SHIRE OF HARVEY

# Agenda Briefing Session
# **Agenda**

**Harvey Council Chambers**
**Tuesday, 17 November 2026**
**4PM**

# Shire of Harvey
# Agenda Briefing Session

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Harvey Council Chambers, Young Street, Harvey, on Tuesday, 17 November 2026 commencing at 4pm.

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

Yours faithfully,



**Tony Nottle**
**Temporary Chief Executive Officer**

13 November 2026

# Agenda

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## 1. Official Opening

### Disclaimer

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

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

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

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

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

### Acknowledgement of Country

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

## 2. Record of Apologies and Leave of Absence

## 3. Declarations of Members' and Officers' Personal Interest

## 4. Deputations

## 5. Officer's Reports

### 5.1. Chief Executive Officer

| | |
|---|---|
| **Item No.:** | **5.1.1.** |
| **Subject:** | **Policy Review and Adoption Report** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Senior Governance Officer** |
| **Authorising Officer:** | **Chief Executive Officer** |
| **File No.:** | **CC/P/0008** |
| **Attachments:** | 1. New Drafted Policies [**5.1.1.1** - 12 pages]<br>2. Policies with No Change [**5.1.1.2** - 30 pages]<br>3. Policies to Revoke [**5.1.1.3** - 12 pages]<br>4. Local Government Inspector Template Letter Notice of Restricted Communication [**5.1.1.4** - 2 pages] |

## Summary

A review of various policies across the Shire of Harvey (Shire) Policy Framework has been undertaken to maintain good governance.

This report requests the adoption of two new policies (***Attachment 1***), review with no change 11 policies (***Attachment 2***) and the revocation of 4 policies (***Attachment 3***). A template letter for external communication in relation to proposed Policy 1.1.19 has also been included for Council's noting (***Attachment 4***).

## Background

Policies provide strategic direction for the management of the Shire and establish a fair, transparent and consistent approach to decision-making. Policies evolve as Council considers and addresses issues, or as a result of external changes such as amended or new legislation and should continue to develop through a process of review and refinement.

As part of a wider review of the Shire's Policies structure, the following policies have been reviewed for Council to consider.

## Comment

The Policies for consideration are summarised below.

**Proposed New Policies (*Attachment 1)***

| Policy | Comment |
|---|---|
| Policy 1.1.19 Restricting Communication About Complaints | The proposed policy establishes a clear framework for managing repetitive, persistent, and resource-intensive public contact that may place a disproportionate demand on Shire resources.<br><br>The policy supports consistent decision-making, protects the wellbeing of employees and Elected Members, and aligns the Shire's practices with the communication restriction provisions contained within Division 11 of the *Local Government Act 1995.* |

| | |
|---|---|
| Policy 1.2.4<br>Advocacy and Stakeholder Relationships Policy | The proposed policy establishes a clear framework for representing community interests, coordinating advocacy activities, and building strategic relationships that support delivery of the Council Plan 2025–2035.<br><br>The policy clarifies roles, responsibilities and decision-making authority, ensuring advocacy undertaken on behalf of the Shire is consistent, evidence-based and aligned with Council-endorsed priorities. |

**Proposed No Change Policies (*Attachment 2)***

The following policies are presented to Council for review and endorsement as attached, with no changes proposed to their content, structure or application. The policy version numbers and effective date will be updated to reflect Council's resolution and endorsement date prior to publication on the Shire's website and registration within the Shire's recordkeeping system.

- Policy 1.1.2 – Common Seal Policy
- Policy 1.1.3 – Civic Receptions Policy
- Policy 1.1.9 – Council Member and CEO Attendance at Events Policy
- Policy 1.1.11 – Public Statement by Council Members and the Chief Executive Officer
- Policy 3.1.7 – Public Art
- Policy 3.1.10 – Community Gardens
- Policy 3.1.11 – Graffiti Management
- Policy 4.2.1 – Approval of Permits
- Policy 4.2.2 – Levels within Flood Prone Areas Policy
- Policy 4.2.3 – Footing and Slab Design Policy
- Policy 4.2.4 – Building Permit Fees Policy

**Register of pre-registered events for Policy 1.1.9**

The current Policy is considered aligned with section 5.90A of the *Local Government Act 1995* and no amendments are proposed. To support implementation of the Policy, Officers will present a separate report seeking Council endorsement of a register of pre-authorised major events, including significant civic, community, stakeholder engagement and Shire-sponsored events. The register would be maintained and periodically reviewed to support transparent and efficient administration of event attendance.

**Proposed Revoked Policies (*Attachment 3)***

| Policy | Comment |
|---|---|
| Policy 2.4.1<br>Staff – Industrial Allowance | Topic addressed through the Shire's Enterprise Agreement. |
| Policy 2.4.2<br>Superannuation –<br>Matching Voluntary Contribution Policy | Topic addressed through the Shire's Enterprise Agreement. |
| Policy 3.1.5<br>Access and Inclusion | Topic addressed through the Shire's Disability Access and Inclusion Plan |
| Policy 3.1.9<br>Youth Engagement | Topic addressed through the Shire's Community Engagement Charter |

**Draft Letter of Communication from the Local Government Inspector's Officer**

To assist the effective application of the proposed Policy 1.1.19 Restricting Communication About Complaints, a template notification letter issued by the Office of the Local Government Inspector has been included as ***Attachment 4.*** Officers have attached this template letter to demonstrate the prescribed communication requirements associated with decisions made under section 5.130 of the *Local Government Act 1995.*

The template outlines the legislative notification requirements, including the reasons for the decision, the subject matter to which the restriction applies, the duration of the restriction and the complainant's rights under the Act.

Should Council adopt the proposed Policy, the template will be reformatted to align with the Shire's corporate style guide, branding and correspondence standards while retaining all legislatively required content.

Where the circumstances of a matter meet the requirements of section 5.130, the adapted template will form part of the formal communication issued to complainants regarding restricted communication decisions.

## Statutory/Policy Environment

Section 2.7(2)(b) of the *Local Government Act 1995* allows Council to determine the Local Government's Policies.

## 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.

Following Council endorsement, the policies will be published on the Shire's website to ensure the community has access to the adopted policy and its requirements.

**Promise to the Community**

*Inform:* We will keep you informed.

Following Council endorsement, the policies will be published on the Shire's website to ensure the community has access to the adopted policy and its requirements.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice / Information** and **Failure to Fulfil Compliance Requirements**. The Consequence could be ***Compliance*** if due processes are not followed and Policies are not amended to reflect changes in the organisation. The Risk Consequence is considered to be ***Minor*** and the likelihood ***Unlikely*** resulting in a ***Low*** risk being present.

## Budget Implications

Nil.

## Authority/Discretion

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

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council:

1. Adopts the new Policies as contained within ***Attachment 1.***
    a. Policy 1.1.19 – Restricting Communication About Complaints
    b. Policy 1.2.4 – Advocacy and Stakeholder Relationships
2. Adopts the Policies with no change as contained within ***Attachment 2.***
    a. Policy 1.1.2 – Common Seal
    b. Policy 1.1.3 – Civic Receptions
    c. Policy 1.1.9 – Council Member and CEO Attendance at Events
    d. Policy 1.1.11 – Public Statement by Council Members and the Chief Executive Officer
    e. Policy 3.1.7 – Public Art
    f. Policy 3.1.10 – Community Gardens

g. Policy 3.1.11 – Graffiti Management

h. Policy 4.2.1 – Approval of Permits

i. Policy 4.2.2 – Levels within Flood Prone Areas

j. Policy 4.2.3 – Footing and Slab Design

k. Policy 4.2.4 – Building Permit Fees

3. Revokes the existing Policies as contained in ***Attachment 3.***

a. Policy 2.4.1 – Staff – Industrial Allowance

b. Policy 2.4.2 – Superannuation – Matching Voluntary Contribution

c. Policy 3.1.5 – Access and Inclusion

d. Policy 3.1.9 – Youth Engagement

4. Notes the required template for Notice of Restricted Communication Letter as issued by the Office of the Local Government Inspector (***Attachment 4***) as required with Policy 1.1.19.

| | |
|---|---|
| **Item No.:** | **5.1.2.** |
| **Subject:** | **Brunswick River Cottages & Harvey Library Land Divestment Options** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Lot 151 & Lot 500 Clifton Road, Brunswick Reserve 6108**<br>**Lot 5 & 6 Young Street, Harvey**<br>**Lot 19 Uduc Road, Harvey** |
| **Reporting Officer:** | **Manager Special Projects** |
| **Authorising Officer:** | **Chief Executive Officer** |
| **File No.:** | **F/37/00246** |
| **Attachments:** | 1. Brunswick River Cottages Land Tenure Options [**5.1.2.1** - 16 pages]<br>2. Harvey Library Land Divestment Options [**5.1.2.2** - 15 pages] |

## Summary

Council is requested to consider land tenure arrangements for the Brunswick River Cottages in Brunswick and the Harvey Community Precinct in Harvey to support their future use and management.

**Brunswick River Cottages**

Council is requested to endorse Option 1 to consolidate Lots 151 and 500 Clifton Road, Brunswick, into a single lot. This involves revesting Lot 151 to the Crown, relinquishing the conditional tenure over Lot 500 and amalgamating both lots under Crown ownership before obtaining conditional freehold title for “Seniors Accommodation and Associated Community Purposes”. This option resolves the tenure constraints and avoids the market acquisition cost of Lot 500, subject to Department of Planning, Lands and Heritage (DPLH) legal review and Ministerial approval.

**Harvey Community Precinct**

Council is requested to endorse acquiring the required land from Reserve 6108 in freehold and amalgamating it with Lot 19 Uduc Road and Lots 5 & 6 Young Street. This would create a dedicated lot for the library, associated parking, access and service infrastructure, clarify ownership and maintenance responsibilities, and retain separate reserve arrangements for the Harvey Town Hall and the Shire’s Administration building.

For both projects, Council is requested to authorise Officers to negotiate with the Department of Planning, Lands and Heritage (DPLH) to confirm the land extent, lot configuration, acquisition terms and required approvals. Proposed terms, conditions and funding requirements will return to Council before any binding commitment is made. No funding is currently allocated, and a funding request is required through the mid-year budget review.

## Background

**Brunswick River Cottages**

The Brunswick River Cottages in Brunswick Junction are a joint initiative between the Shire of Harvey (Shire) and the Department of Communities. The cottages are managed by the Brunswick River Cottages Committee and provide affordable accommodation for older people through a mix of rental and lease-for-life units.

The development has been constructed in three stages across two land parcels: Lot 500, owned by the State Government, and Lot 151, owned by the Shire. The long-term intention has been to amalgamate these parcels into a single lot.

The Shire has two options to achieve amalgamation.

**Option 1**

Option 1 is to revest Lot 151 to the Crown, relinquish the conditional tenure over Lot 500, amalgamate the two parcels under Crown ownership and grant the resulting lot to the Shire as conditional freehold for “Seniors Accommodation and Associated Community Purposes.” This pathway avoids the market acquisition cost of Lot 500, however, it is subject to DPLH legal review and Ministerial approval and will therefore take longer to complete.

**Option 2**

Option 2 is for the conditional tenure over Lot 500 to be lifted with the Shire acquiring unfettered freehold land by paying the current unimproved market value of $222,000, plus goods and services tax (GST) and administration fees. The Shire could then amalgamate Lots 500 and 151 through a freehold subdivision. As an alternative to a conventional market purchase, the Shire could seek State Government support for transferring Lot 500 at nil consideration (***Attachment 1***).

**Harvey Community Precinct**

The Harvey Town Hall and War Memorial Library are located on crown land (Reserve 6108) and leased to the Shire of Harvey. This land tenure has been in place since the construction of the Hall in 1912 (1899 Timber Hall) and the Library in 1921.

To date, there has never been any limitations on work, and the Shire has not been required to seek external approvals to undertake its maintenance and management of these structures. However, given the proposed level of investment in the Harvey Community Precinct, conversion to freehold tenure is now required.

The Shire is prepared to negotiate with the Department of Planning, Lands and Heritage (DPLH) to purchase Reserve 6108 and amalgamate with Lot 19 Uduc Road on DP86686.

The proposed arrangement under Option 1 identified in the Business Case, proposes the library building, associated parking, access and service infrastructure within a dedicated lot, while maintaining a separate reserve for the Harvey Town Hall, and the Shire’s Administration building (Lot 19). Expected benefits include clearer ownership and maintenance responsibilities, independent servicing, removal of tenure constraints, and improved long-term community asset management (***Attachment 2***).

## Comment

**Brunswick River Cottages**

Progressing the amalgamation of Lots 151 and 500 Clifton Road is necessary to resolve the existing tenure constraints and bring the cottages onto a single land parcel. This would support the long-term management of the development and its continued use for seniors' accommodation and associated community purposes. Option 1 is preferred because it provides a pathway to amalgamation without the market acquisition cost of Lot 500. The proposal should therefore be progressed through DPLH legal review and Ministerial consideration, recognising that while the Crown land processes will take longer to complete than the alternative purchase pathway, the financial impost on the Shire is the lowest.

**Harvey Community Precinct**

The Option 1 proposal for Reserve 6108 should be progressed to establish land tenure arrangements that support the proposed investment in the Harvey Community Precinct.

Additional pathways identified in the Business Case are not recommended to be pursued as their overall suitability does not achieve the required outcomes.
Progressing negotiations with DPLH would enable the Shire to clarify the proposed lot configuration, ownership and maintenance responsibilities, and arrangements for access, parking and independent servicing. Resolving these matters is an important step towards providing a suitable tenure framework for the expanded library and associated infrastructure while retaining the proposed separate reserve arrangements for the Town Hall and Administration building.

Both proposals should be progressed to support the Shire's long-term management of community assets. Progression should include confirming the scope and sequence of the required land dealings, obtaining the relevant approvals and establishing the associated costs. As no funding is currently allocated, a funding request through the mid-year budget review is required to enable the survey, legal, planning and title work to proceed.

## Statutory/Policy Environment

- *Land Administration Act 1997*
    - Section 27 relating to Crown land subdivision and amalgamation processes.
    - Section 75 relating to the transfer of Crown land as conditional freehold and the management of conditional tenure land.
- *Planning and Development Act 2005*
    - and associated subdivision approval processes administered by the Western Australian Planning Commission (WAPC).
- *Transfer of Land Act 1893*
    - provides for the creation, registration and amendment of land titles following the Crown land and amalgamation processes. Once Crown actions are complete, title changes and registration of the resulting lot occur under this framework.

## Strategic Framework

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

| | |
|---|---|
| *Pillar 1 – People:* | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| *Objective 4:* | Support people through all stages of life. |
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 11:* | Increase access to diverse and affordable housing. |
| *Objective 15:* | Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained. |

## Community Engagement

### Community Participation Goal

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

Council's resolution forms part of the Ordinary Council Meeting Minutes. These Minutes are uploaded to the website and are accessible to the public.

**Promise to the Community**

*Inform:* We will keep you informed.

Council's resolution forms part of the Ordinary Council Meeting Minutes. These Minutes are uploaded to the website and are accessible to the public.

## Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The Consequence could be ***Compliance***. The risk is considered ***Moderate*** and the likelihood ***Unlikely,*** resulting in a ***Medium*** risk being present.

## Budget Implications

Project costs include survey, legal, servicing, and title creation costs.

Both projects require allocated funding to progress the land tenure pathways. As there is no funding allocation in this year's Annual Budget, a mid-year budget review request for funding would be required in the order of $40,000 for each proposal.

| Project Costs | Budget (excl. GST) |
|---|---|
| **Licensed surveying:** title and boundary investigations, site survey, Crown excision and amalgamation plans, subsequent freehold plans and necessary fieldwork | $15,000 |
| **Legal and conveyancing:** review of the existing lease and titles, surrender documentation, transfer terms, easements and registration documentation | $5,000 |
| **Planning and approvals coordination:** agency liaison, application preparation and clearance of conditions | $5,000 |
| **Statutory fees and disbursements:** DPLH document preparation, WAPC fees where required, Landgate plan and document lodgements, searches and title applications | $8,000 |
| **Estimated Costs** | **$33,000** |
| **Contingency (10%)** | **$3,300** |
| **Recommended provisional allocation** | **$36,300** |

## 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. Endorses Option 1, in principle, as the preferred land tenure pathway for Brunswick River Cottages, being:

    a. The revesting of Lot 151 Clifton Road, Brunswick, to the Crown

    b. Relinquishment of the conditional tenure over Lot 500 Clifton Road

    c. Amalgamation of both lots under Crown ownership

    d. The subsequent grant of the amalgamated lot to the Shire as conditional freehold for "Seniors Accommodation and Associated Community Purposes."

2. Endorses Option 1, in principle, as the preferred land tenure pathway for the Harvey Community Precinct, being:

    a. Confirmation of the tenure pathway with DPLH

    b. Surrender of the existing lease

    c. Excise and amalgamate the required land

    d. Retain and manage the remaining reserve Lot 3060

    e. Progress subdivision approval

3. To create the library building, associated parking, access and service infrastructure within a dedicated lot, while retaining separate reserve arrangements for the Harvey Town Hall and the Shire's Administration building, including the acquisition of the land required from Reserve 6108 in freehold and Its amalgamation with associated Lot 19 Uduc Road and Lots 5 & 6 Young Street.

4. Authorises the Chief Executive Officer to negotiate both matters with the Department of Planning, Lands and Heritage to confirm:

    a. The land extent

    b. Lot configuration

    c. Acquisition terms

    d. Required approvals

    e. Implementation.

5. Notes that Officers will bring a report to Council with the proposed terms, conditions and funding requirements for consideration before any binding commitment is made.

| | |
|---|---|
| **Item No.:** | **5.1.3.** |
| **Subject:** | **Assessment of Temporary Council Meeting Venues in Australind** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Manager Governance and Strategy** |
| **Authorising Officer:** | **Chief Executive Officer** |
| **File No.:** | **F/08/00025** |
| **Attachments:** | **Nil** |

## Summary

Officers investigated temporary venue options within the Australind area to accommodate Council Meetings, in accordance with Council Resolution 26/193. Three venues were assessed against legislative, operational, accessibility, technology, and cost considerations.

The assessment identified the Rutherford Function Room at the Leschenault Leisure Centre as the preferred option, subject to fit-out works and funding. As no current budget allocation exists for the establishment of a temporary meeting venue, Council is requested to consider endorsement of the preferred location and support a further review of funding sources, final costings, implementation requirements along with any associated amendments to the 2027 Council Meeting Schedule prior to venue establishment works proceeding.

## Background

At the November 2023 Council Meeting, a report was considered detailing options to mitigate the increasing need for additional office space and approved the creation of eight workstations, in the existing Australind Council Chamber. This decision was however, revoked (Resolution 24/58) at the March 2024 meeting, by Absolute Majority, following a notice of motion raised by the Shire President. This motion (Resolution 24/59) resolved that:

- *The Australind Council Chamber be converted to office space.*
- *Temporarily, all Council Meetings were to be held in the Harvey Chamber.*
- *Noted that the conversion of the Australind Chamber was a temporary solution while planning for both precincts continued.*

Since this resolution, the expansion project has not been brought before Council again, until September 2026. During this time, members of the public have continued to express interest in the temporary conduct of all Council meetings in Harvey through public question time, deputations, and other Council meeting processes, advocating for a return to Council meetings on a shared location basis.

At the Ordinary Council Meeting held on Tuesday, 22 September 2026, the following was resolved (26/193) requesting the Chief Executive Officer to conduct and provide an investigative report including the following:

a. *Suitable venue options available within the Australind area, including their capacity and suitability for the conduct of Council Meetings.*
b. *Estimated costs associated with each option.*

c. *The staffing and resource implications associated with each option, including any additional staffing requirements or impacts on existing staff resources.*

d. *The budget implications associated with each option, whether funding can be accommodated within existing budgets or whether additional budget allocation will be required.*

e. *A recommended preferred option for Council's consideration.*

**Reflection of Temporary Location for June 2026 Ordinary Council Meeting**

Lessons learned from the June 2026 meeting have informed the assessment criteria applied to the venue options considered within this report.

The June 2026 Ordinary Council Meeting was conducted at the Harvey Recreation and Cultural Centre following a flood in the Harvey Council Chamber that required works to rectify. This meeting provides a recent example of the practical considerations associated with hosting Council meetings from an alternate location.

The meeting required the relocation, installation, testing and subsequent removal of equipment and resources necessary to facilitate proceedings, including computers, audio-visual equipment, document management resources and broadcasting systems. Additional Officer time was required both before and after the meeting to establish and dismantle the temporary arrangement, while meeting support functions were undertaken within a non-permanent environment. This additional workload was substantially above the usual over-time requirements for Officers.

The use of an alternate venue also provided an opportunity to observe matters such as room acoustics, equipment integration, storage arrangements and room functionality. These observations reinforced the importance of selecting a venue that can appropriately support public attendance, recording and broadcasting requirements, confidential discussions, administrative functions and the efficient delivery of Council business.

Outcomes and observations from the June 2026 meeting have informed the considerations applied in evaluating the venue options contained within this report.

## Comment

The assessment focused on venues that could accommodate a temporary schedule of meetings. Three locations were identified for site inspections with consideration for statutory compliance, information technology, infrastructure, accessibility, operational coordination, attendant impact for Council and Officers, and costing.

The three locations selected for site inspections were:

- Australind Community Hall on Mulgara Street
- The Pav – Restaurant and Bar on Leisure Drive
- Leschenault Leisure Centre on Leisure Drive.

**Assessment Factors**

The assessment criteria developed were based on operational experience from previous off-site Council meetings, legislative obligations applicable to Council meetings, and the practical requirements associated with delivering safe, accessible, and effective governance functions.

Each of the shortlisted venues was assessed against the following criteria to determine overall suitability and identify a preferred option for Council's consideration.

| Criteria | Details |
|---|---|
| Capacity and Layout | Ability to accommodate Councillors, the Executive Leadership Team, Officers, members of the public and media representatives, including appropriate Council, Officer, Governance, and public gallery seating arrangements. |
| Accessibility | Accessibility and safe access arrangements, including parking, accessible entry and exit points, emergency access and evacuation requirements, toilet facilities, internal circulation areas, and public viewing amenities. |
| Acoustics and Meeting Functionality | Acoustic suitability for Council proceedings, public question time, confidential sessions, livestreaming, and recording requirements. |
| Technology and Connectivity | Ability to accommodate and support audio-visual equipment, microphones, cameras, display screens, projectors, livestreaming systems, minute-taking technology and reliable internet connectivity for meeting operations and remote attendance. |
| Governance and Administration | Capacity to support meeting administration, including minute taking, document management, printing facilities, attendance recording, and other governance functions. |
| Confidentiality and Security | Availability of secure spaces and processes for confidential matters, together with secure storage for furniture, technology, and meeting equipment. |
| Operational Efficiency | Set-up and pack-down requirements, associated staff resourcing, operational impacts, and the ability to establish a semi-permanent fit-out that minimises recurring setup requirements and improves meeting efficiency. |
| Cost and Long-Term Suitability | Capital establishment costs, ongoing operational costs, and the overall practicality of the venue for regular Council use throughout the Australind Council Chambers reconstruction period. |

**Unsuitable Venues**

Site inspections identified Australind Hall and The Pav as unsuitable options. While both venues have sufficient capacity to accommodate Council meetings, neither adequately met the assessment criteria relating to accessibility, acoustics, technology infrastructure, confidentiality requirements, operational efficiency, and long-term suitability.

Both venues would require significant investment to establish suitable meeting facilities, including technology upgrades, audio-visual infrastructure, acoustic treatments, and other building modifications. In addition, each venue presents operational constraints relating to equipment storage, recurring setup and pack-down requirements, and increased staffing impacts.

The Pav would also incur ongoing venue hire costs and presents challenges in facilitating confidential sessions, while Australind Hall would require substantial upgrades to meet accessibility and livestreaming requirements.

Due to the extent of the identified limitations, establishment costs, and ongoing operational impacts, neither venue was considered a practical or cost-effective solution and therefore was not progressed to detailed costing or further assessment.

**Recommended Venue Option**

The Rutherford Function Room at the Leschenault Leisure Centre (LLC) has been identified as the best option to develop a Council meeting space. While modifications and fit-out works are required, the venue may provide the best opportunity to establish a functional semi-permanent meeting space capable of supporting Council's operational and legislative requirements.

The venue offers suitable amenities, accessibility provisions, and flexibility to configure the room to accommodate Councillors, Officers, Governance staff, and members of the public. Required works include furniture procurement, acoustic improvements, audio-visual infrastructure, livestreaming equipment, and storage solutions.

Although setup and pack-down activities will remain necessary, these requirements are significantly less than at the alternative venues. The ability to maintain a consistent room configuration and install key technology infrastructure will improve meeting efficiency, reduce staffing impacts, and provide a more practical long-term solution throughout the reconstruction period.

The venue is unavailable during school holiday periods, as the facility is pre-booked for other programmed activities. Accordingly, Officers recommend that any future Council meeting schedule be structured to accommodate this constraint, particularly during January, April, July, September, and December.

**Venue Establishment Requirements**

To prepare the Rutherford Function Room as a functional temporary venue for Council meetings, a range of fit-out considerations will be required. The budgeting for these is discussed in the Budget Implication section later in the report. The following elements are considered as part of the venue fit-out assessment and associated costings.

| Fit-out Consideration | Details |
|---|---|
| Furniture | • 8 Councillor and ELT tables which are on wheels to accommodate easy pack up.<br>• 2 Officer tables for Minute taker and IT streaming<br>• 17 Ergonomic chairs for Councillors and Officers<br>• 50 Chairs for public gallery seating |
| Acoustic improvements | • Acoustic wall panels<br>• Acoustic ceiling treatments<br>• Carpeting or floor coverings |
| Technology infrastructure | • 15 Microphones and four speakers<br>• 5 Cameras<br>• 10 Monitors, two screens or a projector |

| | |
|---|---|
| | • Livestreaming equipment<br>• One Printer and printing setup or access to one on site |
| Installation works | • Mounting of cameras, screens, and speakers<br>• Data and power cabling<br>• Floor ducting and anti-trip covers<br>• Network connection upgrades<br>• Electrical works<br>• Need for wall partitioning |
| Additional staffing costs | • Setup and pack-down time for Minute taking, administration and IT<br>• Overtime associated with meetings run after working hours |
| Technology maintenance and support | • Equipment servicing and replacement<br>• Software and licensing costs associated with livestreaming or audio-visual systems |
| Signage and wayfinding | • Creation and installation of permanent signage<br>• Or the creation of temporary signage such as an A frame |

**Changes to the current 2027 Council Meeting schedule**

Should Council support the preferred venue option, amendments to the 2027 Council Meeting Schedule will be required to reflect venue availability, school holiday periods, fit-out timeframes and the timing of the 2027 Local Government Elections.

The proposed schedule provides for three Ordinary Council Meetings to be conducted from Australind during March, May and August 2027, with all remaining meetings continuing to be held in Harvey. This staged approach allows time for venue establishment works, equipment testing and operational review, while also enabling Council to monitor community response and attendance levels before considering a more regular meeting cycle.

| Location | Month | Reasoning |
|---|---|---|
| Harvey | November 2026 | Current meeting report is being considered in. |
| Harvey | December 2026 | As the dates are brought forward to accommodate Christmas, Officers require time for fit-out works. |
| Harvey | January 2027 | School Holidays – venue unavailable. |
| Harvey | February 2027 | Allow time for fit-out works to be completed once venue becomes available. |
| Australind | March 2027 | First meeting in the temporary location. |
| Harvey | April 2027 | School Holidays – venue unavailable. |
| Australind | May 2027 | Second meeting in the temporary location. |
| Harvey | June 2027 | Increased Council workload for strategic planning workshops and preparation for the next financial year. |
| Harvey | July 2027 | School Holidays – venue unavailable. |
| Australind | August 2027 | Third meeting in the temporary location. |
| Harvey | September 2027 | School Holidays – venue unavailable. |
| Harvey | October 2027 | Local Government Elections. |

Officers note that the 2028 Council Meeting Schedule will be considered in late 2027. Subject to Council's funding decision, successful implementation of the preferred venue and operational outcomes observed during 2027, Council may wish to consider increasing the number of meetings conducted in Australind or adopting a more consistent meeting pattern. Council may also vary the proposed locations to better align with venue availability and operational requirements, including holding meetings at the same location for consecutive months where appropriate.

## Statutory/Policy Environment

- *Local Government Act 1995*
    - Section 5.23
    - Section 5.24
    - Section 5.25 and Section 5.25AA
    - Section 5.32
- Local Government (Administration) Regulations 1996
    - Regulation 6A to 6G
    - Part 2, Division 7
- Standing Orders Local Law 2017

- *Disability Discrimination Act 1992*
- Disability (Access to Premises – Buildings) Standards 2010
- Shire Policies
  - Policy 1.1.6 – Council Meeting Framework
  - Policy 1.1.8 – Recording and Livestreaming of Council Meetings
  - Policy 1.1.10 – Code of Conduct Behaviour Complaints Policy
  - Policy 1.1.17 – Risk Management

## Strategic Framework

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

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

## Community Engagement

### Community Participation Goal

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

This report and Council's decision will form part of the Minutes for the month of November, which will be published to the Shire's website.

### 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.

Since Council resolved to temporarily conduct Council meetings in Harvey until a suitable operational venue can be established in Australind, the matter has generated significant community interest. Community members have actively engaged with Council through public question time, deputations, and other meeting processes to express their views regarding meeting locations and accessibility to Council.

Whilst no formal community consultation process has been undertaken, community feedback received through these statutory engagement mechanisms has been noted and considered by Council throughout its deliberations.

## Risk Management

The Risk Theme Profile identified as part of this report is ***Ineffective Management of facilities, venues, or events***. The probable consequence could be ***Reputation***. The rating is assessed as ***Minor*** and the likelihood as ***Unlikely***, resulting in a ***Low*** Risk being present.

The risk rating is considered low as there is no legislative requirement, statutory obligation or adopted strategic commitment requiring Council meetings to be relocated from their current location. Accordingly, Council retains discretion regarding if, when and how any transition to an alternative meeting venue may occur.

## Budget Implications

At the time of preparing this report, no specific budget allocation exists within the adopted 2026–2027 Budget for the establishment of a temporary Council Meeting Venue.

In accordance with Council's September Resolution (26/193), Officers undertook preliminary costing of the preferred venue for consideration.

Based on the information currently available, the estimated establishment cost is approximately $162,665, as outlined below:

| Establishment Consideration | Estimated Cost ex GST |
|---|---|
| Information Technology Infrastructure | $115,000 |
| Furniture and Venue Fit Out | $46,000 |
| Additional staffing<br>$555 per meeting cycle for three meetings | $1,665 |
| **Total** | **$162,665** |

The estimates have been developed to provide Council with a reasonable indication of the likely financial implications of establishing and operating the temporary venue. While some individual components may remain subject to final quotation or refinement, Officers consider the estimates sufficient to inform Council's consideration of the option at this stage.

Should Council resolve to proceed, either a reallocation of existing budget provisions or an additional budget allocation will be required. Preliminary investigation identified the Building Maintenance Reserve as a funding source and use of this reserve is consistent with the reserve purpose. Nonetheless, the funding requires a budget amendment and absolute majority decision of Council.

Staffing associated with Council meeting setup and pack-down is proposed to be managed through existing workforce arrangements. It is not proposed that additional employees be engaged specifically. Where meeting support activities are required outside ordinary working hours, these costs would generally be managed through overtime arrangements, consistent with the existing administrative support provided for Council meetings.

The additional technical and logistical requirements associated with establishing and operating a temporary Council Chamber will, however, place additional demands on existing Information Technology and other operational resources. While these requirements are proposed to be absorbed within the existing workforce, this may require other planned work to be reprioritised during establishment and around meeting cycles.

## 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 for Recommendations 1 and 3

Absolute Majority for Recommendation 2

## Officer's Recommendation

## Recommendation 1 of 3

That Council:

1. Receives the outcome of the investigation into temporary Council Meeting venues within Australind, as contained in this report.

2. Endorses the Rutherford Function Room at the Leschenault Leisure Centre as the preferred temporary location for Australind based Council Meetings until the Australind Council Chambers can be reconstructed.

## Recommendation 2 of 3

That Council:

1. Pursuant to Section 6.8(1)(b) of the *Local Government Act 1995*, authorises the unbudgeted expenditure of $162,665 for the establishment and fit-out of the Rutherford Function Room as a temporary Council Meeting venue, to be funded from the Shire's Building Reserve Major Maintenance Reserve.

2. Authorises the Chief Executive Officer to undertake the necessary fit-out, modifications and associated works required to establish the Rutherford Function Room as a temporary Council Meeting venue, within the approved budget allocation.

3. Notes the completion of work by March 2027.

**BY ABSOLUTE MAJORITY**

## Recommendation 3 of 3

That Council:

1. Endorses an amendment to the 2027 Council Meeting Schedule for Council Meetings to be conducted in Australind for March, May and August 2027, with all remaining scheduled meetings to continue to be held in Harvey.

2. Notes that the number or frequency of Council Meetings conducted in Australind as part of the development of the 2028 Council Meeting Schedule, subject to the successful establishment and operation of the preferred venue will be reviewed in October 2027.

3. Notes the Chief Executive Officer will amend the Shire's website to reflect the locations.

| | |
|---|---|
| **Item No.:** | **5.1.4.** |
| **Subject:** | **Advocacy Priorities for the Shire of Harvey** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Manager Public Relations and Communications** |
| **Authorising Officer:** | **Chief Executive Officer** |
| **File No.:** | **ED/26/975455** |
| **Attachments:** | 1. Shire of Harvey Strategic Advocacy Priorities 2026-2027 [**5.1.4.1** - 3 pages] |

## Summary

Council endorsement is sought for the Shire of Harvey Strategic Advocacy Priorities 2026–2027 as in ***Attachment 1***. The 15 priorities identify investment, policy decisions and partnerships needed to support community needs and growth and align with the Council Plan 2025–2035.

## Background

The priorities draw on community feedback through the Council Plan process, including the 2025 MARKYT Community Scorecard. They bring together matters requiring support from other levels of government, agencies, and regional partners.

The priorities were informed and developed in conjunction with Council through workshop presentations at both the April and August 2026 Concept Forums.

***Attachment 1*** sets out each priority, the outcome sought, and alignment with the Council Plan 2025-2035 and State, regional and Federal priorities.

## Comment

Endorsement will provide a consistent Council position for meetings, correspondence, funding submissions, and regional collaboration. The priorities cover:

- Housing
- Community facilities (including aquatic infrastructure)
- Transport
- Electricity infrastructure
- Regional waste management
- Charitable rates' exemptions
- City status.

The Chief Executive Officer will coordinate implementation within approved budgets. Directors and Managers will provide advice and manage assigned relationships and actions. Public Relations and Communications will coordinate materials, messages, and reporting, and liaise with Ministers and Members of Parliament’s offices to arrange appointments and correspondence.

Progress will be reported to Council annually, with priorities changed for consideration.

## Statutory/Policy Environment

Section 2.7 of the *Local Government Act 1995* establishes Council’s governing and strategic direction role.

The priorities identified support the Council Plan 2025–2035 and will be progressed within applicable policies, existing authority, and Council resolutions.

## Strategic Framework

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

| | |
|---|---|
| *Pillar 5 – Performance:* | A representative leadership that is future thinking, transparent and accountable. |
| *Objective 23:* | Build partnerships and work collaboratively to amplify positive outcomes that can be achieved. |

## Community Engagement

### Community Participation Goal

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

The priorities reflect feedback through the Council Plan process. Following endorsement, the table and an explanation of the Shire's advocacy role will be published on the Shire's website.

### Promise to the Community

*Inform:* We will keep you informed.

The Shire will communicate Council's decision and advocacy outcomes through its usual communication channels.

## Risk Management

The Risk Theme Profiles identified are **Providing Inaccurate Advice/Information** and **Inadequate Engagement Practices**. There is a consequence of ***Reputational Impact*** where consultation outcomes are perceived as not being adequately considered in Council's decision-making. This risk has been mitigated by drawing on community consultation findings from the Council Plan 2025–2035 process. The risk is considered ***Minor*** and the likelihood ***Unlikely*** resulting in an overall ***Low*** risk.

## Budget Implications

No additional allocation is required. Advocacy will be undertaken within existing resources and approved budgets. Endorsement does not commit funding to individual initiatives. Any project expenditure or co-funding will require separate consideration and approval in a report back to Council.

## Authority/Discretion

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

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council:

1. Endorses the Shire of Harvey Strategic Advocacy Priorities for 2026–2027 as contained in ***Attachment 1***.

2. Requests the Chief Executive Officer to implement and communicate the priorities within approved budgets and existing authority, with an annual report on progress to Council annually.

3. Notes that project expenditure and co-funding require separate approval, and material changes to the priorities will be returned to Council for consideration.

**5.2. Infrastructure Services**

| | |
|---|---|
| **Item No.:** | **5.2.1.** |
| **Subject:** | **Marriott Road Dedication** |
| **Proponent:** | **Main Roads Western Australia** |
| **Location:** | **Marriott Road, Brunswick Junction** |
| **Reporting Officer:** | **Director Infrastructure Services** |
| **Authorising Officer:** | **Director Infrastructure Services** |
| **File No.:** | **21/01119** |
| **Attachments:** | 1. Marriott Road - Road Dedication [**5.2.1.1** - 3 pages]<br>2. Marriott Road Dedication - Location and Parcel Maps [**5.2.1.2** - 8 pages] |

## Summary

At the July 2021 Ordinary Council Meeting, it was resolved (21/151) that Council:

1. *Endorses the request from Development WA for the of portions of 'Marriott Road' (Lot 41 on Plan 17392 and Lot 42 on Plan 17393) as road reserve pursuant to the Land Administration Act 1997, as shown in Attachment 1 subject to the Shire being provided with a formal undertaking by the state that Marriott Road will be classified as a state road and in what timeframe this will occur, as referenced in Attachments 2 and 3; and*
2. *Receives a further report once more information is received on the classification of Marriott Road.*

As part of the ongoing road dedication process and to satisfy statutory requirements, Development WA has requested that Main Roads Western Australia (MRWA) seeks to have Council formally resolve and support the further dedication of additional portions of land to allow for the completion of the Marriott Road dedication.

This Item seeks a Council resolution to support the further dedication of parcels of freehold and Crown land within the Marriott Road alignment to allow for the completion of the road dedication process.

## Background

At its Ordinary Council Meeting held on Tuesday, 7 August 2018, Council resolved (in part) that the *'Classification of Marriott Road be redesignated as a state road' (DS-18/071).* Council's resolution was then communicated to the Minister for Transport who, in October 2018, advised the Shire of Harvey that Marriott Road would be included in the Road Classification Process.

Marriott Road was reclassified as a State Road through the Road Classification process, transferring its ongoing care and control to MRWA. Council supported the continuation of the Road Classification of Marriott Road, where, in 2021 Council resolved (21/151) to support Lots 41 and 42 becoming road reserve. In August 2026, MRWA sought Council's further support **(*Attachment 1*)** to dedicate additional portions of land to road reserve, enabling MRWA and the Department of Planning, Lands and Heritage (DPLH) to complete the road dedication process.

## Comment

As part of the dedication of Marriott Road to a State Road, parcels of land that are not designated as road reserves but are within the road alignment require a title change to support the intended use. Council's support for MRWA's request will facilitate the completion of the dedication of Marriott Road. This 2026 request extends beyond the two parcels of land considered in 2021.

MRWA describes the following land portions as requiring dedication to become dedicated road reserve in the table below.

| No. | Lot Number | Ownership/Management Order | Land and title reference | Deposited plan |
|---|---|---|---|---|
| 1 | Lot 34 | Executive Director of the Department of Conservation & Land Management | 2507/302 | DP 27119 |
| 2 | Lot 1 | Department of Planning, Lands and Heritage | LR3088/48 Reserve 10839 | DP 233023 |
| 3 | Lot 41 | Water Corporation | LR3037/108 Reserve 10837 | DP 218035 |
| 4 | Lot 43 | State of Western Australia Freehold | 1866/669 | DP 17395 |
| 5 | Lot 45 | State of Western Australia Unallocated Crown Land | LR3009/929 | DP 233023 |
| 6 | Lot 44 | State of Western Australia Freehold | 1866/674 | DP 17398 |
| 7 | N/A | Closed Road – No Lot Number | Closed road Land ID 3126561 | N/A |
| 8 | Lot 45 | State of Western Australia Unallocated Crown Land | LR3009/922 | DP 202194 |
| 9 | Lot 45 | State of Western Australia Freehold | 1866/648 | DP 17397 |
| 10 | Lot 46 | State of Western Australia Freehold | 1872/376 | DP 17396 |
| 11 | Lot 47 | State of Western Australia Freehold | 1876/697 | DP 17394 |

***Attachment 1*** outlines how each of the lots listed in the table above will be treated in respect to the road dedication requirements. MRWA is requesting a Council resolution supporting the above land dedications to satisfy the requirements of DPLH, to enable finalisation of the road dedication process.

Officers believe this request is consistent with the requirement around the dedication of the land. A simplified map is provided at ***Attachment 2.***

## Statutory/Policy Environment

MRWA requests a dedication resolution under section 56 of the *Land Administration Act 1997*. The formal submission must identify the land and its dimensions through the relevant survey plans or other supporting documents.

## Strategic Framework

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

| | |
|---|---|
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 16:* | Facilitate safer, connected, well-maintained roads, paths and cycleways. |

| | |
|---|---|
| *Pillar 5 – Performance:* | A representative leadership that is future thinking, transparent and accountable. |
| *Objective 23:* | 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.

MRWA and the DPLH will communicate with the landowner, reserve manager and service provider and undertake further statutory referrals before dedication proceeds.

### Promise to the Community

*Inform:* We will keep you informed.

The Minutes of the Ordinary Council Meeting will be available for public information on the Shire's website.

## Risk Management

The Risk Theme Profile identified for this draft is **Providing Inaccurate Advice/Information**. Potential consequences are ***Financial, Reputational*** or ***Compliance*** if the wrong land is included, consent exceeds the Shire's authority, or responsibilities are unclear between dedication and proclamation. The rating is assessed as ***Insignificant*** and the likelihood as ***Rare***, resulting in a ***Low*** Risk being present.

## Budget Implications

MRWA has indicated that there will be no budget expenditure required from the Shire of Harvey in the completion of the dedication process.

No Shire expenditure is proposed through this recommendation.

## 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. Continues to endorse the dedication as a State Road, pursuant to section 56 of the *Land Administration Act 1997*, of the following land associated with the Marriott Road reserve between Forrest Highway and South Western Highway:

    a. Part of Lot 34, held in Certificate of Title 2507/302, set aside as a lot to become dedicated road, as shown in Deposited Plan 432595

    b. Part of Lot 1, held in Certificate of Title LR3088/48, Reserve 10839, set aside as dedicated road, as shown in Land Dealings Plan 2660-125

    c. Part of Lot 41, held in Certificate of Title LR3037/108, Reserve 10837, set aside as dedicated road, as shown in Land Dealings Plan 2660-126

    d. Lot 43, held in Certificate of Title 1866/669, currently owned in freehold by the State of Western Australia, to become dedicated road

    e. Lot 45, held in Certificate of Title LR3009/929, being Unallocated Crown Land, to become dedicated road

    f. Lot 44, held in Certificate of Title 1866/674, currently owned in freehold by the State of Western Australia, to become dedicated road

    g. Closed Road, Land ID Number 3126561 (no lot number), set aside as dedicated road, as shown in Deposited Plan 432596

    h. Part of Lot 45, held in Certificate of Title LR3009/922, being Unallocated Crown Land, to become dedicated road, as shown in Deposited Plan 432597

    i. Lot 45, held in Certificate of Title 1866/648, currently owned in freehold by the State of Western Australia, to become dedicated road

    j. Lot 46, held in Certificate of Title 1872/376, currently owned in freehold by the State of Western Australia, to become dedicated road

    k. Lot 47, held in Certificate of Title 1876/697, currently owned in freehold by the State of Western Australia, to become dedicated road.

2. Requests that the Minister for Lands dedicate the land identified in number 1 above as road pursuant to section 56 of the *Land Administration Act 1997*.

3. Authorises the Chief Executive Officer to provide Main Roads Western Australia and the Department of Planning, Lands and Heritage with written confirmation of Council's resolution and to execute or provide any documents, consents or information necessary to facilitate the road dedication process.

| | |
|---|---|
| **Item No.:** | **5.2.2.** |
| **Subject:** | **Binningup Skatepark funding** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Manager Community Development** |
| **Authorising Officer:** | **Director Community and Lifestyle** |
| **File No.:** | **F/37/00158** |
| **Attachments:** | 1. Minutes- AHSF Advisory Committee Assessment Panel-2025 [**5.2.2.1** - 12 pages] |

## Summary

This report seeks Council approval to release the remaining $50,000 previously endorsed for the Binningup Skatepark Project through the Alcoa Harvey Sustainability Fund (AHSF), together with an additional allocation of $90,000 from the Coastal Communities Reserve Account to address a funding shortfall arising from tendered construction costs.

As part of the 2025 AHSF funding round, the assessment panel recommended the allocation of $100,000 towards the project, comprising $50,000 in 2025–2026 and $50,000 in 2026–2027. The initial allocation has been provided, however the balance remains unallocated. The panel's recommendation can be viewed via the Minutes from the meeting held on Tuesday, 15 April 2025 in ***Attachment 1.***

Following completion of detailed design and the tender process, the tender exceeded the approved project budget by more than $140,000. Officers have reviewed project costs and are seeking Council approval to release the remaining $50,000 AHSF allocation and provide an additional $90,000 from the Coastal Communities Reserve Account to enable the project to proceed as designed.

## Background

In 2023 the Shire, through the CEO, received a request from the Water Corporation and the Southern Seawater Alliance that the Coastal Communities Reserve Account be dissolved because it has served its initial intent to support the community during the construction phase of the desalination plant.

Subsequently at the Ordinary Council meeting held on Tuesday, 28 November 2023 it was resolved (23/264):

*"That Council:*

1. *Dissolves the agreement with Water Corporation and the Southern Seawater Alliance and the funds remaining in the Coastal Reserve be administered as follows:*

    a) *60% of the remaining funds to be retained in the Coastal Communities Reserve Account and administered as part of the annual coastal community grant funding process.*

    b) *40% of the remaining funds to be allocated towards a significant legacy project/s*

2. *Requests the Chief Executive Officer to engage the communities of Binningup and Myalup to determine which legacy project/s the community should pursue"*

Subsequent community engagement undertaken in late 2024 with the Binningup and Myalup communities identified development of a skatepark in Binningup as a priority project for the Binningup community. Following consideration of community feedback and Officer recommendations at the Ordinary Council meeting held on Tuesday, 25 February 2025 it was resolved (25/39):

*"That Council:*

*Approves the following unbudgeted allocations sourced from the Coastal Community Reserve Account in the 2024–2025 Financial Year:*

*a) $350,000 for the construction of the Binningup Skatepark.*

*b) $56,000 to engage a consultant to undertake consolidation of input from Myalup residents and develop a detailed plan for suitable future project/s in Myalup."*

As part of the 2025 Alcoa Harvey Sustainability Fund (AHSF) grant round, an application for the Binningup Skatepark Hub project was submitted by the Binningup Community Garden seeking funding of $100,000 towards delivery of the project. The application was assessed by the Alcoa Harvey Sustainability Fund Advisory Committee.

As recorded in the Minutes (***Attachment 1***), the Advisory Committee recommended support for the full $100,000 funding request; however, it recommended that the funding be provided over two financial years, with $50,000 allocated in 2025–2026 and the remaining $50,000 allocated in 2026–2027.

The Binningup skatepark project has progressed through detailed design and will deliver:

- A new contemporary skatepark facility.
- Landscaping.
- A covered skatepark shelter and spectator area.
- An accessible barbecue and picnic shelter.
- New accessible pathways connecting the skatepark to the adjacent playground, car park and existing public barbecue facilities.
- New lighting to support increased safety, accessibility and extended community use.
- Playground upgrade.

To support delivery of the project, the 2026–2027 Annual Budget contains the following allocations:

| Source | Funding |
|---|---|
| Coastal Community Reserve | $430,000 |
| Lotterywest | $326,552 |
| ALCOA Sustainability Fund | $50,000 |
| Shire of Harvey | $240,000 |
| **Total** | **$1,046,552** |

Of the $1,046,552, $189,995 has been allocated to the playground upgrades leaving a balance of $856,557 to support construction of the skatepark.

Following completion of detailed design and the tender process, the tender has exceeded the approved project budget by approximately $140,000. As a result, additional funding is required if the project is to proceed as tendered.

## Comment

There is currently no Council policy governing the allocation of Coastal Communities Reserve funds. Council's current community grants framework, Policy 3.1.6 – Community Funding, provides guidance for the administration of a range of community funding programs but does not contain any specific provisions relating to the Coastal Communities Reserve or the allocation of funds held within that reserve.

The proposed allocation is considered consistent with the original purpose of the Coastal Communities Reserve and subsequent Council direction. The reserve was established using funding provided by Water Corporation and the Southern Seawater Alliance to deliver lasting benefits to the coastal communities of Binningup and Myalup.

Following Water Corporation's request to dissolve the original funding arrangement, Council resolved to retain the remaining funds for the benefit of the coastal communities and subsequently undertook community consultation to identify priority projects. The proposed skatepark project directly reflects the outcomes of that consultation process and delivers on the intent to provide significant community infrastructure that will generate long-term benefits for Binningup.

If the additional funding is not made available, the project scope will require reduction, including the removal of the proposed landscaping works surrounding the skatepark precinct. While this would still deliver a high-quality skatepark facility, it would leave the development surrounded by a largely untreated sandy area, reducing visual amenity, functionality and the overall quality of the finished project. Such an outcome would be inconsistent with Council's objective of creating a high-quality destination recreational facility for the Binningup community.

Council should also note that, as part of the 2025 Alcoa Harvey Sustainability Fund funding round, the Alcoa Harvey Sustainability Fund Advisory Committee assessed the Binningup Skatepark application and recommended support for a total funding allocation of $100,000. The Committee recommended that the allocation be split across two financial years, comprising $50,000 in 2025–2026 and $50,000 in 2026–2027. The first allocation has been released; however, the second $50,000 allocation remains subject to Council approval and has not yet been formally committed to the project.

Officers consider the release of the remaining Alcoa Harvey Sustainability Fund allocation, together with a further contribution from the Coastal Communities Reserve, to be justified given the strategic importance of the project, the significant community support demonstrated throughout the consultation process, and the considerable external funding already secured. The proposed funding will enable Council to deliver the project as designed and maximise the long-term community benefit arising from the investment.

## Statutory/Policy Environment

Policy 3.1.6 – Community Funding

## Strategic Framework

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

| | |
|---|---|
| *Pillar 1 – People:* | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| *Objective 2:* | Facilitate healthy and active communities. |
| *Objective 4:* | Support people through all stages of life. |
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 12:* | Enhance the appearance of public spaces and streetscapes. |
| *Objective 14:* | Provide vibrant, accessible and well-maintained parks and playgrounds. |
| *Objective 15:* | Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained. |

## Community Engagement

### Community Participation Goal

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

There has been extensive community engagement throughout this project, which has been designed and delivered in direct response to community feedback.

**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.

Community members have been actively supporting the project through funding applications, participating in consultation and engagement activities, and contributing to the design of the facility.

## Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be ***Reputational***, should the Binningup Skatepark project not be completed appropriately. The Reputational risk is considered ***Moderate*** and the likelihood ***Possible*** resulting in a ***Medium*** risk. The risk is mitigated by Council utilising additional funds to ensure the project is completed to a suitable standard, resulting in a ***Low*** risk being present.

## Budget Implications

| Project | Cost |
|---|---|
| Skatepark and Ancillary Items | $990,000 |
| Playground | $189,995 |
| Electrical Supply connection for Skatepark, Future BBQ and lighting | $10,920 |
| **Total Cost** | **$1,190,915** |
| **Funding as per Table in Background** | **$1,046,552** |
| **Difference** | **$144,363** |

A further $50,000 is requested to be transferred from the Alcoa Harvey Sustainability Fund reserve and $90,000 from the Coastal Communities reserve into 119319.

## 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 that Council previously endorsed a total allocation of $100,000 from the Alcoa Harvey Sustainability Fund towards the Binningup Skatepark Project, comprising $50,000 in the 2025–2026 financial year and $50,000 in the 2026–2027 financial year.

2. Authorises the release of the remaining $50,000 allocation from the Alcoa Harvey Sustainability Fund for the Binningup Skatepark Project.

3. Authorises an additional allocation of $90,000 from the Coastal Communities Reserve Account towards the Binningup Skatepark Project.

| | |
|---|---|
| **Item No.:** | **5.2.3.** |
| **Subject:** | **T052026 Construction of New Skatepark at Binningup Recreation Ground** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Binningup Recreation Ground** |
| **Reporting Officer:** | **Director Infrastructure Services** |
| **Authorising Officer:** | **Director Infrastructure Services** |
| **File No.:** | **T052026** |
| **Attachments:** | Confidential Attachment 1 |

## Reason for Confidentiality

Pursuant to Section 5.23(4)(c) and (d) of the *Local Government Act 1995*, portions of this report contained within ***Confidential Attachment 1*** include information from submitted tenders that is confidential in nature.

The confidential information includes:

- Tendered prices or methodologies for calculating prices submitted by tenderers and
- Commercially sensitive information, including details of technologies, processes, or methodologies proposed by tenderers in delivering the contract.

This information has not been made public, and its disclosure could reasonably be expected to adversely affect the commercial interests of the tenderers. 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

Tender T052026 was advertised on Thursday, 10 September 2026 via the Shire of Harvey's E-tendering website, Tenderlink, The West Australian, South Western Times and the Shire's website and public notice board for the Construction of a New Skatepark at Binningup Recreation Ground.

The Tender closed at 3pm AWST on Wednesday, 22 October 2026, at which time one submission was received. The submission was evaluated in accordance with the Shire's Tender evaluation methodology, and the criteria outlined in the Request for Tender documentation. The Tender Evaluation Panel has provided a recommendation for Council's consideration in ***Confidential Attachment 1.***

## Background

Binningup is a coastal community approximately 18 kilometres from Australind. The 2021 Census recorded 1,271 residents, including 298 aged 19 years and under. With children travelling outside the town for schooling, local recreation facilities provide opportunities for activity and social connection close to home.

The existing skatepark is outdated, with limited accessible connections to surrounding amenities. The project forms part of a broader upgrade to provide an inclusive and accessible recreation space for young people, families and visitors.

A Contractor was engaged to undertake consultation and design development. Community input during 2024 helped shape the design, with approximately 84 participants contributing. Planning also considered servicing requirements, sustainability and tree protection.

Following completion of the design and tender documentation, the Shire invited tenders for construction of the Binningup Skatepark and associated ancillary works.

The Shire issued a Tender for the Construction of a New Skatepark and auxiliary infrastructure at the Binningup Recreation Ground. The works were to include:

- Demolition, Earthworks, Limestone blockwork and Construction of the Skatepark as per the construction drawings and relevant notes.
- Supply and installation of a compliant accessible footpath.
- Installation of an irrigation system as per the irrigation design and Shire of Harvey Irrigation Specification.
- The supply and installation of Kikuyu turf (Pennisetum Clandestinum) within the newly irrigated area.
- Lighting and electrical works to be executed as per the lighting drawings and specification.
- Supply of a barbeque, shelter and seating.
- Provide additional funding to the playground construction.

## Comment

### Tender Evaluation

The Tender Evaluation Panel (Panel) included the Director Infrastructure Services, Manager Special Projects and Manager Community Development. The Tender submissions were assessed using the following criteria and weightings.

| Evaluation Criteria | Weighting |
|---|---|
| Contract Price | 30% |
| Relevant experience, expertise and project team | 25% |
| Methodology | 25% |
| History and viability of organisation | 15% |
| Quality assurance | 5% |
| **TOTAL** | **100%** |

Details of the Tender received are outlined in ***Confidential Attachment 1***. While the preferred submission represents the recommended outcome of the tender evaluation process, the total cost of delivering all components presently included within the project design may exceed the available project budget.

The tendered amount may require refinement of the project scope to ensure that the works can be delivered within the available project budget. The design includes a number of ancillary elements that may be reduced, modified or deferred without materially affecting delivery of the core skatepark infrastructure. If the additional funding is not approved by Council, then it is recommended that the Chief Executive Officer be authorised, as part of final contract negotiations, to agree with the successful Tenderer to reasonable reductions, modifications or deferral of ancillary elements where necessary to achieve a final contract scope within the approved budget.

## Statutory/Policy Environment

- *Local Government Act 1995*

- Local Government (Functions and General) Regulations 1996 – Part 4 Tenders for Providing Goods and Services

## Strategic Framework

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

| | |
|---|---|
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 12:* | Enhance the appearance of public spaces and streetscapes. |
| *Objective 15:* | Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained. |

## 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 public section of the Council report will be provided as part of the Minutes available for public review.

### Promise to the Community

*Inform:* We will keep you informed.

The details of the preferred Tenderer and award are Confidential; however, the Resolution of Council will be published in the Council Minutes on the Shire of Harvey's website.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be ***Financial, Reputational*** or ***Compliance*** if due process is not followed in progressing with the recommended award of Tender T052026 Construction of New Skatepark at Binningup Recreation Ground. The Risk is considered ***Low*** and the likelihood ***Unlikely,*** this results in a ***Low*** risk being present.

## Budget Implications

The following allocation is included in the Shire's 2026–2027 Budget:

| Project | Project Expense – Budget | Grants |
|---|---|---|
| Binningup Skatepark Design and Redevelopment | $30,000 | |
| Binningup Skatepark Design and Redevelopment | $50,000 | Coastal Community Reserve Funding round 25/26 |
| Binningup Oval – Play Spaces Upgrade Program | $140,000 | |
| Binningup Skatepark Upgrade | $325,000 | Coast Community Reserve |
| Binningup Skatepark Upgrade | $326,552 | Lotterywest Grant |
| Ancillary Skate Items | $100,000 | |
| Binningup Skatepark Upgrade | $50,000 | Alcoa Grant |
| **TOTAL** | $1,045,000 | |

## 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. Awards the Contract for T052026 – Construction of New Skatepark at Binningup Recreation Ground to the recommended Tenderer for the Tendered amount detailed within ***Confidential Attachment 1.***

2. Authorises the Chief Executive Officer to enter Contract negotiations, and to finalise and execute the Contract with the successful Tenderer.

### 5.3. Sustainable Development

Nil.

**5.4. Corporate Services**

| | |
|---|---|
| **Item No.** | **5.4.1.** |
| **Subject:** | **Monthly Financials 31 October 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 31 October 26 [**5.4.1.1** - 10 pages] |

## Summary

On Saturday, 31 October 2026, the Shire of Harvey (Shire) reported an end of period surplus of $38.3 million, largely reflecting the levying and collection of annual rates and waste charges early in the financial year. This surplus is expected to reduce as operational expenditure and capital works progress throughout the year.

Overall, the Shire remains in a sound financial position, with no significant concerns identified in the operating accounts at this stage of the financial year.

It is recommended Council receives the Financial Statements as at Saturday, 31 October 2026 as provided in ***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 (***Attachment 1***) reporting on the revenue and expenditure as set out in the Annual Budget under Regulation 22 (1)(d) for the month.

## Comment

The Shire continues to maintain a sound cash position, with cash and short-term deposits totalling $50.5 million. Outstanding rates totalled $14.3 million, with approximately 66% of rates collected by Saturday, 31 October 2026, consistent with the 2025–2026 financial year.

Operating expenditure remains generally in line with the adopted Budget. Insurance expense has exceeded budget mainly due to increased valuation costs of Shire Buildings. Employee costs are tracking close to budget and are anticipated to remain on target. Materials and contracts are approximately $337,000 below year-to-date budget primarily due to some projects having not yet commenced.

Capital expenditure totalling $3.6 million has been incurred against an annual Budget of $50.3 million, representing approximately 7.1% of the annual allocation. A number of major projects are yet to commence, with expenditure expected to increase as works progress. The timing and delivery of the capital works program will continue to be monitored.

The Shire's investment portfolio totalled $52.6 million at Saturday, 31 October 2026, with no reported breaches of the Investment Policy.

The Shire's annual borrowing program totals $12.05 million of which $2.76 million has been drawn down. Major loans for the Australind Office Expansion, Harvey Community Precinct and Leschenault Leisure Centre Court Expansion remain undrawn.

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

| | **ACTUAL** 31 Oct 2026 | **BUDGET** 2026–2027 | **VARIANCE** |
|---|---|---|---|
| **Statement of Financial Performance** | | | |
| Ordinary Revenue | $44,942,687 | $51,123,623 | $ 6,180,936 |
| Ordinary Expenditure | $21,757,715 | $65,414,276 | $43,656,561 |
| Capital Revenue | $10,598,378 | $46,901,385 | $36,303,007 |
| Capital Expenditure | $ 3,580,541 | $50,317,897 | $46,737,356 |
| End of Period Surplus/(Deficit) | | | $38,310,365 |
| **Statement of Financial Position** | | | **ACTUAL** |
| Current Assets | | | $ 65,534,897 |
| Net Assets | | | $844,288,877 |

**Rates Revenue**

Rates revenue of approximately $35,000,000 and waste service charges of approximately $6,800,000 were raised in August 2026. The due date for rates payment was Friday, 25 September 2026. Approximately 66% of the rates were collected by Saturday, 31 October 2026 compared to 65% for the financial year 2025–2026 and 64% for the financial year 2024–2025.

**Cash Flow and Interest Earnings**

The Shire holds by way of cash and term deposits $24,258,755 in Municipal funds and $18,213,814 in restricted Trust and Reserve funds. The average interest rate on these funds is 5.10%. New term deposits are attracting an interest rate of approximately 5.25% for a term of 90 days.

**Operating Grants and Subsidies**

The Shire received $4,381,668 as advance payment for Financial Assistance Grants 2026–2027 in the last quarter of the 2025–2026 financial year. First instalment of Financial Assistance Grant for financial year 2026–2027 was also received in August 2026.

**Employee Costs**

The employee costs reflect the employee costing for the first four months of the financial year 2026–2027. The Shire is anticipated to remain in line with the 2026–2027 Budget and the Shire's Workforce and Diversity Plan.

**Material, Contracts, Utilities and Other Expenses**

Although these accounts only reflect the first four months of the financial year, it is anticipated the Shire will operate within its means and in line with the Shire's adopted Budget for the 2026–2027 financial year.

**Capital Expenditure**

The Shire has budgeted to spend $50,300,000 on capital projects throughout the Shire in 2026–2027. Some of these projects include carry over projects from the financial year 2025–2026. Expenditure totalling approximately $3,600,000 on capital works has been reported at the end of October 2026. As major projects are completed, and as the Shire is invoiced for these works, the level of reported expenditure will increase.

Please note further information on major projects is delivered through quarterly reporting.

***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) Regulations 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 Saturday, 31 October 2026 provided in ***Attachment 1.***

| | |
|---|---|
| **Item No.** | **5.4.2.** |
| **Subject:** | **Payments October 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 October 2026 [**5.4.2.1** - 23 pages] |

## Summary

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

| **Voucher** | | **Amount** |
|---|---|---|
| Schedule of Accounts | | |
| Municipal | CP.76.1 – CP.81.155 | $ 3,211,813.12 |
| | 117763–117766 | $ 27,825.93 |
| Electronic Funds Submitted/Direct Debits | | $ 1,539,233.30 |
| **Total** | | **$ 4,778,872.35** |

**Purchasing Card Payments included in the Municipal payments above**

| | |
|---|---|
| AMPOL Fuel Card | $ 5,633.52 |
| BP Fuel Card | $ 10,764.32 |
| Puma Fuel Card | $ 1,349.06 |
| **Total** | **$ 17,746.90** |

## Statutory/Policy Environment

*Local Government Act 1995*

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

Local Government (Financial Management) Regulations 1996

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

## Strategic Framework

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

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

## Community Engagement

### Community Participation Goal

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

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

### Promise to the Community

*Inform:* We will keep you informed.

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

## Risk Management

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

## Budget Implications

The payments listed above have been budgeted for in the Shire's 2026–2027 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 October 2026 totalling $4,778,872.35.

### 5.5. Community and Lifestyle

| | |
|---|---|
| **Item No.:** | **5.5.1.** |
| **Subject:** | **Community Development Social Plans** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Manager Community Development** |
| **Authorising Officer:** | **Director Community and Lifestyle** |
| **File No.:** | **B000359** |
| **Attachments:** | 1. Assessment of Existing Strategic Actions [**5.5.1.1** - 8 pages] |

## Summary

A review of the Shire of Harvey's (Shire) existing community development strategic plans has been undertaken to assess their effectiveness, implementation outcomes and suitability for informing future planning. The review found that while the plans have delivered a range of positive community outcomes, opportunities exist to improve future strategic planning through a stronger focus on measurable community outcomes, reduced duplication and greater flexibility in implementation.

The review identified considerable alignment between the strategies, with many actions contributing to shared community development objectives. To improve strategic integration and streamline planning and reporting, it is proposed that these strategies be consolidated into a single Community Development Strategy aligned with the Shire's Integrated Planning and Reporting Framework. The Disability Access and Inclusion Plan (DAIP) would remain a standalone strategy to ensure compliance with legislative requirements and maintain a dedicated focus on accessibility and inclusion.

Accordingly, it is recommended that Council endorses the development of a consolidated Community Development Strategy to replace the existing strategies, and requests that a draft Community Development Strategy and a Draft DAIP be presented to Council for consideration following community and stakeholder consultation.

## Background

Between 2021 and 2022, Council adopted six strategic plans to guide community development activities, service delivery, advocacy and investment across a range of community wellbeing areas. These plans are comprised of:

- Access and Inclusion Plan 2021–2026
- Youth Strategy 2021–2026
- Community Safety and Crime Prevention Plan 2021–2026
- Early Years Strategy 2022–2027
- Age Friendly Strategy 2022–2027
- Creative Communities Strategy 2027.

Each strategy was informed by community and stakeholder engagement undertaken at the time of development and was designed to respond to identified local needs, aspirations and challenges. While the focus of each strategy differs, the documents generally follow a similar structure comprising focus areas, strategic objectives and actions intended to guide service delivery, advocacy, partnerships and resource allocation over a five-year period.

Collectively, the six strategies contain 29 focus areas, 64 objectives and 290 actions aimed at improving outcomes across:

- Accessibility and inclusion,
- Youth development,
- Community safety,
- Early childhood development,
- Healthy ageing,
- Arts and culture,
- Social connection and
- Community capacity building.

The actions range from advocacy and partnership initiatives through to service delivery, infrastructure improvements, community programs and policy development.

As the current planning cycle approaches completion, Officers have undertaken a comprehensive review of the strategies to assess implementation outcomes, identify opportunities for improvement, and determine the most effective approach to future community development planning.

## Comment

The review involved an assessment of each document's vision, goals, objectives, action plans, priority projects and implementation outcomes. Comparisons were then undertaken across the six documents to identify common themes, strengths, opportunities for improvement and areas where a more consistent strategic planning approach could be adopted.

The review assessed both the effectiveness of each strategic planning document and the suitability of the actions contained within them. Particular consideration was given to:

- The number and type of actions included.
- The extent to which actions reflected business-as-usual activities.
- The degree to which actions were within the Shire's control or sphere of influence.
- Reliance on external organisations and partners for delivery.
- Resource and funding implications.
- Clarity, specificity and measurability of actions.
- Alignment between strategic objectives and proposed actions.
- The balance between outcome-focused and activity-focused actions.
- Flexibility to respond to changing community needs and emerging priorities.
- Implementation outcomes achieved.
- Consistency of document structure, terminology and presentation.

The review also explored opportunities to strengthen future planning through a greater emphasis on outcome-based planning aligned with the outcomes identified in the Shire’s Council Plan.

This approach focuses on the long-term community outcomes Council is seeking to achieve while maintaining flexibility in the programs, initiatives and activities used to achieve those outcomes.

The review identified a generally consistent high-level planning approach across all six documents, including community consultation, community profile and research, strategic goals and objectives, priority actions, and alignment with the Strategic Community Plan and Corporate Business Plan. However, each document adopted a different planning framework, terminology, structure and performance measurement approach, making direct comparison and reporting difficult.

Analysis also identified a significant number of actions that were operational in nature, substantially reliant on external organisations, resource intensive, and/or vague and difficult to measure. A detailed breakdown of these actions is available in (***Attachment 1)***:

- 84 actions (28%) were considered business-as-usual activities that would reasonably be expected as part of normal local government operations regardless of whether they were included within a strategic plan.

- 37 actions (12%) were substantially dependent on external organisations such as schools, State Government agencies, WA Police, service providers, community groups or industry partners.

- 27 actions (9%) required significant ongoing funding, specialist expertise or dedicated program resources.

- 111 actions (38%) were identified as vague, difficult to measure, or lacking clear deliverables and completion criteria.

Despite these findings, each strategy delivered positive outcomes for the community.

**Access and Inclusion**

The Access and Inclusion Plan strengthened organisational practices, improved accessibility awareness, supported infrastructure improvements, increased community engagement and embedded accessibility considerations into Shire planning and service delivery.

**Youth Development**

The Youth Strategy delivered significant outcomes, including Youth Traineeships and student placements, Youthchella and Sunset Festival events, Leeuwin scholarships, school holiday programs, leadership opportunities and youth engagement initiatives.

**Community Safety**

The Community Safety and Crime Prevention Plan resulted in the endorsement of a CCTV Strategy and Graffiti Management Policy, delivery of community safety pop-up events and road safety campaigns, and support for health and wellbeing initiatives.

**Early Years**

The Early Years Strategy strengthened partnerships with early childhood providers, enhanced family-friendly facilities and programs, supported child development initiatives and increased opportunities for participation by children and families.

**Age Friendly**

The Age Friendly Strategy supported active ageing, social participation, lifelong learning, age-friendly infrastructure improvements, and initiatives that promoted independence, wellbeing and community connection for older adults.

**Creative Communities**

The Creative Communities Strategy supported arts and cultural programming, participation in creative activities, public art initiatives, activation of community spaces and development of local creative capacity.

**Key Findings**

A key finding of the review was that many actions reflected specific projects, programs or initiatives that were relevant to community priorities and circumstances at the time the strategies were developed. While many delivered positive outcomes, some actions became less relevant over the life of the plans, were superseded by emerging priorities, or were affected by external funding and resource constraints.

The review found that future strategic planning would benefit from a stronger focus on high-level community outcomes and strategic directions rather than prescriptive action lists. An outcome-based approach would provide greater flexibility to adapt service delivery over the life of a strategy while maintaining focus on achieving the intended community outcomes. It would also allow emerging opportunities, partnerships and community needs to be incorporated without requiring formal amendments to the strategy.

For example, future strategies could focus on outcomes such as:

- Young people are connected and engaged in community life.
- Children and families are supported to thrive.
- Older adults are active, connected and valued members of the community.
- People of all abilities can access and participate in community life.
- Community members are informed, resilient and supported to enhance safety and wellbeing.
- Community members have opportunities to participate in and contribute to arts, culture and creative activities.

Annual service plans processes could then identify the most appropriate projects, partnerships and initiatives required to achieve these outcomes based on available resources, community needs and emerging opportunities.

The review also identified considerable overlap between the six strategies, including common stakeholders, delivery methods, reporting requirements and desired outcomes. This presents an opportunity for consolidation into a Community Development Strategy.

The proposed Community Development Strategy would provide a coordinated framework for community development activities across the Shire while reducing duplication, improving strategic alignment with the Council Plan and simplifying monitoring and reporting.

The DAIP would remain a standalone strategic document due to legislative requirements and the need to maintain a dedicated focus on accessibility and inclusion outcomes. Similarly, a future Reconciliation Action Plan would remain a separate document due to its distinct governance and reporting requirements.

Accordingly, it is proposed that the Youth, Early Years, Age Friendly, Community Safety and Creative Communities strategies be consolidated into a single Community Development Strategy focused on achieving long-term community outcomes rather than delivering prescribed actions. This approach would provide greater flexibility to respond to emerging priorities, community needs and funding opportunities.

The Community Development Strategy would be supported by service plans that are presented to Council annually with actions that are:

- Within the Shire's sphere of influence and control.
- Clearly defined and measurable.
- Appropriately resourced.
- Outcome-focused.
- Distinct from business-as-usual operations.

**Proposed Pathway**

| Timeframe | Activity |
|---|---|
| January – March 2027 | • Community survey.<br>• Stakeholder workshops.<br>• Targeted engagement with key groups. |
| April 2027 | Preparation of draft Community Development Strategy & Access and Inclusion Plan. |
| May 2027 | Presentation of draft Community Development Strategy & Disability Access and Inclusion Plan to Council for consideration. |

## Statutory/Policy Environment

Access and Inclusion Plan 2021 – 2026

Youth Strategy 2021 – 2026

Community Safety and Crime Prevention Plan 2021 - 2026

Early Years Strategy 2022 – 2027

Age Friendly Strategy 2022 – 2027

Creative Communities 2027

## Strategic Framework

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

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

## Community Engagement

### Community Participation Goal

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

The Shire will work directly with community members, stakeholders, and representative groups throughout the development of the Disability Access and Inclusion Plan and Community Development Strategy.

### 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 work collaboratively with community members, stakeholders, and representative groups throughout the development of the DAIP and Community Development Strategy. Community input and recommendations will help shape actions.

## Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be ***Reputation*** if the Shire fails to effectively support its community. The Reputation consequence is considered ***Moderate,*** and the likelihood is ***Possible*** resulting in a ***Medium*** risk. Developing and implementing an Access and Inclusion Plan and Community Development Strategy will help mitigate this risk by identifying and responding to the diverse needs, aspirations, and barriers experienced across the community.

## Budget Implications

$2,000 will be allocated to undertake community consultation from the Community and Lifestyle budget under Work Order 105148 – Community Engagement. Any future implementation actions will be subject to existing resources and Council's annual budget process.

## Authority/Discretion

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

## Voting Requirements

Simple Majority.

## Officer's Recommendation

That Council endorses consolidation of the five current community development strategies and requests the Chief Executive Officer to present a Draft Community Development Strategy and Draft Disability Access and Inclusion Plan in May 2027 after undertaking community and stakeholder consultation.

| | |
|---|---|
| **Item No.:** | **5.5.2.** |
| **Subject:** | **Equestrian Shared-Use Feasibility Investigation Report** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Manager Community Development** |
| **Authorising Officer:** | **Director Community and Lifestyle** |
| **File No.:** | **F/37/00232** |
| **Attachments:** | 1. Harvey Equine Feasibility Study Final [**5.5.2.1** - 44 pages] |

## Summary

This report presents the findings of the Equine Facility Feasibility Investigation (Investigation), which assessed demand for equestrian infrastructure within the Shire of Harvey (Shire), examined potential locations for a shared-use equestrian facility, and considered the feasibility of future development.

While Stanton Park was identified as the preferred of the three sites investigated, the Investigation found that the delivery of a shared-use equestrian facility faces significant challenges. Access, power and water servicing and land-use compatibility issues are amongst the key issues identified.

The Investigation also identified substantial financial risks and uncertainty. Preliminary development costs are estimated to exceed $8 million and exclude several unresolved site constraints, while ongoing operational, maintenance and asset renewal costs would require sustainable long-term funding arrangements.

## Background

The Shire has a number of equestrian and horse-related organisations operating across multiple locations and under a range of tenure arrangements. These include the South-West Horse Trials, Yarloop Equestrian Association, Riding for the Disabled Harvey, the Log Fence Pony Club and members of the 10th Light Horse community.

| Equestrian Club | Location | Arrangement |
|---|---|---|
| The Log Fence Pony Club | Yarloop (South-Western Highway) | Lease with State Government and Alcoa |
| South-West Horse Trials | Stanton Park (north of Harvey on South-Western Highway) | Lease with Shire of Harvey |
| Yarloop Equestrian Association | Stanton Park | Arrangement with South-West Horse Trials |
| Riding for the Disabled Harvey | 6 Hillside Road, Harvey | Lease with State Government |

Stanton Park is also utilised by the Harvey Sporting Clays shooting club and contains Stanton Hall.

Over a number of years, the Shire has received enquiries from equestrian stakeholders regarding opportunities to improve equestrian infrastructure within the district. In particular, the Yarloop Equestrian Association has approached the Shire on multiple occasions seeking assistance to identify suitable land and infrastructure to support the group's activities and future growth. While a number of sites are currently utilised for equestrian purposes, stakeholders have identified challenges relating to facility quality, accessibility, tenure arrangements and the availability of infrastructure capable of supporting a wider range of equestrian activities and events.

In response to ongoing stakeholder interest, and following a request raised through the Sport and Recreation Advisory Group, an allocation was made in the 2025-26 Annual Budget to undertake the Investigation. The purpose of the study was to assess demand for equestrian infrastructure, investigate potential locations and evaluate the feasibility for a shared-use equestrian facility.

In December 2025, a consultant was engaged to undertake the Investigation, with the study completed in July 2026 **(*Attachment 1*).**

## Comment

The Investigation included stakeholder engagement, community consultation and an assessment of potential locations capable of supporting a shared-use equestrian facility within the Shire.

The consultation process confirmed demand for improved equestrian infrastructure and identified support for a facility capable of accommodating a range of equestrian disciplines and activities. The Investigation also highlighted the diversity of equestrian interests within the district, including competitive, recreational, therapeutic and educational uses.

Three sites were assessed as part of the Investigation, being the Uduc reserve, Cookernup Recreation Reserve and Stanton Park.

The Uduc site (Reserve number 17535), located on Field Road is zoned recreation by the Department of Planning, Lands and Heritage (DPLH). The site comprising approximately 4.86 hectares, was assessed as unsuitable for the development of a regional shared-use equestrian facility due to its limited size and inability to accommodate the range of infrastructure and activities required to support multiple equestrian disciplines and users. The site was also identified as being prone to waterlogging, resulting in substantial drainage and site improvement costs. Notwithstanding these constraints, the site may have the capacity to support smaller-scale equestrian activities or infrastructure improvements tailored to the needs of a specific user group.

Cookernup Recreation Reserve (Reserve number 4477), comprising approximately 6.38 hectares, was also assessed. The site is similarly affected by waterlogging issues that would require significant drainage works. In addition, the available land area is close to residential land and was considered insufficient to support the infrastructure requirements of a regional shared-use equestrian facility.

Of the three sites investigated, Stanton Park was identified as the most suitable location for a shared-use equestrian facility. The reserve provides a substantially larger landholding, existing equestrian activities and an established equestrian presence. However, the Investigation identified several significant constraints that currently affect the feasibility of developing a shared-use facility at the site, including:

- Unresolved water and power servicing requirements and associated establishment costs.
- Access, traffic management and road safety considerations associated with South-Western Highway.
- Land use compatibility issues between equestrian activities and existing reserve users.
- Planning, environmental and approval requirements that remain unresolved.
- Development costs estimated to exceed $8 million, excluding several identified site constraints.
- Ongoing operational, maintenance and asset renewal costs with no identified long-term funding source.
- The absence of a representative governance structure capable of coordinating stakeholders, managing facilities and providing strategic direction.

While the Investigation identified Stanton Park as the most suitable location assessed, it did not establish a clear, feasible, or financially sustainable pathway for the development and operation of a regional shared-use equestrian facility.

A key finding of the Investigation was the absence of a unified governance structure representing the various equestrian interests within the district. Existing equestrian organisations currently operate from different locations, under different tenure arrangements and with varying objectives. Consequently, there is currently no single entity capable of demonstrating long-term management capability, coordinating facility development, securing investment or assuming responsibility for the ongoing operation and maintenance of a shared-use facility.

The Investigation also identified significant financial uncertainty. While indicative development costs exceed $8 million, a number of servicing, access, environmental and site-specific requirements remain unresolved and may substantially increase overall project costs. Any future proposal would also need to demonstrate a sustainable approach to ongoing operating, maintenance and renewal obligations.

Currently, the closest established equestrian venues to Stanton Park are the Murray Regional Equestrian Centre, located approximately 41km away, the Capel Regional Equestrian Park, located approximately 72km away, and the Dardanup Equestrian Centre, located approximately 45km away.

The Investigation findings provide valuable insight into the opportunities and constraints associated with equestrian infrastructure within the district; however, they do not demonstrate a sufficient basis for further Council-led investigation. It is proposed that any future consideration of the concept be community-led and include the establishment of an appropriate governance structure together with demonstrated stakeholder alignment. Future progression should also identify sustainable funding pathways and development of a viable long-term operating model.

The Investigation does not preclude individual equestrian organisations from pursuing smaller-scale facility improvements, infrastructure upgrades or site-specific developments that meet the needs of their members and are appropriate to their existing locations and Council could consider opportunities to support community-led initiatives where appropriate.

Accordingly, while the Investigation recommends “that Council determine whether the community benefit identified justifies facilitating the governance formation process and a further staged investigation”, Officers do not recommend progressing a Council-led investigation into a shared equestrian facility at this time.

## Statutory/Policy Environment

- *Policy 1.1.13 - Community Lease*
- *Planning and Development Act 2005*
- *Land Administration Act 1997*
- *Building Act 2011*

## Strategic Framework

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

| | |
|---|---|
| *Pillar 1 – People:* | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| *Objective 2:* | Facilitate healthy and active communities. |
| *Objective 5:* | Ensure equitable access to local services, facilities and places. |
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 15:* | Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained. |

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|---|---|
| *Pillar 4 – Prosperity:* | A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice. |
| *Objective 18:* | Grow the network of scenic and adventure trails for walking, cycling, paddling and horse-riding. |

## Community Engagement

### Community Participation Goal

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

Council Agenda, Minutes and the Shire of Harvey Equine Facility Feasibility Study are made available to the public.

### Promise to the Community

*Inform:* We will keep you informed.

Council Agenda, Minutes and Attachments are made available to the public.

## Risk Management

The Risk Theme identified as part of this report is ***Providing inaccurate advice/information***. The Consequence could be ***Reputational***. The risk is considered ***Minor*** and the likelihood ***Rare***, resulting in a ***Low*** Risk being present.

The risk of providing inaccurate advice or information is mitigated through an Officer and Manager review of the feasibility study which was developed by an independent consultant.

## 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. Receives the Equestrian Feasibility Investigation **(*Attachment 1*).**

2. Acknowledges that:

    a. The Equestrian Feasibility Investigation does not establish a clear, feasible, or financially sustainable pathway for the development of a regional shared-use equestrian facility in the Shire of Harvey.

b. Further progression of any shared-use equestrian facility proposal should be community-led.

c. Any further commitment of Shire of Harvey resources to investigating or developing a shared-use equestrian facility will be guided by a future Council resolution.

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| **Item No.:** | **5.5.3.** |
| **Subject:** | **Shire of Harvey Community Grant Program – Partnership Agreements** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Grants Coordinator** |
| **Authorising Officer:** | **Director Community and Lifestyle** |
| **File No.:** | **C046/0003** |
| **Attachments:** | Confidential Attachment 1<br>Confidential Attachment 2<br>Confidential Attachment 3<br>Confidential Attachment 4<br>Confidential Attachment 5<br>Confidential Attachment 6 |

## Reason for Confidentiality

Pursuant to section 5.23(4)(b) of the *Local Government Act 1995,* the six confidential attachments of this report contain details relating to:

- Information relating to the personal affairs of an individual

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 report and its Attachments.

## Summary

The purpose of this report is to seek Council direction regarding the future of the Shire of Harvey (Shire)'s Partnership Agreement funding stream, specifically the six current partnership agreements that are due to expire on Wednesday, 30 June 2027, and to consider several emerging partnership funding requests.

Six current partnership agreements are now in the final year of their five-year term and Council is required to determine whether these organisations should be invited to apply for a new partnership agreement commencing Thursday, 1 July 2027.

Council is also requested to provide strategic direction regarding three additional matters:

1. Ongoing operations and service delivery following the recent redevelopment of the facility.

2. Yarloop Workshops Committee/Yarloop Workshops Inc. may warrant consideration for a future partnership agreement as the redeveloped Yarloop Workshops precinct becomes operational and transitions into an activation and programming phase.

3. Brunswick Agricultural Society has requested additional funding during the term of its agreement. Council is requested to determine whether Partnership Agreement funding allocations should generally remain fixed for the duration of an agreement term except in exceptional circumstances.

Officers recommend that Council invites the six existing five-year partnership recipients to submit applications for assessment under a new three-year Partnership Agreement funding round commencing Thursday, 1 July 2027.

In addition, Officers recommend inviting the Brunswick Agricultural Society to submit a new application to enable a reassessment of its funding requirements, noting the significant variance between the funding currently provided under its existing Partnership Agreement and the funding originally sought through the 2025 application process. Officers also recommend inviting applications from the Yarloop Workshops Committee and Harvey Connect.

Correspondence issued to invited organisations will clearly state that an invitation to apply does not constitute a commitment by Council to provide ongoing funding or enter into a future Partnership Agreement. All applications will be subject to a comprehensive and competitive assessment process against updated program objectives, eligibility requirements and assessment criteria, including consideration of strategic alignment, community need, organisational capacity, financial sustainability, value for money and, where applicable, previous partnership performance. Recommendations regarding funding allocations and agreement terms will be presented to Council for consideration in May 2027.

## Background

The Shire's Community Grant Program includes a Partnership Agreement funding stream that provides longer-term funding support to organisations delivering annual programs, services, events and initiatives that generate significant and ongoing benefits for the Shire of Harvey community.

Partnership Agreements are intended to provide funding certainty to organisations delivering recurring community outcomes, while supporting the achievement of Council's strategic priorities through sustained service delivery and community engagement.

Council currently supports ten organisations through Partnership Agreements. Six agreements were endorsed by Council on Tuesday, 28 June 2022 for a five-year term commencing Friday, 1 July 2022 and concluding Wednesday, 30 June 2027. These agreements are now entering their final year.

**Table 1: Current five-year partnership agreements (2022– 2027).**

| Group or Organisation | Project | Cash Contribution per annum |
|---|---|---|
| Brunswick Community Resource Centre | Programming | $ 30,000 |
| Bunbury Regional Entertainment Centre | Regional Entertainment Program | $ 20,000 |
| Harvey Community Radio | Operational Costs | $ 10,000 |
| Harvey Community Resource Centre | Service Provision | $ 30,000 |
| Lot 208 Youth Inc. | Youth Program | $ 80,000 |
| Southwest Academy of Sport | Support Program | $ 9,000 |
| | **TOTAL** | **$179,000** |

A further four Partnership Agreements were endorsed by Council on Tuesday, 27 May 2025 under the revised three-year partnership model. These agreements commenced on Tuesday, 1 July 2025 and conclude on Friday, 30 June 2028.

**Table 2: Current three-year partnership agreements (2025– 2028).**

| Group or Organisation | Project | Shire In-Kind Support per annum | Cash Contribution per annum |
|---|---|---|---|
| Harvey Agricultural Show | Community Event | $16,753 | $10,000 |
| Brunswick Agricultural Show | Community Event | $13,057 | $15,750 |
| Youth Cattle Camp | Community Event | $2,600 | $5,994 |
| Mainstreet Inc. Harvey Harvest Festival | Community Event | $7,100 | $28,000 |
| | **TOTAL** | | **$59,744** |

Following a review of the Community Grant Program in 2025, Council replaced the previous five-year Partnership Agreement model with a three-year agreement term.

The revised approach provides greater flexibility for Council to periodically review funding priorities, assess organisational performance, consider emerging community needs and ensure Community Grant Program funding remains aligned with Council's strategic objectives.

## Comment

As the six current five-year Partnership Agreements approach the end of their term, Council is requested to determine whether these organisations should be invited to apply for a new Partnership Agreement commencing Thursday, 1 July 2027. Council is also requested to consider a request for additional funds from Brunswick Agricultural Society and whether additional organisations, Harvey Connect and the Yarloop Workshops Committee, should be invited to participate in the application process.

Consistent with the Community Grants Program Guidelines, all organisations invited to participate in the Partnership Agreement funding round will be required to submit a formal application for assessment. An invitation to apply will not guarantee ongoing or future funding, with all applications subject to assessment against the relevant criteria and available budget.

Applicants will be required to provide detailed organisational, financial and program information to support their applications. This will include governance documentation, financial statements, budgets, strategic planning documents (where available), proposed activities, anticipated outcomes, performance measures and evidence of community need.

As part of the assessment process, Officers will undertake a detailed review of each application, considering strategic alignment, community need, organisational capacity, financial sustainability, value for money and anticipated community outcomes. Particular consideration will be given to the demonstrated need for Shire funding, the proposed allocation of funds, alternative funding sources, the organisation's contribution to service delivery and the extent to which proposed expenditure contributes directly to community outcomes.

The assessment will also consider the nature and scale of the service provided, recognising that community benefit may be demonstrated through broad community reach or through more intensive support and significant outcomes for a smaller number of participants. Where relevant, consideration will be given to service gaps, opportunities to avoid duplication and the contribution of other funding partners.

Where required, applicants may be invited to participate in discussions with the Director Community and Lifestyle, or their delegate, and the Grants Coordinator to clarify aspects of their applications or provide additional information.

Assessment findings will be presented to the Community Grant Assessment Panel for consideration and scoring against the Community Grants assessment criteria.

Recommendations will consider whether funding should be maintained, increased, reduced or discontinued, based on demonstrated need, organisational performance, value for money, strategic alignment and anticipated community outcomes. The assessment will also consider the appropriate funding model, deliverables and performance measures for each proposed agreement.

Final recommendations will be presented to Council for consideration in May 2027. Successful applicants will subsequently enter into negotiated Partnership Agreements commencing Thursday, 1 July 2027.

**Current Partnership Agreement recipients**

As part of the reporting requirements under the current Partnership Agreements, partner organisations have submitted an annual report outlining their activities, achievements and outcomes delivered during the reporting period. These reports are provided for Council's review as ***Confidential Attachments 1-6***.

Officer assessment indicates that all six organisations continue to deliver community benefit and remain broadly aligned with the objectives of the Partnership Agreement program.

However, several partnerships could be strengthened through the inclusion of more clearly defined deliverables, performance measures and outcome reporting. Particular consideration should be given to the future structure of youth service delivery within the Shire given the significant level of investment currently provided through the Lot 208 Youth Inc partnership.

Brunswick Community Resource Centre has demonstrated strong performance throughout the current agreement term, delivering a broad range of community programs and services aligned with identified local needs.

Harvey Community Radio has continued to provide an important community communication service, supporting volunteer participation, community engagement and the dissemination of local information.

Bunbury Regional Entertainment Centre has demonstrated significant participation by Shire residents and continues to provide access to arts and cultural opportunities that may not otherwise be readily available locally. Future agreements may benefit from more specific performance measures and reporting requirements to better demonstrate the direct benefits achieved for Shire residents.

Harvey Community Resource Centre continues to provide valuable support services throughout the district. While reporting indicates positive community outcomes, future agreements may benefit from more clearly defined deliverables and outcome measures to better identify the impact of the Shire's investment.

Lot 208 Youth Inc currently receives $80,000 per annum, representing the largest individual allocation within the Partnership Agreement program. The review of Partnership Agreements provides an opportunity for Council to consider the future direction of youth service delivery within the Shire. While Lot 208 Youth Inc provides dedicated youth engagement opportunities, consideration of its ongoing funding will include an assessment of participant reach, community outcomes, future service requirements, service gaps and value for money.

South West Academy of Sport continues to deliver outcomes for participating athletes through athlete development, mentoring and access to elite sporting pathways. While the program benefits a relatively small number of residents each year, the depth and quality of outcomes for participating athletes are important considerations in assessing the value of the service. The assessment will consider the benefits achieved relative to the level of investment, alongside the program's accessibility, strategic alignment and contribution to sporting opportunities for local residents.

Brunswick Agricultural Society has requested additional funding, indicating that its current allocation does not fully reflect the operational requirements associated with delivering the annual agricultural show.

Inviting the Society to submit a new application would enable a detailed assessment of its current funding requirements, financial position, alternative funding sources and the community outcomes delivered through the event. This would provide an evidence base for determining whether the current funding allocation remains appropriate or whether a revised contribution is justified.

**Potential new Partnership Agreement recipients**

Harvey Connect has requested consideration of a Partnership Agreement to support the ongoing operation, coordination and activation of its recently redeveloped facility. The organisation has identified a need for financial support to assist with the delivery of programs, activities and services. Inviting Harvey Connect to submit an application would enable the Shire to assess its proposed operational model, ongoing funding requirements, anticipated community benefits and contribution to identified local needs. The assessment would also consider the proposed use of Shire funding, opportunities for alternative revenue or funding sources, and the extent to which the proposed activities complement existing community services.

The redevelopment of the Yarloop Workshops precinct has progressed from a capital works project towards an operational and activation phase. As the precinct becomes established, there is an increasing need for site management, community programming, heritage interpretation, volunteer coordination, visitor engagement and event activation.

Inviting the Yarloop Workshops Committee to submit an application would enable the Shire to assess the proposed operational and activation model, anticipated community benefits, funding requirements and contribution to the ongoing use of the precinct.

The application should also identify the respective responsibilities of the Shire and the Committee, the proposed allocation of funding, anticipated operating costs, alternative funding sources and measurable outcomes. This would assist Council to determine whether a Partnership Agreement is an appropriate mechanism to support the precinct's ongoing activation and community benefit.

**Conclusion**

The 2027–2030 Partnership Agreement funding round provides an opportunity for Council to review existing funding arrangements, consider requests for increased support and assess potential new partnerships against a consistent and transparent framework. Requiring all invited organisations to submit formal applications will enable Council to make informed decisions based on demonstrated community need, organisational capacity, financial sustainability, value for money and alignment with the Shire's strategic priorities.

Inviting Harvey Connect and the Yarloop Workshops Committee to apply would allow their proposals to be considered alongside existing recipients, without creating an expectation of funding. The assessment process will provide Council with an evidence base to determine the organisations, funding levels, deliverables and performance measures that will best support community outcomes over the next three-year agreement period.

## Statutory/Policy Environment

Policy 3.1.6 - Community Funding

## Strategic Framework

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

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|---|---|
| *Pillar 1 – People:* | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| *Objective 2:* | Facilitate healthy and active communities. |
| *Objective 3:* | Grow participation in arts, culture and creative activities. |
| *Objective 4:* | Support people through all stages of life. |

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| *Pillar 5 – Performance:* | A representative leadership that is future thinking, transparent and accountable. |
| *Objective 23:* | 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.

Information on the proposed Partnership Agreement funding round and application process will be provided through Council reports, grant guidelines and direct communication with eligible organisations.

**Promise to the Community**

*Inform:* We will keep you informed.

The Shire will keep organisations informed of Partnership Agreement opportunities, eligibility requirements, assessment processes and Council decisions through ongoing communication and published Council outcomes.

## Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption.** The consequences could be ***Reputational*** should Council not adopt the recommendation to invite the outlined organisations to submit an application for consideration under a three-year Partnership Agreement. The consequences rating is considered ***Moderate*** and the likelihood ***Possible,*** resulting in a ***Medium*** risk being present.

## Budget Implications

Applications will be considered for the 2027–2028, 2028–2029, and 2029–2030 financial years and will be included in the Annual Budget process.

## Authority/Discretion

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

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council

1. Invites the following organisations to submit an application for a three-year Partnership Agreement for Council's consideration and determination:

    a. Brunswick Community Resource Centre

    b. Bunbury Regional Entertainment Centre

c. Harvey Community Radio

d. Harvey Community Resource Centre

e. Lot 208 Youth Inc

f. South West Academy of Sport

g. Brunswick Agricultural Society

h. Harvey Connect

i. Yarloop Workshops Committee Inc

2. Notes that a report will be presented to Council in May 2027 outlining the recommendations of the Community Grants Assessment Panel in relation to applications received from the invited organisations for the 2027–2030 Community Partnerships Program.

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| **Item No.:** | **5.5.4.** |
| **Subject:** | **Awards, Honours and Prizes Advisory Group** |
| **Proponent:** | **Shire of Harvey** |
| **Location:** | **Shire of Harvey** |
| **Reporting Officer:** | **Administration Officer - Community & Lifestyle** |
| **Authorising Officer:** | **Director Community and Lifestyle** |
| **File No.:** | **CR/F/012** |
| **Attachments:** | Confidential Attachment 1<br>Confidential Attachment 2 |

## Reason for Confidentiality

Pursuant to section 5.23(4)(b) of the *Local Government Act 1995,* the 2 confidential attachments of this report contain details relating to:

- Information relating to the personal affairs of an individual

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 report and its Attachments.

## Summary

This report seeks Council's consideration of the nominations received for the 2027 Community Citizen of the Year Awards, which are to be presented as part of the Australia Day celebrations held throughout the Shire of Harvey.

The Awards, Honours and Prizes Advisory Group (Advisory Group) met on 9 November 2026 to assess the nominations received and determine its recommended award recipients. The assessment outcomes, recommendations and meeting Minutes are provided in ***Confidential Attachments 1*** and ***2***.

Council endorsement of the Advisory Group's recommendations is sought to enable the award recipients to be confirmed and the necessary arrangements to be made with Auspire – Australia Day Council Western Australia in advance of the 2027 Australia Day celebrations.

## Background

Since 2003, the Australia Day Council has supported Awards in partnership with local governments throughout the nation. These awards are organised through Auspire – Australia Day Council of Western Australia and the Shire of Harvey has administered and participated in these awards since 2018.

Nominations for the 2027 Community Citizen of the Year Awards were open from Tuesday, 1 September to Saturday, 31 October 2026 (inclusive).

The Community Citizen of the Year Awards Program is delivered in accordance with *Policy 3.1.1– Awards and Honours*. The policy establishes that:

- *"The Shire's Awards and Honours Advisory Group shall meet each year to assess nominations received under the Community Citizen of the Year Australia Day Awards program.*

- *Nominations will be considered in the following categories:*
    - *Community Citizen of the Year Award*
    - *Senior Community Citizen of the Year Award*
    - *Young Community Citizen of the Year Award*
    - *Active Citizen of the Year Award (community group or event).*
- *The Shire will notify event organisers of award recipients but otherwise this information shall be embargoed until the presentation of the awards.*
- *Awards shall be presented at Australia Day functions held in the Shire's main towns by an Elected member or Chairs of the Town's Breakfast Organising Committee."*

## Comment

Nominations were sought through the Shire's website and social media accounts through a dedicated campaign from August to October 2026, inclusion in the Shire's e-newsletters and posters displayed in Shire Libraries, Recreation Centres and Customer Service areas.

The Advisory Group met on Monday, 9 November 2026 to assess nominations received and determine its recommendations for award recipients. The Advisory Group also recommended that, in recognition of the higher prestige associated with the Community Citizen of the Year Awards, these awards be presented following the Homegrown Heroes presentation at the Harvey Australia Day Breakfast to provide greater prominence and recognition to the award recipients.

## Statutory/Policy Environment

Policy 3.1.1 – Awards and Honours.

## Strategic Framework

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

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

## Community Engagement

### Community Participation Goal

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

The community nominated peers for the awards and successful recipients are recommended by the Awards, Honours and Prizes Advisory Group for endorsement by Council.

### 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.

Community members have been encouraged to nominate people/groups who have made positive community contributions, these nominations will be assessed and awards granted based on their merits.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be ***Reputational*** if the awards are not presented to appropriate recipients. This risk is mitigated through the scoring and review process of the Awards, Honours and Prizes Advisory Group. The risk consequence is assessed to be ***Moderate*** and the likelihood ***Unlikely*** resulting in a ***Medium*** risk being present.

## Budget Implications

The annual cost to the Shire to be a member of the Australia Day Council and participate in the Australia Day Awards is $836 paid out of Subscriptions/Memberships work order 105125.

## Authority/Discretion

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

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council:

*1.* Receives the Minutes from the Awards, Honours and Prizes Advisory Group as per ***Confidential Attachment 1***

2. Endorses the recommendations of the Awards, Honours and Prizes Advisory Group regarding the 2027 Community Citizen of the Year Awards as per ***Confidential Attachment 2***.

3. Notes that:

    a. The awards will be presented at Australia Day functions held within the Shire of Harvey.

    b. The Shire of Harvey will notify award nominees, and the identity of award recipients will otherwise remain confidential until the official presentation of the awards.

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| **Item No.:** | **5.5.5.** |
| **Subject:** | **Yarloop Workshops Site Lease and Management** |
| **Proponent:** | **Yarloop Workshops Inc.** |
| **Location:** | **Yarloop** |
| **Reporting Officer:** | **Director Community and Lifestyle** |
| **Authorising Officer:** | **Chief Executive Officer** |
| **File No.:** | **B000296** |
| **Attachments:** | **Nil** |

## Summary

Practical completion of the Stage 1 redevelopment of the Yarloop Workshops was achieved in July 2026. The Yarloop Workshops Committee Inc (YWC), the former lessee of the site, remains committed to leasing and operating it. This report seeks Council's support to negotiate a lease with the YWC for a portion of the site and to consider a three-year Partnership Agreement for its operation.

## Background

### Redevelopment

Following the fires that devastated much of Yarloop (including the Yarloop Steam Workshops buildings) in January 2016, Council committed to rebuilding the Yarloop Workshops. In March 2019, Council allocated funds to engage a consultancy to develop a Yarloop Steam Workshops Concept Plan. A Master Plan was presented to the Ordinary Council Meeting (OCM) held on Tuesday, 28 April 2020 where it was resolved (Resolution 20/085):

*That Council:*

1. *Endorses the Yarloop Workshop Redevelopment as shown in Attachment 1,*

2. *Lists an amount of $2,750,000 for consideration in the 2020–2021 draft Budget to undertake the continuation of the design, documentation and construction of Stage 1 of the Yarloop Workshop Redevelopment; and notes that the Shire and the Consultant will actively engage and inform the community as part of this process,*

3. *Notes that the Shire will actively pursue additional grant funding for the Stages 2 and 3 of the Master Plan Redevelopment and*

4. *Notes that, at this stage of the process, there will be no commitment to proceed with the Stages 2 and 3 of the Master Plan development without Council's further consideration and determination of the extent of the development, and the extent of grant monies to be received.*

At the OCM held on Tuesday, 28 September 2021, Council awarded a tender (Resolution 21/194) which included some the following:

- Construction of a new interpretive facility over the existing concrete slab and steam workshops equipment

- Construction of a new 'men's shed' facility adjacent to the steam workshops

- Construction of a new interpretive facility at the site of the brick vault

- Landscaping as documented and

- Siting of the salvaged equipment throughout the site in accordance with the landscape Documentation.

It was noted that the project budget allocation in the 2021–2022 Annual Budget had been increased to $5 million in anticipation of the actual project costs. The construction project was subsequently commenced.

However, at a Special Council Meeting (SCM) held on Tuesday, 13 December 2022, Council was informed that the contractor engaged to undertake the project had entered voluntary administration. In recognition of the importance of the project to the community and to sustain the project's momentum, Council authorised the Chief Executive Officer to remove the portions of work from the lead contractor and to engage directly with existing sub-contractors to make good critical components of the works that had commenced or required stabilisation to prevent further damage.

Redocumentation of the remaining works was then undertaken to inform a new tender, including the preparation of a quantity statement and the removal of completed components from the scope. An Expression of Interest (EOI) process was followed by an invitation to tender.

At a SCM held on Thursday, 5 October 2023, Council determined that no submissions received met the tender specifications or satisfied the value for money assessment for Stage 1 Redevelopment: Yarloop Steam Workshops Interpretation Centre: Recommence and Completion of Construction Project. As such, Council authorised the CEO to instead engage directly in negotiations with alternative contractors on all or parts of the Project.

Following comprehensive project planning and investigation, negotiations with contractors commenced. A contract was presented at the OCM held on Tuesday, 26 March 2024 and Council awarded a construction management project to Perkins Builders WA to recommence and complete the redevelopment project to the value of $5,053,486, noting that approximately $690,000 would be contributed from Shire reserves (Resolution 24/62). This was required despite descoping of portions of the work to reduce substantially increased costs.

The works contracted to Perkins Builders WA reached practical completion in July 2026. The remaining works to be undertaken on the site by the Shire include the formalisation of car parking.

**Interpretation and Curation**

In April 2022, Council considered an Interpretation Plan for the Yarloop Workshops site which was co-funded by the State Heritage Department. The Officer's report included the following commentary:

*"It is the recommendation of this report to appoint a curator as an external consultant for the setting up of the interpretive collections and ensuring the immediate success of the management of the Yarloop Workshop Interpretive Centre. Following this, the Shire can make an informed decision on the employment of a Curator as a part-time curator, leading to a full-time position as the need increases."*

It was subsequently resolved (Resolution 22/036):

*That Council adopts the recommendation in the Yarloop Workshops Interpretation Plan (Attachment 1), to appoint a suitably qualified consultant to curate the Yarloop Workshop collection ethically and legally.*

Officers sought to engage an external consultant, but the cost was considered excessive and a recruitment process was undertaken to employ an Officer to undertake the proposed work. However, the recruitment did not attract any suitably qualified candidates. When the project was re-scoped to reduce costs following the demise of the first construction contract, the curatorial elements included in the original project scope were removed.

**Lease**

The Yarloop Workshops Committee Inc (YWC) was the resident lessee of the site when the fires destroyed the buildings. The YWC operated a volunteer-based heritage museum and visitor attraction which included heritage restoration, maintenance and display of buildings, machinery and locomotives; visitor reception, hospitality, tours and demonstrations; and housed the Yarloop Post Office until 2013.

Although the lease remained in place at the time of the fires, the substantial change in the site and subject matter of the original lease means that any future occupation by YWC would require a new lease or other tenure arrangement to be negotiated. The YWC remains committed to leasing the site.

## Comment

Officers have been in communication with members of the YWC for over twelve months in preparation for the YWC's re-possession of the site once construction works are finalised.

In March 2026, YWC presented a business plan to a Council Concept Forum outlining the following vision for the site:

*"To re-establish the Yarloop Workshops as:*

- *A living heritage museum*
- *A community activity hub*
- *A regional tourism attraction*
- *A place for education and storytelling*

*The project will honour the history of timber milling, steam engineering and railway heritage that helped build the South West."*

YWC plans to operate the site as a multi-use heritage and community precinct, which will include:

| Proposed Use | Activity |
|---|---|
| Heritage Museum | • Restoration displays<br>• Historical machinery<br>• Steam heritage interpretation |
| Tours and Experiences | • Site tours<br>• Miniature train rides<br>• Steam and engineering demonstrations<br>• School excursions |

| | |
|---|---|
| Events and Community Activities | • Steam Days<br>• Markets<br>• Outdoor concerts<br>• Community gatherings |

Although YWC's business plan would deliver clear benefits to the community, Officers have identified several challenges that should be addressed to ensure the long-term sustainability of the site. These are outlined below.

**Site development**

The original vision for the site established a three-stage development. Stage one included a museum and interpretation facilities, a Men's Shed and visitor infrastructure. This stage is complete with buildings ready for occupation and operation.

Stage two involved the restoration and display of heritage equipment, the development of additional exhibits and interpretation, and enhanced visitor experiences. Stage three was envisaged to incorporate further development of the broader precinct, commercial and tourism opportunities and full activation of the site. However, no additional funding has been identified to support the original vision for Stages two and three of the site. It is proposed that further consideration by Council is required to determine any future site development.

Most of the site remains undeveloped and does not yet offer an attractive visitor experience. Significant heritage machinery and artefacts are scattered throughout the site, and their restoration will require specialist expertise. The longer this equipment remains unrestored, the greater the risk of deterioration and the higher the cost of preserving it. YWC is keen to gain occupancy as soon as practicable to enable members to commence restoration works.

Officers are proposing that a lease agreement is negotiated with YWC for a portion of the site that includes the workshop building, museum building, visitor reception area and land area to accommodate some of the heritage equipment to be restored and the sea containers currently on-site that are owned by the YWC.

While maintenance of the leased area will be the responsibility of the lessee, the remainder of the site will need to be maintained until such time as further development can take place. Council will need to consider an allocation as part of the annual budget process to secure and maintain the remainder of the site.

**Capacity**

The YWC is volunteer-run and while volunteer commitment is strong, this reliance on volunteers presents a risk to sustainability.

In addition, there are limited opportunities to generate revenue. The YWC business plan and budgets indicate modest income from visitation and hospitality and heavy reliance on grant income. Officers have secured funding to support the installation of heritage signage at the site, and initial discussions with Lotterywest regarding further site development have been positive. However, operational funding will be required to support the YWC.

Finally, the initial high-level estimates to operate the site could be up to $85,000 per annum. This could include but may not be limited to cleaning, pest control, grounds and landscaping maintenance, fire safety services, security, waste management, building, compliance and regulatory maintenance etc. While YWC is eligible to enter a lease under the Shire's Community Lease policy, operational costs will be the responsibility of the lessee. Shire records indicate an average amount of approximately $67,000 was paid to the YWC between 2011 and 2016 to operate the site.

YWC has indicated a desire to lease the entire site. Council could, however, offer the use of both the Interpretive facility and the Men's Shed along with a land area to house heritage machinery, and explore other uses for the remainder of the site.

**Options for Consideration**

Council could choose not to enter into a lease with the YWC and explore alternative uses for the entire Yarloop Workshops site. While this option could potentially realise a commercial return, it is unlikely in the short term, with the redeveloped buildings remaining vacant and at risk of deterioration. This option also fails to address the preservation of the heritage machinery located throughout the site or the on-going operational costs of the site in the interim.

A second option is to enter into a lease with the YWC with no support for the operation of the site. Officers could continue to work with YWC to increase the capacity of the organisation and assist with applications for grant funding. This option is the least likely to provide a positive outcome for either the site or the community.

It is proposed that Council authorises the Chief Executive Officer to negotiate a lease for a portion of the Yarloop Workshops site to be determined in consultation with YWC and invites YWC to apply for a three-year Partnership Agreement to support the operation of the site. It is further proposed that Council considers a budget allocation to as part of the annual budget process to maintain the remainder of the site. Officers will continue to work with the YWC to increase the capacity of the organisation and assist with applications for grant funding.

## Statutory/Policy Environment

Policy 1.1.13 – Community Lease Policy

## Strategic Framework

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

| | |
|---|---|
| *Pillar 1 – People:* | A safe, accessible and connected community where everyone has the opportunity to contribute and belong. |
| *Objective 2:* | Facilitate healthy and active communities. |
| *Pillar 3 – Place:* | A liveable, sustainable and well-designed built environment that is accessible to all. |
| *Objective 13:* | Protect and preserve places with heritage or cultural significance. |
| *Objective 15:* | Ensure Shire facilities, buildings, gardens and grounds are fit for purpose and well maintained. |
| *Pillar 5 – Performance:* | A representative leadership that is future thinking, transparent and accountable. |
| *Objective 23:* | 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.

Officers have been liaising with members of the YWC for over twelve months, and the YWC presented its business plan to a Council Concept Forum. Council's decision will be communicated to the YWC. This report will be included in the Agenda made publicly available on the Shire's website.

### Promise to the Community

*Inform:* We will keep you informed.

Officers will keep the YWC informed as the lease and the proposed Partnership Agreement are progressed. This report will form part of the Minutes of the meeting which will be made publicly available on the Shire's website.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information.** The Consequence could be ***Financial*** and ***Reputational***, should the Yarloop Workshop Site not be managed appropriately. The Financial Risk is considered ***Major*** and the likelihood ***Possible*** resulting in a ***High*** risk. The Reputational risk is considered ***Moderate*** and the likelihood ***Possible*** resulting in *a* ***Medium*** risk. These risks are mitigated by Council authorising the negotiation of a lease and allocating funds in the 2027–2028 Annual Budget, resulting in a ***Low*** risk being present.

## Budget Implications

Initial high-level estimates indicate that operating the site could cost up to $85,000 per annum. Under the Shire's Community Lease policy, operational costs are the responsibility of the lessee. Shire records indicate that an average of approximately $67,000 was paid to the YWC between 2011 and 2016 to operate the site. The level of any operational support under the proposed Partnership Agreement is yet to be determined.

There is currently no allocation in the 2026–2027 Annual Budget for the maintenance of the Yarloop Workshops site. An allocation will be included in the draft 2027–2028 Annual 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

Simple Majority

## Officer's Recommendation

That Council:

1. Authorises the Chief Executive Officer to begin negotiation for a three-year lease with the Yarloop Workshops Committee Inc. in accordance with the Shire of Harvey's Community Lease Policy for a portion of the Yarloop Workshops site, to be determined in consultation with the Yarloop Workshops Committee.

2. Requests the Chief Executive Officer to include an allocation in the draft 2027–2028 Annual Budget to support the maintenance of the remainder of the Yarloop Workshops site for Council's consideration.

3. Notes:

    a. An invitation to apply for a three-year partnership agreement to support the operation of the site will be issued to YWC that will be considered by Council as part of its deliberations regarding Community Partnerships for 2027–2030.

    b. Officers will continue to work with the YWC to increase the capacity of the Yarloop Workshops Committee Inc and assist with grant applications.

    c. Any further development of the site will be subject to Council consideration and available funds.

## 6. Notice of Motion for Following Meeting

Nil.

## 7. Matters Behind Closed Doors

Nil

## 8. Closure of Meeting