nature from the property.
 - e. The approved commercial vehicles shall, at all times, be parked in the location shown on the approved plan to the satisfaction of the Shire.
 - f. The use of the site is limited to the parking of commercial vehicles only; no storage of goods associated with transport depot activities is permitted on the subject site.
 - g. The approved use shall not entail major repairs to, or servicing of, the commercial vehicles associated with the transport depot.
 - h. The approved use shall be restricted to the operating hours of 7.00am – 7.00pm from Monday to Saturday, and 9.00am – 6.00pm on a Sunday.
2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:
 - a. Where a new crossover is proposed, and before construction of it can commence, a separate verge crossover application must be submitted and approved.
 - b. A permit application form can be obtained from the Shire's website.
 - c. The development is required to comply with the Environmental Protection (Noise) Regulations 1997.

Moved: Cr. Dickinson

Seconded: Cr. Holly

That Council:

1. **Approves the retrospective Application for Development Approval for a 'Transport Depot' on Lot 151 (No. 88) Yamballup Avenue (corner Ninth Street), Harvey, subject to the following conditions:**
 - a. **The development and/or use shall be in accordance with the attached approved plans, subject to modifications required as a consequence of any condition(s) of this approval. The approved plans shall not be modified or altered without first obtaining approval from the Shire.**

- b. Within 30 days of the date of this approval, a drainage plan shall be submitted to and approved by the Shire. The drainage plan shall provide details and specifications for the construction of the drainage swale shown on the attached approved plans to ensure stormwater runoff from the approved transport depot hardstand area is contained onsite.
 - c. Within 90 days of the date of this approval, the approved drainage plan shall be implemented, and thereafter maintained, to the satisfaction of the Shire.
 - d. The activity shall not include the retail sale, display or hire of goods of any nature from the property.
 - e. The approved commercial vehicles shall, at all times, be parked in the location shown on the approved plan to the satisfaction of the Shire.
 - f. The use of the site is limited to the parking of commercial vehicles only; no storage of goods associated with transport depot activities is permitted on the subject site.
 - g. The approved use shall not entail major repairs to, or servicing of, the commercial vehicles associated with the transport depot.
 - h. The approved use shall be restricted to the operating hours of 7.00am – 7.00pm from Monday to Saturday, and 9.00am – 6.00pm on a Sunday.
2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:
- a. Where a new crossover is proposed, and before construction of it can commence, a separate verge crossover application must be submitted and approved. A permit application form can be obtained from the Shire's website
 - b. The development is required to comply with the Environmental Protection (Noise) Regulations 1997.

Carried 8-0 26/114

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.3.3.
Subject:	Application for Development Approval - Change of Use Short-Term Rental Accommodation - Lot 168 (No. 13) Montan Way, Binningup
Proponent:	Ms. M A and Mr. P J Blundell-Williams
Location:	Lot 168 (No. 13) Montan Way, Binningup
Reporting Officer:	Planning Officer – Graduate
Authorising Officer:	Director Sustainable Development
File No.:	P92/26, C291/01441, A012674
Attachments:	1. Supplementary Form & Operational Management Plan [12.3.3.1 - 7 pages] 2. Location Plan [12.3.3.2 - 1 page] 3. Summary of Submissions [12.3.3.3 - 2 pages] 4. LPP Assessment [12.3.3.4 - 2 pages]

The following additional information is provided in regard to Item 12.3.3 in an addendum.

This Addendum provides additional information to address queries raised at the Agenda Briefing on Tuesday, 16 June 2026, with respect to potential noise issues relating to:

- The property allowing dogs.
- Use as a 'party house'.

The Operational Management Plan indicates that:

- If requested, small dogs can be allowed however they cannot be left alone at the property.
- There is a 'quiet time' between 10pm and 8am.
- Unless previously approved, there are to be no parties, outside visitors or overnight guests.

If the application is approved, the Operational Management Plan forms part of the approval and the Officer's Recommendation includes a condition requiring the approved Operational Management Plan to be implemented. Neighbouring or nearby properties can contact the Property Manager or the Shire if there are concerns with, or impacts from, the guests. As with any development approval, if the Shire is aware of any compliance matters, these are investigated and appropriate action is undertaken.

Once a development approval has been granted, there is no ability for the approval to be revoked.

If Council considers it appropriate that dogs should not be permitted, a condition could be considered requiring the Operational Management Plan to be amended.

Summary

An Application for Development Approval has been received for "Change of Use – Unhosted Short-Term Rental Accommodation" on Lot 168 (No. 13) Montan Way, Binningup (refer **Attachment 1**). The application is referred to Council as Officers do not have delegation to determine an application that has received objections. It is recommended that the application be approved subject to appropriate conditions.

Background

Site Description

Lot 168 (No. 13) Montan Way, Binningup is zoned “Residential R15/30” under the Shire of Harvey’s Local Planning Scheme No. 2 (the Scheme) and is located within 1km of the Binningup Townsite. The site is of regular shape with an area of 618m² and is mostly flat land with an existing dwelling (refer **Attachment 2**).

Proposal

The application proposes to use the existing four-bedroom dwelling to host eight people for Unhosted Short-Term Rental Accommodation. Parking for seven vehicles can be accommodated within the boundaries of the property.

Advertising

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the application was advertised to landowners within the immediate vicinity of the development site for a period of 14 days, concluding on Wednesday, 10 April 2026.

A total of seven submissions were received with two supporting the proposal and five objecting to the proposal. A summary of the submissions received is provided in **Attachment 3**.

The main points of objection are:

- The proposed Unhosted Short-Term Rental Accommodation would attract transient people to the area which attracts unwanted behaviour.
- The proposed Unhosted Short-Term Rental Accommodation will generate undesirable traffic impacts.
- Concerns regarding excessive noise being generated by the guests and their dogs.
- There is a greater demand within the area for long term rentals and owner-occupied houses rather than short-term accommodation.

Comment

Land Use

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

“short-term rental accommodation that —

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

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

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

Discussion

The Unhosted Short-Term Rental Accommodation proposes a maximum occupancy of eight guests.

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

Despite the application indicating the site can provide seven car parking bays, it is unlikely there will be seven vehicles parked at the property at the same time. The Operational Management Plan (refer **Attachment 1**) notes that guests are expected to travel in groups with an expected maximum of two vehicles at the property at the same time, with parking for the vehicles being provided entirely within the property boundaries. At maximum occupancy of four couples with four vehicles, vehicle impacts would be comparable to the dwelling being occupied by a two-parent family with at least two teenage children with each having a vehicle. Four vehicle movements at the same time from this property would result in a slight increase in traffic movements, but this would not result in a significant impact on traffic flows.

The surrounding landowners have objected strongly to the potential noise impacts the proposed use may create. The Operational Management Plan (refer **Attachment 1**) states parties and outside visitors not approved to stay at the Unhosted Short-Term Rental Accommodation are not permitted and if using the outdoor areas at the property between 8pm and 8am the noise should be reduced, with quiet hours between 10pm and 8am. The Operational Management Plan also notes children must always be supervised by their parents. Small dogs may be permitted on request however if they are permitted, they are not to be left at the property alone. These rules will assist in mitigating the potential noise impacts at the Unhosted Short-Term Rental Accommodation. A local property manager located within close proximity of the property has also been nominated on the Operational Management Plan who will be available 24/7 to manage any complaints received by the Unhosted Short-Term Rental Accommodation.

The strict rules identified in the Operational Management Plan show the owner's commitment to reducing any impacts the proposed Unhosted Short-Term Rental Accommodation may have on the surrounding neighbourhood.

The proposal is consistent with the objectives of the Shire's Local Planning Policy 6.2.1 - Unhosted Short-Term Rental Accommodation, including the locality of the property being encouraged for Unhosted Short-Term Rental Accommodation due to its close proximity to the Binningup Beach which is considered a visitor attraction and an area of high tourism value. An assessment against the objectives and matters to be considered of the Policy is provided as **Attachment 4**.

Conclusion

The property can accommodate the proposed number of guests and provide the required number of parking bays on site. The Shire can impose conditions to mitigate any potential impacts on the neighbouring properties. Therefore, Officers recommend the application be approved, subject to conditions.

Statutory/Policy Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

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

Shire of Harvey Local Planning Scheme No.2:

- Clause 17 – Zoning Tables

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

Local Planning Policy:

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

Shire of Harvey Delegation:

- Delegation 9.1.2 – Development Applications

Strategic Framework

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

<i>Pillar 4 – Prosperity:</i>	A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
<i>Objective 17:</i>	Position the Shire as a premium tourist destination of choice.
<i>Objective 19:</i>	Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Financial, Reputational or Compliance** if incorrect advice is given or a condition missed. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the Application for Development Approval for "Change of Use – Unhosted Short-Term Rental Accommodation" on Lot 168 (No.13) Montan Way, Binningup, subject to the following conditions:
 - a. The development and/or use shall be in accordance with the attached plans, subject to modifications required as a consequence of any condition(s) of this approval. The approved plans shall not be modified or altered without first obtaining development approval.
 - b. This approval is valid for a period of two years. If the development is not substantially commenced within this period, a new approval must be obtained before commencing or continuing development.
 - c. The approved use shall have a maximum occupancy of 8 persons at any given time.
 - d. The approved use shall not be occupied by the same tenant for more than three months at a time in any 12-month period.
 - e. Prior to the operation of the approved use, a sign noting the Manager's name and phone number shall be erected on the property. The sign shall be visible to pedestrians without requiring access to the property.
 - f. The approved Operational Management Plan shall be implemented to the satisfaction of the Shire of Harvey.
 - g. Parking shall be provided wholly inside the property boundaries.
2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:
 - a. Until further direction and/or guidance has been provided by the Department of Energy, Mines, Industry Regulation and Safety, the Shire of Harvey requires written evidence from a registered private building surveyor that the specific building has the appropriate classification and complies with the applicable standards. Should a swimming pool or spa be located within the property, a request for a barrier compliance inspection will need to be made with the Shire's Building Business Unit.

Moved: Cr. Bromham

Seconded: Cr. Morley

Shire President Amendment Motion

Shire President proposed the following amendment:

To amend number 1 part f wording:

Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property. The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.

Moved: President Campbell

Seconded: Cr. Dickinson

To amend number 1 part f wording:

Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property. The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.

Carried 8-0

26/115

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Substantive Motion

Moved: Cr. Bromham

Seconded: Cr. Morley

That Council:

1. Approves the Application for Development Approval for “Change of Use – Unhosted Short-Term Rental Accommodation” on Lot 168 (No.13) Montan Way, Binningup, subject to the following conditions:
 - a. The development and/or use shall be in accordance with the attached plans, subject to modifications required as a consequence of any condition(s) of this approval. The approved plans shall not be modified or altered without first obtaining development approval.
 - b. This approval is valid for a period of two years. If the development is not substantially commenced within this period, a new approval must be obtained before commencing or continuing development.
 - c. The approved use shall have a maximum occupancy of eight persons at any given time.
 - d. The approved use shall not be occupied by the same tenant for more than three months at a time in any 12-month period.
 - e. Prior to the operation of the approved use, a sign noting the Manager’s name and phone number shall be erected on the property. The sign shall be visible to pedestrians without requiring access to the property.

- f. Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property. The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.
 - g. Parking shall be provided wholly inside the property boundaries.
2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:
- a. Until further direction and/or guidance has been provided by the Department of Energy, Mines, Industry Regulation and Safety, the Shire of Harvey requires written evidence from a registered private building surveyor that the specific building has the appropriate classification and complies with the applicable standards. Should a swimming pool or spa be located within the property, a request for a barrier compliance inspection will need to be made with the Shire's Building Business Unit.

Carried 8-0 26/116

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.3.4.
Subject:	Application for Development Approval - Change of Use Short-Term Rental Accommodation - Lot 55 (7) Lugano Edge, Binningup
Proponent:	Mr. D & Ms K Jarvis
Location:	Lot 55 (No. 7) Lugano Edge, Binningup
Reporting Officer:	Planning Officer – Graduate
Authorising Officer:	Director Sustainable Development
File No.:	P116/26, C291/01473, A008815
Attachments:	1. Supplementary Form & Operational Management Plan [12.3.4.1 - 6 pages] 2. Location Plan [12.3.4.2 - 1 page] 3. Summary of Submissions [12.3.4.3 - 2 pages] 4. LPP Assessment [12.3.4.4 - 2 pages]

The following additional information is provided in regard to Item 12.3.4 in an addendum.

This Addendum provides additional information to address queries raised at the Agenda Briefing on Tuesday, 16 June 2026, with respect to potential noise issues relating to:

- The property allowing dogs.
- Use as a ‘party house’.

The Operational Management Plan indicates that:

- Pets must have prior approval, and they are not permitted to be inside.
- Loud music must be turned off by 10pm.
- Disturbance to neighbours, including excessive noise, is prohibited. Termination and eviction may occur, without a refund, if guests are non-compliant.
- Parties and functions are prohibited.

In addition to the Operational Management Plan, the ‘terms and conditions’ (refer to page 5 of **Attachment 1**) that are automatically taken as being accepted upon payment for the accommodation provides that *“parties and functions are strictly prohibited”*.

If the application is approved, the Operational Management Plan forms part of the approval and the Officer’s Recommendation includes a condition requiring the approved Operational Management Plan to be implemented. Neighbouring or nearby properties can contact the Property Manager or the Shire if there are concerns with, or impacts from, the guests. As with any development approval, if the Shire is aware of any compliance matters, these are investigated and appropriate action is undertaken.

Once a development approval has been granted, there is no ability for the approval to be revoked.

If Council considers it appropriate that dogs should not be permitted, a condition could be considered requiring the Operational Management Plan to be amended.

Summary

An Application for Development Approval has been received for “Change of Use – Unhosted Short-Term Rental Accommodation” on Lot 55 (No. 7) Lugano Edge, Binningup (refer **Attachment 1**). The application is referred to Council as Officers do not have delegation to determine an application that has received objections.

It is recommended that the application be approved subject to appropriate conditions.

Background

Site Description

Lot 55 (No. 7) Lugano Edge, Binningup is zoned “Residential R15/30” under the Shire of Harvey’s Local Planning Scheme No. 2 (the Scheme) and is located within 1km of the of the Binningup Townsite. The site is of regular shape with an area of 547.947m² and is mostly flat land with an existing dwelling and outbuilding (refer **Attachment 2**).

Proposal

The application proposes to utilise the existing four-bedroom dwelling to host eight people for Unhosted Short-Term Rental Accommodation. Four car parking spaces have been allocated on the site within the boundaries of the property.

Advertising

Pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the application was advertised to landowners within the immediate vicinity of the development site. Advertising commenced on Thursday, 16 April 2026 and concluded on Thursday, 30 April 2026, being a period of 14 days.

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

The main objections from the submissions are:

- The proposed Unhosted Short-Term Rental Accommodation would attract transient people to the area which attracts unwanted behaviour.
- Concerns regarding excessive noise being generated by the guests and their dogs.
- The proposed Unhosted Short-Term Rental Accommodation will generate undesirable traffic impacts.

Comment

Land Use

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

“short-term rental accommodation that —

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

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

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

Discussion

The Unhosted Short-Term Rental Accommodation proposes a maximum occupancy of eight guests. It is considered appropriate that a four-bedroom house could comfortably accommodate four couples with each couple having their own vehicle. The Scheme requires a minimum of four car parking bays for five to eight guests. The proposed occupancy of eight guests is consistent with the maximum capacity of the dwelling and four car parking bays can be accommodated on site. A condition of approval is that all parking be provided wholly on-site. It is unlikely the vehicles will all be creating vehicle movements at the same time and this usage is considered to be consistent with the typical vehicle numbers and movements which would be present at an ordinary residential property and is unlikely to create a noticeable impact on traffic as a result.

The surrounding landowners have objected strongly to the potential noise impacts the proposed use may create. The Operational Management Plan for the Unhosted Short-Term Rental Accommodation (refer **Attachment 1**) states:

- Parties and functions at the Unhosted Short-Term Rental Accommodation are not permitted.
- Disturbances to neighbours including excessive noise is prohibited and may result in termination and eviction without refund.
- Loud music is required to stop at 10pm.
- Pets require approval from the property owners prior to staying at the property.
- Only guests approved to stay at the property are permitted at the property.

These rules will mitigate the potential noise impacts at the Unhosted Short-Term Rental Accommodation. A local property manager located within four minutes of the property has also been nominated on the Operation Management Plan who will be available 24/7 to receive and manage any complaints by the Unhosted Short-Term Rental Accommodation.

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

Conclusion

The property can accommodate the proposed number of guests and provide the required number of parking bays on site. The Shire can impose conditions to mitigate any potential impacts on the neighbouring properties. Therefore, Officers recommend the application be approved, subject to conditions.

Statutory/Policy Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

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

Shire of Harvey Local Planning Scheme No.2:

- Clause 17 – Zoning Tables
- Clause 18 – Interpreting Zoning Tables

- Table 6 – Car Parking Requirements

Local Planning Policy:

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

Shire of Harvey Delegation:

- Delegation 9.1.2 – Development Applications

Strategic Framework

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

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

Objective 19: Facilitate sustainable urban, rural and industrial development, infrastructure and services to support population and economic growth.

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Financial, Reputational or Compliance** if incorrect advice is given or a condition missed. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Quasi-Judicial: When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town development applications, building permits, applications for other permits/licenses (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the Application for Development Approval for Change of Use – Unhosted Short-Term Rental Accommodation” on Lot 55 (No.7) Lugano Edge, Binningup, subject to the following conditions:
 - a. The development and/or use shall be in accordance with the attached plans, subject to modifications required as a consequence of any condition(s) of this approval. The approval plans shall not be modified or altered without first obtaining development approval.
 - b. This approval is valid for a period of two years. If the development is not substantially commenced within this period, a new approval must be obtained before commencing or continuing development.
 - c. The approved use shall have a maximum occupancy of 8 persons at any given time.
 - d. The approved use shall not be occupied by the same tenant for more than three months at a time in any 12-month period.
 - e. Prior to the operation of the approved use, a sign noting the Manager's name and phone number shall be erected on the property. The sign shall be visible to pedestrians without requiring access to the property.
 - f. The approved Operational Management Plan shall be implemented to the satisfaction of the Shire of Harvey.
 - g. Parking shall be provided wholly inside the property boundaries.
2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:
 - a. Until further direction and/or guidance has been provided by the Department of Energy, Mines, Industry Regulation and Safety, the Shire of Harvey requires written evidence from a registered private building surveyor that the specific building has the appropriate classification and complies with the applicable standards. Should a swimming pool or spa be located within the property, a request for a barrier compliance inspection will need to be made with the Shire's Building Business Unit.

Moved: Cr. Holly

Seconded: Cr. Bromham

Shire President Amendment Motion

Shire President proposed the following amendment:

To amend number 1 part f wording:

Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property. The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.

Moved: President Campbell

Seconded: Cr. Bromham

To amend number 1 part f wording:

Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property. The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.

Carried 8-0

26/117

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Substantive Motion

Moved: Cr. Holly

Seconded: Cr. Bromham

That Council:

1. Approves the Application for Development Approval for Change of Use – Unhosted Short-Term Rental Accommodation” on Lot 55 (No.7) Lugano Edge, Binningup, subject to the following conditions:
 - a. The development and/or use shall be in accordance with the attached plans, subject to modifications required as a consequence of any condition(s) of this approval. The approval plans shall not be modified or altered without first obtaining development approval.
 - b. This approval is valid for a period of two years. If the development is not substantially commenced within this period, a new approval must be obtained before commencing or continuing development.
 - c. The approved use shall have a maximum occupancy of eight persons at any given time.
 - d. The approved use shall not be occupied by the same tenant for more than three months at a time in any 12-month period.
 - e. Prior to the operation of the approved use, a sign noting the Manager’s name and phone number shall be erected on the property. The sign shall be visible to pedestrians without requiring access to the property.
 - f. Prior to the operation of the approved use, an amended Operational Management Plan shall be submitted to and approved by the Shire. The amended Operational Management Plan shall not permit guests or visitors to have dogs at the property.

The approved amended Operational Management Plan shall thereafter be implemented to the satisfaction of the Shire of Harvey.

g. Parking shall be provided wholly inside the property boundaries.

2. Advises the Applicant of the following additional requirements that are not included as conditions of the approval:

a. Until further direction and/or guidance has been provided by the Department of Energy, Mines, Industry Regulation and Safety, the Shire of Harvey requires written evidence from a registered private building surveyor that the specific building has the appropriate classification and complies with the applicable standards. Should a swimming pool or spa be located within the property, a request for a barrier compliance inspection will need to be made with the Shire's Building Business Unit.

Carried 8-0 26/118

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.3.5.
Subject:	Public Health Plan 2026–2031
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Acting Manager Environmental Health Services
Authorising Officer:	Director Sustainable Development
File No.:	F/11/00017
Attachments:	1. Public Health Plan Consultation Feedback Summary [12.3.5.1 - 16 pages] 2. Public Health Plan 2026-2031 [12.3.5.2 - 46 pages]

Summary

This report presents the Shire of Harvey's draft Public Health Plan 2026–2031 (the Plan), provided in **Attachment 2**, for Council's consideration and endorsement following the public consultation process undertaken in accordance with the *Public Health Act 2016*. The draft Plan, which aligns with the State Public Health Plan for Western Australia 2025 –2030 and addresses local health priorities, was released for a 21-day public comment period as endorsed by Council on 28 April 2026. The final Plan will guide the Shire's public health priorities, actions and partnerships from 2026 to 2031, with progress to be monitored through existing reporting frameworks.

Background

Until 2016, public health in Western Australia (WA) was governed by the *Health Act 1911*, a prescriptive framework applied uniformly across Western Australia. The *Public Health Act 2016* (Act) introduced a modern, flexible and risk-based approach, enabling WA local governments to tailor public health responses to the needs and priorities of their communities.

Part 5 of the *Public Health Act 2016* requires two levels of public health planning:

- A State Public Health Plan prepared by the Chief Health Officer
- A Local Public Health Plan prepared by each WA local government.

Part 5 of the Act came into effect on 4 June 2024. The State Public Health Plan for Western Australia 2025–2030 was released in June 2025. Under the Act, all local governments must prepare and publish their Local Public Health Plans by 4 June 2026, ensuring they reflect the objectives of the State Plan while addressing local public health risks, determinants and community priorities. The Shire, along with other local governments encountered delays when the scope of the plan expanded to encompass climate change, health and mental wellbeing, vaping, injury prevention, and social determinants of health, well beyond the traditional Environmental Health function.

At the Ordinary Council Meeting held on Tuesday, 28 April 2026, Council approved the release of the draft Plan for a public comment period of not less than 21 days, inviting community and stakeholders' feedback. Council requested a further report summarising the feedback received, along with the recommended changes to the draft Plan for submission and endorsement.

Comment

The final plan is presented for Council's consideration following the completion of the public consultation process. The draft Plan was advertised for a period of 21 days, with the community and stakeholders invited to provide feedback.

Five submissions were received during the public comment period.

Following consideration of the submissions received, minor amendments have been made to strengthen existing wording and improve alignment with community expectations. No submissions identified matters requiring substantial revision to the strategic direction, priority health areas or overall framework of the draft Plan. A summary of the feedback received, and the minor amendments, is provided in **Attachment 1**.

The Plan will guide the Shire's priorities, actions and partnerships over the period of 2026 to 2031 supporting improved opportunities for healthy living for current residents, businesses, visitors to the Shire and future generations. Progress on the Plan will be monitored and reported through the Shire's existing reporting frameworks.

Statutory/Policy Environment

Public Health Act 2016

- Section 45 – Local Health Plans

Local Government Act 1995

- Section 3.1 – General Functions
- Section 5.56 – Future Planning

Strategic Framework

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

- | | |
|---------------------------|---|
| <i>Pillar 1 – People:</i> | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| <i>Objective 2:</i> | Facilitate healthy and active communities. |

Community Engagement

Community Participation Goal

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

Community participation and collaboration was facilitated through a combination of promotion via Shire newsletters, website and social media, and advice provided by Shire Officers.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public recommendations influenced the decisions and amendments.

The draft Plan was advertised for public consultation and the opportunity to provide comment for a period of 21 days. A review of the feedback was collated and where applicable incorporated into the Plan.

Risk Management

The Risk Theme Profile identified as part of this report is **Errors, Omissions and Delays, Failure to Fulfil Compliance Requirements and Inadequate Engagement Practices**. The Consequence could be **Environmental, Financial, Reputational and Compliance**.

The risk is considered **Minor** and the likelihood **Unlikely**, given that Shire Officers have followed the identified procedures and the draft Plan has been thoroughly researched and provided by a qualified Shire Officer.

This results in a **Low** risk being present.

Budget Implications

Any future budget allocations to implement the draft Plan would be considered through annual budget 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

Simple Majority

Officer's Recommendation

That Council adopts the Shire of Harvey Public Health Plan 2026–2031 as in **Attachment 2**.

Moved: Cr. Coleman

Seconded: Cr. Holly

That Council adopts the Shire of Harvey Public Health Plan 2026–2031 Attachment 2.

Carried 8-0 26/119

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

12.4. Corporate Services

Item No.	12.4.1.
Subject:	Financial Statements as at 31 May 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 as at 31 May 26 [12.4.1.1 - 10 pages]

Summary

The Financial Statements as at Thursday, 31 May 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 31 May 2026	BUDGET 2025–2026	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$48,702,579	\$50,431,067	\$ 1,728,488
Ordinary Expenditure	\$54,364,770	\$60,793,339	\$ 6,428,569
Capital Revenue	\$ 9,541,968	\$49,809,701	\$40,267,733
Capital Expenditure	\$11,347,114	\$58,153,079	\$46,805,965
End of Period Surplus/(Deficit)			\$10,467,649
			ACTUAL
Statement of Financial Position			
Current Assets			\$ 38,871,490
Net Assets			\$819,645,530

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 96% of the rates were collected by Thursday, 31 May 2026 compared to 96% for the previous year. The Shire continues to pursue unpaid rates as part of its formulated rates debt collection process.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposits \$9 million in Municipal funds and \$26.4 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.45%. New term deposits are attracting an interest rate of approximately 4.75% 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. Three instalments of Financial Assistance Grant 2025–2026 were also received to date in 2025–2026.

Employee Costs

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

Material, Contracts, Utilities and Other Expenses

These accounts reflect eleven months of the financial year and although the Shire is mindful of fuel price cost implications, it is anticipated the Shire will operate within its means and in line with the adopted Budget for the 2025–2026 financial year.

Capital Expenditure

The Shire has budgeted to spend \$54 million on capital projects throughout the Shire in 2025–2026. Expenditure totalling \$11.3 million on capital works has been reported at the end of May 2026. While planning, design and procurement activities are currently underway for a number of major capital works projects, approximately \$33.20 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 are listed below:

Project	Budget
Harvey Community Precinct	\$7,050,000
Australind Office Expansion	\$2,000,000
Binningup Skate Park Redevelopment	\$826,000
LLC - Court Expansion Construction	\$14,950,000
Leschenault Bush Fire Brigade Shed	\$1,423,000
Playground Equipment (Virgo Brace, Yarloop One Tree, Binningup Oval)	\$887,000
Harvey Playground and Associated Infrastructure	\$1,385,000
Galway Green - Irrigation System Upgrade	\$500,000
LRP Oval 1 – Lighting Southwest Corner	\$880,000
Pending Roadwork Construction works of value approximately	\$3,600,000

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 31 May 2026 provided in **Attachment 1**.

Moved: Cr. Dickinson

Seconded: Cr. Holly

That Council receives the Financial Statements as at 31 May 2026 provided at Attachment 1.

Carried 8-0 26/120

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.	12.4.2.
Subject:	Payments May 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 May 2026 [12.4.2.1 - 25 pages]

Summary

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

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal CP.51.1 – CP.54.193	\$ 4,817,791.30
117753	\$ 7,556.00
CBA Credit Cards	\$ 20,411.63
Electronic Funds Submitted/Direct Debits	\$ 1,464,608.77
Total	<u>\$ 6,310,367.70</u>

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 5,030.52
BP Fuel Card	\$ 13,908.55
Puma Fuel Card	\$ 1,043.87
Total	<u>\$ 19,982.94</u>

Statutory/Policy Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulation 1996

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

- Regulation 13A – Payments by employees via purchasing cards

Strategic Framework

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

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

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

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

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

Budget Implications

The payments listed above have been budgeted for in the Shire's 2025–2026 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 May 2026 totalling \$6,310,367.70.

Moved: Cr. Coleman

Seconded: Cr. Bromham

That Council notes the list of accounts paid at *Attachment 1* for the period of May 2026 totalling \$6,310,367.70.

Carried 8-0 26/121

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.4.3.
Subject:	Digital Transformation Strategy and Plan
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Information Services
Authorising Officer:	Director Corporate Services
File No.:	F/16/00061
Attachments:	1. Digital Transformation Strategy-2026-2030 [12.4.3.1 - 14 pages] 2. Digital Transformation Plan 2026-2030 [12.4.3.2 - 12 pages]

Summary

Council is requested to adopt the Digital Transformation Strategy 2026–2030 (Strategy) as included in **Attachment 1**. This Strategy aims to ensure that adequate systems, technology and processes are understood, planned, resourced and implemented effectively. It provides a strategic approach to improving the Shire of Harvey (Shire) services by embedding technology into business processes to achieve efficiencies and enhanced service delivery.

The Digital Transformation Plan 2026–2030 (Plan) as included in **Attachment 2** defines the actionable initiatives on measurable and accountable timelines to increase the efficiency of the Shire's information systems and processes.

It is recommended that Council adopts the Strategy and Plan as included as **Attachment 1 and Attachment 2**.

Background

Strategies set a clear direction for the Shire's future by defining priorities, objectives, and coordinated initiatives to achieve desired outcomes. They are developed as the Shire identifies opportunities, responds to emerging challenges, and adapts to external influences such as legislative changes, community needs, and evolving risks.

The Information Services Strategic Plan 2024–2027 adopted by Council in August 2023 identified reviewing and implementing a replacement Enterprise Resource Planning (ERP) system as the number two and three technology initiatives. Various other efficiency gains relating to Shire's use of business systems were also identified. A view of the current state of the information systems was developed through a process of consultation with all Shire business units. A desired state was then formulated which in turn led to the identification of several technology initiatives.

The ERP has been reviewed and implementation of the replacement is in progress. The Strategy has been developed to further enhance the Shire's information systems and controls to achieve efficiencies through the use of technology.

Achieving these efficiencies requires the identification of tangible tasks that are planned across achievable timelines. The Plan (refer **Attachment 2**) defines these as initiatives delivered in workstreams to allow parallel implementation.

The Shire's Council Plan 2025–2035, Objective 21 identifies the service Information and Communication Technology Management that provides secure, modern, and resilient information, records and technology systems that support efficient service delivery. The implementation of the Strategy and Plan will significantly improve the performance of this service and assist the Shire in obtaining the objectives in the Council Plan 2025–2035, including an enhanced customer experience.

Comment

Digital transformation is business process centric with an emphasis on technology. Integral to this is the adoption of the technology and the process changes that it brings. Change management is a high priority for the Shire and will enable successful implementation with the resultant efficiency gains. These gains benefit both staff and the public by enhanced service delivery and a better customer experience.

The Strategy is underpinned by four strategic pillars which define high level commitments the Shire has made to achieve the desired level of digital transformation.

- Security
- Compliance
- Efficiency
- Enabling Technologies

Supported by the pillars are objectives that detail high level requirements of the digital transformation process and form the basis of initiatives that deliver the outcomes.

- Enhanced Customer Experience
- Enhanced Service Delivery
- Modernising the Platform
- Digitisation
- Mobility

Technology is a prime focus of the digital transformation; however the human aspect cannot be ignored. Staff own and execute the processes that employ the technology. Changes to these processes need to be managed with a focus on staff.

Effective change management is a critical component of digital transformation and ensures a quality result while protecting staff from factors such as change fatigue. The ERP replacement project has successfully employed an ADKAR based approach to implementing the initial modules of the ERP. ADKAR has the components of Awareness, Desire, Knowledge, Ability and Reinforcement. The approach can be summarised into the following stages:

- Analysis of the current state.
- Determination of proposed future state.
- Change Impact Assessment into scale and complexity.
- Change Delivery including communications, training and documentation.
- Ongoing support to embed the changes into business as usual

The Plan initiatives complete the ERP installation and extend to other technologies and compliance including hardware and software.

Business process reengineering is a key component for the life of the Plan. It factors in the human component and ensuring the pace of change is designed so that it is achievable but does not overload staff with continual change which is critical for successful transformation.

The initiatives in the Plan are grouped into workstreams that allow parallel execution of individualised reporting:

- ERP System Initiatives
- Information Management Initiatives
- Security and Compliance Initiatives
- Information System Initiatives
- Technology Device Initiatives

Lewin's basic change model with a degree of flexibility is to be employed for these initiatives. Each process has its own complexities, and the model provides the basic direction but transition between stages and what each stage means in practice will be tailored as required. This model involves three stages.

- Unfreezing - Preparing organisation for change, communications and ensuring all staff are aware and understand the need for the change.
- Change - Make the change, communication and support are key in this stage.
- Refreezing - Embedding the change into workplace culture and business as usual to be the new normal. Positive reinforcement is critical.

Digital transformation and business process reengineering is ongoing through a process of continual improvement. As such when a process is refrozen it can be unfrozen in the next iteration. This allows for slower incremental transformation.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.56 – Planning for the future

Information Services Strategic Plan 2024–2027

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. |

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 is 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 Profiles identified as part of this report are **Business and Community Disruption, Failure of IT, Communications Infrastructure** and **Inadequate Project / Change Management**. The Consequence could be **Service Delivery Interruption, Compliance** or **Reputation** if the Shire fails to deliver services in a timely manner or if digital transformation change is not managed effectively resulting in service degradation. The risk is considered **Possible** and the likelihood **Moderate**.

This risk is mitigated by using qualified Shire Officers to implement the initiatives identified in the Plan, manage organisational change on acceptable timeframes and implementation of ongoing progress reporting. This results in a **Medium** risk rating.

Budget Implications

Initiatives identified in the Digital Transformation Plan 2026–2030 will require Council consideration in the formation of the annual budget each year beginning with the 2026–2027 financial year.

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 Digital Transformation Strategy 2026–2030 as included in **Attachment 1**.
2. Adopts the Digital Transformation Plan 2026–2030 as included in **Attachment 2**.

Moved: Cr. Morley

Seconded: Cr. Bromham

That Council:

1. **Adopts the Digital Transformation Strategy 2026-2030 as included in *Attachment 1*.**
2. **Adopts the Digital Transformation Plan 2026-2030 as included in *Attachment 2*.**

Carried 8-0 26/122

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.4.4.
Subject:	Proposed Revenue and Rating Plan 2026–2027
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Director Corporate Services
Authorising Officer:	Chief Executive Officer
File No.:	FM/R/900
Attachments:	1. Revenue and Rating Plan 2026-2027 [12.4.4.1 - 14 pages]

Summary

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

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

After reviewing the Shire of Harvey's (the Shire) 2026–2031 Forward Capital Works Plan, draft 2026–2027 Fees and Charges, and in line with the above rating principles, the proposed 2026–2027 Revenue and Rating (the Plan) has been developed.

It is recommended that Council adopts the proposed 2026–2027 Revenue and Rating Plan (refer **Attachment 1**) and advertises the Plan along with the Objectives and Reasons for the Differential General Rates for public comment.

Background

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

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

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

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

1. Method of valuation of the land
2. Valuation of the land and improvements
3. Rate in the dollar applied to that valuation by the local government.

Under the *Local Government Act 1995*, the Minister for Local Government is responsible for determining which method of valuation is to be used. This is based on the predominant use of land. Land is valued according to its unimproved value (UV) for land used predominantly for rural purposes or gross rental value (GRV) for land used predominantly for non-rural purposes. The Valuer General values the land in accordance with the provisions of the *Valuation of Land Act 1978*.

The Valuer General periodically reviews the value of land to ensure it is closely reflective of market values. UV land within the Shire is typically revalued annually. Having an annual revaluation limits the amount of movement in valuation relevant to just the previous year. As there is a much greater number of GRV properties, they are typically revalued every four or five years due to the cost of undertaking the valuation. The Valuer General provided the Shire with reviewed values for all GRV properties in June 2025.

Comment

The Shire's Council Plan 2025–2035 is the predominant plan which guides the development of the Shire and the services it offers. It realises our community's vision by detailing the actions, services, operations and projects the Shire will deliver within a ten-year period. Other critical informing financial strategies are the Long-Term Financial Plan (LTFP), the Asset Management Plan and the Workforce and Diversity Plan.

Financial Strategies and Principles

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

- Continuous improvement in the financial capacity and sustainability of the Shire
- Maintenance of a fair and equitable rating structure
 - o Strengthening results to ensure long term financial sustainability
 - o Prudent use of debt
 - o Accumulating funds to meet cash flow demands
- Maintaining or improving service level standards
- Maintenance of cash reserves for future commitments
- Maintaining or increasing funding for asset maintenance and renewal
- Shire's response arising from economic conditions
- Specified area rates to fund specific operating costs
- Fees, charges and rates are determined upon an equitable basis.

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

Economic Climate and Long-Term Financial Planning

The Shire's adopted 2024–2034 LTFP identified the need to increase rates by 4% above CPI for the 2025–2026 financial year and 3.2% and 2.0% in the following years.

Council with the adoption of the LTFP recognised this increase is needed as a catch-up from prior years where, as a result of COVID-induced hardship, the Shire did not increase rates in line with service level requirements.

The Perth CPI for the 2022–2023 financial year was 5.8%, 2023–2024 was 3.4%, 2024–2025 was 2.8% and 2025–2026 was 4.6% (March to March).

While the LTFP modelling indicated a total rate increase of approximately 7.8% (3.2% above CPI) for 2026–2027, the Shire has instead proposed a 7% rate rise. This approach seeks to strike an appropriate balance between maintaining the financial capacity to deliver essential services, asset renewal and community infrastructure, and recognising the financial pressures currently being experienced by many of the Shire's ratepayers.

Fees and Charges

Fees and Charges generate around 23% of the Shire's operating revenue and form the second highest revenue stream of the Shire following that of Rates.

Fees and Charges have been reviewed and workshopped with Council with all but the Waste Facilities Maintenance Rate and Rubbish charges being adopted in May 2026. The Waste Facilities Maintenance Rate and Rubbish charges will be adopted as part of the draft 2026–2027 Budget.

Rates

Rates revenue makes up approximately 63% of the Shire's operating revenue and is a necessity for the Shire's provision of service delivery and asset management.

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

- Differential general rates
- Specified area rates (to maintain landscaping within designated common areas to higher standards)
- Waste Facilities Maintenance rates (to provide funding to maintain Shire's waste facilities).

Differential General Rates

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

Rate Category	Property Count	Rate in the Dollar	Minimum Payment
Gross Rental Valuation			
GRV – Residential Rate	11,263	0.077971	\$1,586
GRV – Commercial / Industrial	295	0.109665	\$1,674
GRV – Transient Workforce / Workforce Accommodation	0	0.127948	\$1,921
Unimproved Valuation			
UV – Rural Rate	1,756	0.004346	\$1,586
UV – Commercial Rate	32	0.005444	\$1,674
Total	13,346		

The increase to the GRV – Residential Rate and UV – Rural Rate represents a 7% increase on the 2025–2026 rate in the dollar (after revaluation equalisation for UV only) and a 7% increase in minimum rates.

The differential between the GRV – Commercial/ Industrial Rate and the GRV – Residential Rate is 41%. A consideration in making this proposal is that GRV commercial and industrial properties can generally apply a tax deduction for local government rates.

The differential between the GRV – Transient Workforce / Workforce Accommodation Rate and the GRV – Residential Rate is 64%. A consideration in making this proposal is that GRV transient workforce / workforce accommodation properties can generally apply a tax deduction for local government rates and the increased rate reflects a higher use of Shire facilities through a more densely populated property.

The differential between the UV – Commercial Rate and the UV – Rural Rate is 25%. A consideration in making this proposal is that UV commercial properties can generally apply a tax deduction for local government rates.

Objectives and Reasons for Differential Rates

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

- **GRV – Residential Rate**

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

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

- **GRV – Commercial/Industrial Rate**

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

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

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

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

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

- **UV – Rural Rate**

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

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

- **UV – Commercial Rate**

The objective of this category is to apply a differential rate or minimum payment to land with an Unimproved Value that is wholly or partly used, held or zoned for commercial purposes.

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

Specified Area Rates

Landscape maintenance of the common areas in Kingston, Galway Green, Lakewood Shores and Treendale are undertaken by Shire contractor. This service is heavily subsidised by the Shire. The contract renewal for 2026–2027 is anticipated to increase by more than CPI as a result of fuel prices, which has resulted in the following increase.

It is proposed for the 2026–2027 financial year that the following rate in the dollar apply for the specified areas listed below.

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

Rate in dollar – 0.007175 which represents a 7% increase from 2025–2026.

Objects and Reason for Specified Area Rate

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

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

Rate in dollar – 0.006747 which represents a 7% increase from 2025–2026.

Objects and Reason for Specified Area Rate

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

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

Rate in dollar – 0.007803 which represents a 7% increase from 2025–2026.

Objects and Reason for Specified Area Rate

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

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

Rate in dollar – 0.010176 which represents a 7% increase from 2025–2026.

Objects and Reason for Specified Area Rate

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

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

Rate in dollar – 0.008083 which represents a 7% increase from 2025–2026.

Objects and Reason for Specified Area Rate

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

Waste Facilities Maintenance Rate

The purpose of the Waste Facilities Maintenance Rate 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. This rate is levied on all rateable land within the Shire.

Revenue from this rate will be available to providing for the proper performance of all or any of the waste facility services of the Shire. This rate is separate from the differential rates to be adopted by Council. The proposed rate in the dollar and minimum rate for the Waste Facilities Maintenance Rate are shown in the following table:

Rate Category	Property Count	Rate in the Dollar	Minimum Payment	Rates Raised
Gross Rental Valuation				
GRV – Residential Rate	11,263	0.000001	\$90	\$1,013,670
GRV – Commercial / Industrial	295	0.000001	\$90	\$26,550
Unimproved Valuation				
UV – Rural Rate	1,756	0.000001	\$90	\$158,040
UV – Commercial Rate	32	0.000001	\$90	\$2,880
Total	13,346			\$1,201,140

Statutory/Policy Environment

Local Government Act 1995:

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

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.

Community Engagement

Community Participation Goal

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

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

Promise to the Community

Inform: We will keep you informed.

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

Risk Management

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

Budget Implications

The proposed 2026–2027 Revenue and Rating Plan forms the basis for the development of rates revenue in the draft 2026–2027 Budget. Following adoption of the plan by Council, it will be advertised for public comment. Following the minimum 21 day advertising period, Council will consider any public comments as part of its deliberations of the draft 2026–2027 Budget.

Authority/Discretion

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts the proposed Revenue and Rating Plan 2026–2027 as per ***Attachment 1***.
2. Requests the Chief Executive Officer to:
 - a. Advertise the proposed Revenue and Rating Plan 2026–2027 and Objectives and Reasons for the Differential General Rates for public comments.
 - b. Provide a report to Council of any public comments received during the advertised period for Council to consider as part of its draft 2026–2027 Budget deliberations.

Moved: Cr. Coleman

Seconded: Cr. Holly

That Council:

1. **Adopts the proposed Revenue and Rating Plan 2026–2027 as per *Attachment 1*.**
2. **Requests the Chief Executive Officer to:**
 - a. **Advertise the proposed Revenue and Rating Plan 2026–2027 and Objectives and Reasons for the Differential General Rates for public comments.**
 - b. **Provide a report to Council of any public comments received during the advertised period for Council to consider as part of its draft 2026–2027 Budget deliberations.**

Carried 8-0

26/123

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

12.5. Community and Lifestyle

Item No.:	12.5.1.
Subject:	Community Grants Assessment Panel
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Community Development
Authorising Officer:	Director Community and Lifestyle
File No.:	C046/00004
Attachments:	1. Draft Terms of Reference Community Grants Assessment Panel [12.5.1.1 - 3 pages]

The following additional information is provided in regard to Item 5.1.1. in an addendum.

An amendment is required to be made to the Terms of Reference (**Attachment 1**).

The following amendments to **Attachment 1** have been made:

Section 1.6 has been amended to: *"The Chairperson of the Panel will be a Council member"*

And

Section 5 dot point 1 has been amended to: *"The Chairperson will be a Council Member to be appointed by the Panel at its first meeting following Council elections."*

Summary

This report seeks Council endorsement of the Community Grants Assessment Panel Terms of Reference (**Attachment 1**) and the appointment of two Elected Members and one Deputy, to the Panel.

Background

At the Ordinary Council Meeting held on Tuesday, 16 December 2025, it was resolved:

"That Council:

- 1. Approves the proposed amendments as shown in Attachment 2 to Policy 3.1.6 – Community Funding"*

One of the changes to Policy 3.1.6 Community Funding was the inclusion of a consistent assessment panel comprised of:

- Two Elected Members and one Deputy
- Chief Executive Officer
- Director Community and Lifestyle
- Manager Community Development
- Manager Finance
- Manager Environmental Health Services
- Manager Economic Development
- Manager Public Relations and Communications

- Grants Coordinator

Comment

The Terms of Reference have been developed based on the existing Advisory Group framework, with refinements to reflect the operational nature of grant assessment. Having two Elected Members on the Panel will provide strategic oversight and represent the Council's policy position.

Panel members will assess applications against approved criteria, with final funding decisions remaining the responsibility of Council.

Statutory/Policy Environment

Policy 3.1.6 Community Funding

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 3:</i>	Grow participation in arts, culture and creative activities.
<i>Objective 6:</i>	Value and celebrate cultural diversity.
<i>Pillar 3 – Place:</i>	A liveable, sustainable and well-designed built environment that is accessible to all.
<i>Objective 15:</i>	Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained.
<i>Pillar 5 – Performance:</i>	A representative leadership that is future thinking, transparent and accountable.
<i>Objective 23:</i>	Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

Community Engagement

Community Participation Goal

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 is 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. Information regarding the assessment of grants will be communicated to applicants.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**.

The Consequence could be **Reputation** if the Shire fails to improve systems and processes. The Reputation consequence is considered **Moderate** and the likelihood is **Possible** resulting in a **Medium** risk. Revising the assessment process will mitigate this risk by improving transparency.

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. Endorses the Community Grants Assessment Panel Terms of Reference (**Attachment 1**).
2. Appoints the following Delegates and Deputy to the Community Grants Assessment Panel:

Delegates:

- a. Cr.
- b. Cr.

Deputy:

- a. Cr.

Moved: Cr. Dickinson

Seconded: Cr. Bromham

That Council:

1. **Endorses the Community Grants Assessment Panel Terms of Reference (*Attachment 1*).**
2. **Appoints the following Delegates and Deputy to the Community Grants Assessment Panel:**

Delegates:

- a. Cr. Hitchcock**
- b. Cr. Dickinson**

Deputy:

- a. Cr. Coleman**

Carried 8-0

26/124

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

Item No.:	12.5.3.
Subject:	Honours and Awards Homegrown Heroes Program Update
Proponent:	Community Development
Location:	Shire of Harvey
Reporting Officer:	Administration Officer - Community & Lifestyle
Authorising Officer:	Director Community and Lifestyle
File No.:	F/40/19952
Attachments:	1. Policy-3-1-1- Awards-and- Honours Current [12.5.3.1 - 4 pages] 2. Policy-3-1-1- Awards-and- Honours Tracked Changes [12.5.3.2 - 6 pages] 3. Policy-3-1-1- Awards-and- Honours Final Draft [12.5.3.3 - 4 pages] 4. Confidential Attachment 1

The following additional information is provided in regard to Item 5.5.3. in an addendum.

An amendment is required to be made to Policy -3-1-1- Awards and Honours Final Draft (**Attachment 3**).

The following provision has been included in **Attachment 3**:

"The conferral of the title of Freeman of the Shire will be marked by a formal civic ceremony. The ceremony will be designed to appropriately recognise the recipient's distinguished service and contribution to the community at a time and location chosen by the Chief Executive Officer."

Reason for Confidentiality

Pursuant to Section 5.23(4)(b) of the *Local Government Act 1995*, portions of this report contained within **Confidential Attachment 1** include information relating to the personal affairs of an individual. Accordingly, the contents of **Confidential Attachment 1** are provided to Council on a confidential basis.

Should Council wish to discuss the information contained within the confidential attachment, Council will be required to resolve to close the meeting to members of the public in accordance with Section 5.23 of the *Local Government Act 1995*.

During the closed session, discussion is to be limited to the confidential information contained within the attachment and matters directly relating to the tender evaluation and recommendation.

Summary

This report is to provide an update regarding the Honours and Awards 2026 Homegrown Heroes program, noting the low community participation in this program. Due to the limited number of nominations received, it is recommended that the Shire discontinues the program and awards this year's recipients at the Australia Day awards in 2027.

Policy 3.1.1 – Awards and Honours currently includes provisions for the Homegrown Heroes program. To give effect to the recommendation to cease the program, the policy requires amendment. Accordingly, Officers have provided the existing policy (**Attachment 1**), a tracked-changes version showing the proposed amendments (**Attachment 2**), and a clean copy of the policy reflecting the accepted changes (**Attachment 3**) if Council adopts the Officer's recommendation.

Background

From the early 2000's through to around 2019, WA Week Dinners delivered by local governments were typically supported through a small State Government community grants program linked to WA Week, which occurs in June each year. This program was generally administered through partnerships between the Department of Communities, Lotterywest, and coordinating organisations, and was designed to enable local governments and community groups to host recognition events on a modest scale. Funding was usually limited (often only a few thousand dollars per event) and was intended to offset costs such as catering, venue hire and promotion rather than fully fund delivery.

Records show that commencing 2006, the Shire has hosted a version of the WA week recognition events on an annual basis, except for 2020 due to COVID.

Presentation dinners have been held throughout the Shire on a rotational basis: Harvey, Yarloop, Brunswick Junction, Myalup/Binningup and Australind. Participation over the years has fluctuated with between 5 and 18 nominations received, with an average of 9.5 nominations per year.

WA Week Dinners became embedded as recurring civic recognition events, however over time, there has been increasing overlap with other established recognition programs. Many local governments found themselves duplicating effort alongside sector-led initiatives such as the Auspire Awards and National Volunteer Week activities, which were already supported through separate grant streams and coordinated by peak bodies.

By 2020, broader changes to State funding models began to shift the landscape. Rather than automatically funding recurring local events, grant programs increasingly prioritised outcomes, collaboration, and statewide impact - encouraging fewer, better-coordinated initiatives. This transition highlighted the inefficiencies of the earlier WA Week Dinner model, where local governments were independently delivering recognition events with overlapping purposes, audiences, and funding sources.

The Shire participates annually in the Auspire/Australia Day Council of Western Australia - Community Citizen of the Year Awards program that is presented on Australia Day.

Comment

Over recent years, there has been a steady decline in participation for the Homegrown Heroes program.

Eligible nominations received:

- 2026 – 8
- 2025 – 14
- 2024 – 15

Officers consider that the low participation by the community for the Homegrown Heroes program is due to the existence of other well established volunteer recognition programs. These programs attract broad promotion, benefit from strong brand recognition, and are often delivered during National Volunteer Week or on Australia Day, resulting in the available pool of nominees being diluted across numerous awards.

Some examples of volunteer recognition programs are:

- Auspire/Australia Day Council Community Citizen of the Year program, presented on Australia Day each year.

- WA Volunteer Service Awards run by Department of Communities. This is a state-wide program. Awards are held in May during National Volunteer Week.
- WA Volunteer of the Year Awards run by Volunteering WA. This is a state-wide program. Awards are presented in May during National Volunteer Week.
- South West Volunteer of the Year Awards run by Volunteer South West. This is a Bunbury-Geographe region program that includes the Shire. Awards are presented at their Annual National Volunteer Week celebration in May.

A review of current practices across South West local governments indicate a clear shift toward larger scale recognition - primarily through Australia Day ceremonies and regional initiatives such as Volunteer of the Year Awards. As a result, most South West local governments no longer see value in maintaining a separate WA Week dinner, given that similar recognition is already delivered through these overlapping frameworks.

Shire Officers met with Volunteer South West on Friday, 17 April 2026, noting that even long-standing regional volunteer awards are experiencing declining nominations due to the increasing number of recognition programs across Western Australia. In this context, the continuation of a separate Shire run award is unlikely to significantly improve recognition outcomes and may contribute to further fragmentation of volunteer acknowledgement.

In addition to declining participation, the cost of hosting the Homegrown Heroes awards ceremony is a consideration. The event has traditionally incurred costs of approximately \$15,000 for the event plus staffing costs to administer the program. Given the decreasing number of nominations received in recent years, Officers consider that the ongoing delivery of a standalone awards event is no longer proportionate to the level of community engagement achieved. Officers consider that stronger outcomes may be achieved by supporting and promoting established regional and state award programs, and by collaborating with organisations such as Volunteer South West to recognise local volunteers through existing, well supported frameworks. This approach reduces duplication, improves visibility for nominees, and ensures volunteer recognition efforts remain sustainable.

Shire Officers have reviewed the Homegrown Heroes and Community Citizen of the Year programs and found nominees would qualify for either award based on the same activities.

On Wednesday, 12 May 2026 the Honours and Awards Advisory Group members met to assess the eight nominations for the 2026 Homegrown Heroes program. As highlighted on page 7 of the minutes (**Confidential Attachment 1**), the Honours and Awards Advisory Group has made recommendations for awards in the following categories:

- Meritorious Service Award
- Appreciation Award
- Community Spirit Award
- Sporting Excellence Award

Advisory Group members discussed the presentation of these awards and the related budget considerations. Advisory Group members recommend that it would be appropriate to present these awards alongside the Auspire Australia Day Citizen of the Year awards held at Australia Day ceremonies hosted around the Shire.

Names of nominees are required to be embargoed until the presentation of these awards. Should Council support the Advisory Group's recommendation; Shire Officers will contact the nominators and advise that a decision has been made and that they will be presented at a later date.

Statutory/Policy Environment

Policy 3-1-1 Awards and Honours

Strategic Framework

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

<i>Pillar 1 – People:</i>	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
<i>Objective 2:</i>	Facilitate healthy and active communities.
<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

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

Community Development engaged with a range of community groups and associations about the Homegrown Heroes program which have informed this report.

Promise to the Community

Inform: We will keep you informed.

The Minutes of this Council meeting, containing this report will be published on the Shire website and the Community Development team will liaise with the nominators of the 2026 Homegrown Heroes program advising of Council's decision.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Project / Change Management**. The Consequences could be **Reputation** and **Financial** due to the Shire continuing to provide a program that is attracting low engagement by the community.

The **Reputation** consequence is considered **Moderate** and the likelihood is **Likely** resulting in a **High** risk. The **Financial** consequence is considered **Minor** and the likelihood is **Likely** resulting in a **Medium** risk.

The Officer's recommendation mitigates this risk by removing the Homegrown Heroes/Shire of Harvey Community Awards Program from the Honours and Awards Policy and providing direction for Shire Officers to focus on the promotion of other established award programs.

Budget Implications

Hosting the Homegrown Heroes awards ceremony costs approximately \$15,000 for catering, venue and equipment hire. These costs are allocated to the Office of the CEO's budget under budget line 40108.

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. Notes the attached minutes and awards assessment (***Confidential Attachment 1***) from the Honours and Awards Advisory Group meeting held on Wednesday, 12 May 2026.
2. Approves the recommendation of the Honours and Awards Advisory Group to award the selected nominees, with presentations to take place alongside the Community Citizen of the Year award recipients at a 2027 Australia Day event.
3. Endorses the amended Policy 3.1.1 Awards and Honours as per ***Attachment 3***.
4. Approves ceasing the annual Homegrown Heroes, Shire of Harvey Community Awards Program.

Moved: Cr. Bromham

Seconded: Cr. Coleman

That Council:

1. **Notes the attached minutes and awards assessment (*Confidential Attachment 1*) from the Honours and Awards Advisory Group meeting held on Wednesday, 12 May 2026.**
2. **Approves the recommendation of the Honours and Awards Advisory Group to award the selected nominees, with presentations to take place alongside the Community Citizen of the Year award recipients at a 2027 Australia Day event.**
3. **Endorses the amended Policy 3.1.1 Awards and Honours as per *Attachment 3*.**
4. **Approves ceasing the annual Homegrown Heroes, Shire of Harvey Community Awards Program.**

Carried 8-0

26/125

Votes:

For: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Coleman, Cr. Hitchcock, Cr. Morley, Cr. Carbone and Cr. Holly.

Against: Nil.

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

Cr. Coleman put forth the following Notice of Motion:

That Council:

1. Designates the positions of Director Corporate Services, the Director Sustainable Development, the Director Community and Lifestyle, and the Director Infrastructure Services within the Shire of Harvey to be "senior employees" for the purposes of Section 5.37 of the *Local Government Act 1995*.
2. Authorises the Chief Executive Officer (CEO) to amend the Shire's organisational structure and relevant workforce plans to reflect this designation.
3. Notes that the employment of these senior employees will be governed by written contracts in accordance with Section 5.39 of the *Local Government Act 1995*.

Officer Comment

The proposed designation of the Shire's Director positions as senior employees under section 5.37 of the *Local Government Act 1995* would represent a change from the Shire's current approach. Council previously resolved in 2020 to remove the designation of senior employees, other than the Chief Executive Officer, and this position has remained in place since that time.

Preliminary advice received and an internal review of the legislative provisions indicate that the framework and proposed Council Motion is not clear in its application to existing employees who already occupy the affected positions. In particular, sections 5.37 and 5.39 of the Act do not clearly identify how a Council decision to designate existing positions as senior employee positions is to be implemented where those positions are already occupied and governed by existing employment contracts.

This creates a number of practical, contractual, governance and industrial relations considerations.

The affected Director positions are not vacant positions subject to recruitment. They are existing positions occupied by current employees with established employment arrangements. The legislation does not clearly state whether a designation under section 5.37 has immediate effect on existing employees, whether it would only take effect upon renewal of a contract, or whether it would apply only when a vacancy occurs and the position is subsequently filled. Consequently, there is uncertainty as to how the proposed designation could be implemented in practice.

There are also potential industrial relations implications. Existing employment contracts are private legal agreements between the employer and employee. To the extent that any current contractual arrangements may be inconsistent with the requirements applicable to designated senior employee positions, implementation may require contract variations or amendments. Such changes may require employee consultation and agreement and cannot necessarily be imposed unilaterally by the employer. Depending on the nature of the existing arrangements, there may be risks associated with varying employment conditions, altering the nature of employment, or changing contractual rights and obligations. These matters require careful legal consideration before any decision is made.

Importantly, Council is unable to properly assess these implications in open Council. Employment contracts, performance matters, remuneration arrangements and other employment-related information are confidential. Council does not have access to individual employment contracts and it would not be appropriate for specific contractual terms or employment matters relating to individual employees to be discussed in the Chamber. As a result, Council would be considering a proposal without visibility of the contractual arrangements that may be affected by the decision.

The practical effect of the designation should also be considered. Section 5.37 primarily affects proposals to employ or dismiss a designated senior employee. The provision requires the CEO to inform Council of a proposal to employ or dismiss a senior employee, with Council then able to accept or reject the CEO's recommendation.

However, the legislation does not extend Council's role to the broader management of those employees. Council does not supervise Directors, undertake performance management, determine remuneration, negotiate employment contracts, manage disciplinary matters, or direct the day-to-day activities of staff. Those functions remain the responsibility of the Chief Executive Officer.

It is also noted that the designation does not appear to provide Council with authority over all employment-related matters concerning senior employees. Preliminary review indicates that contract renewals, contract expiry, resignations and other routine employment matters remain administrative functions and do not necessarily require a Council decision. Accordingly, the practical effect of the designation may be more limited than anticipated, while still creating additional procedural requirements and governance complexity.

The proposal may also affect future recruitment processes. Where a designated senior employee position becomes vacant, statutory advertising requirements apply and the CEO must subsequently present a recommendation to Council regarding the preferred candidate. While this provides an additional level of Council oversight, it may also introduce delays, additional administrative processes and uncertainty within recruitment activities. In an increasingly competitive market for executive and specialist local government employees, this may impact the Shire's ability to recruit and secure preferred candidates in a timely manner.

It is also relevant to note that the legislative framework relating to senior employees has evolved significantly over time. Historically, Councils exercised a greater role in relation to senior employee appointments and employment matters. Subsequent reforms have progressively clarified the distinction between governance and administration, reinforcing the CEO's role as the employer and manager of staff while limiting Council's involvement to specific statutory functions. The current framework reflects a broader legislative trend towards maintaining a clear separation between Council's strategic governance role and the CEO's operational responsibilities. Department of Local Government, Industry Regulation and Safety (LGIRS) have also recommended the removal of section 5.37. Please see the policy position by the Department attached at **Attachment 1**. It's also noted that no organisational structure amendment is required as part of the proposed motion.

Given the complexity of these issues, the uncertainty surrounding the application of the legislation to existing employees, and the inability for Council to properly consider individual contractual arrangements in open Council, it is considered prudent that independent legal advice be obtained before Council determines the designation of Senior Employees.

Moved: Cr. Coleman

Seconded: Cr. Hitchcock

That Council:

- 1. Designates the positions of Director Corporate Services, the Director Sustainable Development, the Director Community and Lifestyle, and the Director Infrastructure Services within the Shire of Harvey to be "senior employees" for the purposes of Section 5.37 of the *Local Government Act 1995*.**
- 2. Authorises the Chief Executive Officer to amend the Shire's organisational structure and relevant workforce plans to reflect this designation.**
- 3. Notes that the employment of these senior employees will be governed by written contracts in accordance with Section 5.39 of the *Local Government Act 1995*.**

Lost 3-5

Votes:

For: Cr. Coleman, Cr. Hitchcock and Cr. Holly.

Against: President Campbell, Cr. Dickinson, Cr. Bromham, Cr. Morley and Cr. Carbone.

Cr. Morley Alternative Motion

Cr. Morley proposed the following Alternative Motion:

That Council:

1. Request the Chief Executive Officer to investigate the designation of Senior Employees and bring a Report to the September 2026 Ordinary Council Meeting.
2. Ensure adequate provision in the 2026-2027 Annual Budget for the investigation.

Moved: Cr. Morley

Seconded: Cr. Coleman

That Council:

1. **Request the Chief Executive Officer to investigate the designation of Senior Employees and bring a Report to the September 2026 Ordinary Council Meeting.**
2. **Ensure adequate provision in the 2026-2027 Annual Budget for the investigation.**

Lost (Casting Vote) 5-4

Votes:

For: Cr. Coleman, Cr. Hitchcock, Cr. Morley and Cr. Holly.

Against: President Campbell, Cr. Dickinson, Cr. Bromham and Cr. Carbone.

14. Notice of Motion for Following Meeting

Nil.

15. Reports of Members

President Campbell reported on her attendance at the following:

June 2026

- Meeting with Leschenault Sporting Association
- Meeting with Yarloop Workshop
- Meeting with Fiveight
- SEN Radio
- Shire Radio Chat
- Meeting with Superintendent Paul Van Noort
- Local Emergency Management Committee Meeting
- Induction for the Chair of the Audit, Risk and Improvement Committee (ARIC)
- Meeting with WA Police regarding ANPR Cameras
- ALCOA Sustainability Assessment Panel
- South West WALGA Meeting in Collie
- Meeting with Australind Junior Soccer Club
- Harvey Library Update
- Induction for the Deputy Chair of the Audit, Risk and Improvement Committee
- Harvey Lions Handover Event

Cr. Dickinson reported on her attendance at the following:

May 2026

- Bunbury Harvey Regional Council (BHRC) CEO and Chair Meeting
- Tourism Advisory Group Meeting at HRCC
- BHRC Special Audit and Special Council Committee Meeting
- Lifestyle Health and Wellness Expo at Eden Life in Australind
- BHRC Entrance Audit Meeting Online
- Honours and Awards Home Grown Heroes Meeting
- WALGA two-day Diploma Training
- BHRC Audit and Ordinary Council Meeting at Stanley Road

June 2026

- Logue Road Site Visit
- ARIC Candidate Interviews
- Municipal Waste Advisory Council with WALGA in Leederville
- Behavioural Complaint Committee Meeting

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

Nil.

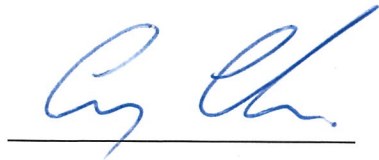
17. Matters Behind Closed Doors

Nil.

8. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 6.09pm.

I, Mr. Craig Carbone, certify that the aforesaid Minutes of the meeting held on Tuesday, 23 June 2026, are a true and correct record of that meeting on Tuesday, 23 June 2026.



Mr. Craig Carbone
Deputy Shire President