

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Tuesday 20th September 2022 in the Council Chambers commencing at 7.00pm.

Schedule

7.00pm Ordinary Council Meeting

Vin Fordham Lamont
Chief Executive Officer

A handwritten signature in black ink, appearing to read "Vin Fordham Lamont", written over a white background.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of West Arthur for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of West Arthur disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of West Arthur during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of West Arthur. The Shire of West Arthur warns that anyone who has an application lodged with the Shire of West Arthur must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of West Arthur in respect of the application.

AGENDA

Shire of West Arthur
Ordinary Council Meeting
20 September 2022

MISSION STATEMENT

To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of West Arthur.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of West Arthur Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of West Arthur Office and the Shire of West Arthur website within ten (10) working days after the Meeting.

Vin Fordham Lamont
Chief Executive Officer



SHIRE OF WEST ARTHUR - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

Please Note: Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

Please see Notes on Public Question Time on Pages 4 and 5 above

* **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.



APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day;
or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;
or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, _____ hereby apply for Leave of Absence from the
 West Arthur Shire Council from _____ to _____ for the
 purpose of _____

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on

(2) _____

(3) Agenda item _____

(4) The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is

(6) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Shire of West Arthur

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2022 to December 2022, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2022	No meetings Scheduled		
15 February 2022	Council Meeting	Council Chambers	7.00pm
15 March 2022	Council Meeting	Council Chambers	7.00pm
12 April 2022	Council Meeting	Council Chambers	7.00pm
17 May 2022	Council Meeting	Council Chambers	7.00pm
21 June 2022	Council Meeting	Council Chambers	7.00pm
26 July 2022	Council Meeting	Council Chambers	7.00pm
16 August 2022	Council Meeting	Council Chambers	7.00pm
20 September 2022	Council Meeting	Council Chambers	7.00pm
18 October 2022	Council Meeting	Council Chambers	7.00pm
15 November 2022	Council Meeting	Council Chambers	7.00pm
13 December 2022	Council Meeting	Council Chambers	7.00pm

SHIRE OF WEST ARTHUR

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Tuesday 20th September 2022 – commencing at 7.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

COUNCILLORS: Cr Neil Morrell (Shire President)
 Cr Graeme Peirce (Deputy Shire President)
 Cr Neil Manuel
 Cr Robyn Lubcke
 Cr Karen Harrington
 Cr Duncan South

STAFF: Vin Fordham Lamont (Chief Executive Officer)
 Gary Rasmussen (Manager Works & Services)
 Raj Sunner (Manager Corporate Services)
 Kerryn Chia (Projects Officer)

APOLOGIES: Cr Adam Squires

ON LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****5. PUBLIC QUESTION TIME****6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS****6.1 Presentation: Welcome to and Acknowledgement of Country – Wayne Coles**

7. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Adam Squires submitted a Leave of Absence request on 15 September 2022 to the CEO in relation to the Ordinary Meeting of Council to be held on 20 September 2022.

Voting Requirements:

Absolute Majority

Recommendation:

That Council endorse the Leave of Absence request from Cr Adam Squires for the Ordinary Meeting of Council to be held on 20 September 2022.

Moved: _____

Seconded: _____

8. DISCLOSURES OF INTEREST**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 Ordinary Council Meeting Minutes 16 August 2022****Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

Cr Lubcke advised that “The draft minutes of the August Ordinary Meeting of Council states in my Councillor report that I attended the CRC Committee meeting, and WAEX23 (should read WAX23) will be held on the 26th July next year, but I didn’t actually give a date. Please amend WAEX23 to WAX23 and remove the July date.”

Recommendation:

That the Minutes, including the above amendment, of the Ordinary Meeting of Council held in the Council Chambers on 16 August 2022 be confirmed as true and correct.

Moved: _____

Seconded: _____

10. **REPORTS OF COMMITTEES OF COUNCIL**

11. **REPORTS FROM COUNCILLORS**

Cr Neil Morrell (President)

Cr Graeme Peirce (Deputy President)

Cr Neil Manuel

Cr Adam Squires

Cr Robyn Lubcke

Cr Karen Harrington

Cr Duncan South

12. CHIEF EXECUTIVE OFFICER**12.1 Trip Down Memory Lane Event Funding Application**

File Reference:	ADM 325
Location:	Arthur River Historical Precinct
Applicant:	Darryl Manuel – Arthur River Development Committee
Author:	Kerryn Chia – Project Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	24 August 2022
Disclosure of Interest:	Nil
Attachments:	1. Application form

Summary:

The Arthur River Development Group is hosting a “Trip Down Memory Lane” event at the historical buildings on Albany Highway in Arthur River. Darryl Manuel is the event coordinator and she has submitted a funding application requesting a Shire contribution of \$2,750 for the event.

Background:

The Arthur River Development Group (ARDG) is proposing to host a community cultural event to showcase the Arthur River Historical Buildings, in particular the newly refurbished Arthur River Post Office. Darryl Manuel is coordinating the event on behalf of the ARDG. The event will consist of food vans, Aboriginal cultural activities, live music and bird of prey displays. The historical buildings will be open and the craft shop will be operating on the day.

The applicant has requested a contribution through the Shire’s Community Assistance Program of \$2,750 to assist with hosting the event.

Comment:

Shire officers have been providing assistance with approvals, risk management plans, tidying parks and gardens in the area and other logistics associated with the event.

Consultation:

Arthur River Development Group

Statutory Environment:

Nil

Policy Implications:

Nil - Policy 3.7 Community Assistance Program is currently being drafted.

Financial Implications:

Available funds in the budget for Community Grants for the 2022/23 year amount to \$4,500. Funds have previously been given to events such as Sheepfest but there have been no requests for funding from any organisation in recent years.

Strategic Implications:

West Arthur Towards 2031

Theme: Community – Safe, Friendly and Inclusive

Outcome 1.2 – Support available for people of all ages and abilities

Strategy – Actively support and promote a range of activities for a range of ages and abilities

Action – Financially support sporting clubs and community groups through an annual small grants program

Outcome 1.3 – A unique identity and a strong connection to our past

Strategy – Maintain and preserve our cultural and heritage assets

Action – With the support of volunteers, maintain and preserve heritage buildings and places

Action – Investigate opportunities for the development and use of historical buildings such as Darkan Station Master's house and Arthur River Shearing Shed

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Event is not well attended.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Principal Risk Theme	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Risk Management plan has been developed. Shire has assisted with promotion of the event.

Voting Requirements:

Simple majority

Officer Recommendation:

That Council support the Trip Down Memory Lane event by approving the funding of \$2,750 from the Shire Community Grant Fund to assist with the day's program.

Moved: _____

Seconded: _____

ATTACHMENTS

Application Form

**COMMUNITY FINANCIAL ASSISTANCE PROGRAM
APPLICATION FORM**

Name of Organisation: Arthur River Development Committee

Postal Address: 17961 Albany Hwy Arthur River 6315

Contact Person Name: Darryl Manuel

Position in the Organisation: Sub Committee Representative

Telephone: 98626010

Facsimile _____

Email: darrylmanuel44@hotmail.com

I, acknowledge that the organisation and has resolved to accept the terms and conditions of this grant application as outlined in the guidelines.

Signature 

Are you registered for GST purposes? No

If yes, please provide your ABN _____

PROJECT DESCRIPTION/DETAIL?

Trip Down Memory Lane will be a heritage display and reunion at Arthur River celebrating the history of the area.

WHAT SPECIFICALLY WILL COUNCILS CONTRIBUTION BE USED FOR?

Events on the day:

Aboriginal cultural activities

Live music

Birds of Prey Conservation Display

Operational management on the day e.g. traffic management

HOW WILL YOUR ORGANISATION AND/OR COMMUNITY BENEFIT FROM THIS PROJECT?

The Shire of West Arthur will benefit from the promotion of the heritage buildings at Arthur River, which has been recently restored and renovated. This will promote tourism for the area and enable past residents to return and reflect on their past family ties.

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

Juniors: Male: 0

Female: 0

Total: 0

Total: Male: 2

Female: 3

Total: 5

WHAT ATTEMPTS HAVE BEEN MADE TO SECURE THE FINANCIAL ASSISTANCE FROM OTHER SOURCES ?(I.E. DEPT OF SPORT AND RECREATION, HEALTHWAYS, LOTTERYWEST, COMMERCIAL SPONSORSHIPS ETC) Not applicable if requesting works only.

Funding assistance was sort from other sources with help of the West Arthur CRC. However, there were no suitable grant opportunities available at the time that fell within the time frame of the event.

LIST ANY GRANTS THAT YOU HAVE APPLIED FOR/OR WILL APPLY FOR/ IDENTIFY IF APPROVAL HAS BEEN RECEIVED.

FUNDING AGENCY	AMOUNT	APPROVED
		YES NO PENDING
		YES NO PENDING
		YES NO PENDING

BUDGET (only if requesting financial assistance)

EXPENDITURE	COST (INCLUDING GST)
Band	500
Aboriginal Cultural Activity	1700
Bird of Prey Conservation Activity	350
Operational Management on the day	200
Voluntary Labour 150 hrs @ \$20 per hour	
Total Expenditure	2750

INCOME	
Applicant contribution cash	350
Applicant contribution in-kind	3000
Council cash contribution requested	2750
Council works requested	
Total	6100

Additional Information

If requesting financial assistance, your application must include a copy of the audited financial statements of your organisation for the last two years.

The Shire would have any financial documents relating to the Arthur River Development Committee because it's a sub/committee of council

Additional information may be required including:

Risk Management Plan

Needs analysis study

Feasibility study

Management plan

Quotes for expenditure on capital items or for engaging professional services.

12.2 4WDL Short Term Tourist Accommodation (SSTA) Plan

File Reference:	ADM 107
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont – Chief Executive Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	5 September 2022
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. 4WDL SSTA Plan 2. Glossy Pitch Document 3. Pitch Document for Private Investors

Summary:

Council is requested to note and accept the attached SSTA Plan and supporting pitch documents.

Background:

The attached plan was developed under the auspices of the 4WDL Volunteer Organisation of Councils (VROC). Four of the six member councils participated in this project: West Arthur, Wagin, Dumbleyung and Lake Grace (WWDL).

WWDL wanted to investigate tourist accommodation options within each Shire. Desktop research, consultation and analysis was to be undertaken in preparing a Short Stay Tourism Accommodation (SSTA) Plan. The study was to report on:

- Existing tourism accommodation facilities in each Shire (i.e. supply).
- The quality of existing tourism accommodation facilities benchmarked against industry standards.
- Gaps in quality and/or quantity within short stay tourism accommodation.
- The potential overnight market if increased and/or improved quality accommodation facilities were established in each Shire (i.e. demand).
- The potential economic impacts (benefits), and
- The estimated cost to establish new or expanded short stay tourism accommodation (SSTA) in each Shire.

Tourism across WWDL is an industry sector offering potential growth, economic benefit, and opportunity for communities and businesses. However, the quality and capacity of the region's existing SSTA is limiting growth. Further, some areas of WWDL are vulnerable to market failure, for example, where private investment is uncommercial or not supported by financial institutions. In these instances, creative approaches are required to grow SSTA including community enterprise, public partnerships, volunteers and grants. This plan was to provide recommendations and an action plan to assist the Shires to advocate for investment and development of improved SSTA to grow tourism and the economy.

Comment:

Markettrade was selected to develop the required plan for WWDL. The CEOs of the 4 participating shires were satisfied with the final plan and Council is requested to formally accept the plan and its supporting documents (see attached).

Consultation:

Australian Bureau of Statistics
Tourism Research Australia
Local Tourism Operators (and related businesses)

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil – this project was budgeted for.

Strategic Implications:

West Arthur Towards 2031

Theme: Local Economy – Stable and Sustainable Agricultural Industry and a Dynamic and Growing Business Sector

Outcome: A growing diverse business community

Strategy: Investigate tourism opportunities and support this growing sector.

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Nil
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

Voting Requirements:

Simple majority

Officer Recommendation:

That Council note and accept the Short Stay Accommodation Plan and supporting documents as presented and attached.

Moved: _____

Seconded: _____

ATTACHMENT/S

1. 4WDL SSTA Plan
2. Glossy Pitch Document
3. Pitch Document for Private Investors



SHORT STAY TOURISM ACCOMMODATION PLAN

Shires of Wagin, West
Arthur, Dumbleyung &
Lake Grace

August 2022

SHORT STAY TOURISM ACCOMMODATION PLAN

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Disclaimer

The information in this report comprises general statements based on the gathering and analysis of information and data, the accuracy of which cannot be verified. The reader is advised, and needs to be aware, that such information may be incomplete or unable to be used in any general or specific situation. The information in this report should not be relied on when making commercial or other decisions. Marketrade takes no responsibility for the outcome of decisions made or not made using information or recommendations contained in this report.



SHORT STAY TOURISM ACCOMMODATION PLAN

EXECUTIVE SUMMARY

The Shires of Wagin, West Arthur, Dumbleyung and Lake Grace (WWDL) wanted to investigate tourist accommodation options within each Shire. Desktop research, consultation and analysis was undertaken in preparing a *Short Stay Tourism Accommodation Plan*. The study was to report on:

- Existing tourism accommodation facilities in each Shire (i.e. supply).
- The quality of existing tourism accommodation facilities benchmarked against industry standards.
- Gaps in quality and/or quantity within short stay tourism accommodation.
- The potential overnight market if increased and/or improved quality accommodation facilities were established in each Shire (i.e. demand).
- The potential economic impacts (benefits), and
- The estimated cost to establish new or expanded short stay tourism accommodation (SSTA) in each Shire.

Tourism across WWDL is an industry sector offering potential growth, economic benefit, and opportunity for communities and businesses. However, the quality and capacity of the region's *existing* SSTA is limiting growth. Further, some areas of WWDL are vulnerable to market failure, for example, where private investment is uncommercial or not supported by financial institutions. In these instances creative approaches are required such as community enterprise, public private partnerships and grants to grow SSTA. This report provides recommendations and an action plan to assist the Shires to advocate for investment and development of improved SSTA to grow tourism and the economy.

Key Findings

Supply

- The four shires have a combined SSTA supply of 202 rooms and 349+ sites / bays, accommodating around 1105 visitors nightly.
- Of the SSTA bed capacity, Lake Grace has 40% (443), Wagin has 33% (369), Dumbleyung has 15% (161) and West Arthur has 12% (132).
- Around 66% of the bed capacity is within caravan parks & campgrounds, 25% within hotel-motels, and 9% within B&B / Lodges.
- Refurbishment and additions are *currently planned* to hotel-motel, caravan park and hosted accommodation.

Quality

- Majority of SSTA within the four shires is 2-star rated. Exception being 2-3 newer facilities closer to 3-star. By virtue of age and small size most Caravan / RV parks and older hotel-motel facilities are 2-star. Planned upgrades are expected to add 3-star quality and capacity.

Gaps in Supply & Quality

- The gaps in SSTA supply are in hotel-motel, park cabins, RV parks, B&B's, rental homes and campgrounds. Three-star SSTA facilities are in *acute* short supply. New and upgraded 3-star facilities would *significantly* improve quality standards, visitor choice and the visitor experience.
- To upgrade SSTA it is assumed the Shires will take responsibility to expand-upgrade caravan / RV parks, cabins and campgrounds, and private investors will upgrade hotels, motels & designer pods-tiny homes.

SHORT STAY TOURISM ACCOMMODATION PLAN

- The community enterprise model has proven to be an effective and innovative approach to build capacity in some rural towns and could be pivotal within the WWDL region given constraints on finance.
- SSTA gaps in Wagin Shire include park cabins in the caravan park, activating unused / vacant homes, refurbishing old hotel-motels, and activating unused 'habitable' buildings (e.g. shops, banks, churches, sheds, etc). Shire investment: \$2.3M to add 114 bed spaces (i.e. in CV/RV parks, cabins & campgrounds). Private Investment: \$4.98M
- SSTA gaps in Dumbleyung Shire include 25-50 room motel-hotel, campsites or eco-tents at Lake Dumbleyung, activating unused / vacant homes, and park cabins at the caravan park or close-by. Shire investment: \$1.7M to add 84 bed spaces. Private Investment: \$2.89M
- SSTA gaps in West Arthur Shire include 15-25 room motel-hotel and/or upgrade of the Darkan Hotel, activating under-utilised & vacant homes, new RV / caravan park at the former Pony Club site, park cabins at the Darkan Caravan Park, activation of halls / sheds / dormitory style facilities, and additional B&B's. Shire investment: \$1.36M to add 72 bed spaces. Private Investment: \$6.49M
- SSTA gaps in Lake Grace Shire include 20-25 room motel, 15-25 site caravan park in Lake Grace, one or more RV parks (Varley Chicken Ranch style), one or more Jam Patch type campgrounds, and a hospitality facility with accommodation adjacent (e.g. motel-hotel, park cabins or tiny homes next to a micro-brewery). Shire investment: \$1.90M to add 99 bed spaces. Private Investment: \$3.49M
- Collectively, proposed investment by the four shires in SSTA amounts to 369 new bed spaces, a 33% increase on the existing capacity, at an estimated cost of \$7.3M. Proposed additions are expected to match forecasted growth in visitors during 2023-2032.

Demand & Growth

Forecasted growth in WA's visitor market suggests the four shires require 35 new bed spaces annually or supply constraints may emerge. The SSTA plan proposes the addition of 20-40 new bed spaces annually during 2023-2032 funded by LGA programs, grants and innovative approaches. A mix of RV / caravan park, cabins and campground capacity is proposed for each Shire. It is recommended the Shires also adopt initiatives to support private sector investment in hotels & motels, and 12-15 tiny homes-designer pods established at remote, picturesque sites to help reposition WWDL as a bespoke *rural recharge* destination.

Economic Impacts

The potential economic impacts from *LGA investment* in SSTA are significant. *Each Shire* could potentially benefit from 2-4 new tourism jobs, 1-2 new non-tourism jobs, additional visitor spend of \$2.0~\$3.0M, and between 4,000~18,000 additional visitors. Preliminary analysis of investment in SSTA indicates a positive benefit-cost ratio and a positive net present value, which supports advancing to business cases, grant applications and land planning.

Recommendations

Recommendations are aimed at increasing the quality and quantity of SSTA to stimulate growth in visitation, enterprise development, and the opportunity to reposition WWDL's tourism offering. Action plans for each Shire and WWDL are presented for implementation commencing 2022-23.

SHORT STAY TOURISM ACCOMMODATION PLAN

INTRODUCTION

Background

This study is based on an underlying premise that the region has a shortage of quality short stay tourism accommodation (SSTA). It is expected that improvements or additions to short stay accommodation will grow visitation and benefit the local economy. The study sought to identify the types of short stay accommodation required within each Shire along with the estimated cost and recommendations to increase tourism accommodation infrastructure.

Project scope:

- Outline the existing short stay tourism facilities in each Shire.
- Determine the quality of existing tourism accommodation facilities benchmarked against industry standards.
- Identify the gaps in quality and/or quantity within SSTA.
- Estimate the potential overnight market if increased and/or improved quality accommodation facilities were established in each Shire.
- Quantify the potential economic impacts (benefits), and
- Estimate the cost to establish new or expanded SSTA in each Shire.

METHODOLOGY

The study was undertaken April to July 2022 and included the following tasks.

Desktop Review: Identify implications and insights from published reports, Shire strategic plans, visitor statistics and construction cost estimates.

Consultation: Phone a selection of shire staff and tourism stakeholders to verify short stay accommodation quality, supply, gaps and opportunities.

Analysis: Review the supply, demand and quality of short stay accommodation across the four shires. Estimate the cost to increase or expand short stay accommodation quality & supply; quantify the potential economic impact of increased short stay accommodation in each shire, and estimate the potential overnight market for short stay visitation.

SHORT STAY TOURISM ACCOMMODATION PLAN

STUDY AREA

Location

The study area includes the Shires of Wagin, West Arthur, Lake Grace and Dumbleyung (WVDL). The four shires occupy 21,498km² and have a resident population of around 4,518 people (ABS 2021). The major industries are farming and services. The closest town to Perth is Wagin (230km, 2.5hrs drive) and the furthest town from Perth is Lake King (440km, 5hrs drive). The study area has an extensive network of sealed and unsealed roads. The main route through the region is travelled by 212-402 vehicles daily¹ and provides an alternative route from Perth to Esperance, Hopetoun and WA's south coast (i.e. popular holiday destinations).

The region's tourism is based on a mix of events, unique attractions, lakes, nature reserves, Ocean to Outback self-drive trail (route 107), heritage, astro-tourism & Visiting Friends and Relatives (VFR). Annual visitor estimates are shown below.

Population & Visitors

Shire	Population (ABS)	Overnight Visitors	VFR Visitors	Non-VFR Visitors
Dumbleyung	674	7400	970	6430
Lake Grace	1286	30100	1850	28250
West Arthur	782	5900	1125	4775
Wagin	1776	21600	2550	19050
TOTAL	4518	65000	6495	58505

VFR estimate is based on resident population (ABS 2021). Overnight visitor estimate is based on TRA (2022) and Marketrade.

7-A's of Tourism

The focus of this report is tourism accommodation. Tourism is a multi-faceted system that works best when all seven 'elements' (i.e. 7-A's) are present and work together to deliver a quality experience to visitors and provide sustainable benefits to the host region. Upgrading tourism accommodation can lead to increased visitation and longer stay, and in turn this can require improvements or expansion across the tourism elements. The 7-A's include:

¹ Main Roads Traffic [Digest](#).

SHORT STAY TOURISM ACCOMMODATION PLAN

7A's of Tourism

Attractions	What brings visitors to the region?	Iconic, unique, seasonality, diversity, distribution?
Activities	What can visitors do after they arrive?	Iconic, unique, seasonality, diversity, distribution?
Access	How do visitors get to the region?	Time, cost, options, maps/itineraries, stopovers?
Amenity	What's the quality of the region's offerings?	Standard, convenience, reliability, value, appeal?
Accommodation	Where can visitors stay?	Cost, options, quality, value, convenience?
Awareness	What is the region's tourism profile?	Appeal, popularity, uniqueness, breadth?
Administration	How is tourism organised in the region?	LGAs, Tourism Alliance or local operators?

Tourism & Growth

The Shires are aiming to increase visitors interested in heritage, nature, adventure, rural living and events. The main 'gap' is short stay accommodation. At an early developmental stage of the tourism lifecycle the emphasis is on investing in infrastructure to grow visitation. Investment in accommodation in towns, on private land, or at popular sites can bring multiple benefits such as growth in visitors, higher demand for hospitality services, dispersal of visitors across the region, and stimulate new enterprise. Staged, incremental growth is the most manageable and likely approach.

Visitor [forecasts](#) for WA's domestic visitor market 2022-26 indicate 3.2%p.a. growth. Based on WWDL's 1105 short stay 'bed' spaces the 3.2% p.a. growth translates into 35 new bed spaces or approximately 140 new bed spaces required annually to match forecasted growth in demand. Fewer additions could lead to room shortages, price increases or visitor dissatisfaction, including lost or decreased visitation.

Across WA, there is *strong growth* in trails & trail hubs, events, nature (wildflowers, geotourism, national parks), astro tourism, and visitors staying in designer pods / luxury cabins / eco tents. Established tourism regions are focusing on growing off-peak visitation and extending the visitor season, for example, Margaret River is using 'winter treats' (themed with indoor fires, gourmet food & socialising with friends). In comparison, WWDL could use 'rural recharge' (themed with pub & sport club hospitality, tiny homes / eco-pods, walk trails, nature & heritage drives, seasonal lakes & natural features). WWDL could target niches such as LGBTQI, solo travellers and special interest groups (astronomy, birds, wildflowers & heritage).

'General observations' about tourism, trends and short stay accommodation.

SHORT STAY TOURISM ACCOMMODATION PLAN

- Digital detox (wi-fi free holidays), wellness, nature, off-grid-remote and gourmet experiences are experiencing strong demand, especially at natural sites with views, flora/fauna, tranquillity and distinct features.
- High-end glamping, eco camps and designer studios are experiencing strong demand among medium-high budget couples, families and friends.
- Visitors staying in hotels & motels spend more per trip than visitors staying in caravan parks & national parks. Wineries, breweries, tours, entertainment and socialising are of interest to this group.
- Visitors staying in caravan parks, cabins and nature reserves are accustomed to travelling-driving to visit attractions, activities and experiences. Drive and walk trails, heritage sites, astr-tourism and natural features (flora, fauna, lakes, rivers, ecology & geology) are of interest to this group.
- Nature-based attractions and outdoor activities are patronised by most visitors regardless of accommodation used.

WWDL Tourism Profile

An overview of WWDL's tourism and visitor demand for short stay accommodation follows:

- Visiting attractions & sites across the WWDL region involves driving between sites and towns; elements such as way-finding, time travelled, road conditions, scenery and safety would be important when visitors evaluate their post-visit WWDL experience (i.e. satisfaction & likelihood of revisiting).
- Activities include aquatic (Dec-Mar), nature (Apr-Oct), heritage, astro-tourism (Feb-Nov), and outdoor-adventure (year-round); WWDL has a year-round 'visit-ability' and more so if itineraries were tailored, or further developed, to suit each of the four seasons.
- Hospitality across WWDL is of a varied quality, mostly limited, and distinctly town-based, and would at times be problematic for visitors. Where possible new or improved accommodation should include hospitality offerings; existing hospitality-based sports clubs, pubs & venues should be leveraged more strongly into tourism promotions, itineraries and wayfinding. Pop-up food vans could be encouraged.
- WWDL's accommodation facilities are mostly in towns whilst outside towns host private properties and camping in nature reserves; much of the 'built' short stay accommodation is aged and of varying quality; additions & improvements within towns would grow critical mass and help sustain existing hospitality services (e.g. grow patronage to the pubs, restaurants & cafes). Conversely, locating new accommodation facilities at remote sites would disperse visitors and help grow visitor hubs nearer to natural features and small communities.

SHORT STAY TOURISM ACCOMMODATION PLAN

WVDL Tourism Features

Features in **red font** could potentially be leveraged to help grow tourism.

SHIRE	EVENTS	ATTRACTIONS	ACTIVITIES	AMENITIES ²	AWARENESS
Dumbleyung	Taste of Dumbleyung Bluebird Festival & Triathlon Cambinata Extravaganza Kukerin Creekbed Championships	Wuddi Cultural Tours Bee Tours & Food Cambinata Yabbies Bluebird Interp Centre Bluebird Replica Town historic walk Mini Mall (shop) Emu Essence tours Farm Tours Kukerin Bouncing Pillow Lake Dumbleyung Pussy Cat Hill Lookout Art Studio & Gallery	Walk trails Picnics Canoe/SUP/Swim Wildflowers Heritage displays Cultural & Heritage Tours (cultural, bees, farm, emu's)	Tavern Supermarket(2) Roadhouse Hotels-Pubs(2) General Store(2) Café(2) District Club	Shire website Self-drive Maps Walk trail maps Tourism brochure Trail app Social Media
West Arthur	Sheepfest Australia Day Breakfast Speed Boat race days Birdy's Backyard	Lake Towerinning Heritage buildings Arthur River Betty Brown HC Boronia Reserve Hillman Rock/Dam Nature Reserves Darkan Shed Pump Track & Trampolines Kylie Dam Reserve Hillman Skydiving Arthur Shearing Shed	Astro tourism Walk trails Rail trail Canoe/SUP/Swim Skate park Nature play area Wildflowers Picnics Skydiving Heritage displays Farm Tours	Darkan roadhouse General store Café(1) Fuel in Darkan Light Ind. area. Arthur River Roadhouse fuel Sports Club fortnightly cooks	Shire website Tourism brochure Trail Guide Tourism Maps Itineraries Social Media Self-drive tour app
Wagin	Woolarama	Giant Ram Water Gardens Mount Latham Classic Cars Norrington Lake Badgarning Lookout Wagin Historical Village Puntapin Rock Wait-Jen Trail Parkeyerring Lake	Wagin Trots Wesjets Golf club Walk trails Yonga Self-drive Trail Dirt Kart Track Canoe/SUP/Swim Tours (heritage) Nature walks	Supermarkets Hotels-Pubs(1) Restaurants(3) Café(1-2) Ovals-Parks Sports club Local radio stations	Visitor Centre Maps Shire Website Social media Trail brochures Tourism video
Lake Grace	Newdegate Field Day	Historical Museums Art displays John Holland Track Nature Reserves Silo Art Trail Regional Art Space Skate Park Mosaic Garden Gallery Walkers Hill Winery Heritage Buildings Namma Rock Dickman Rock Lake Bryde Roe Heritage Tail Nature Reserves	Wildflower walks Walk Trails Astro Tourism Lookouts (views) Canoe/SUP/Swim Self-drive trails Wildflowers 4WD trail Art gallery/viewing Nature walks Picnics Heritage displays	Supermarket(2) Hotels-Pubs(3) Cafés(2) Sports Club Winery Tavern Town Wi-Fi	Visitor Centre Maps Tourism Brochure Shire website Tourism website

² Amenities can include shops, fuel outlets, visitor services, information nodes, laundrette, hospitality & entertainment venues, cultural / heritage facilities, sport-rec facilities (e.g. pool, gym, oval, golf, skatepark, playgrounds, etc), conference & event facilities, toilets, dump points, water outlets and gathering sites.

SHORT STAY TOURISM ACCOMMODATION PLAN

DESKTOP REVIEW

A summary of each Shire's strategic community plans follows highlighting initiatives relating to tourism and short stay accommodation.

Shire of Dumbleyung

Strategic Community Plan 2022 - 2032

Primary Focus: Transform the Shire economy to deliver jobs & population growth. Priorities - economic diversification; smart farming (digital wireless connectivity); alternative water access; SME business enhancement; mining partnership approach;

Tourism Initiatives: Dumbleyung Lake Masterplan; Dumbleyung Streetscape Masterplan; Kukerin Entry Statement; Dumbleyung Aboriginal Tourism Support Plan; Dumbleyung Short Stay Accommodation Plan.

Shire of Lake Grace

Strategic Community Plan 2017 - 2027

Primary Focus: A prosperous agriculturally based economy, supporting diversification of industry; protecting and enhancing the natural and built environments; with a valued, healthy and inclusive community and life-style.

Tourism initiatives: Promote and develop tourism as part of a regional approach; maintain and enhance local iconic attractions and infrastructure; provide and maintain visitor support services; further develop walking trails, parks and recreation facilities.

Shire of Wagin

Strategic Community Plan & Corporate Business Plan 2018 - 2022

Primary Focus: a greater emphasis on heritage, town presentation and economic development. Priorities - progression of economic development, business attraction, tourism enhancement, more entertainment / event / arts / culture opportunities, and progress a community recreation hub.

Tourism initiatives: upgrade caravan park, RV area and surrounds; encourage the growth of arts, entertainment and community events; continued support for tourism and related infrastructure development; establish (free) WiFi hotspots.

Shire of West Arthur

Strategic Community Plan 2021 - 2031

Primary Focus: Sustainable agricultural industry; growing and diversifying business sector; Priorities - Investigate tourism opportunities; enhance existing assets to encourage visitation; improve communication facilities;

Tourism initiatives: maintain and develop walk trails³; maintain Lake Towerrinning as a main iconic natural asset; ensure night skies retain their dark sky rating; protect and improve additional natural assets; investigate opportunities to develop historical assets;

³ Collie to Darkan Rail trail, Nangip Creek walk trail, Hillman walk trail, Duranillin to Bowelling Rail trail.

SHORT STAY TOURISM ACCOMMODATION PLAN

SHORT STAY ACCOMMODATION QUALITY STANDARDS

The features underlying quality standards used to rate short stay accommodation are outlined below.

QUALITY STANDARDS

Minimum features (i.e. industry standards) required within short stay accommodation facilities to meet rating requirements and visitor expectations are as follows.

Hotel⁴

24/7 support service; reception area and/or service desk; bedding; shower and toilet; 1 towel per guest and 1 bath mat per room; Soap; daily housekeeping available.

Motel

24/7 support service; reception area and/or service desk; bedding; shower and toilet; 1 towel per guest and 1 bath mat per room; Soap; daily housekeeping available; minimum one car space per unit (for 75% of rooms).

Hosted Accommodation

Resident host; reception service (check-in/check-out); 24/7 support service; full and/or continental breakfast included in the rate; bedding; shower and toilet may be shared with other guests (but not the resident host/manager); clean wardrobes, drawers and cupboards (clear of owner/manager's belongings); 1 towel per guest and one bath mat; Soap; daily housekeeping available.

Caravan Park

Shower and toilet facilities; 24/7 support service; reception and/or service facility; park manager or representative visits the property daily (if not in residence); displays certificate of 'Approval to Operate a Caravan Park'; communal male and female shower and toilet facilities with lockable cubicle doors; minimum requirements in Park cabins include: bed(s); fridge and sink; dining setting (table and chairs); crockery, cutlery and glassware; microwave or one hot plate or electric frypan, cooking utensils; dustpan / brush & broom or vacuum cleaner.

⁴ <https://www.starratings.com.au/info/category-outlines>

SHORT STAY TOURISM ACCOMMODATION PLAN

STAR RATINGS

Features required within short stay accommodation facilities to attain star ratings are outlined below. In some cases an additional half STAR is awarded where an establishment offers a similar standard to the appropriate full STAR rating, but provides *additional* facilities and/or features.

Caravan Park⁵

- ★ Basic facilities with clean amenities, limited number of sites and minimum parking areas.
- ★★ Moderate facilities with clean, comfortable amenities and furnishings, average number of sites, and above-minimum parking.
- ★★★ Quality facilities in attractive grounds with clean, comfortable amenities and furnishings, large number of sites, limited number of cabins / park homes, and ample parking (well above minimum).
- ★★★★ Excellent quality facilities, amenities, furnishings and setting, large number of sites, above-average number of cabins / park homes, extensive parking, and a select range of guest services (e.g. shop, tour desk, ice/gas supplies, etc).
- ★★★★★ Excellent quality facilities, amenities, furnishings and setting, with a wide range of accommodation types, ample parking, wide range of guest services, and supplementary offerings to guests (e.g. creche, entertainment room, store-shop, hires, pool, playground, tennis, mini golf, seminar venue, event area, etc).

Guest Lodge, Guest House, Bed and Breakfast⁶

- ★ Clean basic accommodation with simple furnishings and facilities.
- ★★ Moderate accommodation with comfortable furnishings and facilities.
- ★★★ Well-appointed establishment offering good comfortable accommodation & facilities.
- ★★★★ Excellent quality accommodation, furnishings and facilities. Must provide either individual or ensuite facilities for each bedroom.
- ★★★★★ International quality appointments, furnishings and decor with an extensive range of first-class guest services and facilities. Provision of ensembles to all bedrooms plus communal areas and bedrooms must have alternative to air-conditioning.

⁵ <https://www.legislation.gov.au/Details/C2015Q00331>

⁶ <https://www.legislation.gov.au/Details/C2015Q00331>

SHORT STAY TOURISM ACCOMMODATION PLAN

Self-Catering Units, Cottages & Houses

- ★ Clean basic accommodation with simple furnishings and facilities.
- ★★ Moderate accommodation with comfortable furnishings and facilities.
- ★★★ Well-appointed establishment offering good comfortable accommodation and facilities.
- ★★★★ Excellent quality accommodation, furnishings and facilities.
- ★★★★★ International quality appointments, furnishings and decor with an extensive range of first-class guest services and facilities.

Hotel

- ★ Establishment offers a basic standard of accommodation. Simply furnished. Basic amenities. Resident manager.
- ★★ Well maintained establishment offering an average standard of accommodation with average furnishings, bedding, and floor coverings. Average range amenities.
- ★★★ Well-appointed establishment offering a comfortable standard of accommodation, with above average furnishings and floor coverings. Attractive range of amenities and complementary services.
- ★★★★ Exceptionally well-appointed with a high level of facilities, plus quality furnishings, offering a high degree of comfort. High standard of presentation, amenities and guest services.
- ★★★★★ International standard establishment offering a high degree of facilities, out-standing appointments, furnishings and decor with an extensive range of first-class guest services and amenities. A variety of room styles and/or suites available. Choice of dining facilities, 24-hour room service, housekeeping, concierge and valet parking. Porterage and concierge services available 24/7 as well as a business centre, conference and meeting facilities.

SHORT STAY TOURISM ACCOMMODATION PLAN

EXISTING SHORT STAY ACCOMMODATION

Existing short stay accommodation in each Shire is summarised below.

Further details for each Shire follow.

WWDL SHORT STAY ACCOMMODATION SUPPLY (2022)								
	NUMBER OF BEDS (1 person spaces)							
	Hotel	Motel	B & B & Serviced Rooms	Lodge / Pavillion	CV / RV Park	Camp-ground	TOTAL	%
Wagin	34	30	15	20	240	30	369	33%
West Arthur	-	-	6	6	60	60	132	12%
Lake Grace	40	144	18	-	191	50	443	40%
Dumbleyung	28	-	34	-	59	40	161	15%
TOTAL	102	174	73	26	550	180	1105	
%	9%	16%	7%	2%	50%	16%		

Abbreviations used to describe room configurations in the tables that follow:
Q - Queen bed; Q+S - Queen & Single bed; KS - King Single bed; Db - Double bed; S - Single bed; TS - Twin Singles;

The following are indicative and neither definitive or exhaustive.

Wagin Shire

SHORT STAY ACCOMMODATION
Wagin Motel, 25 rooms, 2 x Q, 8 x KS, 2 x K+S, 4 x Q+S, 9 x S, ensuites
Palace Hotel, 19 rooms, 7 x TS, 6 x S, 1 x D, 4 x D+S, shared bathrooms & continental breakfast included.
Mitchell Hall Hotel-Motel, 21 rooms, shared bathrooms, currently not operating . Possible re-invention in future.
Morans Hotel, 23 rooms, shared bathrooms, currently not operating . Possible refurbishment & re-purposing in short-medium term.
Eric Farrow Pavillion, amenities & parking, capability to host RV's & caravans, & groups with swags (overnight inside the pavilion). Multi-purpose facility.
Wagin Cottage Garden, B&B, 2 rooms, 1 x Q+S, 1 x D, shared bathrooms, breakfast.
Rainbow Cottage, B&B, 2 rooms, 2 x Q, shared bathrooms, breakfast included.
Monish Cottage, B&B, 2 rooms, 1 x Q, 1 x S, shared bathroom, breakfast included.
Wagin Country Retreat, B&B, 2 rooms, 1 x Q, 1 x S, shared bathroom, breakfast.
Wagin Caravan Park, 40 sites, 20 powered, 20 unpowered, amenities, BBQ, sealed sites.
Wagin RV Park, 80+ sites, powered & unpowered, amenities, dump point

SHORT STAY TOURISM ACCOMMODATION PLAN

Norrington Lake & Little Norrington Lake campgrounds, unpowered sites, amenities, boat ramp, reception/host		
Non-commercial, free campsites, Lime Lake, Smith Road, Warup - Old Grain silo site		
Total rooms: 52	Total sites: 150+	Est. Total Pax: 369+

West Arthur Shire

SHORT STAY ACCOMMODATION		
Darkan Hotel, 4 rooms, 3 x D, 1 x S, shared bathrooms, currently not operating		
Darkan Caravan Park, 25 sites, 20 pwr, 5 unpwr, Nissen hut (campers), 2 chalets (2brms [Q+S], ensuite, kitchen & linen each), amenities, BBQ / camp kitchen, laundry		
Marrahbella Cottage, self-contained house, 3 x brms, 6 Pax max.,		
Darkan Mill Cottages, 4 self-contained cottages, 4 Pax in each, currently not operating		
Stoneham Backpackers, self-contained cottage, 3 x brms,		
Caro Telfer's and Geraldine King's Rooms, 2-4 rooms, double / single beds, 4-6 Pax max., Proposed additions		
Lavender Farm, eco tent / tiny home, 2-4 Pax. Proposed addition		
CWA Building, camper style overnight accommodation, 2-6 Pax. Proposed addition		
Lakeside Camping, 18 sites, 14 pwr & 4 unpwr, camp kitchen, toilets, caretaker, kiosk, potable water, BBQ's, picnic tables, boat launching, parking		
Non-commercial, free campsites: Trigwell Bridge, Minding Rest Area, Bokal Rest Area		
Total rooms: 18	Total sites: 43	Est. Total Pax: 132

Dumbleyung Shire

SHORT STAY ACCOMMODATION		
Dumbleyung Inn (hotel), 7 rooms, 2 x Q, 2 x TS, 2 x S, 1 x family [Q+2S], shared amenities, rooms have fridge, TV, tea & coffee, breakfast not included.		
Kukerin Hotel, 8 rooms, 4 x Q, 2 x TS, 2 x S, shared bathrooms, restaurant, bar		
Campbell Cottages, self-contained duplex, 2 units, each 2 x 1 Brm (Q), living area, kitchen TV, bathroom		
Dumbleyung Holiday Cottage, 3 Brm, kitchen, living room, laundry, bathroom, aircon, TV		
Mary's Farm Cottages, 1 x 1Brm (2xQ), 1 x 2Brm (Q+S in each), 1 x 1Brm (1 x D), kitchen, living room, laundry, bathroom, aircon, TV, fridge, dishwasher		
Taylor Street B&B, 1Brm + ensuite, breakfast included		
Dumbleyung Caravan Park, 18 sites, 12 pwr & 6 unpwr, 2 x 2Brm cabins (new) proposed for 2022-23.		

SHORT STAY TOURISM ACCOMMODATION PLAN

Kukerin Caravan Park, 10 sites, 6 pwrd & 4 unpwr, ablutions, laundry, camp kitchen, BBQ's, water, dump point		
Non-commercial free 72hr campsites near Dumbleyung Sporting Clubs		
Non-commercial free camp sites: nature reserves, rest areas, car parks (14+ sites)		
Total rooms: 28	Total sites: 48	Est. Total Pax: 161

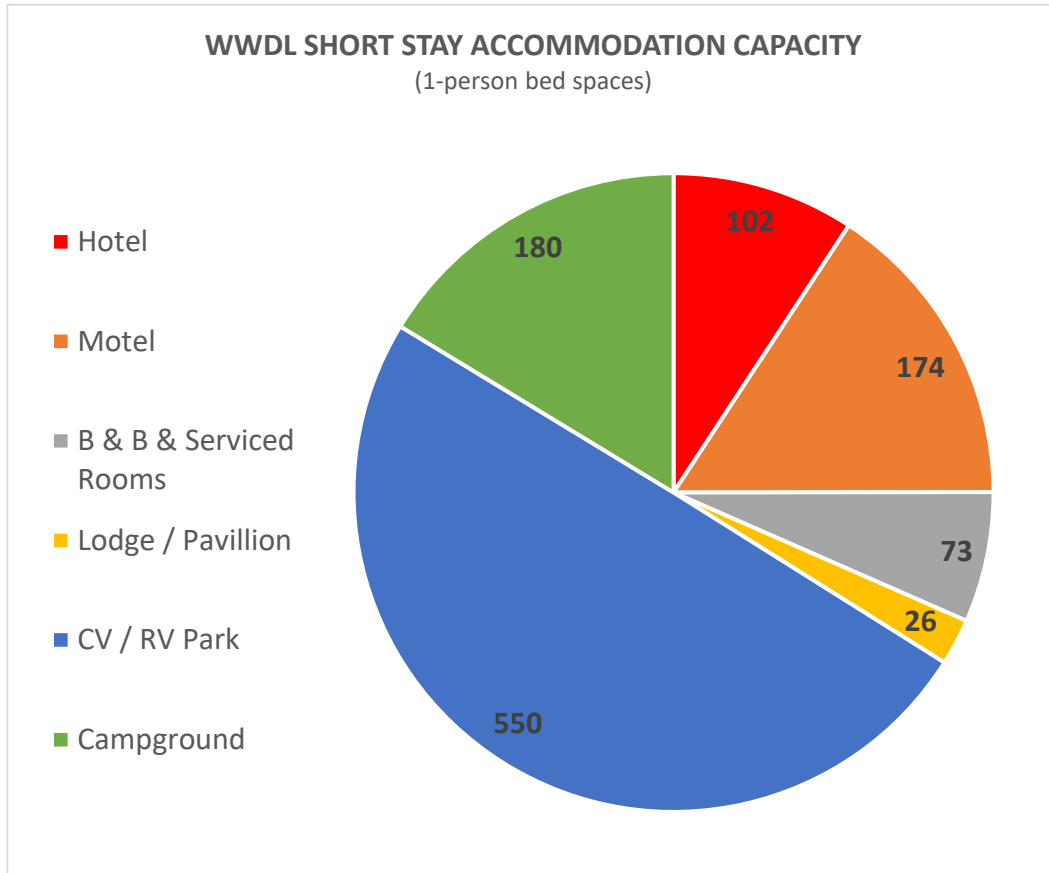
Lake Grace Shire

SHORT STAY ACCOMMODATION		
Lake Grace Hotel, 8 rooms, 2S, 4 TS, 2 D+S, ensuites + shared bathrooms, TV, kitchenette; old motel at rear of site, 10-12 rooms, S and/or D, ensuites.		
Lake Grace Roadhouse Motel, 26 rooms, 12Q, 8Q+S, 6 TS, 4 of 26 rooms self-contained, ensuite, AC, TV; some rooms recently refurbished.		
Lake Grace Saltbush Inn (motel), 9 rooms (4Q+S, 2D, 2 D+S, 1 TS), ensuites, AC, TV, kitchenette, wifi,		
Newdegate Hotel, 6 rooms, Q + twin S, ensuites, AC, shared TV - lounge room		
Lake King Motel, 17 rooms, 6Q, 6KS, 5Q, 2S, semi-self-contained, TV, AC, wifi		
Newdegate Myriadena Motel, 8 rooms (refurbished), Q+S, ensuite, TV, AC, kitchenette,		
Omeo Farmstay, 4Brm house, self-contained, AC, 6 pax max.		
Holland Track B&B Farmstay, 6 rooms, shared bathrooms, BBQ's, microwave, breakfast		
Newdegate Myriadena Caravan park, 12 sites, pwrd & unpwr, camp kitchen, amenities, laundry, BBQ's, 1 x 2Brm cottage (self contained), 3 x cabins (Q + 2S, kitchenette), 4 on-site vans		
Lake King Caravan Park, 15 sites, pwrd & unpwr, laundry, camp kitchen, amenities, BBQ's (tavern adjacent)		
Varley Chicken Ranch, 5 sites, pwrd + unpwr, amenities, water, camp kitchen, BBQ's, dump point, laundry		
Lake Grace Caravan Park, 28 sites, pwrd & unpwr, camp kitchen, laundry, BBQ's, amenities, water, 2 x 2brm cabins+ensuite, 5 on-site vans, 5 x backpacker single rooms		
Non-commercial free camp sites. 12+ Nature reserves, gravel pits & lakes. 50+ sites.		
Total rooms: 104	Total sites: 108	Est. Total Pax: 443

4 Shires - Total

TOTAL SHORT STAY ACCOMMODATION CAPACITY (EST.)		
Total No. Rooms: 202	Total Sites: 349+	Est Total Pax: 1105

SHORT STAY TOURISM ACCOMMODATION PLAN



Observations on WWDL’s Existing Supply of Short Stay Accommodation

- 66% of WWDL’s bed capacity is caravan park-campgrounds; this is consistent with 70% of the tourism activities-attractions being free, low cost, self-discovery. Much of the existing SSTA capacity attracts lower budget visitors. The central drive route to popular holiday destinations should be leveraged by expanding capacity in RV parks, campgrounds, trails, day use sites, etc to extend stay and increase spend.
- 25% of the bed capacity is hotel-motel; this is consistent with only 16% of WWDL’s activities-attractions being commercial tours & hospitality services (i.e. fee-paying). WWDL’s existing hotel-motel capacity is limited in attracting more med-high budget visitors. Adding new or improved 3-star hotel-motel facilities, or ‘boutique’ scale 3-star tiny homes / designer pods would increase med-high budget visitors and *significantly* grow visitor expenditure and employment across the region.
- **Lake Grace** and **Wagin** host 73% of the region’s short stay bed spaces. However, their number of attractions-activities are similar to West Arthur and Dumbleyung, suggesting the towns of Lake Grace and Wagin may have more gravitas (power) in attracting and hosting visitors. Adding park cabins, B&B’s, holiday homes/rooms and hotel-motel expansions would help grow med-high budget visitors and increase expenditure and employment in the towns of Lake Grace and Wagin.

SHORT STAY TOURISM ACCOMMODATION PLAN

- **West Arthur** and **Dumbleyung** have the lower bed capacity, dominated by caravan parks-campgrounds, and limited hotel-motel capacity. Adding new or refurbished 'quality' hotel-motel, park cabins, B&B's and lodge-backpacker facilities would grow visitation to the towns and improve support for hospitality and services.
- **Wagin** has a 'full complement' of short stay accommodation types, however, much of the 'built' capacity is aged, needing refurbishment. Additional 'quality' hotel-motels, park cabins, B&B and campgrounds would complement its ability to host more visitors across all budgets.
- **Lake Grace** has a '*near-full*' complement' of short stay accommodation, with a distinct gap in lodge / backpacker facilities. It does have some of the 'newer' accommodation facilities affording higher standards to visitors. The addition of 'quality' lodge-backpacker (e.g. worker facility), expanded caravan park with cabins, more holiday homes / B&B's and campgrounds would enable *significantly* higher growth in visitors.
- **WWDL** could add a collection of tiny homes / designer pods spread across the region, located at picturesque or tranquil sites, and leverage the 'high quality' facilities to attract a larger share of med-high budget visitors, while dispersing visitors across the region (i.e. showcasing natural advantages such as lakes, rocks, vistas, serenity & nature).

Suggested additions for WWDL to address gaps in SSTA are outlined below and explored in detail in the next section.

SHORT STAY TOURISM ACCOMMODATION. SUGGESTED ADDITIONS (GAPS TO ADDRESS)							
	RED FONT PRIVATE INVESTMENT		BLACK FONT LOCAL GOVT INVESTMENT				
Shire	Motel	Hotel	Park Cabin	Designer Pod	RV/Van Park	Campground	Add'l Daily Vis Capacity
Dumbleyung	1 x 20 rooms	0	6 x 2 Brm	3 x 1 Brm	1 x 10 sites	1 x 10 sites	150
West Arthur	1 x 20 rooms	1 x 20 rooms	3 x 2 Brm	3 x 1 Brm	1 x 10 sites	1 x 10 sites	198
Wagin	0	1 x 25 rooms	6 x 2 Brm	3 x 1 Brm	1 x 20 sites	1 x 10 sites	195
Lake Grace	1 x 25 rooms	0	6 x 2 Brm	3 x 1 Brm	1 x 25 sites	0	180
Total	65 rooms	45 rooms	21 x 2 Brms	12 x 1 Brm	65 sites	30 sites	723

SHORT STAY TOURISM ACCOMMODATION PLAN

GAPS IN SHORT STAY ACCOMMODATION

Potential 'quality and/or quantity' gaps in short stay accommodation within each Shire are outlined below (based on desktop research & phone consultation). 'Gaps' for each Shire to address are highlighted in the tables (below).

Gaps - Dumbleyung Shire

Motel	Park Cabins	C-Van Park	Campground	Small Pods
1 x 20 rooms	6 x 2 Brm	1 x 10 sites	1 x 10 sites	3 x 1 Brm

Quality Assessment - Short Stay Accommodation in Dumbleyung Shire:

Overall: 2-3 star, facilities are a mix of old and semi-aged / semi-new; some facilities could be 'refreshed'; existing visitors would experience a varied type & standard of facilities in a country-rural setting similar to comparable facilities near Perth or in similar regional towns; prices are comparatively low and with varied quality standards this is likely to contribute to limited-moderate 'value for money'.

Gaps in short stay accommodation in Shire of Dumbleyung:

- Accommodation for groups (e.g. special interest groups, teams, tour groups, event participants) staying in motels-hotels, serviced rooms, lodges and grouped dwellings (e.g. cabins & park homes with ensuite)
- Couples & solo travellers staying in B&B's and serviced rooms (AirBnB style), with & without hospitality, ideally within walking distance of pubs, restaurants & cafes.
- Commercial campgrounds with amenities for tours (stopovers) and travellers staying 1-4 nights, with linkages to local features and services.
- Non-commercial campgrounds, nature-based (bush) camping, with or without amenities, within Shire-managed nature reserves, bush-setting on private land, or within close proximity to main features (e.g. lakes, lookouts, wildflowers, walk trails).
- Tiny homes, designer studios / pods and unique modular facilities with self-contained amenities & fittings, located at tranquil, nature-intensive sites, ideally within proximity of views, wildlife, walks trails or activities.

Gaps - Wagin Shire

Hotel	Park Cabins	CV/RV Park	Campground	Small Pods
1 x 25 rooms	6 x 2 Brm	1 x 20 sites	1 x 10 sites	3 x 1 Brm

Quality Assessment - Short Stay Accommodation in Wagin Shire:

Overall: 2-star, most facilities are 'old' and need to be 'refreshed'; visitors would experience mostly 'aged facilities' in a country-rural setting with standards below similar aged facilities near Perth or in comparable regional towns; prices are comparatively low with low-to-average quality standards and this is likely to contribute to limited-moderate 'value for money'.

SHORT STAY TOURISM ACCOMMODATION PLAN

Gaps in short stay accommodation in Shire of Wagin:

- 2-star hotel-motel accommodation is limited to Palace Hotel and Wagin Motel; both are fairly old but reasonably well patronised by workers & business visitors, and to a lesser extent holiday visitors; Wagin could encourage new or upgraded 2-3 star hotel-motel rooms⁷, to improve the overall quality of short stay accommodation across the Shire.
- Accommodation to house seasonal workers *and* overnight visitors could be added such as homes⁸ and homes with vacant rooms (AirBnB), motel / hotel, cabins, on-site vans and grouped dwellings.
- Existing B&B's have sustained over time; additional or new B&B's would help accommodate more short stay workers, professionals and visitors;
- Unique accommodation such as tiny homes, eco-cabins, off-grid chalets and small 'designer' studios on private land or acreage would diversify choice to help entice visitors, especially those seeking a 'rural escape'.
- Additional cabins & park homes in Wagin Caravan Park would improve capacity (& appeal) to host families, especially on a limited budget.
- Wagin Caravan Park could be upgraded with improvements to amenities & facilities, increase in powered & unpowered sites, and a larger area for RV's & campervans (i.e. self-contained travellers).
- Farms and private landholdings⁹ could be encouraged to host tiny homes, off-grid cabins and nature-based campsites for families, couples and solo travellers.
- Nature-based campgrounds could be established in / on nature reserves managed by the Shire. For example, by establishing 4-6 camp sites, installing waterless / self-composting toilets, and limiting stays (e.g. maximum 4-6 days outside of school holidays).

Gaps - West Arthur Shire

Motel	Hotel	Park Cabins	CV/RV Park	Campground	Small Pods
1 x 20 rooms	1 x 20 rooms	3 x 2 Brm	1 x 10 sites	1 x 10 sites	3 x 1 Brm

Quality Assessment - Short Stay Accommodation in Shire of West Arthur:

Overall: 2-star, most facilities are 'old' and need to be 'refreshed'; visitors would experience 'old facilities' in a country-rural setting with standards below similar aged facilities near Perth or in comparable regional towns; although

⁷ Morans & Mitchell Hall are currently not in use; Morans may be upgraded & re-purposed into a micro-brewery / hotel / restaurant; Mitchell Hall is being upgraded & in the medium-long term could offer 2-3 star rooms and a restaurant / cafe.

⁸ Could include for example unused / empty homes on farming properties, which may require refurbishment; refurbished surplus rooms in homes close to town; or the removal - relocation of unused homes on farming properties to vacant land in/near town.

⁹ This may require changes to town planning schemes; further, a consortium of VROC's may want to lobby WALGA or WA Planning Minister to enable extra accommodation on rural-farm land.

SHORT STAY TOURISM ACCOMMODATION PLAN

prices are comparatively low so too is the range & quality of the facilities and this is likely to contribute to limited or low ‘value for money’.

Gaps in short stay accommodation in Shire of West Arthur:

- Group accommodation, for example, for 10-20 people, staying in lodge-backpacker facility, motel (i.e. twin S & Q+S rooms), ensuite-cabins in a caravan park, or re-purposed / refurbished (unused) homes with 2-4 bedrooms; ideally near CRC, Shire office, Darkan town centre.
- 2-3 star hotel-motel accommodation, for example, Darkan Hotel refurbished¹⁰ or a newly built hotel-motel with 15-20 rooms; ideally a newly-built hotel-motel would have a commercial kitchen to supply meals and/or offer DIY cooking facilities (e.g. BBQ’s, microwaves, ovens) and a range of DIY food for sale (e.g. frozen prepared meals, BBQ packs, bread, milk, etc); suitable for contractors, professionals, tourists & shire guests.
- B&B’s in / near Darkan, including unused rooms in existing houses or resident properties with land & zoning to allow an on-site caravan, granny flat or tiny home operated as a B&B or serviced room.
- Non-commercial (free) camp sites, for example, with facilities for travellers-tourists; located in nature reserves; suitable for RV’s, caravans, camper trailers, campervans, swags, rooftop tents.
- Unique accommodation such as tiny homes, eco-cabins / off-grid chalets and small ‘designer’ studios on private properties & acreage to improve the range of options to entice and accommodate more visitors.
- Commercial campground, nature-based or farmstay-style, on private acreage, with toilet / amenity; suitable for tourists, travellers and short stay visitors (i.e. with campers, camper trailers, tents, swags, etc).

Gaps - Lake Grace Shire

Motel	Hotel	C-Van Park	Park Cabins	Small Pods
1 x 25 rooms	nil	1 x 25 sites	6 x 2 Brm	3 x 1 Brm

Quality Assessment - Short Stay Accommodation in Shire of Lake Grace:
Overall: 2-3 star; mix of old & semi-aged facilities; some older facilities need ‘refreshing’; visitors are likely to experience fair-average quality in a country-rural setting; standards may be similar to comparable facilities near Perth or in similar regional towns; prices are comparatively low and with fair-average quality this is likely to contribute to medium level ‘value for money’.

Gaps in short stay accommodation in Shire of Lake Grace:

¹⁰ For example, driven by Darkan Progress Association as a social-community enterprise modelled on Nyabing Hub project (pub, offices, shop, meeting place) funded by community, grants & Gov’t.

SHORT STAY TOURISM ACCOMMODATION PLAN

- 15-25 room motel, 2-3-star, for workers, contractors, travellers - tourists and Shire guests; ideally with meals / food / supermarket within close proximity.
- Rooms in houses (e.g. AirBnB), on-site vans, park cabins and mobile / modular accommodation (i.e. with ensuite, kitchenette, TV, living area).
- An additional caravan park facility could increase choice-variety, increase capacity in powered / unpowered sites, and enhance capacity to host events & groups in town.
- New cabins / studios in a caravan park setting, or on vacant under-utilised land, to host workers & visitors, and help grow visitor levels and demand for hospitality services in town.
- Unique accommodation such as tiny homes, off-grid eco-cabins / chalets and small 'designer' studios on private land/acreage, in shire-managed nature reserves or on vacant land in/near town to diversify range & choice to help entice visitors; and potentially re-position WWDL as a destination with a selection of innovative, boutique style accommodation.

In most destinations and towns, private investors are responsible for developing and operating hotels, motels, backpacker lodges and caravan parks. Conversely, where private investment is uncommercial or unavailable then where possible local government can facilitate caravan/RV parks, campgrounds and niche accommodation facilities. This SSTA Plan identifies opportunities for private investment and local government investment in SSTA.

SHORT STAY TOURISM ACCOMMODATION PLAN

POTENTIAL OVERNIGHT MARKET

This section presents a 'general analysis of the *potential* overnight market for visitation'. If additional and/or higher quality short stay accommodation facilities were established in each Shire the growth in WWDL's 'potential' overnight market would include five visitor types as outlined below.

Segment	Characteristics	Accommodation Used
Holiday Makers	Solo's, couples, families and groups on a 'short getaway' or holiday for 3-21 days (e.g. long weekends, school holidays, events & festivals, seasonal attractions). Domestic mostly intrastate origin.	Hotel, Motel & Serviced rooms. Rented Home / Rooms (AirBnB). B & B, Farmstays & Eco/Studios. Caravan Park & RV sites. Commercial & free campgrounds (private, Nat'l Park or bush sites).
Extended Travellers (incl. Grey Nomads)	Solo's, couples, families and groups travelling around WA & Australia on an extended trip (e.g. 3-12 months duration). International & domestic origins.	Caravan Park & RV sites. Free & commercial campgrounds (e.g. private, Nat'l Parks, bush sites). Hotels, Motels, B&B's & farmstays.
Visiting Friends & Relatives	Solo's, couples, families and groups visiting friends & relatives. Typically 2-14 days stay. Domestic mostly intrastate origin.	Private homes or on private land in caravans, camp-trailers, tents, etc. Hotel, Motel, B&B's & AirBnB rooms.
Business & Corporate Travellers	Travelling for 'work' purposes. Visiting clients & suppliers. Typically staying 1-2 days 'midweek'. Domestic mostly intrastate some interstate origin.	Hotel, Motel & Serviced rooms. Rented Home / Rooms (AirBnB). B & B, Farmstays & Eco/Studios. Caravan Park Cabins.
Groups	Groups of solo's, couples, families, friends, workers & sport teams; travelling for social, sport, personal & work purposes; Domestic mostly intrastate origin.	Hotel, Motel, Lodge - Dorm, Caravan / RV park, Park cabins & commercial camp sites.

Due to budgetary, lifestyle, safety-security and-or personal preferences, some self-drive visitors stay in campgrounds rather than commercial caravan & RV parks. Similarly, some self-drive visitors stay in hotels or motels rather than a park cabin or onsite van (e.g. preferring not to self-cater). WWDL's self-drive visitor market can be viewed as a collection of visitors with varying needs. Each Shire should aim to satisfy all visitor types & needs through a mix of accommodation to minimise 'market failure' and maximise market appeal.

Key influences when visitors are deciding which regional area to visit include:

- ❖ The variety of attractions, activities & experiences on offer in the region.
- ❖ The presence of new or unique features & events to visit.
- ❖ The cost & time required and information available to access the region.
- ❖ Availability of accommodation & hospitality (i.e. meals & provisions).
- ❖ Ease of access to multiple sites, attractions & experiences in the region.
- ❖ Linkages to farther destinations, for example, via a shorter, safer route.

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*Experiences*¹¹ that help visitors determine which destinations to visit include:

- ❖ visiting food markets.
- ❖ having good restaurants, café and dining options.
- ❖ shopping at food, clothing and craft markets.
- ❖ experiencing nature in unique & novel ways.
- ❖ walk, bike & sculpture trails.
- ❖ food, wine & cultural festivals.
- ❖ wildlife experiences and outdoor adventure activities.
- ❖ outdoor performances & movies.

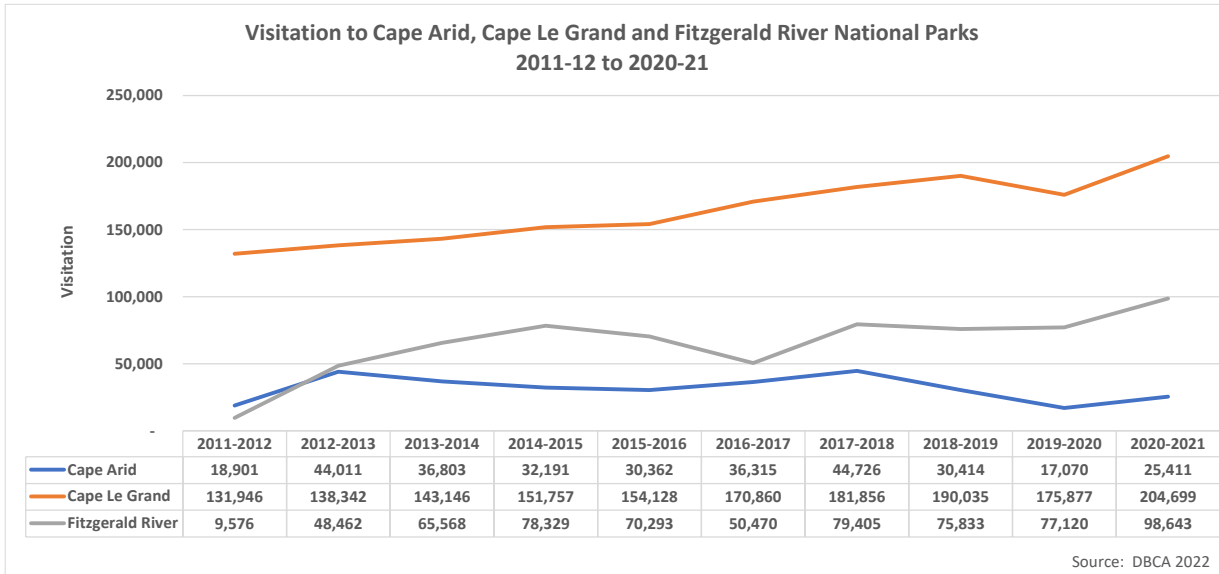
Tourism Research Australia's 2019 study of regional visitor dispersal concluded:

- ❖ Visiting friends & relatives is a key motivation for regional dispersal.
- ❖ Domestic travellers often go to great lengths to reconnect with their friends and relatives around Australia, and are motivated by the convenience and affordability of regional areas.
- ❖ Nature based offerings bring visitors from far and wide.
- ❖ Australia's varied natural landscape, unique fauna and flora, and its unique nature-based experiences are key drivers of regional visitation.
- ❖ Time and money (i.e. cost) are often the top constraints for domestic travellers *not visiting* regional Australia.

Self-drive visitors destined for national parks at Cape Le Grande (Esperance) or Fitzgerald River (Hopetoun) can travel via Hyden, Lake Grace / Lake King or alternate routes. The 700km or 8-hour drive from Perth to Esperance via the WWDL region lends itself to an overnight stop in the region. Visitors to national parks in Esperance and Hopetoun have been growing at an average 12%p.a. since 2012. Combined, the two national parks attracted over 300,000 visitors in 2020-21. An increase in accommodation within WWDL that captured 5% of the Parks self-drive visitors translates into an extra 15,000 overnight visitors staying in WWDL annually (i.e. \$1.8Mp.a. *additional* expenditure within WWDL). Park visitation trends are shown in the chart below.

¹¹ *Australian Tourism Demand for Domestic Travel Experiences: Insights for the Gold Coast.* Gardiner & Scott, Griffith Institute for Tourism Research, August 2015

SHORT STAY TOURISM ACCOMMODATION PLAN



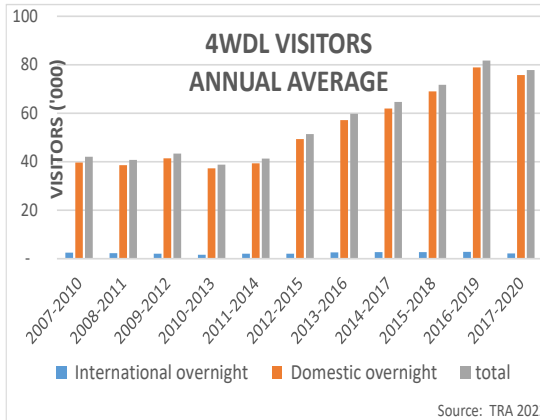
WWDL Tourism Visitation

Estimating tourism visitation to the WWDL region is difficult given limited *reliable* data at Shire level. To improve data quality¹² this study uses TRA’s visitor data at the broader 4WDL-level, which includes the shires of Woodanilling and Williams as well as the study area of Dumbleyung, West Arthur, Wagin & Lake Grace. A summary of tourism visitor estimates across the ‘broader’ 4WDL region is presented as an indicator of demand for short stay accommodation in recent years.

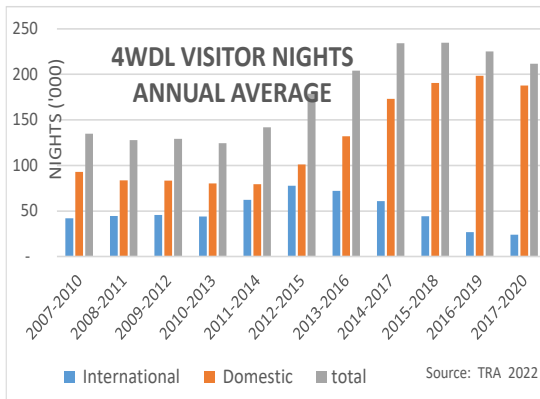


¹² Data source: Tourism Research Australia 2022. Limitations: Woodanilling & Williams are included to reduce sampling error & improve data quality. Due to small sample sizes the confidence interval could be up to 50% (e.g. an estimate of 50,000 visitors could be as low as 25,000 or high as 75,000). Running 4-year averages are used to further improve data quality.

SHORT STAY TOURISM ACCOMMODATION PLAN



- Since 2007, annual visitation has increased from 42,000 to 82,000.
- 10-yr average annual growth in visitors of 6.8%; average growth in *domestic* visitors 7.2%p.a.
- 10-yr average visitation 56,000p.a. with 53,000p.a. domestic visitors.
- Total visitors across 4WDL could exceed 100,000p.a. by 2025.



- Since 2007, annual visitor nights have increased from 135,000 to 212,000.
- 10-yr average annual growth in visitor nights of 5.1%; average growth in *domestic* visitor nights 8.3%p.a.
- 10-yr average of 177,000 visitor nights p.a.; 127,000 *domestic* visitor nights annually (10-yr avg.)
- Total visitor nights could exceed 250,000p.a. by 2025.

4WDL Visitor Estimates

As at 2022 the broader 4WDL region is estimated to attract around 78,000 overnight visitors annually, staying 212,000 nights, with an average stay of 2.7 nights. Visitor and visitor night estimates for *each of the four WWDL Shires*¹³ is based on a weighting of resident population and land area (i.e. each Shire’s % of 4WDL) with adjustments for scope-scale of tourism product and experiences offered by each Shire.

¹³ Reliable Shire-level data on visitor & visitor nights was not available from Government sources.

SHORT STAY TOURISM ACCOMMODATION PLAN

4WDL Visitor & Visitor Night Estimates (2022)¹⁴

Shire	Visitors	Nights	Est. Occupancy	Trip Spend ¹⁵	Daily Spend ¹³
Dumbleyung	7,400	20,100	34%	\$304	\$121
Lake Grace	30,100	81,800	51%	\$304	\$121
Wagin	21,700	58,900	44%	\$304	\$121
West Arthur	5,900	16,000	33%	\$304	\$121
Williams	9,000	24,400	-	\$304	\$121
Woodanilling	3,900	10,600	-	\$304	\$121
TOTAL	78,000	212,000		-	-

Visitor Projection

The potential overnight visitor market *for the four WWDL shires* is presented below as a 10-year 'scenario' where the four Shires add caravan / RV sites, cabins and campground sites funded by government grants and available sources.

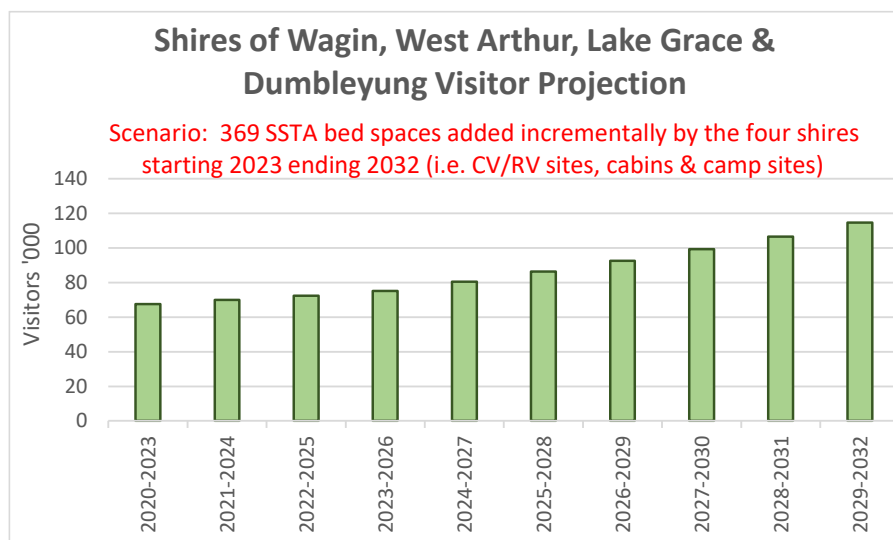
SSTA bed spaces added by four LGA's:	369
SSTA added by the LGA's:	Caravan Park sites, cabins & campground sites.
Time period for development:	10 years commencing 2023
Annual increase in bed spaces:	Average 20-40p.a. 2023-2032
Visitor estimate 2022 (at beginning):	65,000
Visitor estimate 2032 (at end):	102,000
Annual avg. increase in overnight visitors:	3,600
Average annual visitor growth required:	5%
Average annual visitor growth forecasted:	3% - 6% (TRA 2020)

The 'planned' addition of 369 bed spaces in caravan / RV sites, cabins and campground sites over 10 years will closely match forecasted growth in the overnight visitor market. Benefits will accrue from increases in visitation and expenditure on accommodation, fuel, supplies, tours, services, etc. Private sector investment in hotels, motels and designer pods would bring *additional* visitors generating *additional* expenditure and benefits.

¹⁴ Source: Tourism Research Australia (2022); weightings applied by Marketrade.

¹⁵ Combined domestic *and* international visitor trip spend & visitor daily spend (TRA 2022)

SHORT STAY TOURISM ACCOMMODATION PLAN



Regional Demand for Rental Accommodation

Rental data on AirBnB properties¹⁶ across southern WA indicates strong growth and high demand across six towns (shown below).

Implications: there is a high number of properties (3,103) dedicated to short term rental across the six towns; highest rental growth is outside of 'typical' tourism towns; rental demand is highest in two great southern towns; data confirms high demand for short stay rental accommodation across southern WA (i.e. in towns where short stay room / home accommodation is available).

Rental Demand is based on how often rentals are booked throughout the year, plus annual occupancy and listing growth rate. High score = high demand.

Revenue Growth is based on the revenue of Airbnb listings this month compared to the same month last year, comparing year-on-year change in RevPAR (i.e. revenue per available room). High score = high growth.

AirBnB Short Stay Rental Demand

Shire - Location	No. AirBnB Listings	Rental Demand	Revenue Growth
Plantagenet	34	75	100
Esperance	136	94	88
Denmark	206	95	86
Bunbury	55	81	82
Busselton	1695	78	78
Aug-Marg. River	977	82	79

¹⁶ Source: <https://www.airdna.co/blog/airbnb-australia-best-places-for-investment-property> Report date: 4th March 2021. Access date: 13 May 2022

SHORT STAY TOURISM ACCOMMODATION PLAN

CAPITAL COST ESTIMATES

'Estimated costs for constructing new or expanded tourist accommodation facilities in each shire' are based on published sources¹⁷ and are inclusive of GST, delivery, site preparation, construction, utilities connection, furnishing, landscaping, access and regional allowances. Costs as at 2022 with no escalation.

SST Accommodation Construction Cost Estimates

Tourism Accommodation Construction Cost Estimates 4WDL Region (2022)						
Type	No. Rooms	Room Size (M ²)	Med Qlty	High Qlty	Med Qlty	High Qlty
			\$ / M ²	\$ / M ²	Est. Cost	Est. Cost
2-3 Star Motel	25	30	4020	5100	\$3,015,000	\$3,825,000
2-3 Star Hotel (inc. Hosp.)	25	40	4502	5712	\$4,502,400	\$5,712,000
	No. Bedrooms	House Size (M ²)	\$ / M ²	\$ / M ²	Est. Cost	Est. Cost
Dbl Brick Project Home	4	210	1403	1909	\$294,630	\$400,890
	No. Bedrooms	Cabin Size (M ²)	\$ / M ²	\$ / M ²	Est. Cost	Est. Cost
Park Cabin (with ensuite)	2	30	4480	5620	\$134,400	\$168,600
Park Cabin (with ensuite)	2	40	4480	5620	\$179,200	\$224,800
Designer Studio / Pod	1	32	4980	5890	\$159,360	\$188,480
Designer Studio / Pod	2	44	4980	5890	\$219,120	\$259,160
	No. Sites	Site Size (M ²)	\$ / M ²	\$ / M ²	Est. Cost	Est. Cost
Powered C-van/RV Site*	10	70	770	960	\$539,000	\$672,000
Unpowered Tent/RV Site*	8	60	480	640	\$230,400	\$307,200
Nature-based Campground*	10	80	530	710	\$424,000	\$568,000

* Inclusive of amenities, facilities, utilities, access, signage, site clearing, approvals, etc

Cost estimates (shown above) are used to calculate construction costs to address SSTA gaps identified within each shire (refer to the following page).

¹⁷ Including online cost calculators, online price lists, published studies and previous-recent quotes.

SHORT STAY TOURISM ACCOMMODATION PLAN

Short Stay Accommodation - Estimated Construction Costs

ESTIMATED CONSTRUCTION COST SHORT STAY TOURISM ACCOMMODATION IN EACH SHIRE								
RED FONT PRIVATE INVESTMENT.		BLACK FONT LOCAL GOVERNMENT INVESTMENT						
Shire	Motel	Hotel <small>(inc. bar & kitchen)</small>	Park Cabin	Designer Pod	RV/Van Park	Nature-Based Campground	Total Cost	Add'l Daily Vis Capacity
Dumbleyung								
Quantity	1 x 20 rooms	0	6 x 2 Brm	3 x 1 Brm	1 x 10 sites	1 x 10 sites		
Est. Cost	\$2,412,000	\$0	\$806,400	\$478,080	\$539,000	\$424,000	\$4,659,480	150
West Arthur								
Quantity	1 x 20 rooms	1 x 20 rooms	3 x 2 Brm	3 x 1 Brm	1 x 10 sites	1 x 10 sites		
Est. Cost	\$2,412,000	\$3,601,920	\$403,200	\$478,080	\$539,000	\$424,000	\$7,858,200	198
Wagin								
Quantity	0	1 x 25 rooms	6 x 2 Brm	3 x 1 Brm	1 x 20 sites	1 x 10 sites		
Est. Cost	\$0	\$4,502,400	\$806,400	\$478,080	\$1,078,000	\$424,000	\$7,288,880	195
Lake Grace								
Quantity	1 x 25 rooms	0	6 x 2 Brm	3 x 1 Brm	1 x 25 sites	0		
Est. Cost	\$3,015,000	\$0	\$806,400	\$478,080	\$1,096,500	\$0	\$5,395,980	180
Total	65 rooms	45 rooms	21 x 2 Brm	12 x 1 Brm	65 Sites	30 Sites	\$25,202,540	723
Private Investment	65 rooms	45 rooms	0	12 x 1 Brm	0	0	\$17,855,640	354
Local Govt Investment	0 rooms	0 rooms	21 x 2 Brm	0	65 Sites	30 Sites	\$7,346,900	369

SHORT STAY TOURISM ACCOMMODATION PLAN

ECONOMIC IMPACT

This section presents 'the potential economic benefits if increased or expanded tourism accommodation facilities were developed by each respective Shire', for example, over a ten year planning horizon.

Economic Benefits (10yr Local Govt Investment Program)	Shire Dumbleyung	Shire Lake Grace	Shire West Arthur	Shire Wagin	TOTAL
Number of Additional Short Stay Beds	84	99	72	114	369
Number of New Additional Visitors	4,542	5,353	3,893	6,164	19,953
Visitor Spend on New Accommodation	\$735,840	\$867,240	\$630,720	\$998,640	\$3,232,440
New Visitor Spend per Trip	\$1,380,836	\$1,627,413	\$1,183,573	\$1,873,991	\$6,065,813
Additional Flow-on Spend in Region	\$721,123	\$849,895	\$618,106	\$978,667	\$3,167,791
New Indirect Non-Tourism Jobs	0.9	1.0	0.8	1.2	4
Additional New Tourism Jobs	2.8	3.1	2.3	3.8	12

Assumptions:

- Gradual additions to SSTA over a 10-year planning horizon.
- Annual occupancy 40% (i.e. WWDL caravan parks, cabins & campgrounds).
- 2.7 nights average stay (i.e. based on TRA 2022; number of SSTA beds added annually multiplied by annual occupancy by 365 days and divided by 2.7 nights length of stay equals number of visitors annually).
- Visitors spend on accommodation \$121 per night (TRA 2022).
- Visitors spend per trip \$304 (TRA 2022).
- Every \$1.00 of visitor expenditure (e.g. on new accommodation) results in an *additional* \$0.98 flow-on expenditure across the economy (TRA 2014).
- Every \$1,000,000 of new *tourism* expenditure generates 1.2 new non-tourism jobs indirectly (e.g. elsewhere in the broader economy; TRA 2014).
- Every \$1,980,000 of tourism flow-on expenditure generates 3.4 new tourism jobs (TRA 2014). New facility capex and-or visitor spend.

Economic analysis of private investment to upgrade-expand-develop hotels, motels or designer pods across the four shires follows.

SHORT STAY TOURISM ACCOMMODATION PLAN

Economic Benefits (10yr Private Investment Program)	Shire Dumbleyung	Shire Lake Grace	Shire West Arthur	Shire Wagin	TOTAL
Number of Additional Short Stay Beds	66	81	126	81	354
Number of New Additional Visitors	5,353	6,570	10,220	6,570	28,713
Visitor Spend on New Accommodation	\$1,748,934	\$2,146,419	\$3,338,874	\$2,146,419	\$9,380,646
New Visitor Spend per Trip	\$1,627,413	\$1,997,280	\$3,106,880	\$1,997,280	\$8,728,853
Additional Flow-on Spend in Region	\$1,713,955	\$2,103,491	\$3,272,097	\$2,103,491	\$9,193,033
New Indirect Non-Tourism Jobs	2.1	2.6	4.0	2.6	11
Additional New Tourism Jobs	5.3	6.4	11.1	8.1	31

Benefit Cost Analysis

Estimated benefits from the development-upgrade of SSTA undertaken by each Shire (i.e. excluding private investment) is presented in a benefit-cost analysis. Assumptions are as follows:

- 20yr project life.
- 5%, 7% and 9% opportunity cost.
- Each Shire's capital investment is spread equally across 10 years.
- 2.5% of the construction cost is spent annually on repairs to new SSTA facilities (i.e. breakdowns, responsive maintenance).
- 3.5% of construction cost is spent annually to replace-upgrade new SSTA facilities (i.e. to optimise economic life of the assets).
- 3.5% of construction cost is spent annually to upgrade-maintain tourism infrastructure given an increase in visitors and infrastructure usage.
- Benefits include visitor expenditure on 'new' accommodation and 'new' visitor 'trip expenditure' (e.g. fuel, food, tours, entertainment, events, etc).

Economic impact analysis indicates the development of new SSTA by the four Shires (i.e. 10yr investment in caravan / RV sites, cabins and campgrounds) is a favourable proposition with positive benefit-cost ratios and positive net present values as shown below.

SHORT STAY TOURISM ACCOMMODATION PLAN

Dumbleyung \$1.76M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.3	2.1	1.9
Net Present Value	\$2,853,234	\$2,103,047	\$1,563,626

Wagin \$2.3M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.4	2.2	2.0
Net Present Value	\$3,986,142	\$2,954,606	\$2,211,479

Lake Grace \$1.9M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.5	2.3	2.1
Net Present Value	\$3,586,374	\$2,675,863	\$2,018,411

West Arthur \$1.36M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.6	2.3	2.1
Net Present Value	\$2,629,999	\$1,965,248	\$1,484,992

SHORT STAY TOURISM ACCOMMODATION PLAN

CONCLUSION & RECOMMENDATIONS

This section provides 'recommendations and steps to progress the short stay tourism accommodation plan'.

Conclusion

- Quality, affordable accommodation, of varying types and styles, is critical in delivering positive tourism experiences and supporting investment and growth in regions such as WWDL. Visitors stopping, staying and spending is pivotal in generating tourism's economic benefits.
- The existing quality and capacity of SSTA across WWDL is 'highly likely' to be restricting visitation and growth in tourism, enterprise development and hospitality services within the towns.
- The region has around 202 rooms and 349+ caravan/RV/camp sites, capable of accommodating 1105 people (nightly). The accommodation mix is skewed towards caravan/RV/camping (66%) with noticeably less hotel/motel capacity (25%) and the balance (9%) in B&B-Lodge facilities.
- WWDL's SSTA facilities are mostly aged, older style, limited in size, and of a 2-star standard. Exception is 2-3 'newer' facilities that operate closer to a 3-star standard.
- Current users of WWDL's SSTA are likely to experience 'a low standard' of quality matched with comparatively low prices resulting in fair value for money. Improving SSTA to 3-star or higher quality through refurbishment or renewal would *significantly* bolster value, appeal and competitiveness. Further, it could be leveraged to reposition the region.
- If the four Shires invested in additional capacity and higher quality SSTA it could increase overnight visitation from around 65,000p.a. to over 100,000p.a. and generate over \$12.4M *additional* expenditure (over 10yrs) creating up to 16 new jobs across the four Shires.
- The region is host to lakes, nature reserves, heritage-culture activities, dark skies, trails, farm experiences and rural lifestyles, which are drawcard features (i.e. primary motivators) when visitors choose a regional holiday destination. Improvements in SSTA quality and capacity would greatly improve the region's tourism appeal and competitiveness.
- The four shires could potentially expand SSTA including caravan / RV parks, cabins and campgrounds. This is within their remit and forms the basis for the SSTA Plan.
- Private investors including landowners, community groups and developers - operators are responsible for upgrading-expanding hotels, motels and tiny homes / designer pods. Acknowledging precedents (e.g Katanning & Nyabing) where regional accommodation-hospitality-leisure facilities have proven successful, this forms part a key part of the recommendations.
- The community enterprise model has proven to be an effective and innovative approach to supply and capacity building in some regional towns. Approaches suited to the WWDL region should be explored.

SHORT STAY TOURISM ACCOMMODATION PLAN

Recommendations - WWDL

- Investigate planning requirements to effect changes to zoning, permitted use of land, and SSTA development obligations that simplifies, encourages and facilitates investment in SSTA across the region; this may require the formation of a sub-committee within 4WDL or joint resourcing of a planning-development officer to drive SSTA initiatives.
- Investigate establishing a 'program'¹⁸ that supports landowners, investors and developers to upgrade or re-purpose under-utilised facilities or to better utilise land that leads to an increase in SSTA capacity.
- Investigate and identify a financier willing to fund (or part-fund) upgrades to vacant or under-utilised properties (e.g. for seasonal & short stay).
- Identify sites where *existing* short stay accommodation can be upgraded, expanded or developed and work with stakeholders to improve quality and/or capacity of SSTA.
- Investigate removing barriers at a regional Shire-level that could increase SSTA investment and capacity; this may include zoning, building options, utilities-services, compliance requirements, envelope restrictions, easements, off-grid systems, alternative building systems, etc.

ACTION PLAN

WWDL

Re-Purposing

- Determine likely costs to refurbish a selection of unused & under-utilised houses, for example, located on remotely-managed farms, rural properties and town outskirts; determine the viability of operating as SSTA.
- Investigate rezoning & re-purposing vacant-unused shops, banks, commercial buildings and places of worship as short stay accommodation.
- Investigate community - social enterprise initiatives (e.g. Nyabing & Bolgart) to re-purpose unused shops, banks & commercial buildings for SSTA (refer to the appendix for details).
- Investigate Shire heritage inventories and identify vacant-unused (suitable) properties for short stay (i.e. that have a toilet, water & power); seek grant funding or contra-labour arrangements (e.g. groups, clubs, NFP's) to make improvements and/or to manage upgraded facilities.
- Investigate re-purposing unused / vacant churches or places of worship, for example, as short stay dormitory for families and small groups.
- Investigate a program of acquisition-leasing / refurbishment / renting / selling under-utilised houses to improve housing stock for new residents and short stay guests; funded through community enterprise, donations, volunteers, grants and crowdfunding, etc.

¹⁸ For example the 'program' may include a designated 'planner' as a point of contact, recommended step-by-step development pathway, centralised online SSTA booking system, list potential support trades & staff (i.e. contractors & residents), list of endorsed pre-fab / transportable building suppliers, pre-feasibility on SSTA to support finance applications, etc.

SHORT STAY TOURISM ACCOMMODATION PLAN

Site Activation

- Identify LGA owned or managed sites where off-grid SSTA facilities could be established and use expression of interest (EOI) to develop new facilities such as tiny houses, designer pods, modular cabins, etc.
- Investigate sites that offer additional & temporary accommodation capacity for events, festivals & peak visitor periods, for example, overflow areas, community hall car parks, vacant shops, serviced under-utilised land or vacant sites to host self-drive campers and self-contained travellers; investigate site management by the VIC, a local group or enterprising residents.
- Identify 10-15 *remote* sites across WWDL where off-grid 'designer' pods / tiny homes / eco-cabins¹⁹ can be installed; ideally at picturesque, tranquil sites; invite EOI from investors-developers-consortiums; aim to establish 10-15 small SSTA facilities across WWDL; use to re-position WWDL as a bespoke *rural recharge* destination.
- Investigate changes to Shire nature reserve management orders that allows sites to be upgraded with formal SSTA (e.g. eco-tents or designer pods near lakes, walk trails, lookouts, rail-nature reserves, etc); identify and promote prospective sites to community, investors & developers-operators.
- Investigate & identify acreage sites that could be re-zoned or restrictions relaxed to allow flexible residential, seasonal or tourism use, inviting EOI's, and-or resourcing a facilitator to drive the initiative.

Facilitation

- Develop a guide for prospective stakeholders interested in upgrading or developing SSTA facilities (e.g. providing advice on planning approvals, licenses-permits, contractors, operating-marketing options, etc); aim to simplify and de-risk the process to encourage SSTA development inquiries and applications.
- Establish and promote a WWDL policy that supports SSTA development that is compliant, safe, sustainable & beneficial; preferencing building approaches that provide fire resistance, low carbon, low energy, off-grid, light footprint, etc.
- Establish and promote a support network of accomplished builders, tradespersons, engineers, planners, architects, transport contractors, etc... for the benefit of prospective investors-developers-operators of SSTA facilities.
- Investigate and identify a financier willing to support *minor* refurbishment of unused, vacant, incomplete or under-utilised homes-buildings for use as SSTA.
- Investigate establishing a centralised website for booking private, community, heritage and seasonal SSTA properties across WWDL; website managed by a VIC, volunteer or community group.
- Investigate a community progress association or similar being supported and resourced to pursue community enterprise initiatives such as Nyabing and Bolgart.

¹⁹ For example, designer [sea-container based tiny homes](#), transported to site ready to inhabit.

SHORT STAY TOURISM ACCOMMODATION PLAN

Action Plan - Wagin

- Actively support owners of 'old, unused & under-utilised' Hotels/Motels to re-furbish properties; consider temporary rate reduction, assist with grant applications, advice & assistance with compliance, *minor* landscaping support, VIC marketing support after re-opening, etc.
- Investigate and determine how many unused homes / houses exist on farming - rural properties; ascertain the cost and viability to refurbish priority facilities to a rentable SSTA standard;
- Investigate and determine a viable approach to adding new park cabins to Wagin caravan park.
- Investigate and identify vacant shire owned-managed land that could host cabins, eco-pods, tiny homes; determine viability across varying approaches to financing, partnering, community and shire involvement.
- Investigate under-utilised and/or vacant buildings (e.g. banks, shops, halls, churches, sheds, etc) for conversion or re-purposing into SSTA. This includes reviewing 'steps involved' such as re-zoning, changing 'allowable uses' or removing restrictions limiting use for SSTA.
- Investigate the viability of establishing a program where the Shire co-funds and-or project manages refurbishment of low cost / low risk facilities and recoups the cost from rent.

Action Plan - Dumbleyung

- Investigate Stubbs Park to host 25-50 room motel-hotel and call EOI.
- Investigate and identify sites at Lake Dumbleyung to host SSTA facilities; including potential partnering/development approaches to activate SSTA.
- Investigate and identify sites suitable for self-contained RV and caravans on short stay basis (e.g. 24-72hrs);
- Investigate and determine how many unused homes / houses exist on farming-rural properties; ascertain the cost to refurbish each to a habitable (rentable) standard and the viability to operate as SSTA;
- Investigate the viability of establishing a program where the Shire co-funds and project manages refurbishment and recoups costs from rent;
- Seek Government financial grant funding to assist with delivery of SSTA infrastructure in areas where private investment is uncommercial.
- Seek government funding towards the cost of addressing SSTA infrastructure gaps especially where commercial investment is unviable or uneconomic e.g. cabins for Dumbleyung & Kukerin Caravan Parks.
- Investigate opportunities to establish an innovative and modern all-in-one accommodation, hospitality, meeting place for both Dumbleyung & Kukerin similar to [Nyabing Hub](#).

SHORT STAY TOURISM ACCOMMODATION PLAN

Action Plan - West Arthur

- Support the sale and upgrade of the Darkan Hotel including refurbishment of rooms and kitchen-restaurant facility; ideally incorporating a retail space hosting a mini-supermarket to service visitors and the community.
- Explore finance options with the community to invest in under-utilised farm houses, residential homes, vacant land or new SSTA facilities.
- Explore options to expand the Darkan caravan park (e.g. former pony club site adjacent) and/or a new caravan / RV park at Arthur River.
- Investigate upgrading/re-purposing Darkan Station Master's House for SSTA.
- Investigate and identify unused - vacant sheds, halls and dormitory-like facilities for potential upgrading and refurbishing into family or group accommodation and-or function centre. For example, Arthur River Shearing Shed-quarters, unused churches and vacant facilities-buildings.
- Investigate acquiring park cabins to upgrade capacity at the Darkan caravan park and/or identify an alternative site nearby.
- Investigate and determine how many unused homes / houses exist on farming properties; ascertain the cost & viability to refurbish 'low risk facilities' to a habitable (rentable) standard.

Action Plan - Lake Grace

- Establish 1 or 2 more facilities similar to Varley Chicken Ranch.
- Establish more facilities like the Jam Patch (e.g. managed by the VIC with 48hr-72hr stay limit during peak periods similar to Shark Bay).
- Investigate introducing a book/pay/receipt system for 48hr-72hr stays at Shire-managed campgrounds (i.e. policed by volunteer caretakers, managed-promoted by visitor centre); re-invest revenues in additional nature-based camp sites.
- Call EOI for a new upmarket Motel with self-contained rooms / facilities.
- Investigate acquiring Lake Grace Caravan Park, potentially operated as a community enterprise, administered by the Visitor Centre, or alternatively, establish a similar sized new facility on shire land near town; explore a community-facilitated program similar to Nyabing & Bolgart (refer to the appendix for details).
- Call EOI for backpacker - seasonal worker facilities in-near town.
- Investigate grants-investment in shire-managed nature reserves to host additional free camp sites. Ideally, several new sites that greatly increase overnight capacity and help create a 'network' of sites across the Shire.
- Within Lake Grace township explore development of a micro-brewery with accommodation adjacent (e.g. tiny houses, RV park, motel-hotel), for example, through an EOI, community enterprise project, or the Shire contributes a site and headworks in a partnership project.

SHORT STAY TOURISM ACCOMMODATION PLAN

SWOT

WWDL strengths, weaknesses, opportunities & threats, with a focus on short stay tourism accommodation.

<p>STRENGTHS</p> <ul style="list-style-type: none"> ▪ Located on a route linking Perth to Esperance ▪ Extensive road network & access options ▪ Many nature reserves (potential camp sites) ▪ Sport clubs embedded in local lifestyle ▪ Comparatively low & safe traffic volumes ▪ Extensive tourism product across four shires ▪ Tourism integral in each Shires strategic plans ▪ Woolarama & Sheepfest; near-iconic events ▪ Low light pollution, strong astro-tourism offering 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> ▪ No iconic attractions or experiences ▪ 6-8hrs return drive Perth-WWDL-Perth ▪ A driving-intensive destination ▪ Route options Perth to WWDL & en-route itinerary options not conveyed well to visitors ▪ Data on visitors & visitation lacking; makes measurement & managing performance difficult ▪ Hospitality can be patchy; potential problem for visitors ‘eating out’ or getting supplies.
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> ▪ VR/AR Donald Campbell ‘Bluebird’ experience ▪ Yabby dishes available across all 4 shires ▪ Sport clubs actively welcoming-hosting visitors ▪ Visitors ‘experiencing’ rural-community lifestyle ▪ Visitors buying local produce during visits (from markets, stalls, farms, shops, sheds, etc) ▪ Guiding-enticing visitors to live in the region ▪ Low-cost land made available for visitor-funded / crowdfunded short stay accommodation ▪ Centralised WWDL website for visitors (& workers) to plan trips & book accommodation ▪ New events & entertainment formats / facilities to grow visitation ▪ Installing & promoting electric re-charging stations linked to renewable energy sources ▪ Leveraging Holland Track as 4WD adventure getaway (route) linked to other 4WD tracks & sites within the region. ▪ More camping, glamping, RV’ing & overnight staying in Shire ‘managed’ reserves. ▪ Making the drive-journey to WWDL a key part of the trip experience (via creative routes, stopovers, experiences; app with offline map) ▪ Provide 4 seasonal programs of activities & experiences that inspires year-round visitation. 	<p>THREATS</p> <ul style="list-style-type: none"> ▪ Limited ‘quality’ short stay accommodation leading to low or no growth in visitation ▪ Steady decline in hospitality within towns ▪ Shires promoted as separate destinations rather than sharing-dispersing visitors ▪ Competitor regions attracting on-trend designer studios, tiny homes, pods etc. ▪ Slow uptake of e-charging stations across WWDL keeping ‘green’ visitors away. ▪ Sustained high price of fossil fuels making WWDL a high cost destination to visit. ▪ Home owners leaving once habitable homes to fall into disrepair & unusable.

SHORT STAY TOURISM ACCOMMODATION PLAN

COMMUNITY ENTERPRISE CASE STUDIES

The WWDL region could benefit from community enterprise initiatives that develop and-or operate SSTA. The following case studies provide a 'glance' of two examples where communities have developed SSTA-hospitality facilities that benefit their town.

Bolgart

- Bolgart, 120km northeast of Perth, population of around 170 residents.
- Retiring publican-owners had difficulty finding a buyer for the Bolgart Pub, closure was imminent.
- A local resident was unable to secure finance to purchase the Bolgart Pub. Lack of support from financial institutions was a problem.
- Local residents explored the possibility of forming a syndicate.
- 12 local families signed up to the Bolgart Watering Hole Unit Trust.
- No member was allowed to own more than a 10% share in the Trust.
- Syndicate members had a diverse skill set. All pitched in differently.
- Of the unit trust members, a local couple stepped up to manage the pub on a day-to-day basis.
- Other syndicate members contribute to operations in their own unique way.
- Recent additions-improvements include a micro-brewery and upgraded commercial kitchen. A qualified chef has taken residency.
- Future plans include music gigs, paddock-to-plate meals, hotel refurbishment and room upgrades.
- The pub is not just about booze, it's also about community spirit, camaraderie and creating a stronger, more vibrant community.

Nyabing

- Nyabing, approximately 40km south-east of Dumbleyung, population of around 290 residents.
- Town was losing services. Sporting activities had ceased. Nyabing pub and general store were in decline. Nyabing town was slowing dying.
- Bigger farms, fewer people, and with no buyers, the pub was destined to close. The Community were concerned.
- Community Progress Association (CPA) rallied around to muster support.
- A community-run (800ha) cropping program was undertaken with community-volunteer input resulting in *consecutive* harvests raising around \$1.0M in grain sales for the Nyabing Hub revitalisation program.
- CPA bought the Pub and set about to re-build a multi-purpose 'hub'.
- A new 'hub' was built in the middle of town incorporating a shop, pub, accommodation, playground and amenities. The pub was leased to an operator.
- Community cropping, fundraising and grant applications continue to enable the CPA to invest in the town and help revitalise Nyabing.
- Hub patronage has grown. The pub hosts regular gatherings, meetings and socialising. Community spirit has an air of optimism for the future.



SHORT STAY TOURISM ACCOMMODATION PLAN

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**SHORT STAY TOURISM
ACCOMMODATION PLAN**

**Shires of Wagin, West Arthur,
Dumbleyung & Lake Grace**

August 2022



SHORT STAY TOURISM ACCOMMODATION PLAN

An investigation into short stay tourism accommodation options.

Assessing quality, supply, demand, gaps, costs and benefits.

Across four shires - Wagin, West Arthur, Dumbleyung & Lake Grace (WWDL).

Six towns, population 4518, extensive road network, farming & services.

Diverse range of tourism product. 80+ attractions & experiences.

Nature, lakes, adventure, walk & drive trails, tours, heritage, Aboriginal interp & tours, culture, dark skies & rural life. Spread across 21,498km². 2.5hrs drive from Perth.

Existing short stay accommodation capacity - 1105 bed spaces.

Comprising 200+ rooms and 350+ caravan & camping sites.


Attracting 65,000 overnight visitors p.a. staying 170,000 nights, average stay 2.7 nights.

Limited by...

Aged, mixed quality & limited choice of accommodation, & limited range of hospitality.

Rural setting, aspects of market failure, finance limitations & often grant dependent.





ACCOMMODATION QUALITY

Accommodation quality across the region

- Mostly aged facilities, old style rooms, with shared amenities, 2-star.
- Some newer facilities, modern rooms with ensuite, near 3-star.
- Mostly aged caravan parks, small, tidy, but need refreshing, 2-star.
- Some formal & welcoming campgrounds, & several informal bush camps.
- Accommodation quality is comparable to most rural towns & regions.

Implications

- Varied quality accommodation limits choice & options for visitors.
- Low quality accommodation is likely detracting from the visitor experience.
- Less benefit from spontaneous stopovers, bookings or extended stays.
- Status quo is likely limiting growth in visitors who need accommodation.
- Some towns & regions growing through accommodation diversity & capacity.



SUPPLY

66% of short stay bed capacity is in caravan parks & campgrounds, 25% is in hotels-motels, and 9% in B&B / Lodges. Around 80% of accommodation is located in six towns. Tourism product is spread across towns and hinterland.

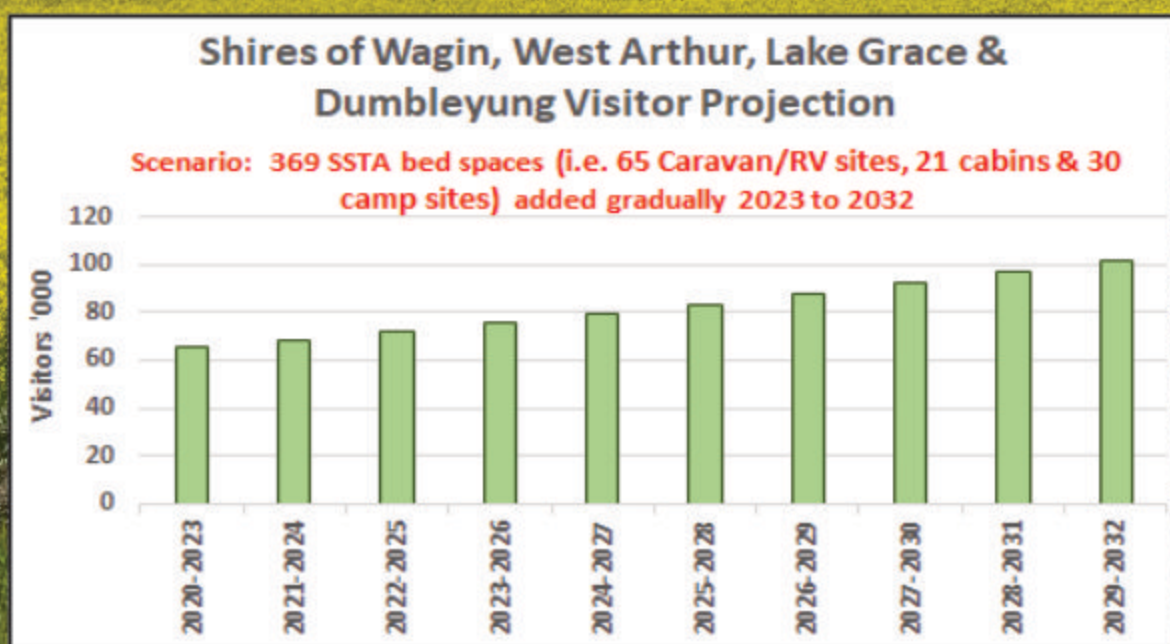
WWDL SHORT STAY ACCOMMODATION SUPPLY (2022)								
	NUMBER OF BEDS (1 person spaces)							
	Hotel	Motel	B & B & Serviced Rooms	Lodge / Pavillion	CV / RV Park	Campground	TOTAL	%
Wagin	34	30	15	20	240	30	369	33%
West Arthur	-	-	6	6	60	60	132	12%
Lake Grace	40	144	18	-	191	50	443	40%
Dumbleyung	28	-	34	-	59	40	161	15%
TOTAL	102	174	73	26	550	180	1105	
%	9%	16%	7%	2%	50%	16%		

DEMAND

4WDL receives around 65,000 visitors annually staying 170,000 visitor nights, with an average stay of 2.7 nights.

Forecasted 3%p.a. visitor growth during 2022-26 requires 35 additional bed spaces annually to match anticipated growth & avoid supply constraints.

Gradually increasing capacity in caravan / RV parks, cabins & campgrounds could grow visitation sustainably to 100,000 visitors by 2029-32.



BY TYPE

Tourism Accommodation Construction Cost Estimates WVDL Region (2022)						
Type	No. Rooms	Room Size (M ²)	Med Qlty \$/ M ²	High Qlty \$/ M ²	Med Qlty Est. Cost	High Qlty Est. Cost
2-3 Star Motel	25	30	4020	5100	\$3,015,000	\$3,825,000
2-3 Star Hotel (inc. Hosp.)	25	40	4502	5712	\$4,502,400	\$5,712,000
	No. Bedrooms	House Size (M ²)	\$/ M ²	\$/ M ²	Est. Cost	Est. Cost
Dbl Brick Project Home	4	210	1403	1909	\$294,630	\$400,890
	No. Bedrooms	Cabin Size (M ²)	\$/ M ²	\$/ M ²	Est. Cost	Est. Cost
Park Cabin (with ensuite)	2	30	4480	5620	\$134,400	\$168,600
Designer Studio / Pod	1	32	4980	5890	\$159,360	\$188,480
	No. Sites	Site Size (M ²)	\$/ M ²	\$/ M ²	Est. Cost	Est. Cost
Powered C-van/RV Site*	10	70	770	960	\$539,000	\$672,000
Unpowered Tent/RV Site*	8	60	480	640	\$230,400	\$307,200
Nature-based Campground*	10	80	530	710	\$424,000	\$568,000

* Inclusive of amenities, facilities, utilities, access, signage, site clearing, approvals, etc

BY SHIRE

Estimated Construction Costs for Short Stay Tourism Accommodation by Shire								
Shire	Private Investment			Local Government Investment			Total Cost	Additional Overnight Capacity (bed spaces)
	Motel	Hotel	Designer Pod	Park Cabin	RV/Van Park	Nature Based Camp Ground		
Dumblenyng								
Quantity	1x20 rooms	0	3x1-Brm	6x2-Brm	1x10 sites	1x10 sites		
Est. Cost	\$2,412,000	\$0	\$478,080	\$806,400	\$539,000	\$424,000	\$4,659,480	150
West Arthur								
Quantity	1x20 rooms	1x20 rooms	3x1-Brm	3x2-Brm	1x10 sites	1x10 sites		
Est. Cost	\$2,412,000	\$3,601,920	\$478,080	\$403,200	\$539,000	\$424,000	\$7,858,200	198
Wagin								
Quantity	0	1x25 rooms	3x1-Brm	6x2-Brm	1x20 sites	1x10 sites		
Est. Cost	\$0	\$4,502,400	\$478,080	\$806,400	\$1,078,000	\$424,000	\$7,288,880	195
Lake Grace								
Quantity	1x25 rooms	0	3x1-Brm	6x2-Brm	1x25 sites	0		
Est. Cost	\$3,015,000	\$0	\$478,080	\$806,400	\$1,096,500	\$0	\$5,395,980	180
Total	65 rooms	45 rooms	12 x 1-Brm	21 x 2-Brm	65 Sites	30 Sites	\$25,202,540	723
Private Investment	65 rooms	45 rooms	12 x 1 Brm	0	0	0	\$17,855,640	354
Local Govt Investment	0 rooms	0 rooms	0 pods	21 x 2-Brm	65 Sites	30 Sites	\$7,346,900	369

DEVELOPMENT COSTS

PRIVATE SECTOR & LOCAL GOVERNMENT



DUMBLEYUNG

20 room motel	\$2.4M	
3 Designer Pods (1 brm)	\$0.4M	\$2.8M
6 Park cabins (2 brm)	\$0.8M	
10 RV / Van Sites	\$0.5M	
10 Camp Sites	\$0.4M	\$1.7M



WAGIN

25 room motel	\$4.5M	
3 Designer Pods (1 brm)	\$0.4M	\$4.9M
6 Park cabins (2 brm)	\$0.8M	
20 RV / Van Sites	\$1.1M	
10 Camp Sites	\$0.4M	\$2.3M



LAKE GRACE

25 room motel	\$3.0M	
3 Designer Pods (1 brm)	\$0.4M	\$3.4M
6 Park cabins (2 brm)	\$0.8M	
25 RV / Van Sites	\$1.2M	\$2.0M



WEST ARTHUR

20 room motel	\$2.4M	
20 room hotel	\$3.6M	
3 Designer Pods (1 brm)	\$0.4M	\$6.4M
3 Park cabins (2 brm)	\$0.4M	
10 RV / Van Sites	\$0.5M	
10 nature based camp sites	\$0.4M	\$1.3M

ECONOMIC IMPACTS

Economic Benefits (10yr Local Govt Investment Program)	Shire Dumbleyung	Shire Lake Grace	Shire West Arthur	Shire Wagin	TOTAL
Number of Additional Short Stay Beds	84	99	72	114	369
Number of New Additional Visitors	4,542	5,353	3,893	6,164	19,953
New Visitor Spend & Flow-On Impact	\$2,837,799	\$3,344,549	\$2,432,399	\$3,851,298	\$12,466,045
New Indirect Non-Tourism Jobs	0.9	1.0	0.8	1.2	4
Additional New Tourism Jobs	2.8	3.1	2.3	3.8	12
Total New Jobs	3.7	4.2	3.0	4.9	16

Dumbleyung \$1.76M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.3	2.1	1.9
Net Present Value	\$2,853,234	\$2,103,047	\$1,563,626

Wagin \$2.3M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.4	2.2	2.0
Net Present Value	\$3,986,142	\$2,954,606	\$2,211,479

Lake Grace \$1.9M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.5	2.3	2.1
Net Present Value	\$3,586,374	\$2,675,863	\$2,018,411

West Arthur \$1.36M - 10yr Investment in CV/RV Parks, Cabins & Campgrounds			
Economic Benefits & Costs at ..	5%	7%	9%
Benefit Cost Ratio	2.6	2.3	2.1
Net Present Value	\$2,629,999	\$1,965,248	\$1,484,992

Economic Benefits (10yr Private Investment Program)	Shire Dumbleyung	Shire Lake Grace	Shire West Arthur	Shire Wagin	TOTAL
Number of Additional Short Stay Beds	66	81	126	81	354
Number of New Additional Visitors	5,353	6,570	10,220	6,570	28,713
New Visitor Spend & Flow-On Impact	\$5,090,303	\$6,247,190	\$9,717,851	\$6,247,190	\$27,302,532
New Indirect Non-Tourism Jobs	2.1	2.6	4.0	2.6	11
Additional New Tourism Jobs	5.3	6.4	11.1	8.1	31
Total New Jobs	7.4	9.0	15.1	10.7	42

EMERGING



1.

The Shires of Wagin, West Arthur, Dumbleyung and Lake Grace (WWDL) have identified short stay tourism accommodation (SSTA) opportunities across the region.



2.

The Shires are proactively supporting SSTA development in each of their communities and are open to innovative approaches around planning & development that supports private sector investment, including siting tiny home-pod type structures for glamping in unique locations to maximise ROI and deliver a best practise 'rural recharge' experience for visitors.



3.

A short stay tourism accommodation plan is available from the Shires outlining a regional approach to building capacity to grow tourism and create jobs and enterprise.

Demand for short stay accommodation across southern WA is strong.

There are approximately 3,100 AirBnB rental properties across southern WA.

AirBnB rental demand, annual occupancy and listing growth is high and strong.

AirBnB revenue growth is high, year-on-year revenue per available room (RevPAR) is high.

Strong demand & growth for short stay rental is expected to continue across Southern WA.

WWDL attracts an estimated 65,000 overnight visitors annually staying 170,000 nights with an average stay of 2.7 nights.

10-yr average annual growth in visitors of 6%.
10-yr average annual growth in nights of 5%.

2022-26 forecasted growth in visitors 3%-6%.

WWDL has 1105 bed spaces (SSTA capacity).

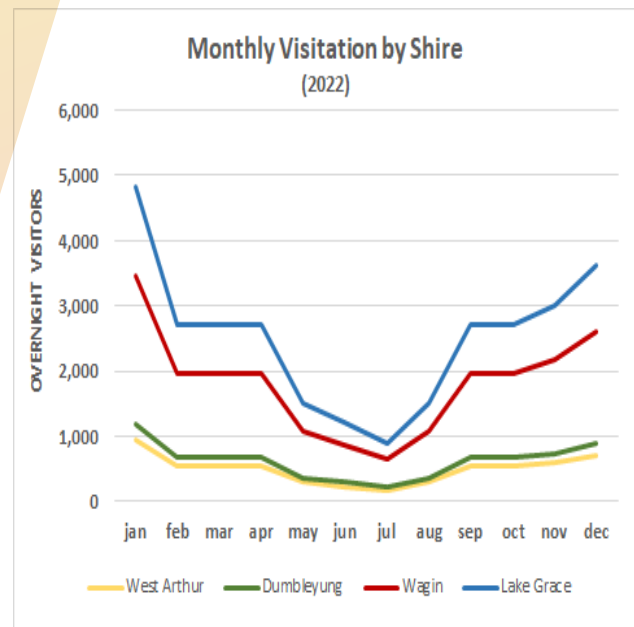
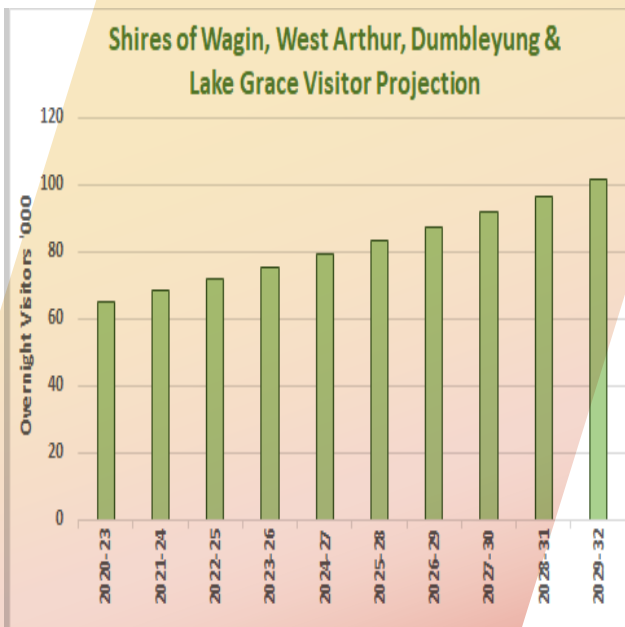
Forecasted growth requires 35+ additional SSTA bed spaces annually - *to match growth in visitors.*

DEMAND

Over 100,000 visitors to Cape Le Grand, Cape Arid and Fitzgerald River national parks annually, and growing at around 10%p.a. Many visitors drive through the WWDL region to access these parks!

Glamping is growing globally, driven largely by 18-50.y.o. travellers with high disposable income seeking modern amenities while staying in cabins, pods, eco tents, yurts, etc - for pampering, luxury, immersion in nature and the experience.

In 2020, WA's glamping industry was worth an estimated \$26M and is expected to grow to \$77M by 2028 and the 18-50y.o. visitor segment is expected to account for 44% of the glamping market.



GLAMOROUS CAMPING

1. TINY HOME

On wheels or skid-mounted, open plan or 1-2 bedroom, kitchen & amenities, heating & cooling. Compact comfort.



2. YURT

Permanent or seasonal, various sizes off-the-shelf, external amenities & facilities, off-grid or connected.



3. ECO POD

Many designs & sizes, simple to palatial, strong 'eco' credentials, exotic & tropical inspiration. Stylised comfort.



4. SAFARI TENT

Outback, remote or natural settings. The 'place' is the experience. Simple to luxurious fitouts. Outdoor living.



Australian Suppliers

www.ecotentsaustralia.com.au

www.ecostructures.com.au

www.safaritents.com.au

www.belltent.com.au

www.sonicsteel.com.au

www.ecocosycabins.com.au

www.cedarspancabins.com.au

www.backyardpods.com.au

www.inoutside.com.au

www.pod-pod.com.au

www.tinyhomesaustralia.com.au

Glamping is tiny homes, safari & eco tents, yurts, designer pods or cedar cabins. Similar but different styles, costs & experience.

Common themes are comfort, luxury, quality, privacy and unique setting.

Resort-style living within an eco-inspired setting. Or camping at a natural or serene place, off-grid or connected to utilities.

Glamping is a place to get away from daily life, to unwind in a relaxed and healthy way. Delivering a 'recharge' that connects people with environment, place and self - *'for the experience'*.

Guest experience is key. Delivered through service, facility, place and activities. Tariffs are driven mostly by the experience & setting offered.

ACTIVATING

Indicative cost to buy, install, furnish & commission a glamping facility.

Yurt / Bell Tent	\$12,000 ~ \$60,000
Safari Tent	\$16,000 ~ \$45,000
Eco Tent	\$55,000 ~ \$85,000
Cedar Style Cabin	\$90,000 ~ \$120,000
Sea-container Pod	\$90,000 ~ \$130,000
Tiny Home	\$70,000 ~ \$140,000
Designer Pod	\$110,000 ~ \$160,000

Nightly tariffs range from \$200 to \$350 (avg.) to \$800+ (high end).

Tariffs can include light refreshments & snacks, linen changed every 2nd or 3rd day, 24hr on-call service (e.g. for emergencies & assistance), and gourmet meals at high-end facilities.

Glamping in WA

www.mileendglamping.com.au

www.serenitygully.com.au

www.yourhiddenvalley.com.au

www.everspringsglamping.com

www.nomadika.com.au

www.coolcabanassglamping.com.au

WWDL Glamping Concept

- 12-15 unique sites across WWDL
- Tranquil, Picturesque or Remote
- Pods, Eco-tents, Yurts, Tiny Homes
- Off-grid or connected to utilities
- Branded 'rural recharge'
- Common standards & rules
- Common website for bookings
- Common itineraries & maps
- Collaborative buying & staffing

Glamping operations require:

- Planning & development approval
- Permits and plans (health, fire & emergency)
- Access road & utilities (connected or off grid)
- Pre-installation site works
- Assembly - installation on site
- Furnishing & commissioning
- Staff recruitment & training
- Branding, promotion, social media & signage
- Facility manager or website & online booking system
- Cleaning, repairs, maintenance & guest relations

TINY HOME ~ DESIGNER POD RETURN ON INVESTMENT

(ROI = EBITDA / CAPEX. CAPEX \$145,000 to buy, install & commission)

ROI p.a.	tarrif per night	\$250	\$300	\$350	\$400	\$450
ROI at 40% Occupancy		7%	9%	10%	12%	13%
ROI at 50% Occupancy		9%	11%	13%	14%	16%
ROI at 60% Occupancy		11%	13%	15%	17%	19%
ROI at 65% Occupancy		12%	14%	16%	19%	21%
ROI at 70% Occupancy		13%	15%	18%	20%	23%

LAUNCHING

Inquiries are welcome at Shire offices.

Shire of Wagin

Office: 2 Arthur Road Wagin
Post: PO Box 200 WAGIN WA 6315
Phone: 9861 1117
Web: www.wagin.wa.gov.au
Email: shire@wagin.wa.gov.au
Contact: CEO Bill Atkinson Mob. 0429 611 493

Shire of West Arthur

Office: 31 Burrowes Street Darkan
Phone: 9736 2222
Web: www.westarthur.wa.gov.au
Email: shire@westarthur.wa.gov.au
Contact: CEO Vin Fordham Lamont

Shire of Dumbleyung

Office: Cnr Harvey & Dawson St Dumbleyung
Post: PO Box 99 Dumbleyung WA 6350
Phone: 9863 4012
Web: www.dumbleyung.wa.gov.au
Email: shire@dumbleyung.wa.gov.au
Contact: CEO Gavin Treasure Mob. 0429 634 012

Shire of Lake Grace

Office: 1 Bishop Street Lake Grace
Post: PO Box 50 Lake Grace WA 6353
Phone: 9890 2500
Web: www.lakegrace.wa.gov.au
Email: shire@lakegrace.wa.gov.au
Contact: CEO Alan George

12.3 Corporate Logo Refresh

File Reference:	ADM 070
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont – Chief Executive Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	6 September 2022
Disclosure of Interest:	Author has a prior professional relationship with the supplier Principal
Attachments:	1. Quotation

Summary:

Council is requested to consider utilising some of the unbudgeted portion of its 2022/2023 Financial Assistance Grants (FAGs) to undertake a refresh of the Shire's existing corporate logo.

Background:

At its May 2022 briefing session, councillors discussed a refresh of the existing Shire logo. The project was subsequently added to the draft 2022/2023 annual budget but failed to be included in the final adopted budget due to competing priorities.

Comment:

Shire officers have subsequently been advised that we will be receiving an additional \$137,334 FAGs payment to what was previously estimated by the Local Government Grants Commission.

The majority of this sum is planned to be held in reserve for the new Enterprise Resource Planning (ERP) system. It is suggested that \$5,850 of those funds be used as follows in relation to the corporate logo refresh:

- **Simplify existing logo** to improve legibility.
- **Modernise existing logo** while retaining current elements and colours.
- **Create digital master artwork for approved logo.** After a design has been selected, this stage will include resolving colour palette, finessing typography and provision of digital files in a variety of formats suitable for a wide range of applications.

Consultation:

Manager Financial Reporting

Statutory Environment:

Local Government Act 1995

S6.8 Expenditure from municipal fund not included in annual budget

Policy Implications:

Nil

Financial Implications:

\$5,850 will be allocated from unbudgeted FAGs revenue.

Strategic Implications:

Nil

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service

interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	The Shire is competing for visitors/residents with other local governments. An outdated logo can dissuade people from travelling to a particular local government.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Principal Risk Theme	Inadequate engagement practices
Risk Action Plan (Controls or Treatment Proposed)	Refreshing the logo will address this risk.

Voting Requirements:

Absolute majority

Officer Recommendation:

That Council allocate \$5,850 of the unbudgeted portion of 2022/23 FAGs grants to the refreshment of the Shire's corporate logo.

Moved: _____

Seconded: _____

ATTACHMENT/S

Quotation



Castledine & Castledine *Designers*

Att: Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur
31 Burrowes Street, Darkan WA 6392

19 April 2022

Dear Vin,

Thank you for the opportunity to quote on updating the branding for the Shire of West Arthur.

I think the most cost-effective approach would be to present the three logo versions you have requested in draft form and then invest some time in producing the master artwork for the chosen design.

Please be aware that the figures quoted are estimates at this stage and may change depending on the number of iterations required during the process. As a general guide, our hourly design rate is \$150.00.

STAGE 1 : \$3600.00 (+GST)

- **Simplify existing logo** to improve legibility
- **Modernise existing logo** while retaining current elements and colours
- **Create a more radical version of the existing logo** with additional elements such as forest, etc.

STAGE 2: \$2250.00 (+GST)

- **Create digital master artwork for approved logo.** After a design has been selected, this stage will include resolving colour palette, finessing typography and provision of digital files in a variety of formats suitable for a wide range of applications.

** Costs incurred on behalf of the project such as travel & accommodation would be charged separately.*

I trust the schedule of fees is satisfactory and look forward to further involvement in what promises to be a very exciting project. Castledine & Castledine has extensive experience in all aspects of brand design and I can assure you of a memorable result. We pride ourselves on designs which have longevity - a good brand should be distinctive and timeless. We have worked with many local authorities and have a proven track record in design solutions for the sector.

Please let me know if you need any more information or clarification of the above. Page 2 of this letter shows some examples of relevant branding projects.

Once again, many thanks for the opportunity to quote - I look forward to hearing from you soon.

Kind Regards

Stephen Castledine
DIRECTOR



The Shire of Kalamunda's elevation to city status required an evolution of their branding to reflect a more contemporary, dynamic organisation. The new **City of Kalamunda** has an important role serving this community on the outskirts of Perth.



The **Shire of York** is a place which combines abundant natural assets, ancient traditions, rich farming country, a vibrant community and unique cultural heritage. Our challenge was to pull all these elements together to create a memorable identity.



When the **Shire of Quairading** made the decision to rebrand, Castledine & Castledine was engaged to consult with community stakeholders and create a distinctive new look which focussed on the Shire's unique offerings.



The design concept for the **City of Joondalup** combines stylised local native flora within a grid to suggest a planned environment in harmony with its natural surroundings.



A visual identity was needed for **ANZAC Day** for use on banners, newspaper advertising, programmes, and other applications. The solution included the profiles of a young girl and a "digger" to symbolise the significance of the event for all ages.



WFI represents the insurance arm of Wesfarmers. A new strategic direction required complete rebranding. The new look needed to attract a wider clientele for WFI's new products without alienating their traditional rural client base.



The **Western Australian Cricket Association** required new branding. The space between the 'W' and 'A' created the shape of a bat. This combined with the state faunal emblem of the Black Swan came together to create the new identity.



Tidy Towns needed a brand to capture the essence of the program which has become an important part of environmental awareness, particularly in regional areas. The Black cockatoo - which in some areas is endangered - was considered an appropriate symbol for the balance of ecosystems within the built environment.



The **Shire of Carnamah** was in need of a refresh of an image which had been created in the 1980's. We refined the iconic wheat sheaf and ram illustration and combined it with the physical shape of the shire's boundary which is similar to a key.



We were asked by **ECU** to create a brand for promotional use. The university's crest is used on official documentation while the promotional logo has become the public face of the institution on signage, advertising and publications.



Kimberley Safari Tours
The clients wanted an image which would capture the spirit of their business - camping tours in the Kimberley region which offer all the adventure of wilderness camping without the worry of logistics. The brand was applied to website, vehicle livery, stationery and promotional material.



The WA Department of Environment and Conservation asked us to create an identity for the **Indian Ocean Climate Initiative**. The IOCI is a research program that aims to understand the underlying causes of our changing climate and the possible future climate of WA.

12.4 Darkan Swimming Pool Toilets

File Reference:	ADM 157
Location:	N/A
Applicant:	N/A
Author:	Kerryn Chia – Projects Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	6 September 2022
Disclosure of Interest:	Nil
Attachments:	1. Quote from Modus Australia (Confidential) 2. Quote from Moodie Outdoor Products (Confidential) 3. Toilet Design by Shire Builder (Confidential)

Summary:

A number of options have been considered for the construction of new toilets at the Darkan Swimming Pool. The variation in pricing is dependent on construction methods. The Shire has considered demountable facilities, prefabricated facilities (both concrete and colourbond), and custom in-house built facilities. Council is requested to consider supporting the in-house option.

Background:

As part of the Federal Government's Local Roads and Community Infrastructure (LRCI) funding, Council resolved to update the toilets at the Darkan Swimming Pool (March 2022 Ordinary Meeting of Council).

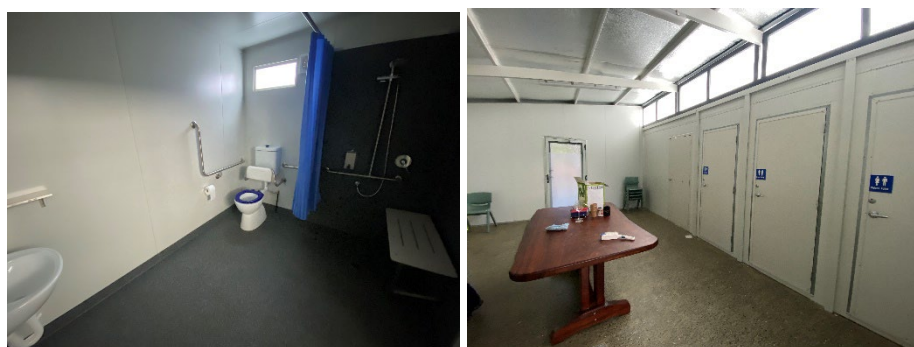
Various options have been researched and quotes have been obtained for different styles of ablutions.

Discussions with the Shire Environmental Health Officer indicated that we require:

- One unisex accessible toilet/shower facility
- Male - 2 toilets, 2 showers, 1 urinal and 1-2 hand basins
- Female – 3 toilets, 2 showers, 1-2 handbasins

Comment:

Option 1: Install demountable buildings that can be upgraded onsite to provide a cheap and quick ablution facility. The Shire Projects Officer and Builder inspected an example of these buildings at Jeff Riley's new campgrounds in Collie. These facilities are likely to be the cheapest of all the options and are similar to the current facilities. No firm quote has been provided but \$50,000 for the purchase of the demountable building plus an additional \$30,000 to upgrade them to include shade and access etc was estimated.



Option 2: Prefabricated ablutions that are delivered "flat pack" and installed by shire staff. This option would be similar to the toilets at the Collie Skate Park or opposite Sizzles Deli in Collie. This would result in individual toilets and showers.

Two companies have quoted on these type of facilities; full quotes and designs are attached.

- Modus Australia (who constructed the facilities in Collie) – \$108,703, Deliver \$3,500 and installation (if required) \$92,692
- Moodie Outdoor Products - \$182,707 supply and install, delivery \$35,789.

These quotes will need to be upgraded to include an additional female toilet (at the time of getting the quotes it was thought only needed 2 toilets were required). Purablue was approached and declined to quote.



Option 3: Toilets in a similar style to those at the caravan park built by Shire Builder (see photo below). The internal design would include partitioned toilets and showers. Panelling on the outside could include some colour like that shown below in the photo of the Collie High School (e.g. James Hardie Scyon Matrix cladding system). Geoff has designed and estimated the cost for the construction of this type of toilet. Estimate cost is \$112,000. Shire of Narrogin recently built similar toilets for \$110,000.

Evoke Living and Cuballing Building company were asked if they would quote on something similar and both declined to quote. Stakeholders have been asked to comment on this design. Only two comments have been received and these have both been positive.



Option 4: Concrete prefabricated toilet building. This option was suggested to the Shire by the Shire of Manjimup Builder. It was investigated as another possibility however the initial quote supplied from Rebus Restrooms was \$300,000 (this was a verbal estimate and if we were interested Rebus would provide a more detailed quote).

These ablution facilities need to be constructed outside the swimming season which will be April 2023 – June 2023. They must be completed by June 2023 in accordance with funding requirements. This will mean that the Shire Builder and other staff will need to be dedicated to this project during this time. There is the potential to close the pool a few weeks early in order to ensure that the construction is completed on time.

Consultation:

Shire of Manjimup (awarded best toilets in Australia) – toilet design
 Education Department – requirements for toilets, comments on Option 3
 Darkan Primary School – comments on Option 3
 Pool Committee Council Representative – Cr Adam Squires – comments on Option 3
 Shire Builder – design of toilets, investigation of options
 Shire Works Manager – timing of Project
 Shire Environmental Health Officer – Peter Toboss – numbers of toilets required
 Shire of Narrogin – cost of ablutions
 Shire of Collie – toilets design at Collie Swimming pool

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The overall budget for the Darkan Swimming Pool upgrade as per the original LRCI funding application was for \$210,000.

Project component	Original Estimate	Current Estimate
Solar heating	\$46,000	\$45,777
Solar panels and shade structure upgrade	\$50,000	\$33,871
Toilets	\$64,000	\$112,000
Equipotential Bonding	\$50,000	\$0
Total	\$210,000	\$191,648

Strategic Implications:

Outcome 1.2 – Support available for people of all ages and abilities

Strategy – provide services and facilities that meet the needs of the community

Action – Upgrade the facilities at the Darkan Swimming Pool in collaboration with the Education Department

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct

- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Toilets are not constructed on time and on budget
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Principal Risk Theme	Inadequate project or change management
Risk Action Plan (Controls or Treatment Proposed)	Toilet design will be completed ASAP. Preparations and ordering of all equipment necessary will be undertaken prior to the completion of the swimming season. Plans will be implemented for the removal of the existing toilet facility and the pouring of the new slab immediately upon completion of the pool season. Potentially close the pool season two weeks early

Voting Requirements:

Simple majority

Officer Recommendation:

That Council approve the design and construction of the swimming pool toilets in-house, subject to the approval of the Department of Education.

Moved: _____

Seconded: _____

ATTACHMENTS

1. Quote from Modus Australia (Confidential)
2. Quote from Moodie Outdoor Products (Confidential)
3. Toilet Design by Shire Builder (Confidential)

12.5 Lake Towerrinning Management Plan

File Reference:	ADM 330
Location:	Lake Towerrinning, Darkan South Road, Moodiarrup
Applicant:	N/A
Author:	Kerryn Chia – Projects Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	9 September 2022
Disclosure of Interest:	Nil
Attachments:	1. Lake Towerrinning Management Plan

Summary:

The Shire of West Arthur updated the Lake Towerrinning Management Plan in August 2022. Consultation was undertaken with stakeholders and the plan updated accordingly. Council is requested to endorse the updated plan.

Background:

The Shire of West Arthur regularly updates its management plan for Lake Towerrinning in accordance with its agreement with Department of Conservation and Land Management for the lease of a portion of the Lake for public recreation and aquatic sports. The most recent review was undertaken in August 2022.

The plan was prepared after consultation with a stakeholder group (see consultation section below) and has been released for 14 days for public comment. The public comment period closes on 20th of September. To date there have been no comments from the public. Any comments received after the release of the agenda will be tabled at the Council meeting on 20th September 2022.

Comment:

Nil

Consultation:

Department of Transport
Department of Conservation, Biodiversity and Attractions
Landholders:

- Roger and Matthew Telfer
- Gary and Roz Abbott
- Graeme Peirce
- Ian and Teresa Peirce
- Zac South
- Geoff and Bruce Whitaker
-

Neil Morrell (Council Representative)

Ray Harrington (Local Lake User)

Statutory Environment:

- *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) (Commonwealth)
- *Native Title Act 1993* (Commonwealth)
- *Aboriginal Cultural Heritage Act 2021* (State)
- *Bushfires Act 1954* (State)
- *Biosecurity and Agriculture Management Act 2007* (State)
- *Conservation and Land Management Act 1984* (State)
- *Biodiversity Conservation Act 2016* (State)
- *Emergency Management Act 2005* (State)

- *Fire and Emergency Services Act 1998 (State)*
- *Heritage Act 2008 (State)*
- *Land Administration Act 1997 (State)*
- *Planning and Development (Local Planning Scheme) Regulations 2015 (State).*

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Outcome 3.1: Maintain and Improve our key natural assets

Strategy: Maintain Lake Towerrinning as our premier iconic asset

- Action: Collaborate with DBCA and DoT in relation to the management of Lake Towerrinning.
Hold a meeting of stakeholders every two years to monitor use and review strategic direction of the Lake through the Lake Management Plan.

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
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Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
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Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Management of Lake Towerrinning is neglected
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Principal Risk Theme	Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Plan prepared

Voting Requirements:

Simple majority

Officer Recommendation:

That Council endorse the updated Lake Towerrinning Management Plan as presented.

Moved: _____

Seconded: _____

ATTACHMENT

Lake Towerrinning Management Plan

LAKE TOWERRINNING

Management Plan 2022

Shire of West Arthur

31 Burrowes Street
DARKAN WA 6392

Phone: 9736 2222
Email: Shire@westarthur.wa.gov.au



Acknowledgement of Country

The Shire of West Arthur respectfully acknowledges that the land upon which we work and live, is the traditional land of the Wilman Noongar people. We recognise their cultural heritage, beliefs and continuing relationship with the land. We honour Elders past, present and emerging and we support the principles of a reconciled Australia for all its people.



Photo credits throughout the report: Caroline Telfer, Astrid Volzke and Kerryn Chia

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1.0 INTRODUCTION

1.1 Location

Lake Towerrinning is located 32km south of Darkan Figure 1 within the Shire of West Arthur in the Towerrinning Nature Reserve (24917). It is approximately 180ha of permanent brackish water (Cale et al., 2004) which is vested in the Conservation Commission of Western Australia and is managed by the Department of Biodiversity, Conservation and Attractions (DBCA). However, because of the significance of the Lake as a recreational facility, the Shire of West Arthur has for many years leased part of the reserve and used the water as a gazetted ski area. Public facilities have been provided by the Shire on land owned by the Shire adjacent to the Lake, for use by the community and tourists who visit this area.



Figure 1: Location of Lake Towerrinning

The Lake Towerrinning catchment covers an area of approximately 15,700ha (Raper and van Wyk, 2009) which includes the Capercup Nature Reserve. The Lake sits at the bottom of the catchment and discharges into the Arthur River (Figure 2). Water coming into the Lake comes in through an inlet swamp on the north western side and is released to the Arthur River through an Outlet swamp located to the south of the main water body of the Lake.

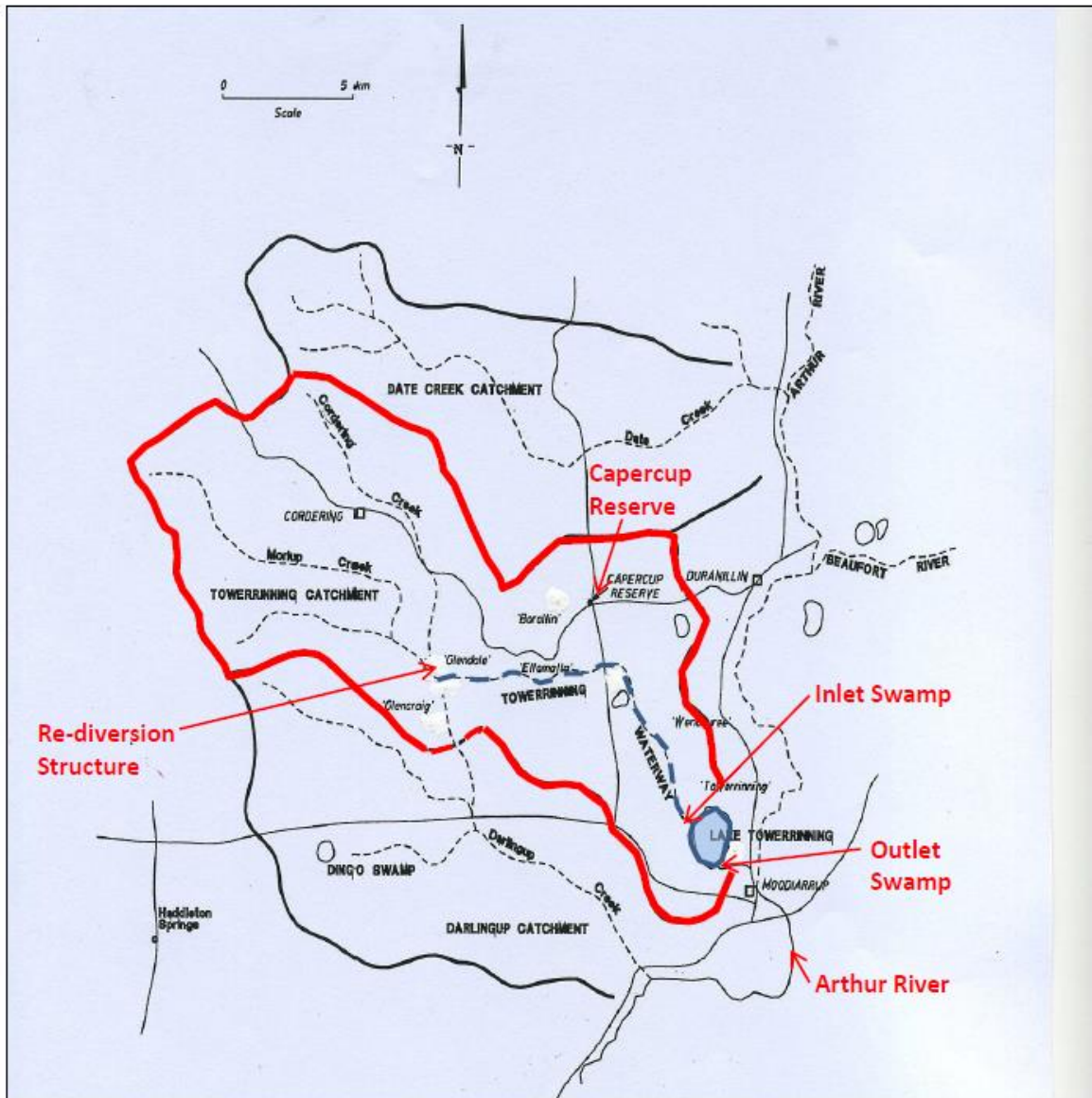


Figure 2: Lake Towerrinning catchment (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012b).

1.2 History of Lake Management

Lake Towerrinning was originally discovered by Captain Bannister on 5th January 1832 and he described it as a “rushy lagoon” (Lake Towerrinning Landcare Group, 1994). Extensive land clearing for agriculture in the 1950s and 60s resulted in an increase in salinity of the lake until the lake was receiving around 6500 tonnes of salt in 1993. In 1986 the lake was described as polluted by phosphorus and organic nitrogen, dirty and experiencing severe blue green algae blooms (Lake Towerrinning Landcare Group, 1994). Today around 90% of the Lake catchment is cleared and an obvious decline in the water quality was observed from 1973 onwards (Froend and McComb, 1991). From 1979-1981 lake levels were very

low with the Lake completely drying out on occasions. Flooding caused by cyclonic activity during the summer months of 1982 resulted in the lake refilling and the lake has not dried out again since that time.

1.2.1 Local Management

Lake Towerrinning Catchment Landcare Group formed in 1989 to improve water quality in Lake Towerrinning by diverting fresher water into the Lake from the catchment area (George et al., 1995). Water originally flowed through the Cordering and Morlup creeks into Lake Towerrinning, however in the 1950s the erosion of a firebreak resulted in water from these creeks being diverted into Darlingup Creek and away from the Lake (Lake Towerrinning Landcare Group, 1994).

The Landcare group, together with the Department of Agriculture (now Department of Primary Industries and Regional Development) designed and constructed the Lake re-diversion at the confluence of the Cordering and Morlup Creeks in 1993 to re-divert water to the Lake. The re-diversion structure allows saltier water to bypass the lake and fresher water to be redirected through a 12km waterway into the Lake. The incorporation of gates at the outlet of the Lake controls lake levels and enables flushing of the Lake to be controlled manually. Since that time water quality has remained below 2500mS/m based on van Wyk and Raper 2008 (Raper and van Wyk, 2009). Even in 2015 (a well below average rainfall year), Lake salinity was still below 2500mS/m at 2300mS/m in December 2015.

Prior to the lease being renewed in 1999, the Shire of West Arthur, at the (formerly) Department of Conservation and Land Management's (CALM) request, organised a public meeting in August 1998 at Moodiarrup. The meeting discussed issues concerning the Lake and formed a management plan for the future direction of Lake Towerrinning. The need for management had arisen because of the pressures that were being put on the Lake by skiers, sailboats, commercial businesses and other recreational users of the Lake. The management plan would have a dual purpose in that it would ensure that CALM's (now DBCA's) interest of conservation in this reserve would be secured and it would give the Shire Council some direction in terms of what facilities and measures are required to satisfy all interested parties.

A committee was assembled to develop the Management Plan based on the issues raised at the public meeting and the first management plan was developed. This management plan has been reviewed a number of times over the years and this current review was undertaken in July 2022 after consultation with relevant stakeholders.

It is expected that after each update, and following public approval of the Plan, the Council will adopt the Plan as the official Management Plan for Lake Towerrinning. By doing this Council will have satisfied DBCA's requirements and can implement any directions that are listed in the Plan.

1.2.2 Living Lakes Project

In addition to the management plan, the Department of Regional Development (DRD) identified Lake Towerrinning as wetland worthy of inclusion in the Living Lakes Project in 2011. The aim of the Living Lakes Project was to identify three existing lake systems in the Wheatbelt that would be suitable for investing government funds for enhancement in order to create permanent and accessible water bodies (JDA Consultant Hydrologists, 2011). This project resulted in detailed environmental surveys being undertaken including flora, fauna (Bamford Consulting, 2012), Aboriginal heritage, soils and landforms.

Following the surveys a feasibility study was undertaken to identify engineering Enhancement Options that would "future proof" the Lake (JDA Consultant Hydrologists, 2012). This report contains comprehensive details on water quality within Lake Towerrinning. The engineering enhancement options outlined in this report were:

- Increase the capacity of the re-diversion structure through the addition of an extra culvert which would result in more rapid filling of the Lake during early winter, greater flushing of salt from the Lake and a longer period of high Lake levels (ET1).
- A drain from Capercup Nature Reserve to the Lake in order to manage salinity within the reserve (ET2).
- Dredging of the Lake to create an island (ET3)
- Groundwater replenishment to increase water flow into the Lake (ET4)
- Rehabilitation of the re-diversion structure to reshape the 12km drain and the possible upgrade of the culverts under the roads that cross the drain (ET5).
- Refine outlet from outlet swamp to the Arthur River which involved and excavated drain to connect the outlet swamp more efficiently to the Arthur River (ET6).
- Modified outlet structure from the Lake to the outlet swamp to allow higher Lake water levels to be maintained (ET7).

Of these options the rehabilitation of the re-diversion structure through reshaping of the 12km of drains and increasing water flow beneath the roads (ET5) was considered to be the option that met the project objectives of increasing the Lake hydro-period and improving

water quality. The estimated cost of construction for this option was \$137,000¹ and ongoing maintenance was \$13,770.

The Capercup Nature reserve drain (ET2), whilst not meeting the Living Lakes project objectives was noted as an opportunity to prevent further degradation of Capercup Nature Reserve. It was estimated that this would cost \$24,300¹ to construct and annual maintenance would be in the order of \$2,430.

Neither option (ET5 or ET2) was pursued due to lack of funding from the State Government.

Finally, a land use concept plan was developed by DRD for each of the lakes included in the Living Lakes Project including Lake Towerrinning (EPCAD Pty Ltd, 2016) with the aim of enhancing visitor experiences. Opportunities for enhancement identified in this report included:

- improved signage at the entrance of the Lake;
- reconstruction of the boat ramp to enable improved public access to the Lake;
- improvements to connectivity (in terms of revegetation) between the carpark and Lakeside Camping;
- installation of viewing towers;
- installation of a walking trail;
- development of land based recreation (e.g. BMX and mountain biking track);
- promotion of the Moodiarrup Sporting Complex to Lake visitors; and
- development of corporate-retreat facilities or lifestyle villas.

At the time of the completion of the Living Lakes Project, there was no funding available for development of any of the concepts developed by DRD. Note that these options were developed by DRD and are not necessarily reflective of the opinions and ideas of the local community or the Shire of West Arthur.

1.2.3 Recent Upgrades

The Shire of West Arthur has recently invested funds from the Federal Local Roads and Community Infrastructure Program into upgrades to Lake infrastructure in 2021 and 2022.

A major upgrade of the jetties was undertaken in 2021 as part of this funding program after assessment by a structural engineer resulted in them being closed to the public due to

¹ This estimate was made in 2012.

potential danger of collapse. The refurbishment involved the removal of the decking which was rebuilt on the existing piles.

The boat ramp reconstruction was undertaken in April 2022 to improve access when water levels are low and to prevent damage to vehicles and boats. It is anticipated that the newly installed cement extension to the boat ramp will resolve the issue of “blow out” occurring at the end of the ramp.

Additional funds have been used to upgrade the public facilities on the upper level of the lake. Installation of new shade structures to replace trees that were dying as a result of watering with salt water from the lake were installed in 2022. New furniture has also been installed including a wheelchair accessible table.



The playground has also been refurbished and is now more in keeping with its surrounds. It features nature based play items including a carved long neck tortoise and a recycled boat with a wake board for imaginative play based around the water skiing theme.

Dead trees in the picnic area have also been removed. Stump grinding will be required to complete the removal of these trees which were beginning to cause a hazard due to limbs dropping.

Further upgrades are planned in the latter half of 2022 with funding being spent on converting the change rooms into an undercover picnic area and interpretative centre. Increasing the accessibility of the lake for those people with disabilities will also be a focus.

1.3 Legislation and relevant documents

Management of Lake Towerrinning needs to be undertaken in accordance with various Federal and state legislation including the following:

- *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) (Commonwealth)*
- *Native Title Act 1993 (Commonwealth)*
- *Aboriginal Cultural Heritage Act 2021 (State)*
- *Bushfires Act 1954 (State)*
- *Biosecurity and Agriculture Management Act 2007 (State)*
- *Conservation and Land Management Act 1984 (State)*
- *Biodiversity Conservation Act 2016*
- *Emergency Management Act 2005 (State)*
- *Fire and Emergency Services Act 1998 (State)*
- *Heritage Act 2008 (State)*
- *Land Administration Act 1997 (State)*
- *Planning and Development (Local Planning Scheme) Regulations 2015.*

In addition, other documents, guidelines and policies relevant to management of Lake Towerrinning include:

- Australia and New Zealand Environment and Conservation Council (ANZECC) and Agriculture and Resource Management Council of Australia and New Zealand (ARMCANZ) (2000) Guidelines for Recreation Water Quality: Primary Contact
- Wetlands Conservation Policy of Western Australia 1997
- Wetlands Policy of the Commonwealth Government of Australia 1997
- National Health and Medical Research Council (NHMRC) 2008, Guidelines for Managing Risks in Recreational Water
- Department of Biodiversity, Conservation and Attraction lease document signed by the Shire of West Arthur in 2009
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- Shire of West Arthur Bush Fire Risk Management Plan 2017
- Shire of West Arthur Local Emergency Management Arrangement (EMA) 2016
- Shire of West Arthur Community Strategic Plan 2021-2031

2.0 PHYSICAL ENVIRONMENT

2.1 Climate

Lake Towerrinning is located in an area with a Mediterranean climate (hot dry summers and wet winters). Rainfall at Duranillin (the closest rainfall station to the Lake) has decreased in recent years. An average of 561mm was recorded pre-1975 and this has reduced by 14% to 484mm post 1975 (Raper and van Wyk, 2009). More notably the winter rainfall (May-October) has fallen by 18%.

Climate change is expected to result in increases to average temperatures in all seasons and less rainfall in winter and spring months in the South west of Western Australia (<https://www.agric.wa.gov.au/climate-change/climate-projections-western-australia> accessed November 2019) which may impact on water inflow into Lake Towerrinning.

2.2 Soils and Landscape

The Lake catchment landscape is characterised by gently undulating rises, low hills, narrow incised valleys and broad flats. Soils are largely duplex sandy gravels within the Darkan System (gently undulating to rolling rises and low hills, and narrow alluvial plains of the Blackwood, Arthur and Hillman Rivers) (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012a).

There has been some work done to identify issues associated with increasing salinity in the catchment and the Lake (Raper and van Wyk, 2009). In 2009, salinity was estimated to cover 12% of the Lake Towerrinning catchment area and was estimated to rise to 20-25% by 2028 if no further action was taken. At the time local land holders agreed to contain salinity to 15% of the catchment by 2028.

2.3 Hydrology

Lake depth varies with seasonal rainfall and as part of the Living Lakes Project a number of measurements were made and average depth was recorded as 2.55m in February 2012. The water temperature in February averaged 24.9°C and was fully mixed throughout the water column.

Water quality in Lake Towerrinning has been highly variable over the years. Prior to the construction of the re-diversion structure, salinity levels ranged from <2000-10,000 mS/m.

Since the construction of the re-diversion salinity levels within the lake have stabilised and range from <1,000-2,500 mS/m even in low rainfall years such as 2015 (Figure 3, data collected by Lakeside Camping). Water salinity in the outlet swamps is higher with average salinity in the outlet swamp approaching sea water (JDA Consultant Hydrologists, 2012).

Detailed water quality analysis of the Lake was undertaken as part of the Living Lakes Project (JDA Consultant Hydrologists, 2012), and only Selenium (Se) was identified as being elevated above guidelines and it was recommended that sampling be undertaken during winter months to determine levels of Se.

Algal levels were also identified as exceeding guidelines however no toxigenic cyanobacteria species were identified.

The owner of the Caravan Park has indicated in the past that the smell emanating from the decomposition of sediment and restriction of water flow through the swamps is an issue. An investigation was undertaken by the then Landcare Officer at the Shire of West Arthur in 2008 (Shire of West Arthur, 2008a). There has been no resolution to this issue to date.

3.0 NATURAL ENVIRONMENT

3.1 Vegetation and Flora

Lake Towerrinning is located within the Beaufort Vegetation System which is dominated by marri (*Corymbia calophylla*) and wandoo (*Eucalyptus wandoo*) on undulating country and swamp yate (*E. occidentalis*) on clay valley floors (Beard, 1981). Large areas of land around Lake Towerrinning have been cleared in the past for agricultural purposes. The vegetation remaining around the Lake was mapped as part of the Living Lakes Project and ten major vegetation formations were identified (Figure 4) (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012a).

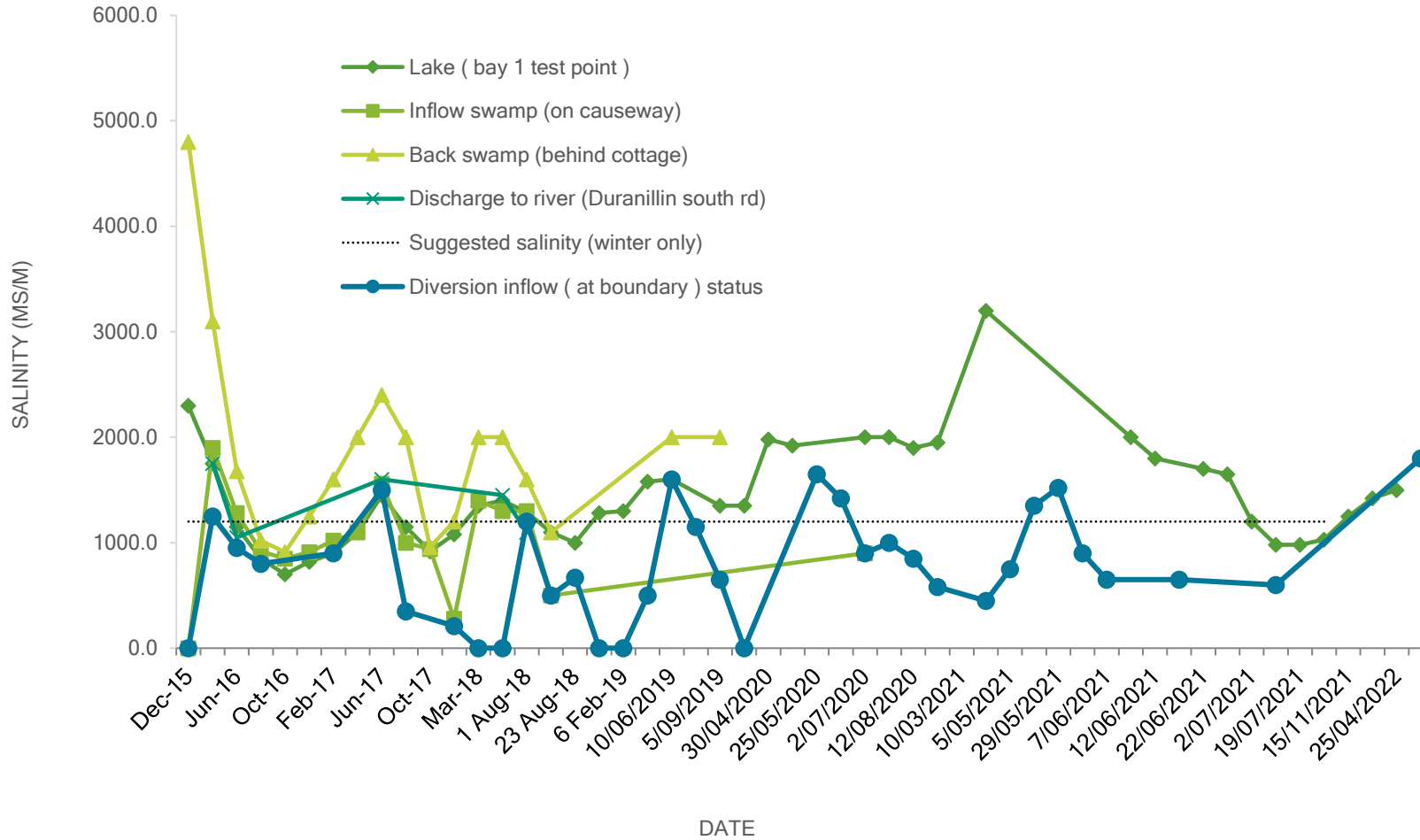


Figure 3: Salinity measures at Lake towerrinning from December 2015.

These vegetation associations consist of:

- woodlands around the main water body of the Lake of either flooded gums (*E. rudis*), rock sheoak (*Allocasuarina huegeliana*), mixed flooded gum/wandoo (*E. wandoo*), acorn banksia (*B. prionotes*), or freshwater paper bark (*Melaleuca raphiophylla*) with two small pockets of marri (*C. calophylla*) woodland.
- woodlands around the back swamps of saltwater paperbark (*M. cuticularis*), saltwater sheoak (*Casuarina obesa*), freshwater paperbark (*M. raphiophylla*), acorn banksia (*B. prionotes*), or flood gum (*E. rudis*); and
- freshwater paper bark (*M. raphiophylla*), rock sheoak (*A. huegeliana*), samphires (*Tecticornia* spp.), flooded gum (*E. rudis*), wandoo (*E. wandoo*) around the redirection drain entering the Lake.

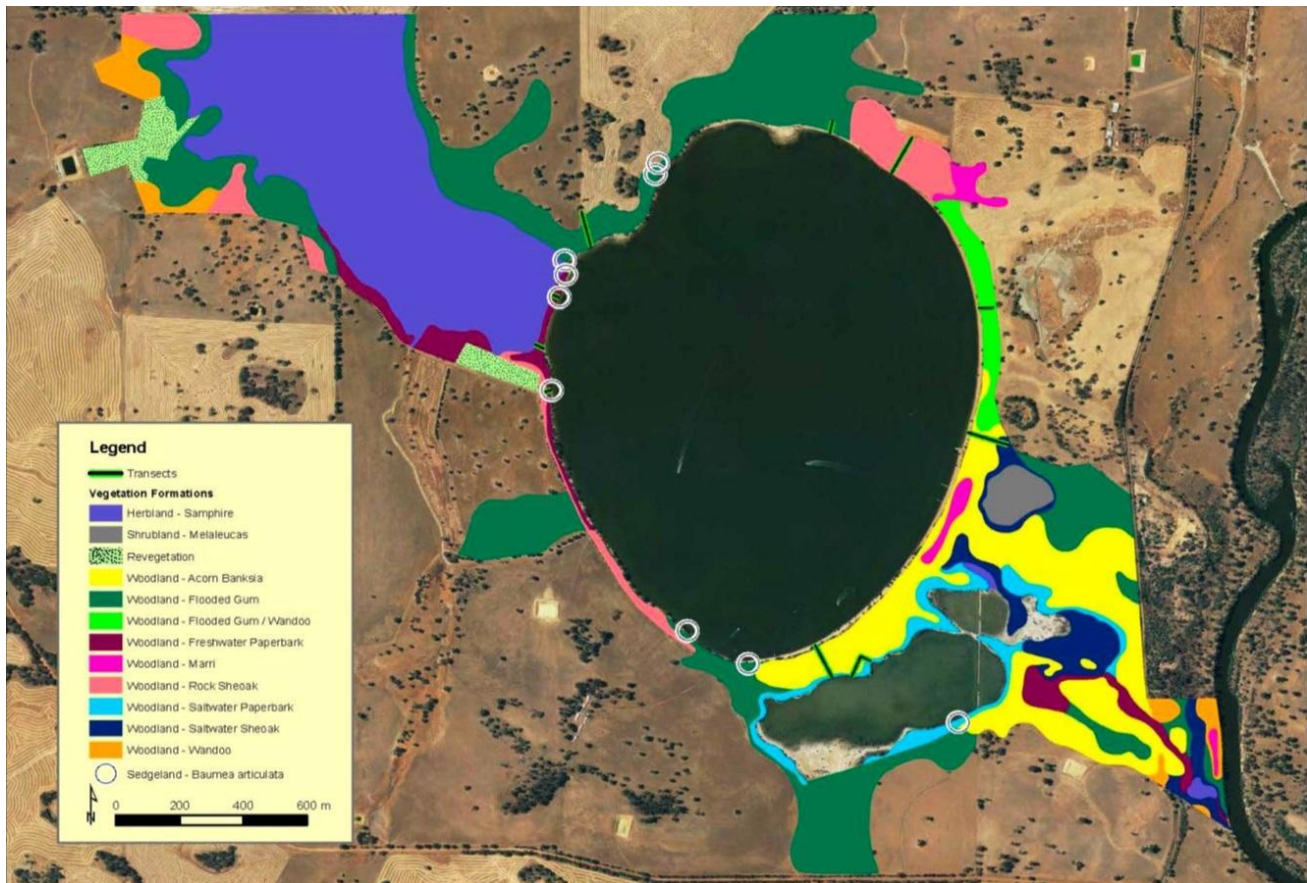


Figure 4: Vegetation associations around Lake Towerrinning (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012a)

None of the vegetation associations mapped around Lake Towerrinning are considered to be Threatened Ecological Communities (TEC) or Priority Ecological Communities (PEC). Some of these communities may however be susceptible to dieback, in particular the *Banksia* communities.

A total of 50 species was recorded in the immediate vicinity of Lake Towerrinning during the flora surveys undertaken for the Living Lakes Project (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012b) and these are listed in Appendix 1. There are no known Declared Rare Flora (DRF) Threatened or Priority species that occur around the Lake.

In 2017, the Shire of West Arthur applied for a Community Action Grant through the State Natural Resource Management Program to undertake some work on the dune system around the public area of the lake and to install some pathways to ensure the lake vegetation is protected. The paths were constructed in 2018, fencing installed in the boat ramp car park area and over 900 seedlings planted on the dunes. Whilst survival of seedlings has not been high, those plants that have survived will increase vegetation cover on the dunes and the pathways will encourage people to stick to certain areas rather than making their own way through the dune systems.

3.2 Weeds

A number of introduced species were identified as occurring at Lake Towerrinning (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012b). *Asparagus asparagoides* (bridal creeper) was identified as occurring in the native vegetation adjacent to the fence line near private land at the northern end of the boat ramp car park (pers. obs.). It is also located near the rock steps at boat ramp and is prevalent in the ephemeral swamps on the north eastern side of the lake. Bridal creeper is listed as a Declared Pest in the *Biosecurity and Agriculture Management Act 2007* and is listed in the control category “C3 – Management” (i.e. organisms that should have some form of management applied that will alleviate the harmful impact of the organism, reduce the numbers or distribution of the organism or prevent or contain the spread of the organism).

Wild turnip is also known to be present at Lake Towerrinning and is considered to be a weed of agricultural crops (Shire of West Arthur, pers. obs.).

Ruppia megacarp is a native submerged aquatic plant that occurs in Lake Towerrinning. On occasions it has become quite dense and become a problem for recreational users of the Lake. High levels of nutrients and lower water levels (increased light availability ensure perfect growing conditions for weeds. Such conditions were evident in 2015 when rainfall and runoff was particularly low.

Lupins were also observed on the banks – if left unchecked these can become a serious weed also.

3.3 Dieback

Phytophthora dieback refers to the introduced plant disease caused by *Phytophthora cinnamomi*. Phytophthora dieback spends its entire life in the soil and in plant tissue and causes root rot in susceptible plants, thereby limiting or stopping the uptake of water and nutrients. The pathogen

is able to survive within plant roots during the dry soil conditions commonly experienced during the summer months. *Banksia prinoites* (a species that occurs around Lake Towerrinning is highly susceptible to dieback. There have been no surveys undertaken to determine if dieback is present at Lake Towerrinning.

3.4 Fauna

A complete fauna survey has never been undertaken at Lake Towerrinning however a list of 252 species that could potentially occur at the Lake has been compiled by Bamford Consulting (specialist fauna consultants) as part of the Living Lakes Project. One fish species, 14 frog species, 43 reptile species, 171 bird species and 23 mammal species could potentially occur in or around Lake Towerrinning (Bamford Consulting, 2012). Of these species, a total of 14 are listed as significant (either Threatened or Priority Fauna) and are considered to be wetland dependant or reliant on fringing vegetation of wetlands (Appendix 2). All 14 of these species are considered to be resident or regular visitors to Lake Towerrinning.

Lake Towerrinning provides regionally significant habitat for birds by (Bamford Consulting, 2012):

- being part of an Important Bird Area (IBA) identified by Birdlife Australia because it supports more than 1% of the global population of the Blue billed Duck (*Oxyura australis*);
- providing significant habitat for diving waterbirds in the form of extensive areas of deep water;
- supporting regionally significant numbers of waterfowl (in the top 15 of 1017 wetlands in the south western Australia)
- providing a breeding ground for 14 different bird species.

In August 2019, the Shire of West Arthur was approached by Recfish West regarding the potential for introducing a native fish species into the lake environment for the purposes of recreational fishing. After initial discussions Recfish West decided not to pursue this option.

4.0 SOCIAL ENVIRONMENT

4.1 Aboriginal Heritage

All of Lake Towerrinning including the inlet and outlet swamps is a registered Aboriginal Site (ID 964). This site is listed as a Ceremonial and Mythological site. The Lake was used as a meeting place, for camping, a hunting place and water source (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012b).

Department of Indigenous Affairs (now Department of Planning Lands and Heritage) advised that (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012a); *Lake Towerrinning is a place*

where traditional Aboriginal ceremony was practised and is associated with a sacred narrative. The site is described as 'winnaitch' (dangerous) due to events which occurred during the Dreaming at this place. It is also known as a place where corroborees used to be practised. As such it has previously been determined to be a place to which section 5(b) of the Aboriginal Heritage Act 1972 (AHA) applies. DIA is unaware of any Aboriginal heritage surveys which have been undertaken over the area of the Lake and there may be currently unrecorded Aboriginal heritage values which relate to the area of the Lake and its immediate surrounds.

Lake Towerrinning is located within the Gnaala Karla Booja Native Title claim area. As part of the Living Lakes Project, the consultants met with Gnaala Karla Booja Working Group and Named Applicants. The working group expressed a strong interest in including interpretative signage and for the cultural heritage of the Lake to be acknowledged (JDA Consultant Hydrologists, 2012).

There is evidence of a connection between the Aboriginal people and the Lake. There have been reports of finding camp sites, hunting grounds and burial sites. Last recorded evidence of aboriginal settlement was in 1938 where temporary camps were set up to hunt for local bush food (Shire of West Arthur, 2008b).

4.2 European heritage

The clearing of agriculture lands saw water tables rise resulting in an increase in surface area run-off. Low lying areas became increasingly inundated with water, forming an almost permanent freshwater Lake. Local residents came to increasingly enjoy the opportunity for recreation in the area. The decline in the lake health in the 1960s resulted in the death of many of the reeds and rushes on the Lake's edge. The locals proceeded to remove more of the reeds and rushes to construct a boat ramp in the area (Pers. comm. B. Smith nee Whitaker). This decline in Lake health resulted in the idea for a re-diversion Project which was finally implemented by the Lake Towerrinning Catchment Group (formed by local landholders with technical support from the then named Department of Agriculture and Water Authority) in 1993. The group's approach and positive impact was the subject of a State Landcare Award in 1993 and a National Landcare Award in 1994. The Lake is now used for by the local community and others for swimming, water skiing, picnicking, camping bird watching and community events, and other recreational pursuits.

The future of tourism at the lake is set to include Astrotourism with the inclusion of Darkan and the Shire of West Arthur as part of the Astrotowns WA network (<https://astrotourismwa.com.au/darkan/>). Lake Towerrinning has been identified as an astrophotography hotspot and will be promoted through the Astrotourism program.

4.3 Infrastructure

A privately owned and operated caravan park, located on the southern side of the Lake, commenced operation in 1992. Other facilities at the Lake are owned and maintained by the Shire of West Arthur and include:

- a picnic area with barbeques, shade shelters, picnic tables, a playground and public amenities (toilets, shower and change rooms) located in a terraced recreation area on the top eastern wall of the Lake,
- two wooden jetties built around 1964-65 by Civil Defence (Pers. comm. B. Smith) and refurbished in 2021,
- permanent shade structures erected on the beach area in 2009;
- sealed car parking area near BBQ area and gravel car park near boat ramp area;
- a boat ramp on the eastern side of the Lake; and
- two pathways through the dunes at the boat ramp end of the jetty installed in 2018.

In addition, the Shire of West purchased two gates that were installed at the outlet of the lake to replace the original board structure that was installed as part of the re-diversion project. The gates were purchased as part of the Community Action Grant and were installed by Lakeside camping in 2018. The gates allow the water levels to be maintain manually without the need for someone to enter the water.

DBCA have advised that any further developments should be submitted for its approval to ensure there are no negative impacts on the nature reserve or nature conservation values (Land Assessment Pty Ltd and Woodgis Environmental Consultants, 2012b).

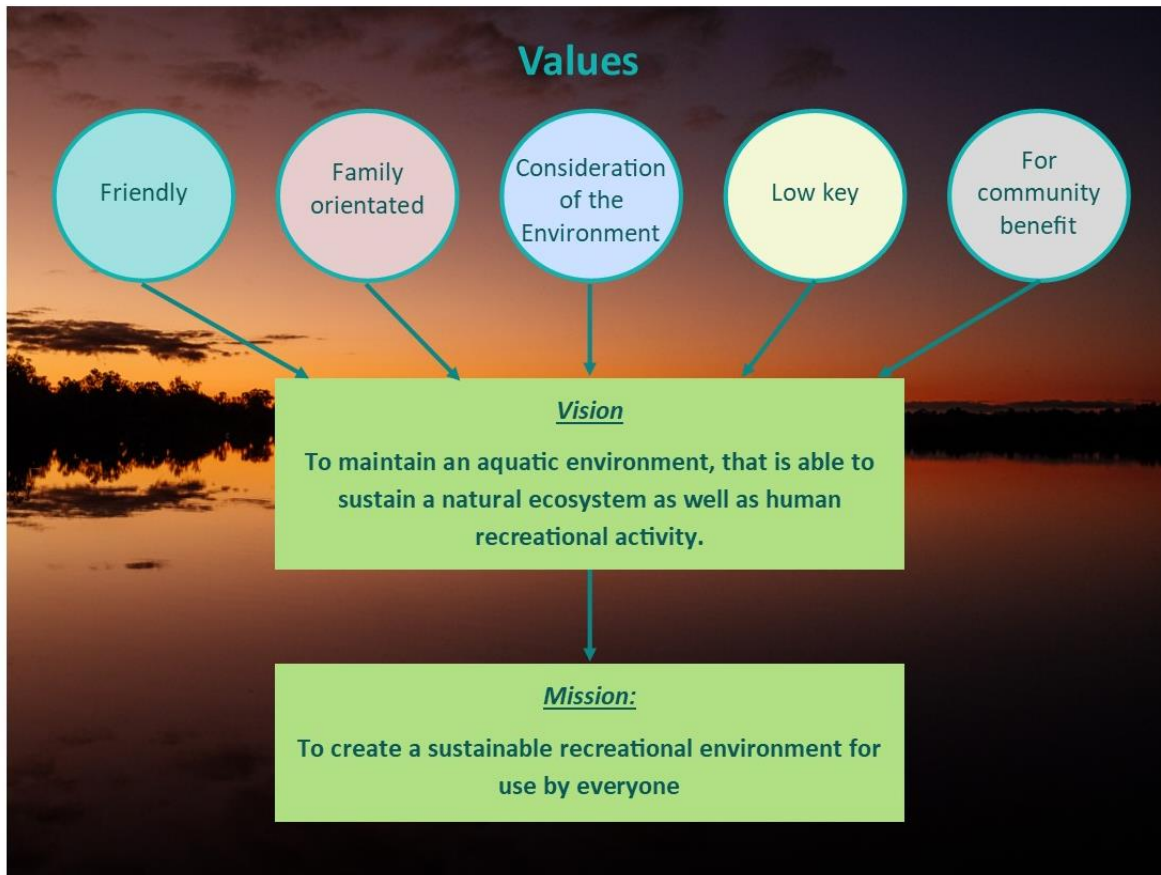
5.0 STRATEGIC MANAGEMENT PLAN

The development of a Management Plan has resulted in better management and decision making, identification of priorities, future planning and funding arrangements across a range of issues that have arisen at Lake Towerrinning over the past 15 years.

The Plan was originally developed by identifying the issues at Lake Towerrinning through an extensive consultation process involving Council, community organisations, government departments, and local public meetings.

The Plan is reviewed regularly with input from relevant stakeholders and following the review there will be the opportunity for community input into the proposed management strategy.

In order to develop management goals, objectives and strategies a clear vision is required to ensure that these goals, objectives and strategies are aiming to create the environment that is expected by the local community. The vision, mission and values of the original committee established to manage Lake Towerrinning are listed below.



The following definitions are provided to clarify the terms used in this plan.

- Goal:** Is the overall aim of that component of the plan
- Objective:** The outcomes that are to be achieved by the implementation of the plan
- Strategies:** Means/methods by which the objective can be achieved
- How:** Specific directives or tasks to be carried out to achieve the Objective
- When:** Timing for these tasks or directives to be undertaken
- Who:** The relevant person or authority required to undertake the tasks.

GOAL ONE: Conservation of the Lake Towerrinning environment

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To conserve the natural vegetation and flora found within the Lake Towerrinning Nature Reserve.	Management of human movement through terraced areas on the eastern side of the Lake to prevent damage to natural vegetation.	<ul style="list-style-type: none"> • Maintain pathways from terraced BBQ area through the vegetation on the lake banks to the swim area. • Maintain the pathways from the boat parking area to local ski area. 	Ongoing	Shire
	Continued education of the public on minimising disturbance to Lake vegetation.	<ul style="list-style-type: none"> • Maintain signage encouraging movement of foot traffic on pathways rather than through vegetation. • Install interpretative signage about the important flora and fauna found at the Lake in the proposed interpretive shelter. 	Ongoing	Shire
	Prevent the introduction or spread of dieback through the native vegetation surrounding the Lake.	<ul style="list-style-type: none"> • Ensuring all machinery, equipment and footwear that will be entering areas of natural vegetation around the Lake is clean (through washing down and removal of all mud and soil). • Avoiding soil movement during wet periods. • Use of certified dieback free construction materials (such as soil, mulch or plant material). 	Ongoing	Shire
	Re-vegetation of Lake banks to stabilise banks, reduce weed invasions and ensure an aesthetically pleasing environment.	<ul style="list-style-type: none"> • Implement weed control on the banks of the Lake. • Revegetate areas of the lake banks with low growing species, once all landscaping is complete. 	Ongoing	Shire

Goal one cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To conserve the natural vegetation and flora found within the Lake Towerrinning Nature Reserve (cont'd)	Prevent the introduction of weeds and minimise the spread of current weeds.	<ul style="list-style-type: none"> Remove and spray bridal creeper in on the terraces, near boat ramp and on eastern banks of the Shire managed area. Monitor Lake banks for weed invasions and control weeds as soon as noticed. Ensure that all construction materials such as mulch or plant material is weed free. Maintain the vegetation on the bank areas with natural vegetation to minimise weed invasion. 	<ul style="list-style-type: none"> Immediate Ongoing 	Shire/ Landcare officer
	Prevent the continued death of mature trees on the lake banks and in the BBQ area	<ul style="list-style-type: none"> Remove dead trees from terraced areas and grind out old stumps. Continue monitoring trees around the terraced area of the lake and continue investigating potential causes of death. Plant new trees in the area if required to ensure a succession plan for trees that are dying. 	Ongoing	Shire
	Maintain a boat prohibited area (conservation area) to protect wildlife and some shoreline habitats.	<ul style="list-style-type: none"> Maintain buoys that define the ski area within the Lake. Maintain signage at the boat ramp and at the camping ground identifying the ski area and rules and regulations associated with boating and skiing. Ensure all visitors to the camping area are aware that skiing is restricted in the area for conservation of fauna. 	Ongoing	<ul style="list-style-type: none"> DoT DoT Lakeside camping

Goal one cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
<p>To conserve fauna and fauna habitats found within the Lake Towerrinning Nature Reserve</p>	<p>Management of the Lake environment to ensure that habitats important for threatened fauna species that are resident or regularly present at Lake Towerrinning are maintained. The important habitat characteristics are salinity, shallows, open water, bare shoreline and fresh water sedges and seeps.</p>	<ul style="list-style-type: none"> • Monitor salinity within the Lake to ensure that fringing vegetation is protected. • Monitor and maintain water levels (through the re-diversion structure) to ensure shallows and deep open water remains available for water birds. • Open the gates at the Lake outlet to ensure that Lake water level and quality is maintained through regular flushing. • In the event of fauna death, the resultant animal will be disposed of appropriately (in accordance with Lease Schedule Item 8, Section 4.2). 	<ul style="list-style-type: none"> • Quarterly • Regularly in summer particularly in low rainfall years • When levels reach the base level of the original Lake outlet (generally following winter rainfall) • As required 	<ul style="list-style-type: none"> • Lakeside camping • Shire • Lakeside camping in consultation with other land owners. • Shire

Goal one cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To ensure that the Lake environment is protected from fire.	Prevent visitors from lighting fires	<ul style="list-style-type: none"> • Maintain signage advising that there are no fires allowed in the public area of Lake Towerrinning. • Regular slashing of grasses and work on a grass eradication program on the public reserve through control burning procedures. • Regular assessment of fire fuel loads within the reserve, and implementation of appropriate control measures in accordance with relevant management policies and guidelines. • Maintain records of fire locations and intensity to assist with tracking changes within the reserve over time. • Notify DBCA in the event of a fire as per lease requirements. • Include procedures to be carried out in the event of a dangerous or uncontrolled fire and/or significant environmental impacts as per lease requirements in the Shire Bush Fire Management Plan. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing • As required • Annually 	<ul style="list-style-type: none"> • Shire • Shire • Community Emergency Services Manager • Shire • Shire • Shire

GOAL TWO: Maintain a high quality of facilities at Lake Towerrinning

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To maintain the present infrastructure at a level that is considered to be of a high standard.	Maintain jetties which are considered to be an iconic structure within the Shire.	<ul style="list-style-type: none"> Inspect jetties at the commencement of the summer season for any immediate repairs. 	<ul style="list-style-type: none"> At commencement of the summer season each year 	Shire
	Monitor and maintain boat ramp to ensure it remains safe for use.	<ul style="list-style-type: none"> High pressure clean algae off the boat ramp to reduce the risks associated with slips and trips for users. Make this a high priority during low rainfall years. Monitor the new installation of the boat ramp extension for effectiveness. 	<ul style="list-style-type: none"> On request or on an as required basis particularly during low rainfall years Throughout the summer 	Shire
	Maintain ablution facilities (including pressure pump), BBQ's, car park, playground, shade structures, signage and new interpretative centre (old change rooms).	<ul style="list-style-type: none"> Inspect and maintain facilities on a regular basis and in particular before major events held at the Lake such as the Australia Day breakfast. Weekly refuse removal with more service in peak season (October – March). Repair any broken playground equipment. Consolidate and update the signage in the picnic area and interpretative centre including QR codes and a welcome sign. Install a rail along the edge of the retaining wall to prevent falls off the ledge. Repair pathways and curbing in the public car park area. Install garden beds to reduce lawn area and improve aesthetics. 	<ul style="list-style-type: none"> Ongoing but more frequently during summer months As soon as noticed Within the next 2-3 years. 	Shire

Goal two cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Maintain infrastructure cont'd	Management of lawn area to ensure adequate grass coverage	<ul style="list-style-type: none"> Continue watering and maintenance programme as currently implement. Remove tree stumps. Consider planting salt tolerant plant species in garden beds along the terraced area to minimise lawn requirements. 	<ul style="list-style-type: none"> Ongoing As soon as possible When funding is available 	Shire
	Provide an attractive entrance to the Lake	<ul style="list-style-type: none"> Ensure trees are trimmed and weeds slashed at the entrance of the Lake on the Darkan South Road. Investigate the potential for an entrance statement for the lake to make the entrance more visible. 	<ul style="list-style-type: none"> At the commencement of the summer season. Next 2-3 years 	Shire
	Provide report to DBCA regarding state of current facilities.	<p>Prepare a report outlining the following points to comply with Lease conditions:</p> <ul style="list-style-type: none"> State and repair of any man-made structures at or within the lease area (including boat ramp and jetties). Maintenance and repairs undertaken by the Shire. The condition of the leased premises in respect to known hazards and safety situations. Water quality and suitability for human contact and aquatic activity. 	Annually as required by lease arrangements (i.e. seven days after the end of the lease year that is by the 7 th of October).	Shire

Goal two cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Continue to develop facilities at the Lake for the use of the general public.	Provide access to all areas of the lake for everyone within the community (including those with limited abilities).	<ul style="list-style-type: none"> Investigate an all-access pathway from the top terrace to both the swimming and ski area. Investigate the possibility of upgrading current all-access pathways from the ablutions to the top terrace and also the possibility of all access at the playground end of the terrace. 	When funding is available	Shire
	Provide shade structures on the Shoreline for users of the Lake.	Investigate funding opportunities for construction of additional shade shelters and BBQ facilities at the boat ramp. Suggestions have included a retaining wall and elevated platform for proposed BBQ facilities.	When funding is available	Shire

GOAL THREE: Maintain watercraft regulation and safety on the waters of Lake Towerrinning

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To ensure boat and user safety at Lake Towerrinning through the regulation of boat movements on the Lake.	<p>Implement boat usage plan:</p> <ul style="list-style-type: none"> • Ski in anticlockwise direction only. • Skiing permitted between sunrise and sunset only. • Skiing prohibited within 30m of shoreline except within designated take-off and landing areas. • Take-off and landing is restricted to the two designated areas only. • Motorised Personal Water Craft (i.e. jet skis) are not permitted unless towing a skier. • In case of an emergency or incident dial 000 or contact the Shire on 9736 2222. 	<ul style="list-style-type: none"> • Include Boat usage plan and map on Shire Website. • Provide information on the Shire website that includes the Boat usage plan and other important information for visitors. Include a QR code on any signage at the Lake that links to the Shire website and the Boat usage plan. • Distribute boat usage plan to campers and other users of Lake Towerrinning. • Direct complaints to the DoT using Marine Safety Form on the Departments website: http://www.transport.wa.gov.au/mediaFiles/marine/MAC_F_MarineSafetyComplaint.pdf 	<ul style="list-style-type: none"> • Ongoing • As soon as possible 	Shire/Lakeside camping

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Boat and user safety cont'd	Implement a safety education program to ensure all users are aware of safety issues at Lake Towerrinning.	<ul style="list-style-type: none"> • Update information and map on Shire website including the Boat Usage Plan as outlined above. • Remind local boat users via Shire Facebook page at the beginning of the summer season of boating safety. • Information to be distributed to all campers regarding boat safety including boat usage plan. 	Ongoing but ensuring that the information is prominently available during summer months	Shire/ Lakeside camping
	Ban on water craft when water levels are extremely low as per DoT recommendations of 1.6m depth.	<ul style="list-style-type: none"> • Measure water levels particularly during the summer months and during seasons of low rainfall. • Use signage at boat ramp and on the beach to close the Lake if required. • Communicate issues including closure of the Lake via the Shire website and Facebook page ensuring that public comments cannot be made on any posts if required. 	When required	DoT/Shire

GOAL FOUR: Maintain water quality and levels of Lake Towerrinning

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Maintain the water levels to ensure that fauna habitats are protected, to prevent aquatic weed build up within the water body of the Lake and ensure that the Lake can continue to be used for recreational purposes.	Monitor the Cordering Creek re-diversion dam and associated re-diversion channels to ensure integrity of structures.	<ul style="list-style-type: none"> • A visual inspection to be undertaken on a regular basis by the landowner. • Should issues be identified, the landowner is required to contact the Shire for further inspections. 	Following heavy rainfall events or on a regular basis (3 monthly)	Landowner/ Shire
	Maintain and repair Cordering creek re-diversion dam and drainage system so that it effectively drains fresh water into Lake Towerrinning.	<ul style="list-style-type: none"> • Clean sediment or silt out of the re-diversion dam structure during summer months. • Inspect the drainage channel from the re-diversion to the lake to ensure that it is clear of all debris and that water is able to flow to the lake. • Inspect drainage channel culverts on all public roads to ensure they are free from vegetation and water is able to flow freely through the channel. 	<ul style="list-style-type: none"> • Prior to the next wet season • Annually prior to the onset of winter runoff and with landowner permission • Annually prior to the onset of winter runoff 	Shire
	Investigate means of ensuring Shire has access to the re-diversion system in order to future-proof Lake Towerrinning.	<ul style="list-style-type: none"> • Investigate possibility of creating an access easement to allow Shire to maintain rediversion structure. • Investigate possibility of a formal agreement with current land owners. 	As soon as possible	Shire

Goal four cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Maintain water levels cont'd	Investigate means to improve water flow into the Lake.	<ul style="list-style-type: none"> Investigate the possibility of installing a second culvert in the re-diversion dam and upgrading the W-drain to increase water flow to the lake as per recommendations from the JDA Living Lakes Project. Investigate the potential to drain water from Capercup Nature Reserve into the W-drain and into the lake. This will assist with salinity in the Reserve and also improve water flow into the lake. Liaise with the disbanded Lake Towerrinning Catchment group regarding remaining funds and the potential for these funds to be invested into improving the rediversion structure. 	As soon as possible so that improvements can be made during low rainfall seasons	Shire/ Landcare officer/ Landowners
Maintain salinity levels in the Lake at <1200ms/m during winter months (Raper and van Wyk, 2009)	Monitor quality of water passing through the re-diversion system during the summer months.	<ul style="list-style-type: none"> Monitor the salinity annually at the road crossing/culvert on Scott Road (see Appendix 4). 	Once during winter	Shire
	Monitor salinity levels in the Lake.	<ul style="list-style-type: none"> Continue to monitor salinity at bimonthly intervals provide results to the Shire annually. If significant increases are noticed contact Department of Agriculture and Food for further advice. 	Ongoing	Lakeside camping

Goal four cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
Contain salinity to 15% of the Lake Towerrinning catchment in 2028 (Raper and van Wyk, 2009)	Encourage conservation measures further up the system before water enters Cordering creek.	<ul style="list-style-type: none"> • Liaise with Landcare officer in relation to encouraging landholders to continue to manage salinity and to determine if funding is available to assist with reducing salinity within the catchment. • Liaise with Department of Primary Industries and Regional Development in relation to water quality measurements from bores within the Lake Towerrinning catchment area. 	As soon as possible Annually	Shire/ Landcare officer
To develop a database of information in relation to water quality at Lake Towerrinning	Develop a database of all references and studies associated with Lake Towerrinning.	<ul style="list-style-type: none"> • Maintain a list of references as part of this Management Plan and keep a copy of all references in the Shire office. 	Ongoing	Shire
	Document changes in Lake water levels and quality.	<ul style="list-style-type: none"> • Continue to sample water quality and measure water levels in Lake Towerrinning. • Collate a database of all information relating to water quality and levels over time. • In the event of an incident or emergency dial 000 which will activate emergency services in accordance with the Local Emergency Management Arrangement or contact the Shire on 9736 2222. 	Ongoing Ongoing	Shire Shire

Goal four cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
<p>To manage the water inflow and outflow through the outlet swamp to minimise smell associated with this area.</p>	<p>Ensure that water from the outlet swamp is able to drain to the Arthur River to ensure regular flushing of the outlet swamp.</p>	<ul style="list-style-type: none"> • Examine road culverts located on public land to ensure that they are not blocked by silt or debris. • Slash weeds that may block water flow through the area. • Subject to support from private land owners, assist with the development of a scope of works and sourcing of funds to implement proposed changes to improve drainage from outlet swamp to Arthur River. 	<ul style="list-style-type: none"> • Following heavy rainfall and regularly throughout the year • As required • Ongoing 	<ul style="list-style-type: none"> • Shire • Shire/ Lakeside Camping/ Other Landowners
	<p>Ensure regular flushing of the outlet swamps.</p>	<ul style="list-style-type: none"> • Opening of the gates at the outlet structure from Lake to outlet swamps. 	<ul style="list-style-type: none"> • When levels reach the base level of the original Lake outlet (generally following winter rainfall) 	<ul style="list-style-type: none"> • Lakeside camping

GOAL FIVE: Implement a program for the management of all visitors to Lake Towerrinning.

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
To manage visitors and visitor movement at the public area of the Lake to ensure that the Lake environment is protected and that visitors have a positive experience.	Prevent camping on Shire owned land.	<ul style="list-style-type: none"> Shire to maintain appropriate signage indicating that camping is not allowed. Inform public of alternative arrangements at Lakeside Camping or Darkan Caravan Park. Information to be provided on Shire website. Shire Ranger to visit when requested and enforce. 	Ongoing	Shire
	Provide the public with information relevant to the Lake and surrounds.	<ul style="list-style-type: none"> Update the information on the signage at the Lake picnic area. Pre-visit information available to the public on Shire website. Ensure this remains up to date. 	<ul style="list-style-type: none"> Update as soon as possible Maintain as required 	Shire
	Determine levels of visitor satisfaction with facilities at the Lake.	<ul style="list-style-type: none"> Obtain feedback from visitors in relation to facilities, future improvements etc. through the Shire website and Facebook page. 	Ongoing	Shire
	Minimise the impact on natural environment by visitors.	<ul style="list-style-type: none"> Provision of rubbish bins and removal of refuse at least once a week and sometimes more during peak season. Enforce no vehicles on beaches with signs and by blocking access pathways. 	Ongoing	Shire

Goal Five cont'd

OBJECTIVE	STRATEGY	HOW	WHEN	WHO
<p>To ensure that visitors are aware of risks associated with swimming or recreating in a natural water body</p>	<p>Provide public with information on water quality at Lake Towerrinning, particularly during low rainfall years.</p>	<ul style="list-style-type: none"> • Provide information on general signs around the public areas of the Lake. • Monitor levels of bacteria in accordance with Health Department Guidelines. http://ww2.health.wa.gov.au/Articles/A_E/Bacterial-water-quality • Advise public if levels are considered dangerous through Shire website, signage and Shire Facebook page. • In the event of a medical emergency, dial 000 which will activate emergency services in accordance with the Local Emergency Management Arrangement. 	<ul style="list-style-type: none"> • Ongoing • Fortnightly Nov-May • As required • Annually 	<p>Shire</p>

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APPENDIX 1 - FLORA LIST – LAKE TOWERRINNING

Family	Taxa
ASTERACEAE	<i>Angianthus preissianus</i>
ASTERACEAE	<i>Cotula coronopifolia</i>
ASTERACEAE	<i>Sonchus asper</i>
CARYOPHYLLACEAE	* <i>Cerastium comatum</i>
CARYOPHYLLACEAE	<i>Spergularia marina</i>
CASUARINACEAE	<i>Allocasuarina huegeliana</i>
CASUARINACEAE	<i>Casuarina obesa</i>
CHENOPODIACEAE	<i>Atriplex prostrata</i>
CRASSULACEAE	<i>Crassula natans</i>
CYPERACEAE	<i>Baumea articulata</i>
CYPERACEAE	<i>Baumea juncea</i>
CYPERACEAE	<i>Chorizandra enodis</i>
CYPERACEAE	<i>Ficinia nodosa</i>
CYPERACEAE	<i>Isolepis cernua</i> var. <i>setiformis</i>
CYPERACEAE	<i>Lepidosperma longitudinale</i>
CYPERACEAE	<i>Schoenus subfascicularis</i>
FABACEAE	<i>Eutaxia ?empetrifolia</i>
IRIDACEAE	<i>Romulea rosea</i>
JUNCACEAE	* <i>Juncus bufonius</i>
JUNCACEAE	<i>Juncus kraussii</i> subsp. <i>australiensis</i>
JUNCACEAE	<i>Juncus pallidus</i>
JUNCAGINACEAE	<i>Triglochin mucronata</i>
LOBELIACEAE	<i>Lobelia anceps</i>
LOBELIACEAE	<i>Monopsis debilis</i>
MIMOSACEAE	<i>Acacia acuminata</i>
MIMOSACEAE	<i>Acacia saligna</i> subsp. <i>lindleyi</i>
MYRTACEAE	<i>Corymbia calophylla</i>
MYRTACEAE	<i>Eucalyptus marginata</i>
MYRTACEAE	<i>Eucalyptus rudis</i>
MYRTACEAE	<i>Eucalyptus wandoo</i>
MYRTACEAE	<i>Eucalyptus wandoo</i> subsp. <i>orthostemon</i> x <i>wandoo</i>
MYRTACEAE	<i>Kunzea glabrescens</i>
MYRTACEAE	<i>Melaleuca cuticularis</i>
MYRTACEAE	<i>Melaleuca preissiana</i>
MYRTACEAE	<i>Melaleuca raphiophylla</i>
MYRTACEAE	<i>Melaleuca viminea</i> subsp. <i>viminea</i>
PHORMIACEAE	<i>Dianella revoluta</i>
POACEAE	* <i>Ehrharta longiflora</i>

POACEAE	<i>*Puccinellia ciliata</i>
POACEAE	<i>Bromus diandrus</i>
POACEAE	<i>Hordeum geniculatum</i>
POACEAE	<i>Lolium rigidum</i> complex.
POACEAE	<i>Paspalum vaginatum</i>
POACEAE	<i>Polypogon monspeliensis</i>
POTAMOGETONACEAE	<i>Ruppia megacarpa</i>
PRIMULACEAE	<i>Samolus junceus</i>
PROTEACEAE	<i>Banksia attenuata</i>
PROTEACEAE	<i>Banksia prionotes</i>
PROTEACEAE	<i>Banksia sessilis</i> var. <i>sessilis</i>
ZANNICHELLIACEAE	<i>Lepilaena cylindrocarpa</i>

*indicates weed or naturalised plant species

APPENDIX 2 - SIGNIFICANT FAUNA LIST

Bamford Consulting (2012)

Species	Conservation significance*	Wetland Dependence	Distribution and Habitat	Status at Lake Towerrinning
Eastern Great Egret <i>Ardea modesta</i>	Migratory bird (EPBC Act) Schedule 3 (WA Act)	Aquatic	Fresh and occasionally brackish wetlands across much of Australia; highly mobile. Favours wetlands with extensive shallows. Forages on aquatic invertebrates and vertebrates.	Not recorded in large numbers but suitable habitat present.
Peregrine Falcon <i>Falco peregrinus</i>	Schedule 4 (WA Act)	Not dependant on wet land but hunts water fowl	Occurs across Australia, primarily in open woodland and especially where cliffs provide nesting sites.	Present at Lake Towerrinning and abundance of water birds may provide a major food source at times.
Hooded Plover <i>Thinornis rubricollis</i>	P4 (DEC)	Shorebird	Coastline and salt lakes of southern WA; another sub-species on coast of south-eastern Australia. Forages on invertebrates on the shoreline and sometimes shallows.	Not recorded at Lake Towerrinning and low salinity.
Sandpipers (7 species)	Migratory (EPBC Act)	Shorebirds	Throughout Australia on marine tidal shorelines, estuaries and wetlands that provide extensive shallows. Forage on invertebrates on the shoreline and shallows.	Not recorded in large numbers but suitable habitat present.

Species	Conservation significance*	Wetland Dependence	Distribution and Habitat	Status at Lake Towerrinning
Carnaby's Black Cockatoo <i>Calyptorhynchus latirostris</i>	Endangered (EPBC Act), Schedule 1 (WA Act)	Not dependant but may forage in fringing sheoaks	Forests and woodlands of the South-West, formerly widespread breeding visitor to woodlands n the Wheatbelt.	May utilise the 8ha of sheoak trees in outlet swamp. Likely to be a few nest hollows in Lake fringe.
Forest Red-tailed Black Cockatoo <i>Calyptorhynchus banksia naso</i>	Vulnerable (EPBC Act), Schedule 1 (WA Act)	Not dependant but may forage in fringing sheoaks	Forests of the lower South-West.	May utilise the 8ha of sheoak trees in outlet swamp. Likely to be a few nest hollows in Lake fringe.
Rufous Field wren (west) <i>Calamanthus campestris montanellus</i>	Priority 4 (DEC)	Not dependant, but may occur in samphire heaths	Heathlands; patchily distributed across much of southern Australia.	Not recorded at Lake Towerrinning. If present likely to reside in samphire heaths and shrublands.
Rakali <i>Hydromys chrysogaster</i>	Priority 4 (DEC)	Aquatic	Lakes, streams rivers and some coastlines throughout Australia.	Unlikely to in high abundance in immediate vicinity of Lake. More likely to occur east of Lake near the Arthur River where remnant vegetation is more extensive.

*Conservation significance definitions

Conservation Categories used for the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)

Extinct: Taxa not definitely located in the wild during the past 50 years.

Extinct in the Wild: Taxa known to survive only in captivity.

Critically Endangered: Taxa facing an extremely high risk of extinction in the wild in the immediate future.

Endangered: Taxa facing a very high risk of extinction in the wild in the near future.

Vulnerable: Taxa facing a high risk of extinction in the wild in the medium-term future.

Near Threatened: Taxa that risk becoming Vulnerable in the wild.

Conservation Dependent: Taxa whose survival depends upon ongoing conservation measures.

Data Deficient (Insufficiently Known): Taxa suspected of being Rare, Vulnerable or Endangered, but whose true status cannot be determined without more information.

Least Concern: Taxa that are not threatened.

- Schedules used in the *Biodiversity Conservation Act 2016* (WA Act)

Schedule 1 Rare and Likely to become Extinct.

Schedule 2 Extinct.

Schedule 3 Migratory species listed under international treaties.

Schedule 4 Other Specially Protected Fauna Define Schedule 4, 3

Priority species listed by Department of Biodiversity Conservation and Attraction (DBCA)

Priority 1 Taxa with few, poorly known populations on threatened lands.

Priority 2 Taxa with few, poorly known populations on conservation lands; or taxa with several, poorly known populations not on conservation lands.

Priority 3 Taxa with several, poorly known populations, some on conservation lands.

Priority 4. Taxa in need of monitoring. Taxa which are considered to have been adequately surveyed, or for which sufficient knowledge is available, and which are considered not currently threatened or in need of special protection, but could be if present circumstances change.

Priority 5 Taxa in need of monitoring. Taxa which are not considered threatened but are subject to a specific conservation program, the cessation of which would result in the species becoming threatened within five years (IUCN Conservation Dependent).

APPENDIX 3- SHIRE OF WEST ARTHUR SCHEDULE OF ACTIVITIES

Immediate or As soon as possible

- Update Shire signage around the lake.
- Remove tree stumps in picnic area.
- Inspect diversion drainage channel and ensure all culverts are clear.

Ongoing

- Weed control – bridal creeper located near boat ramp, on terraced areas and in the ephemeral swamp on the eastern side of the lake.
- Dieback management (through hygiene measures) – all soil removed from machines, equipment and footwear before using in areas that are not paved.
- Lawn maintenance.
- Inspection of visitor facilities (BBQ, toilets, pumps etc).
- Inspect pathways and undertake maintenance as required.

Annually

- Include Lake Towerrinning in bush fire management plan in accordance with lease conditions.
- Assess fuel loads to minimise fire hazards.
- Report to DBCA regarding state of current man made facilities and any repairs undertaken and water quality and suitability for human contact. Such a report is required by October 7th of each year.
- Contact Graeme Peirce and get salinity measures for past year and include in Shire database.
- Advertise boat usage plan and encourage people to be courteous when skiing at Lake Towerrinning through Facebook posts.

Prior to summer swim/ski season

- Ensure weeds are slashed for fire prevention where required.
- Check signage is in good condition and still relevant.
- Inspect jetties and complete report for DBCA.
- Ensure entrance from the road to the Lake is tidy (slash weeds and remove branches if required).

Summer

- Monitor water levels.
- Clean sediment or silt out of re-diversion structure if required.
- Monitor Phosphorous levels in the lake water at the beginning of summer.
- Monitor hydrocarbons in the lake water at the end of summer.

- Examine road culverts on Darkan Road south to ensure they are not blocked by debris or weeds and to allow the swamps to drain effectively (particularly after heavy summer rainfall).
- Monitor water quality for suitability for human contact in accordance appropriate guidelines (including bacteria) on a fortnightly basis.
- Remove rubbish and check facilities on a weekly basis.
- Recreational Waters Microbiological Sampling Program commences in November. Health Department will send a letter and detailed sampling program in October of each year.

Winter

- Monitor salinity of water flowing from the re-diversion at Scott Road during winter months to ensure salinity is not above 1200mS/m.
- Examine road culverts on Darkan Road south to ensure they are not blocked by debris or weeds and to allow the swamps to drain effectively.
- Weed control – lupins and bridal creeper at boat ramp end of lake.

When required

- Clean algae from boat ramp.
- Update map on shire website.

When funding available

- All access pathway.
- Additional shade shelters and BBQ facilities at the ski take off area.
- Investigate possibility of creating an easement to protect redirection structure and allow shire access.
- Seek funding for reducing salinity further upstream as part of Landcare within the Shire.
- Update signage in the picnic area.

APPENDIX 4 - PROPOSED SALINITY SAMPLING SITE



12.6 Update to 2022-2023 Schedule of Fees and Charges
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File Reference:	ADM 331
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont – Chief Executive Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	14 September 2022
Disclosure of Interest:	Nil
Attachments:	1. Schedule of Fees and Charges

Summary:

Council is requested to consider amending its 2022/2023 Schedule of Fees and Charges to remove the following note from the Town Planning Application Fees section:

“Development Applications in Wellington Catchment that would not otherwise require Development Approval in other areas of the Shire will not be charged a fee.”

Background:

The author is not aware of the origins of the inclusion in Council’s Schedule of Fees and Charges of the above reference to the Wellington Catchment. On 12 September 2022, however, the reference was noted by the Shire’s Planning Consultant, who subsequently advised the author.

Comment:

The Planning Consultant believes that the note is doing a disservice to Council as it prevents the Shire from recouping the costs it incurs for the referral and consideration of applications in the Wellington Catchment. We should not be restricting ourselves from charging genuine fees when our revenue streams are already quite limited.

Consultation:

Shire Planning Consultant

Statutory Environment:

Local government Act 1995
Division 5 Financing Local Government Activities
Subdivision 2 Fees and charges

Policy Implications:

Nil

Financial Implications:

Negligible overall effect although any additional revenue is of benefit.

Strategic Implications:

West Arthur Towards 2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome 5.3: Establish and maintain sound business and governance structures

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher

the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Missed opportunity for revenue.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(4) Low
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(1) Insignificant
Principal Risk Theme	Errors, omissions or delays
Risk Action Plan (Controls or Treatment Proposed)	Update the Schedule of Fees and Charges as discussed.

Voting Requirements:

Absolute majority

Officer Recommendation:

That Council:

1. Amend its 2022/2023 Schedule of Fees and Charges to remove the following note from the Town Planning Application Fees section:

“Development Applications in Wellington Catchment that would not otherwise require Development Approval in other areas of the Shire will not be charged a fee.”

2. Give local public notice of its intention to charge Development Application fees for matters relating to properties located within the Wellington Catchment

Moved: _____

Seconded: _____

ATTACHMENT

Schedule of Fees and Charges

SHIRE OF WEST ARTHUR SCHEDULE OF FEES AND CHARGES 2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
GENERAL PURPOSE FUNDING						
	<u>Rates</u>					
I031714	Instalment Fee - per instalment	LG Act 1995 S6.45	instalment > first	5	exempt	5
I031732	Rate enquiry fee (Account enquiry fee for amount)	LG Act 1995 S6.16	per enquiry	50	exempt	50
	Full orders and requisitions -			73	exempt	73
I033020	Surcharge for payment of rates, ESL or rubbish charge by credit card		payment amount * 0.75%	0.682%	0.068%	0.75%
	Penalty Interest		7%			
	Instalment Interest		3%			
GOVERNANCE						
	<u>Photocopying</u>					
I043003	Photocopy (black and white) A4	LG Act 1995 S6.16	per copy	0.45	0.05	0.50
	Photocopy (colour) A4		per copy	0.86	0.09	0.95
	Photocopy (black and white) A3		per copy	0.86	0.09	0.95
	Photocopy (colour) A3		per copy	1.73	0.17	1.90
	(Copy of Shire documents only. General photocopying service available at CRC)					
	<u>Postage</u>		actual cost	various		
	<u>Freedom of Information</u>					
	Application fee for non personal information	WA FOI Act 1992		30	exempt	30
	Application fee for personal information		no fee			
	FOI photocopying		per copy	0.20	exempt	0.20
	Staff time (search and discovery of documents)		per hour	30	exempt	30
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	per map	16.36	1.64	18
	<u>Dogs</u>					
	Kennel license	Dog Regs 2013 R17	per annum	200	exempt	200
I052110	Impounding fee and sustenance					
	Kennel Inspection fee		per annum	90.91	GST	100
	Dog Pound Fee			55.00	Free	55.00
	Dog Sustenance Charge (per day)			22.73	2.27	25.00
	Surrender of Dog			105.00	Free	105.00
I052120	<u>Dog Registration</u>					
	Unsterilised - 1 year	Dog Regs 2013 R17	per dog	50	exempt	50
	Unsterilised - 3 year		per dog	120	exempt	120
	Unsterilised - lifetime		per dog	250	exempt	250
	Sterilised - 1 year		per dog	20	exempt	20
	Sterilised - 3 year		per dog	42.50	exempt	42.50
	Sterilised - lifetime		per dog	100	exempt	100
	(Dogs owned by pensioner - 50% of fee; Droving dogs - 25% of fee)					
	<u>Cats</u>					
I052110	Impounding fee and sustenance					
	Cat Pound Fee			55.00	Free	55.00
	Cat Sustenance Charge (per day)			22.73	2.27	25.00
	Surrender of Cat			105.00	Free	105.00
I052130	<u>Cat Registration</u>	Cat Regs 2012 Sch 3				
	1 year		per cat	20	exempt	20
	3 years		per cat	42.5	exempt	42.5
	Lifetime		per cat	100	exempt	100
	(Cat owned by pensioner 50% of fee)					
I052110	Infringements and Penalties	Cat Act 2011, Dog Act 1976, Local Laws				as per legislation

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
HEALTH						
I071115	Septic tank application	Health Act 1911		118	exempt	118
I071115	Caravan Park Licence	Car and Camp Regs Sech 3 Div 1		200	exempt	200
	Offensive Trade Licences	Refer to Health Dept Scale of Fees				
	<u>Food Business Vendor Licence</u>					
	Commercial in residential kitchen - initial registration			50	exempt	50
	Low Risk			60	exempt	60
	Medium risk			195	exempt	195
	Very low risk or charitable			free	exempt	free
EDUCATION AND WELFARE						
	<u>Kids Central Membership</u>					
I064010	Kid's Central yearly family membership (pro-rata below 6 months)	LG Act 1995 S6.16	per membership	45.45	4.55	50
	Electric Swipe Key (Authorised for Kids Central)		per key	18.18	1.82	20
	<u>Meals Service</u>					
I061011	Main meal			7	exempt	7
	Dessert	LG Act 1995 S6.16		3	exempt	3
I063015	Bus Service to Bunbury	LG Act 1995 S6.16		13.64	1.36	15
HOUSING						
I091110	<u>Community Housing</u>					
	Unit 1/10 Hillman St	LG Act 1995 S6.16	per week	130	exempt	130
	Unit 2/10 Hillman St		per week	145	exempt	145
	Unit 3/12 Hillman St		per week	145	exempt	145
	Unit 4/12 Hillman St		per week	130	exempt	130
	25 Nangip Crescent		per week	150	exempt	150
	18 Gibbs Street		per week	150	exempt	150
I091111	<u>Use of Staff Housing by Non Staff</u>					
	52 Hillman Street	LG Act 1995 S6.16	per week	187	exempt	187
	10 Gibbs Street		per week	187	exempt	187
	31 Arthur Street		per week	153	exempt	153
	7 Hillman Street		per week	128	exempt	128
	8 Hillman Street		per week	163	exempt	163
I091105	<u>GROH Housing</u>					
	11 King Street	LG Act 1995 S6.16	per week	560	exempt	560
	6 Hillman Street	Lease agreement	per week	550	exempt	550
COMMUNITY AMENITIES						
I102160	Asbestos Disposal (plus cost of staff time and equipment)	LG Act 1995 S6.16	cubic metre	50	5	55
	<u>Rubbish Rates</u>					
I101110	Rubbish Collection		per service - refuse and recycle	205	exempt	205
	Recycle bin - non service areas	LG Act 1995 S6.16		64.00	exempt	64.00
I107140	<u>Cemetery Fees</u>	LG Act 1995 S6.16				
	Interments			518	52	570
	Re-opening of grave for exhumation (Where contractors used - cost)			518	52	570
	Re-interment after exhumation (Where contractors used - cost)			518	52	570
	Permission to erect a headstone, a monument to enclose with, kerb any grave, to erect a nameplate			30	0	30
	Grave Reservation Fee			50	0	50
	Niche Wall - includes reservation fee - single			30	0	30

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
	Niche Wall - includes reservation fee double (Cost of Niche Wall plaque additional)			60	0	60

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
I106390	Town Planning Application Fees	PD Regs 2009				
	Less than \$50,000			147	exempt	147
	More than \$50,000 but not more than \$500,000		0.32% of estimated development cost	as per schedule	exempt	as per schedule
	More than \$500 000 but not more than \$2.5 million		\$1,700, + 0.257% for every \$1 in excess of \$500,000	as per schedule	exempt	as per schedule
	More than \$2.5 million but not more than \$5 million		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	as per schedule	exempt	as per schedule
	More than \$5 million but not more than \$21.5 million		\$12,633 + 0.123% for every \$1 in excess of \$5 million	as per schedule	exempt	as per schedule
	More than \$21.5 million			34196	exempt	34196
	Change of Use			295	exempt	295
	Extractive industry			739	exempt	739
	Home business, home occupation, Cottage industry			222	exempt	222
	Advertising		at cost		applicable	
	Development application fees do not apply to not for profit community groups					
	Development Applications in Wellington Catchment that would not otherwise require Development Approval in other areas of the Shire will not be charged a fee.					
	All other planning fees maximum fee allowed by Department of Planning					

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
RECREATION AND CULTURE						
I111110	<u>Darkan Town Hall</u>					
	Functions including kitchen and at least one hall	LG Act 1995 S6.16	per use	100	10	110
	Meetings including use of kitchen		per use	70	7	77
	Meetings not including use of kitchen (using one area of hall)		per use	40	4	44
	Community activities		per use	20	2	22
	Hire of tables - Darkan Town Hall		per item	9.09	0.91	10
	Hire of chairs - Darkan Town Hall		per item	1.82	0.18	2
	A bond of \$200 is applicable on all function bookings and all equipment hire bookings.					
	<i>Local community and not for profit groups have free use of the Darkan Town Hall.</i>					
I111110	<u>Arthur River Hall</u>					
	Functions		per use	100	10	110
	<i>Local community groups have free use of the Darkan Town Hall.</i>					
I112110	<u>Darkan Swimming Pool</u>					
	Single Membership		per annum	73	7	80
	Family Membership		per annum	109	11	120
	Student Membership (between the age of 18 and 23)		per annum	18	2	20
	Visitors - Adults		per visit	2.73	0.27	3
	Visitors - Children		per visit	1.82	0.18	2
	Group course fees		per person	15	1.50	16.5
	Individual course fees		per person	45	4.50	49.5
	Baby swim classes - Pool Member		per student	7	0.73	8
	Baby swim classes - Non-Pool Member		per student	10	1	11
	Swipe Key (Authorised for Darkan Swimming Pool)		per key	18	1.82	20
	Swim coaching			at cost		
	Swim club - pool member			5	0.45	5
	Swim club - non pool member			6	0.64	7
I113140	<u>Community Gym Membership to 30 June 2022</u>					
	Single			59.09	5.91	65
	Family			90.91	9.09	100
	Concession (pro-rata if below 6 months)			27.27	2.73	30.00
	<u>Equipment Hire</u>					
	Hire of Chairs (only the old orange style hall chairs)			0.30	0.03	0.33
I116110	<u>History Books</u>					
	Hard Cover			25.00	2.50	27.50
	Paperback (Postage extra)			17.27	1.73	19.00
				At cost		
I147120	<u>The Shed to 30 June 2022</u>					
	Membership - Yearly (pro-rata below 6 months)			54.55	5.45	60.00
	Membership - Pensioner/Seniors Concession			36.36	3.64	40.00
	Locker Hire			9.09	0.91	10.00
	Hourly Rate			27.27	2.73	30.00
	Social membership			4.55	0.45	5.00

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
ECONOMIC SERVES						
	<u>Scheme Standpipe Water</u>					
I134130	Community standpipe water	LG Act S6.16	per kilolitre	2.50	exempt	2.50
	Commercial standpipe water - per kilolitre	LG Act S6.16	per kilolitre	10.00	exempt	10.00
	Deposit Growden Place Standpipe key (held in shire account)			25.00	0.00	25.00
	<u>Duranillin Water Supply</u>					
I136110	Annual service charge		Per annum	120	exempt	120
I134120	Water Usage (first 100kl)		Per kilolitre	3.50	exempt	3.50
	Water Usage (next 300kl)		Per kilolitre	5.00	exempt	5.00
	Water Usage (above 400kl)		Per kilolitre	8.00	exempt	8.00
	<u>Building Permit Fees</u>					
I133110	Building Permit Fees are in accordance with Building Reg 2012					
	Building Act fees Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)					
	Uncertified application for a building or demolition permit (minimum fee)		per permit			
	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00					
	Certified application (minimum fee)	Building Regs S16 (1)	per permit			
	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00					
	Certified application for building permit for Class 2 to 9 buildings	Building Reg 2012 Reg 12	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.09%
	Application for demolition permit Class 1 or 10 buildings	Building Reg 2012 Reg 14	Building Regulations 2012			110.00
	Application for demolition permit Class 2 to 9 buildings	Building Reg 2012 Reg 15	Per storey Building Regulations 2012			110.00
	Application to extend Demolition permit I	Building Reg 2012 Reg 16	Building Regulations 2012			110.00
	Application for occupancy permit	Building Reg 2012 Reg 17	Building Regulations 2012			110.00
	Application for temporary occupancy permit	Building Reg 2012 Reg 18	Building Regulations 2012			110.00
	Application for the modification of an occupancy permit for additional use on a temporary basis	Building Reg 2012 Reg 19	Building Regulations 2012			110.00
	Application for a replacement occupancy permit for permanent change of the buildings use classification	Building Reg 2012 Reg 20	Building Regulations 2012			110.00

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
	Application for occupancy permit for a building in respect of which unauthorised work has been done	Building Reg 2012 Reg 22	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.18%
	Application for a building approval certificate for a a building in respect of which unauthorised work has been done (s. 51(3))	Building Reg 2012 Reg 23	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.38%
	Swimming Pool Inspection Fee (one off)	Building Reg 2012 Reg 53	Per year			58.50
I132040	<u>Darkan Caravan Park</u>					
	Site (2 people) - three nights at price of two nights.		Per night	18.18	1.82	20
	Extra person (each)/Use of shower only		Per night	4.55	0.45	5
	Use of shower for non-patrons from groups pre-approved by the Shire		Per night	4.55	0.45	5
	Site (2 people)		Per week	109.09	10.91	120
	Extra person (each)		Per week	27.27	2.73	30
	Chalet (2 people) - staying one night only		Per night	145.45	14.55	160
	Chalet (2 people) - two or more nights		Per night	118.18	11.82	130
	Chalet - extra person per night		Per night	13.64	1.36	15
	Washing Machine		Per cycle	2.73	0.27	3
	Dryer		Per cycle	0.91	0.09	1
	Nissen Hut		Per night	54.55	5.45	60

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
	Legislation	Details	GST (excl) \$	GST \$	Fee	
OTHER PROPERTY AND SERVICES						
	<u>Private Works</u>					
I141110						
	Graders	Per Hour	197.27	19.73	217	
	Prime Mover only or six wheeler		140.91	14.09	155	
	Prime Mover with one trailer		188.18	18.82	207	
	Truck - 5 Tonne		118.18	11.82	130	
	Truck - 10 Tonne		140.91	14.09	155	
	JCB Backhoe		146.36	14.64	161	
	Dozer		216.36	21.64	238	
	Loader		197.27	19.73	217	
	Rollers		150.91	15.09	166	
	Tractor		80.91	8.09	89	
	Tractor with implement		108.18	10.82	119	
	Bobcat		108.18	10.82	119	
	Squirrel (one operator included)		80.91	8.09	89	
	Road Broom (ute and one operator included)		103.64	10.36	114	
	Tree Saw (Includes loader and one operator)		235.45	23.55	259	
	Labour (Labourer/operator)		54.55	5.45	60	
	Works manager		100.00	10.00	112	
	Labour (time & 1/2)		70.91	7.09	78	
	Labour (double time)		86.36	8.64	95	
	(All plant above includes operator)					
	Ute	Per km	0.85	0.08	0.93	
	Compactor	Per day	58.18	5.82	64	
		Per m3				
	*Sand (non ratepayer) - per cubic metre	9.00	8.18	0.82	9	
	*Gravel (non ratepayer) - per cubic metre	9.00	100.00	10.00	9	
	* Gravel or sand supplied to ratepayers will be at cost plus plant and labour					
	Second Hand Grader Blades (or sold with scrap metal)	5.50	5.00	0.50	5.50	
		Per Tonne				
	Blue Metal - seconds (per tonne)	30.00	27.27	2.73	30	
	Blue Metal - not seconds (per tonne)	50.00	45.45	4.55	50	
	<u>Staff Housing</u>					
	(Rental by non Shire staff will be 200% of the applicable charge)					
	15 Nangip Crescent					as per contract
	52 Hillman Street		93.50	exempt	93.50	
	10 Gibbs Street		93.50	exempt	93.50	
	22 Hillman Street			exempt		as per contract
	31 Arthur Street		76.50	exempt	76.50	
	7 Hillman Street		64.00	exempt	64.00	
	8 Hillman Street		81.50	exempt	81.50	
I141035	<u>Special Series - AW Number Plates</u>					
	DPI Fee		cost	exempt	cost	
	Shire additional fee		45.45	4.55	50	

13. FINANCE**13.1 Financial Reports – July and August 2022**

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Melinda King – Manager Financial Reporting
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	15 September 2022
Disclosure of Interest:	N/A
Attachments:	1. Financial Report – July 2022 2. Financial Report – August 2022

Summary:

Consideration of the financial reports for the periods ending 31 July 2022 and 31 August 2022.

Background:

The financial reports for the periods ending 31 July 2022 and 31 August 2022 are included as attachments.

Comment:

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

Consultation:

Not applicable.

Statutory Environment:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Not applicable.

Risk Implications:

Risk	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Impact / Consequence	N/A
Risk Rating (Prior to Treatment or Control)	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Officer Recommendation:

That the financial reports for the periods ending 31 July 2022 and 31 August 2022 as presented be accepted.

Moved: _____

Seconded: _____

ATTACHMENTS

Financial Report – July 2022

Financial Report – August 2022

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2022

	Note	Annual Budget 2022/2023 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,481,341	1,481,341	1,481,231	(110)	(0%)	
Revenue from operating activities							
Rates		1,885,423	0	0	0		
Operating Grants, Subsidies and Contributions	6	550,100	156,812	154,662	(2,150)	(1%)	
Fees and Charges		295,450	24,621	25,713	1,092	4%	
Interest Earnings		118,897	600	843	243	41%	
Other Revenue		68,353	0	393	393		
Profit on Disposal of Assets		20,676	0	0	0		
		2,938,899	182,033	181,611	(422)		
Expenditure from operating activities							
Employee Costs		(1,996,848)	(145,049)	(136,083)	8,966	6%	
Less overhead and wage allocations			4,000	3,739	(261)		
Materials and Contracts		(1,131,500)	(94,292)	(86,618)	7,674	8%	
less Pdepn and POC allocations			400	390	(10)		
Utility Charges		(90,405)	(3,767)	(1,186)	2,581	69%	
Depreciation on Non-Current Assets		(2,217,441)	(50,863)	(43,439)	7,424	15%	
Interest Expenses		(25,062)	0	0	0		
Insurance Expenses		(117,423)	(58,712)	(58,707)	5	0%	
Other Expenditure		(48,000)	0	0	0		
Loss on Disposal of Assets		(17,355)	0	0	0		
		(5,644,034)	(348,282)	(321,904)	26,378		
Operating activities excluded from budget							
Add back Depreciation		2,217,441	50,863	43,439	(7,424)	(15%)	
Adjust (Profit)/Loss on Asset Disposal		(3,321)	0	0	0		
Adjust Provisions and Accruals		0	(38,807)	(38,807)	0	0%	
Amount attributable to operating activities		(491,015)	(154,193)	(135,661)	18,532		
Investing activities							
Grants, Subsidies and Contributions	6	1,200,962	0	0	0		
Proceeds from Disposal of Assets		144,050	0	0	0		
Land and Buildings	7	(734,749)	(3,649)	(3,649)	0	0%	
Infrastructure Assets - Roads	7	(1,083,221)	0	0	0		
Infrastructure Assets - Other	7	(627,656)	(4,000)	(4,129)	(129)	(3%)	
Plant and Equipment	7	(635,696)	0	0	0		
Furniture and Equipment	7	0	0	0	0		
Amount attributable to investing activities		(1,736,310)	(7,649)	(7,778)	(129)		
Financing Activities							
Proceeds from Self Supporting Loan - repayments		29,031	0	0	0		
Transfer from Reserves	5	993,650	0	0	0		
Repayment of Debentures		(101,198)	0	0	0		
Proceeds from new borrowings		270,000	0	0	0		
Transfer to Reserves	5	(445,499)	0	(280)	(280)		
Amount attributable to financing activities		745,984	0	(280)	(280)		
					0		
Closing Funding Surplus (Deficit)	2	0	1,319,499	1,337,512	18,013	1%	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2022/23 year is \$10,000 or 10% whichever is the greater.

There is no reportable variance to 31 July 2022

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2022	Current 31 Jul 2022
		\$	\$
Current Assets			
Cash Unrestricted	3	1,331,333	1,303,563
Cash Restricted - reserves	5	2,834,020	2,834,300
Cash Restricted - unspent grants		512,197	665,304
Receivables - Rates	4	131,031	127,470
Receivables - Other	4	174,351	88,128
Inventories		17,256	17,256
		5,000,188	5,036,021
Less: Current Liabilities			
Payables		(172,740)	(198,905)
Unspent grants, contributions and reimbursements 21/22		(512,197)	(512,197)
Unspent grants, contributions and reimbursements current 22/23		0	(153,107)
		(684,937)	(864,209)
Less: Cash Reserves	5	(2,834,020)	(2,834,300)
Net Current Funding Position		1,481,231	1,337,512

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	139,724			139,724	NAB	0.01%	At Call
Municipal Bank - Bendigo	129,042			129,042	Bendigo	0.01%	At Call
Municipal Cash Maximiser	1,700,000			1,700,000	NAB	0.20%	At Call
Trust Bank Account			1,526	1,526	NAB	0.01%	At Call
Trust Cash Maximiser			70,269	70,269	NAB	0.20%	At Call
Reserve Cash Maximiser		1,619,709		1,619,709	NAB	0.20%	At Call
Bendigo Reserve		1,214,591		1,214,591	Bendigo	0.80%	At Call
(b) Term Deposits							
Total	1,968,766	2,834,300	71,795	4,874,861			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 4: Receivables

Receivables - Rates Receivable	31 Jul 2022	30 June 2022	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	200,216	237,534	Receivables - General	3,433	43,548	365	40,782	88,128
Levied this year (incl rubbish & ESL)	0	1,876,228						
<u>Less Collections to date</u>	(8,955)	(1,919,009)	Balance per Trial Balance					
Equals Current Outstanding	191,261	194,753	Sundry Debtors					0
Add paid in advance	5,394	5,463	Receivables - Other					0
Net Rates Collectable	196,655	200,216	Total Receivables General Outstanding					88,128
% Collected	4.47%	90.79%						
Less Recognised as doubtful	(69,185)	(69,185)						

Amounts shown above include GST (where applicable)

90+ day amount includes funding including \$36,669 LRCI to be received when annual report/acquittal finalised and accepted.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	121,149	3,634	12	0	0	0	0	0	0
Plant Reserve	454,017	13,620	45	290,178	0	(194,650)	0	0	0
Building Reserve	734,309	22,029	73	0	0	(565,000)	0	0	0
Town Development Reserve	1,528	46	0	0	0	0	0	0	0
Recreation Reserve	163,284	4,900	16	0	0	0	0	0	0
Heritage Reserve	6,091	183	1	300	0	0	0	0	0
Community Housing Reserve	169,135	5,074	17	20,000	0	(50,000)	0	0	0
Waste Management Reserve	122,753	3,683	12	0	0	(100,000)	0	0	0
Darkan Swimming Pool Reserve	49,219	1,477	5	5,000	0	0	0	0	0
Information Technology Reserve	66,549	1,996	7	3,000	0	(14,000)	0	0	0
Darkan Sport and Community Centre Reserve	325,422	9,763	32	30,000	0	0	0	0	0
Arthur River Country Club Renewal Reserve	40,150	1,205	4	6,000	0	0	0	0	0
Museum Reserve	128,701	3,861	13	0	0	(5,000)	0	0	0
Moodiarrup Sports Club Reserve	17,581	527	2	5,000	0	0	0	0	0
Landcare Reserve	32,989	990	3	0	0	(5,000)	0	0	0
Corporate Planning and Valuation Reserve	19,945	598	2	0	0	(16,000)	0	0	0
Kids Central Members Reserve	7,156	215	1	0	0	0	0	0	0
The Shed Reserve	12,824	385	1	0	0	0	0	0	0
Recreation Trails Reserve	1,218	36	0	0	0	0	0	0	0
Community Gym Reserve	12,003	360	1	1,000	0	(9,000)	0	0	0
Economic Development Reserve	113,847	3,415	11	0	0	(35,000)	0	0	0
Road Reserve	234,148	7,024	23	0	0	0	0	0	0
	2,834,020	85,021	280	360,478	0	(993,650)	0	2,285,869	2,834,300

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)+(g)	Comment
				\$	\$	\$	\$	\$	
General Purpose Funding									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	55,000	0	0	0	0	
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	80,000	0	0	0	0	
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	49,844	0	12,461	(10,311)	2,150	
FESA Grant - Arthur River Fire Shed	Dept. of Fire & Emergency Services	Non-operating	0	0	3,649	0	0	0	
Purchase of generators		Non-operating	0	0	13,498	0	0	0	
Education and Welfare									
Covid-19 Youth Recovery Grants Program	Department of Communities Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	5,000	0	0	0	0	Youth grant carried forward to 22/23
Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	476,544	0	0	0	
Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating	0	214,000	0	0	0	0	
Other small grants - events		Non-operating	0	1,000	0	0	0	0	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	0	0	0	
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	377,394	150,957	0	150,957	
Direct Grant	Main Roads - Direct Grant	Operating	0	144,256	0	144,256	0	0	
TOTALS			0	549,100	1,200,962	307,674	(10,311)	153,107	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	493,256	0	144,256	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	54,844	0	12,461	(10,311)	2,150	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	1,000	1,200,962	150,957	0	150,957	
TOTALS			0	549,100	1,200,962	307,674	(10,311)	153,107	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Land and Buildings									
Law, Order and Public Safety									
	Arthur River Fire Shed	0	(3,649)	(3,649)	0	(3,649)	(3,649)	0	Funded by ESL Capital Grant
Housing									
	Renovations to existing joint venture community housing units	0	0	0	(4,640)	(50,000)	(54,640)	54,640	
Recreation And Culture									
	Darkan Sports Precinct - Upgrade power	0	0	0	0	(90,000)	(90,000)	90,000	
Other Property & Services									
	Staff housing improvements/renovations	0	0	0	(3,360)	(25,000)	(28,360)	28,360	
	New staff house	0	0	0	(14,100)	(500,000)	(514,100)	514,100	
	Office - Shire Depot	0	0	0	(4,000)	(40,000)	(44,000)	44,000	
	Buildings Total	0	(3,649)	(3,649)	(26,100)	(708,649)	(734,749)	731,100	
Infrastructure									
Community Amenities									
	Darkan Refuse Site	0	0	0	(20,000)	(100,000)	(120,000)	120,000	
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	(593)	0	(593)	(30,000)	(362,369)	(392,369)	391,776	
	Lake Towerrinning - Access improvement	0	0	0	(5,000)	(70,000)	(75,000)	75,000	
	Lake Towerrinning - Shade and landscaping	(3,257)	0	(3,257)	(8,000)	(12,287)	(20,287)	17,030	
Economic Development									
	Potable water Infrastructure	(279)	0	(279)	0	(20,000)	(20,000)	19,721	
	Infrastructure Total	(4,129)	0	(4,129)	(63,000)	(564,656)	(627,656)	623,527	
Plant , Equip. & Vehicles									
Transport									
	Loader	0	0	0	0	(320,000)	(320,000)	320,000	
	Water tanker	0	0	0	0	(70,000)	(70,000)	70,000	
	Passenger Vehicles	0	0	0	0	(96,300)	(96,300)	96,300	
	Mower	0	0	0	0	(40,000)	(40,000)	40,000	
	Trailer	0	0	0	0	(82,400)	(82,400)	82,400	
	Generators	0	0	0	0	(26,996)	(26,996)	26,996	
	Plant, Equip & Vehicles Total	0	0	0	0	(635,696)	(635,696)	635,696	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2022

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Roads									
Regional Road Group									
Boyup Brook Arthur Road		0	0	0	(109,492)	(202,100)	(311,592)	311,592	
Darkan Williams Road		0	0	0	(219,068)	(35,431)	(254,499)	254,499	
Regional Road Group Total		0	0	0	(328,560)	(237,531)	(566,091)	566,091	
Roads to Recovery									
Trigwell Bridge Road		0	0	0	(154,094)	(62,871)	(216,965)	216,965	
Howie Road		0	0	0	(102,141)	(18,424)	(120,565)	120,565	
Roads to Recovery Total		0	0	0	(256,235)	(81,295)	(337,530)	337,530	
Shire Funded									
Dust Suppression		0	0	0	(12,600)	(7,000)	(19,600)	19,600	
To be determined		0	0	0	(115,000)	(45,000)	(160,000)	160,000	
Shire Funded Total		0	0	0	(127,600)	(52,000)	(179,600)	179,600	
Roads Total		0	0	0	(712,395)	(370,826)	(1,083,221)	1,083,221	
Capital Expenditure Total		(4,129)	(3,649)	(7,778)	(801,495)	(2,279,827)	(3,081,322)	3,073,544	

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2022

	Note	Annual Budget 2022/2023 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,481,341	1,481,341	1,481,231	(110)	(0%)	
Revenue from operating activities							
Rates		1,885,423	1,881,716	1,881,716	0	0%	
Operating Grants, Subsidies and Contributions	6	550,100	190,562	226,955	36,393	19%	▲
Fees and Charges		295,450	90,492	90,630	138	0%	
Interest Earnings		118,897	2,100	2,091	(9)	(0%)	
Other Revenue		68,353	0	35	35		
Profit on Disposal of Assets		20,676	0	0	0		
		2,938,899	2,164,870	2,201,427	36,557		
Expenditure from operating activities							
Employee Costs		(1,996,848)	(318,077)	(293,479)	24,598	8%	
Less overhead and wage allocations			8,000	7,505	(495)		
Materials and Contracts		(1,131,500)	(207,492)	(199,874)	7,618	4%	
less Pdepn and POC allocations			1,694	1,589	(105)		
Utility Charges		(90,405)	(15,068)	(7,615)	7,453	49%	
Depreciation on Non-Current Assets		(2,217,441)	(101,726)	(106,691)	(4,965)	(5%)	
Interest Expenses		(25,062)	0	0	0		
Insurance Expenses		(117,423)	(58,712)	(58,707)	5	0%	
Other Expenditure		(48,000)	0	0	0		
Loss on Disposal of Assets		(17,355)	0	0	0		
		(5,644,034)	(691,380)	(657,272)	34,108		
Operating activities excluded from budget							
Add back Depreciation		2,217,441	101,726	106,691	4,965	5%	
Adjust (Profit)/Loss on Asset Disposal		(3,321)	0	0	0		
Adjust Provisions and Accruals		0	(38,807)	(38,807)	0	0%	
Amount attributable to operating activities		(491,015)	1,536,408	1,612,039	75,631		
Investing activities							
Grants, Subsidies and Contributions	6	1,200,962	85,439	85,439	0	0%	
Proceeds from Disposal of Assets		144,050	0	0	0		
Land and Buildings	7	(734,749)	(3,649)	(3,649)	0	0%	
Infrastructure Assets - Roads	7	(1,083,221)	0	0	0		
Infrastructure Assets - Other	7	(627,656)	(95,000)	(91,983)	3,017	3%	
Plant and Equipment	7	(635,696)	0	0	0		
Furniture and Equipment	7	0	0	0	0		
Amount attributable to investing activities		(1,736,310)	(13,210)	(10,193)	3,017		
Financing Activities							
Proceeds from Self Supporting Loan - repayments		29,031	0	0	0		
Transfer from Reserves	5	993,650	0	0	0		
Repayment of Debentures		(101,198)	0	0	0		
Proceeds from new borrowings		270,000	0	0	0		
Transfer to Reserves	5	(445,499)	(1,100)	(1,043)	57	5%	
Amount attributable to financing activities		745,984	(1,100)	(1,043)	57		
					0		
Closing Funding Surplus (Deficit)	2	0	3,003,439	3,082,034	78,595	3%	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2022/23 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions

23271 WALGGC - General Purpose Grant additional received
11063 WALGGC - Local Roads Grant additional received

Employee Costs

24598 Employee cost below budget

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2022	31 Aug 2022
		\$	\$
Current Assets			
Cash Unrestricted	3	1,331,333	1,133,563
Cash Restricted - reserves	5	2,834,020	2,835,064
Cash Restricted - unspent grants		512,197	579,865
Receivables - Rates	4	131,031	2,007,723
Receivables - Other	4	174,351	85,719
Inventories		17,256	17,256
		5,000,188	6,659,190
Less: Current Liabilities			
Payables		(172,740)	(162,227)
Unspent grants, contributions and reimbursements 21/22		(512,197)	(426,758)
Unspent grants, contributions and reimbursements current 22/23		0	(153,107)
		(684,937)	(742,092)
Less: Cash Reserves	5	(2,834,020)	(2,835,064)
Net Current Funding Position		1,481,231	3,082,034

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	137,083			137,083	NAB	0.01%	At Call
Municipal Bank - Bendigo	136,244			136,244	Bendigo	0.01%	At Call
Municipal Cash Maximiser	640,000			640,000	NAB	0.60%	At Call
Trust Bank Account			1,552	1,552	NAB	0.01%	At Call
Trust Cash Maximiser			70,269	70,269	NAB	0.60%	At Call
Reserve Cash Maximiser		180		180	NAB	0.60%	At Call
Bendigo Reserve		293		293	Bendigo	0.80%	At Call
(b) Term Deposits							
Municipal term deposit	800,000			800,000	BOQ	3.45%	13/02/2023
Reserve term deposit		1,214,591		1,214,591	BOQ	3.45%	13/02/2023
Reserve term deposit		1,620,000		1,620,000	Bendigo	3.30%	11/02/2023
Total	1,713,327	2,835,064	71,821	4,620,212			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 4: Receivables

Receivables - Rates Receivable	31 Aug 2022	30 June 2022	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	200,216	237,534	Receivables - General	5,575	892	38,105	41,147	85,719
Levied this year (incl rubbish & ESL)	1,989,821	1,876,228						
<u>Less Collections to date</u>	(113,518)	(1,919,009)	Balance per Trial Balance					
Equals Current Outstanding	2,076,519	194,753	Sundry Debtors					0
Add paid in advance	389	5,463	Receivables - Other					0
Net Rates Collectable	2,076,908	200,216	Total Receivables General Outstanding					85,719
% Collected	5.18%	90.79%						
Less Recognised as doubtful	(69,185)	(69,185)						

Amounts shown above include GST (where applicable)

90+ day amount includes funding including \$36,669 LRCI to be received when annual report/acquittal finalised and accepted.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	121,149	3,634	45	0	0	0	0	0	0
Plant Reserve	454,017	13,620	167	290,178	0	(194,650)	0	563,165	454,184
Building Reserve	734,309	22,029	271	0	0	(565,000)	0	191,338	734,580
Town Development Reserve	1,528	46	1	0	0	0	0	1,574	1,529
Recreation Reserve	163,284	4,900	60	0	0	0	0	168,184	163,344
Heritage Reserve	6,091	183	2	300	0	0	0	6,574	6,093
Community Housing Reserve	169,135	5,074	62	20,000	0	(50,000)	0	144,209	169,197
Waste Management Reserve	122,753	3,683	45	0	0	(100,000)	0	26,436	122,798
Darkan Swimming Pool Reserve	49,219	1,477	18	5,000	0	0	0	55,696	49,237
Information Technology Reserve	66,549	1,996	25	3,000	0	(14,000)	0	57,545	66,574
Darkan Sport and Community Centre Reserve	325,422	9,763	120	30,000	0	0	0	365,185	325,542
Arthur River Country Club Renewal Reserve	40,150	1,205	15	6,000	0	0	0	47,355	40,164
Museum Reserve	128,701	3,861	47	0	0	(5,000)	0	127,562	128,748
Moodiarrup Sports Club Reserve	17,581	527	6	5,000	0	0	0	23,108	17,588
Landcare Reserve	32,989	990	12	0	0	(5,000)	0	28,979	33,002
Corporate Planning and Valuation Reserve	19,945	598	7	0	0	(16,000)	0	4,543	19,952
Kids Central Members Reserve	7,156	215	3	0	0	0	0	7,371	7,159
The Shed Reserve	12,824	385	5	0	0	0	0	13,209	12,829
Recreation Trails Reserve	1,218	36	0	0	0	0	0	1,254	1,218
Community Gym Reserve	12,003	360	4	1,000	0	(9,000)	0	4,363	12,008
Economic Development Reserve	113,847	3,415	42	0	0	(35,000)	0	82,262	113,889
Road Reserve	234,148	7,024	86	0	0	0	0	241,172	234,235
	2,834,020	85,021	1,044	360,478	0	(993,650)	0	2,285,869	2,835,064

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)+(g)	Comment
				\$	\$	\$	\$	\$	
General Purpose Funding									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	55,000	0	37,021	0	0	
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	80,000	0	31,063	0	0	
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	49,844	0	12,461	(10,311)	2,150	
FESA Grant - Arthur River Fire Shed	Dept. of Fire & Emergency Services	Non-operating	0	0	3,649	0	0	0	
Purchase of generators		Non-operating	0	0	13,498	0	0	0	
Education and Welfare									
Covid-19 Youth Recovery Grants Program	Department of Communities Dept. of Infrastructure, Transport, Regional	Operating - Tied	0	5,000	0	0	0	0	Youth grant carried forward to 22/23
Federal Road & Community Infrastructure - Phase 3	Development and Communications	Non-operating	0	0	476,544	85,439	(85,439)	0	
Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional								
Operating grant	Development and Communications	Operating	0	214,000	0	0	0	0	
Other small grants - events		Non-operating	0	1,000	0	0	0	0	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	0	0	0	
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	377,394	150,957	0	150,957	
Direct Grant	Main Roads - Direct Grant	Operating	0	144,256	0	144,256	0	0	
TOTALS			0	549,100	1,200,962	461,197	(95,750)	153,107	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	493,256	0	212,340	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	54,844	0	12,461	(10,311)	2,150	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	1,000	1,200,962	236,396	(85,439)	150,957	
TOTALS			0	549,100	1,200,962	461,197	(95,750)	153,107	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance Total YTD to Budget	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget		
		\$	\$	\$	\$	\$	\$		
Land and Buildings									
Law, Order and Public Safety									
	Arthur River Fire Shed	0	(3,649)	(3,649)	0	(3,649)	(3,649)	0	Funded by ESL Capital Grant
Housing									
	Renovations to existing joint venture community housing units	0	0	0	(4,640)	(50,000)	(54,640)	54,640	
Recreation And Culture									
	Darkan Sports Precinct - Upgrade power	0	0	0		(90,000)	(90,000)	90,000	
Other Property & Services									
	Staff housing improvements/renovations	0	0	0	(3,360)	(25,000)	(28,360)	28,360	
	New staff house	0	0	0	(14,100)	(500,000)	(514,100)	514,100	
	Office - Shire Depot	0	0	0	(4,000)	(40,000)	(44,000)	44,000	
	Buildings Total	0	(3,649)	(3,649)	(26,100)	(708,649)	(734,749)	731,100	
Infrastructure									
Community Amenities									
	Darkan Refuse Site	0	0	0	(20,000)	(100,000)	(120,000)	120,000	
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	(5,559)	(82,888)	(88,447)	(30,000)	(362,369)	(392,369)	303,922	
	Lake Towerrinning - Access improvement	0	0	0	(5,000)	(70,000)	(75,000)	75,000	
	Lake Towerrinning - Shade and landscaping	(3,257)	0	(3,257)	(8,000)	(12,287)	(20,287)	17,030	
Economic Development									
	Potable water Infrastructure	(279)	0	(279)	0	(20,000)	(20,000)	19,721	
	Infrastructure Total	(9,095)	(82,888)	(91,983)	(63,000)	(564,656)	(627,656)	535,673	
Plant , Equip. & Vehicles									
Transport									
	Loader	0	0	0	0	(320,000)	(320,000)	320,000	
	Water tanker	0	0	0	0	(70,000)	(70,000)	70,000	
	Passenger Vehicles	0	0	0	0	(96,300)	(96,300)	96,300	
	Mower	0	0	0	0	(40,000)	(40,000)	40,000	
	Trailer	0	0	0	0	(82,400)	(82,400)	82,400	
	Generators	0	0	0	0	(26,996)	(26,996)	26,996	
	Plant, Equip & Vehicles Total	0	0	0	0	(635,696)	(635,696)	635,696	
Roads									
Regional Road Group									
	Boyup Brook Arthur Road	0	0	0	(109,492)	(202,100)	(311,592)	311,592	
	Darkan Williams Road	0	0	0	(219,068)	(35,431)	(254,499)	254,499	
	Regional Road Group Total	0	0	0	(328,560)	(237,531)	(566,091)	566,091	
Roads to Recovery									
	Trigwell Bridge Road	0	0	0	(154,094)	(62,871)	(216,965)	216,965	
	Howie Road	0	0	0	(102,141)	(18,424)	(120,565)	120,565	
	Roads to Recovery Total	0	0	0	(256,235)	(81,295)	(337,530)	337,530	
Shire Funded									
	Dust Suppression	0	0	0	(12,600)	(7,000)	(19,600)	19,600	
	To be determined	0	0	0	(115,000)	(45,000)	(160,000)	160,000	
	Shire Funded Total	0	0	0	(127,600)	(52,000)	(179,600)	179,600	
	Roads Total	0	0	0	(712,395)	(370,826)	(1,083,221)	1,083,221	
Capital Expenditure Total		(9,095)	(86,537)	(95,632)	(801,495)	(2,279,827)	(3,081,322)	2,985,690	

13.2 Accounts for Payment – August 2022

File Reference: N/A
Location: N/A
Applicant: N/A
Author: Melinda King – Manager Financial Reporting
Authorising Officer: Vin Fordham Lamont – Chief Executive Officer
Date: 15 September 2022
Disclosure of Interest: N/A
Attachments: Cheque Listing – August 2022

Summary:

Council to endorse payments of accounts for August 2022 as listed.

Background:

The schedule of accounts for payment is included as an attachment for Council information.

Comment:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

Consultation:

There has been no consultation.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making
- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
 - (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.
13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;
 and
 - (b) the date of the meeting of the council to which the list is to be presented.
 - (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

There are no strategic implications.

Risk Implications:

Risk	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Impact / Consequence	N/A
Risk Rating (Prior to Treatment or Control)	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 11082022.1 – 11082022.33, 24082022.1 – 24082022.25, Cheque 020072, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$462,614.89 listed (attached) be noted as approved for payment.

Moved: _____

Seconded: _____

ATTACHMENT

Accounts for Payment Listing – August 2022

Shire of West Arthur
Accounts for Payment
August 2022

Date	Num	Name	Original Amount
04/08/2022	EFT	SALARIES AND WAGES	53,526.15
		PAYROLL	
05/08/2022	DEBIT	ASGARD SUPER	105.62
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	AUSTRALIAN ETHICAL SUPER FUND	129.41
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	AUSTRALIAN SUPER	1,941.67
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	AWARE SUPER	6,019.89
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	CBUS	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	COLONIAL FIRST STATE	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	D AND K MELBOURNE SUPERANNUATION FUND	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	PRIME SUPER	239.51
		FORTNIGHTLY SUPERANNUATION PAYMENT	
05/08/2022	DEBIT	SUNSUPER	28.91
		FORTNIGHTLY SUPERANNUATION PAYMENT	
11/08/2022	11082022.1	ADROIT INFORMATION MANAGEMENT	5,720.00
		FILING - RECORD KEEPING - SUPPORT PROVIDED - QUOTING ON STATIONERY NEEDS	
11/08/2022	11082022.2	AIR LIQUIDE	88.96
		FACILITY FEES ON CYLINDERS - JULY 2022	
11/08/2022	11082022.3	BLACKWOOD BASIN GROUP (INC)	4,204.20
		LANDCARE SUPPORT FOR APRIL-JUNE 2022	
11/08/2022	11082022.4	BURGESS RAWSON	165.11
		WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 1/6/22-2/8/22	
11/08/2022	11082022.5	DARDANUP BUTCHERING COMPANY	179.03
		SENIOR MEALS MEAT ORDER	
11/08/2022	11082022.6	DARKAN AGRI SERVICES	1,761.80
		GAS, PEST CONTROL, PARKS AND GARDENS SUPPLIES, CLEANING EQUIPMENT, ASPHALT, BUCKET FOR POOL	
11/08/2022	11082022.7	DARKAN DISTRICTS SPORTS CLUB INC	250.00
		COMMUNITY BUILDERS - SPORTS COMPLEX HIRE	
11/08/2022	11082022.8	DUFF ELECTRICAL CONTRACTING	110.00
		CONNECT NEW ELECTRIC STOVE AT 15 NANGIP CRS DARKAN	
11/08/2022	11082022.9	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH OF AUGUST 2022	
11/08/2022	11082022.10	FLEAYS STORE	68.80
		OFFICE AND COUNCIL REFRESHMENTS - JULY 2022	
11/08/2022	11082022.11	FUEL DISTRIBUTORS OF WA	22,956.02
		11,500L DIESEL AND 1,000L UNLEADED	
11/08/2022	11082022.12	IN2BALANCE PTY LTD	34,210.00
		RATE BOOK ONLINE ANNUAL SUBSCRIPTION AND SUPPORT	
11/08/2022	11082022.13	INTEGRATED ICT	2,499.64
		MONTHLY SUBSCRIPTION AND SERVICE FEES - JULY 2022	
11/08/2022	11082022.14	LGISWA	86,423.84
		2022/2023 INSURANCE POLICY RENEWAL	
11/08/2022	11082022.15	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	396.00
		ABS POPULATION JULY 2021 ANALYTICAL SERVICES	
11/08/2022	11082022.16	LUSH FIRE & PLANNING	2,002.00
		SHED QUERY, RURAL SUBDIVISION QUERY, B&B APPLICATION, DPLH ADVERTISING	
11/08/2022	11082022.17	MOORE AUSTRALIA (WA) PTY LTD	1,980.00
		FINANCIAL REPORTING WORKSHOP	
11/08/2022	11082022.18	OFFICEWORKS	269.56
		OFFICE AND SENIORS MEALS STATIONERY	
11/08/2022	11082022.19	P & S GRIGGS PLUMBING	517.00
		ANNUAL RPZ TEST - GROWDEN PLACE STANDPIPE, CLEAR BLOCKAGE AT DARKAN CARAVAN PARK	
11/08/2022	11082022.20	QUOIN CONSULTING	2,640.00
		ARTHUR RIVER HALL EARTHQUAKE DAMAGE - SITE INVESTIGATION & REPORT	
11/08/2022	11082022.21	RAREBITS ON BURROWES 1	150.00
		CATERING FOR JULY 2022 COUNCIL MEETING	
11/08/2022	11082022.22	REGIONAL DEVELOPMENT AUST WHEATBELT INC	467.50
		YEAR 3 (2022) OF 3YR SUBSCRIPTION	
11/08/2022	11082022.23	REGIONAL FIRE & SAFETY	52.80
		DARKAN TOWN HALL/POINEER HALL FIRE BLANKETS & EXTINGUISHERS	

Shire of West Arthur
Accounts for Payment
August 2022

Date	Num	Name	Original Amount
11/08/2022	11082022.24	ROBINSON, BEN & STACEY CHIEF BUSHFIRE CONTROL OFFICER ANNUAL ALLOWANCE 21/22 SEASON	1,000.00
11/08/2022	11082022.25	RW ENGINEERING. COMMUNITY BUILDERS - BUS HIRE	150.00
11/08/2022	11082022.26	SOS OFFICE EQUIPMENT METER READINGS FOR THE FUJI XEROX PRINTER FOR JULY 2022	139.55
11/08/2022	11082022.27	THINKWATER BUNBURY DURA WATER PUMP X 1	2,479.86
11/08/2022	11082022.28	TOLL TRANSPORT PTY LTD THINKWATER FREIGHT	34.83
11/08/2022	11082022.29	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES AND POUND FEES JULY 2022	2,527.25
11/08/2022	11082022.30	WARREN BLACKWOOD WASTE WASTE CHARGES JULY 2022	2,673.38
11/08/2022	11082022.31	WEST ARTHUR COMMUNITY RESOURCE CENTRE DOCTORS HOUR FOR JULY 2022	952.30
11/08/2022	11082022.32	WESTRAC BUNBURY PARTS & REPAIRS - G10 & R10	1,735.34
11/08/2022	11082022.33	WISNIEWSKI JAMES REIMBURSEMENT FOR PPE AND BULBS	583.30
11/08/2022	BPAY	SYNERGY ELECTRICITY USAGE AND SUPPLY CHARGE VARIOUS	1,840.85
11/08/2022	BPAY	TELSTRA TELEPHONE USAGE AND SERVICE CHARGES - VARIOUS	1,251.80
11/08/2022	BPAY	WATER CORPORATION WATER USAGE AND SERVICE CHARGES - VARIOUS	3,251.70
17/08/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086724 1153544803 FEES	1.07
18/08/2022	EFT	SALARIES AND WAGES PAYROLL	50,992.05
18/08/2022	DEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	134.87
18/08/2022	DEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	104.76
18/08/2022	DEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	1,791.97
18/08/2022	DEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	5,745.41
18/08/2022	DEBIT	CBUS FORTNIGHTLY SUPERANNUATION PAYMENT	289.58
18/08/2022	DEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION PAYMENT	274.92
18/08/2022	DEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION PAYMENT	273.37
18/08/2022	DEBIT	PRIME SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	260.84
18/08/2022	DEBIT	SUNSUPER FORTNIGHTLY SUPERANNUATION PAYMENT	28.91
24/08/2022	BPAY	AUSTRALIAN TAXATION OFFICE JULY 2022 BAS	24,654.00
24/08/2022	020072	DEPARTMENT OF TRANSPORT 1 VEHICLE REGISTRATION C5	328.00
24/08/2022	24082022.1	BROOKS HIRE HIRE OF MULTI ROLLER FOR 1 MONTH	2,785.45
25/08/2022	24082022.2	AUSTRALIA POST POSTAGE FOR RATES NOTICES AND BOX OF STAMPS	694.05
25/08/2022	24082022.3	CIVIL AND STRUCTURAL ENGINEERS DARKAN SWIMMING POOL	2,805.00
25/08/2022	24082022.4	CR GRAEME PEIRCE - LAKESIDE CAMPING TRAVEL & SITTING FEES, COMMUNICATIONS & DEPUTY PRESIDENT ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	1,968.94
25/08/2022	24082022.5	DARDANUP BUTCHERING COMPANY MEAT ORDER FOR SENIORS MEALS	174.77
25/08/2022	24082022.6	DEPARTMENT OF COMMUNITIES REFUND OF RENT ON 6 HILLMAN STREET DARKAN 28 JULY - 29 AUG	2,592.89
25/08/2022	24082022.7	FLEAY, BRIAN. REFRESHMENTS AND SAUSAGES FOR WORK CREW FOR SEND OFF AND WELCOME	157.00

Shire of West Arthur
Accounts for Payment
August 2022

Date	Num	Name	Original Amount
25/08/2022	24082022.8	FLEAYS STORE	573.85
		GROCERIES FOR SENIORS MEALS - JULY 2022	
25/08/2022	24082022.9	FORDHAM LAMONT, V	85.00
		HOME INTERNET MONTHLY FEE	
25/08/2022	24082022.10	LOCAL GOVERNMENT PROFESSIONALS AUS WA	110.00
		AGE FRIENDLY COMMUNITIES - TRANSPORT FORUM - VIN FORDHAM LAMONT AND KERRY CHIA	
25/08/2022	24082022.11	MARKET CREATIONS	2,255.00
		CARAVAN PARK - ROOM MANAGER INTEGRATION	
25/08/2022	24082022.12	MUCH PRODUCTIONS	148.00
		DIFFERENCE IN PLATTER SALES THROUGH MUCH PRODUCTIONS AND HARDCOPY TICKET SALES	
25/08/2022	24082022.13	NARROGIN REMOVALS & STORAGE	3,130.00
		WORKS MANAGER FURNITURE REMOVAL FROM WICKEPIN TO DARKAN	
25/08/2022	24082022.14	OXFORD LANDSCAPING COMPANY	37,101.90
		DARKAN RAILWAY RESERVE - LRCI 3	
25/08/2022	24082022.15	PETE'S	406.40
		4 EMBROIDERED PUFFER JACKETS (3XL)	
25/08/2022	24082022.16	RAREBITS ON BURROWES 1	200.00
		COUNCIL MEETING MEAL AUGUST 2022	
25/08/2022	24082022.17	SNAP OSBORNE PARK	933.90
		SHIRE OF WEST ARTHUR RATE NOTICES PRINTED 3 PMS COLOURS ONE SIDE AND BLACK REVERSE	
25/08/2022	24082022.18	SOS OFFICE EQUIPMENT	731.34
		TONER CARTRIDGES - FUJI XEROX APEOS PORT-IV	
25/08/2022	24082022.19	SOUTHERN ATU SERVICES	660.00
		AIR BLOWER PUMP FOR ATU - DARKAN HEALTH & RESOURCE CENTRE	
25/08/2022	24082022.20	TBTC REGIONAL WA	788.00
		NETGEAR NIGHTHAWK (1 X 22 HILLMAN, 1 X 6 HILLMAN)	
25/08/2022	24082022.21	THE COUNTRY WOMENS ASSOC. DARKAN	612.00
		PLATTER SALES FOR 'THE WOMAN WHO COOKED HER HUSBAND'	
25/08/2022	24082022.22	TOLL TRANSPORT PTY LTD	26.43
		FREIGHT - SNAP AND SOS OFFICE	
25/08/2022	24082022.23	VAN RYT INDUSTRIES PTY LTD	54,074.90
		PLAYGROUND EQUIPMENT - DARKAN RAILWAY RESERVE	
25/08/2022	24082022.24	WA CONTRACT RANGER SERVICES PTY LTD	701.25
		RANGER SERVICES 2 AND 10 AUGUST 22	
25/08/2022	24082022.25	WEST ARTHUR COMMUNITY RESOURCE CENTRE	5,035.36
		MEDICAL AND LIBRARY FUNDING FROM 1/7/22-30/9/22	
25/08/2022	BPAY	SYNERGY	1,169.78
		ELECTRICITY USAGE AND SUPPLY CHARGE - VARIOUS	
29/08/2022	BPAY	NAB CREDIT CARD	1,246.00
		VIN FORDHAM LAMONT	
		WALGA FULL DELEGATE REGISTRATION \$1200	
		CARD FEE \$15	
		KOJONUP COUNTRY KITCHEN \$31 - REIMBURSED BY VFL	
30/08/2022	BPAY	TELSTRA	813.71
		TELEPHONE USAGE AND SERVICE CHARGES - VARIOUS	
30/08/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	40.74
		NAB CONNECT FEES ACCESS AND USAGE 30 AUG 22	
31/08/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086852 508314306 FEES	
31/08/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	64.10
		FEE ACCOUNT 086724 508314385 FEES	
		VOUCHERS	AMOUNT
		MUNICIPAL FUND	
		11082022.1 - 11082022.33	180,707.06
		24082022.1 - 24082022.25	118,751.43
		CHEQUES - 020072	328.00
		EFT/DEBIT/BPAY	52,538.15
		SALARIES & WAGES	104,518.20
		LICENSING JUNE 2022 TRANSFERS	5,772.05
		TOTAL	462,614.89

14. PLANNING AND TECHNICAL SERVICES**14.1 Part Closure of Unmade Road Reserve**

File Reference:	ADM 242
Location:	Cordering Road South adjacent to locations 188 and 3432
Applicant:	Michael McKenna
Author:	Geoffrey Lush – Town Planning Consultant
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	12 September 2022
Disclosure of Interest:	Nil
Attachments:	1. Location Plan 2. Enlargement
Previous Reference:	19 October 2021

Summary:

Council in 2021 received a request to close part of an unmade road reserve adjoining Lot 1 Cordering Road South, Bowelling and for the land to be made available for purchase by one of the adjoining landowners. The proposal has now been advertised and no objections have been received.

Background:

This matter was originally considered by Council at its October 2021 Meeting at which time it resolved to authorise the administration to commence the process to close the sections of unmade road reserve near Cordering Road South adjacent to Lots 1 and 3432.

The site location and plan of the proposed closure are shown in Attachments 1 and 2. The length of the closure is approximately 2,030m being land adjacent to Lot 1. Following the closure, the adjoining Lot 3432 would not have any gazetted road frontage. In order to avoid this a 20m deep “frontage” will be maintained as shown in Attachment 2.

It is also noted that Lot 1 has a recent subdivision approval (WAPC Ref No 161813) for a two lot subdivision and this application was considered by Council at its January 2022 Meeting. However, the Planning Commission did not support the original application and instead approved the creation of a 20 hectare homestead lot which recognised the existing dwelling. This does not affect the proposed road closure.

Comment:

The unmade road reserve extends east from Gibbs Road and terminates at the eastern boundary of Lot 1. It does not physically connect to Cordering Road South and is separated by an area of Vacant Crown Land. The road reserve also adjoins Lots 3432 and 3999 which are both owned by R Earnshaw, while the applicant, M McKenna Industrial Property Corporation Pty Ltd owns Lot 1.

The applicant wishes to purchase the road reserve but has not given any reason for this. The road reserve is not maintained by the Shire. If approved by the Minister, the Department will, following the closure, offer the land for sale to the adjacent landowners.

Consultation:

The application has been advertised for a period of 35 days as follows:

1. Publishing a notice in the Western Australian newspaper; and the Bleat local newsletter;
2. Publishing the notice on the Council web page;
3. Notifying the following parties:
 - the adjacent landowners of Lots 3432, 3999 and Lot 1.
 - Department of Planning Lands and Heritage (Vacant Crown Land);
 - South West Settlement Heritage Team (Aboriginal Heritage);

- Department of Biodiversity Conservation and Attractions;
- Department of Water and Environmental Regulation;
- Main Roads Western Australia;
- Western Power; and
- The local bushfire brigade.

Two submissions were received being:

- DWER advising that it has no objection; and
- Western Power advising that it does not provide comments.

Statutory Environment:

- Land Administration Act 1997 – Section 58
- Land Administration Regulations 1998 – Regulation 9.

Regulation 9 stipulates that in requesting the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

Policy Implications:

Nil

Financial Implications:

Survey costs and Landgate fee and charges for the road reserve closure and amalgamation is exclusively the responsibility of the applicant.

Council can charge the applicant for the cost of advertising the application in the Western Australian newspaper.

Strategic Implications:

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025

- Outcome 4.1 – references the road network but does not apply to the application.

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	The Minister may not approve the application.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Risk Likelihood (based on history and with existing controls)	Rare (1) Any non-compliance with the procedures will require correction before approval.
Risk Consequence	Insignificant (1)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	None as the final decision is not made by Council.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council resolve to request the Minister for Lands, through DPLH in accordance with S58 of the Land Administration Act 1997, to proceed with the closure of the non-constructed road reserve adjacent to Lot 1 DP83364 and Lot 3432 DP141425, Cordering Road South in accordance with the plans contained in Attachments 1 and 2.

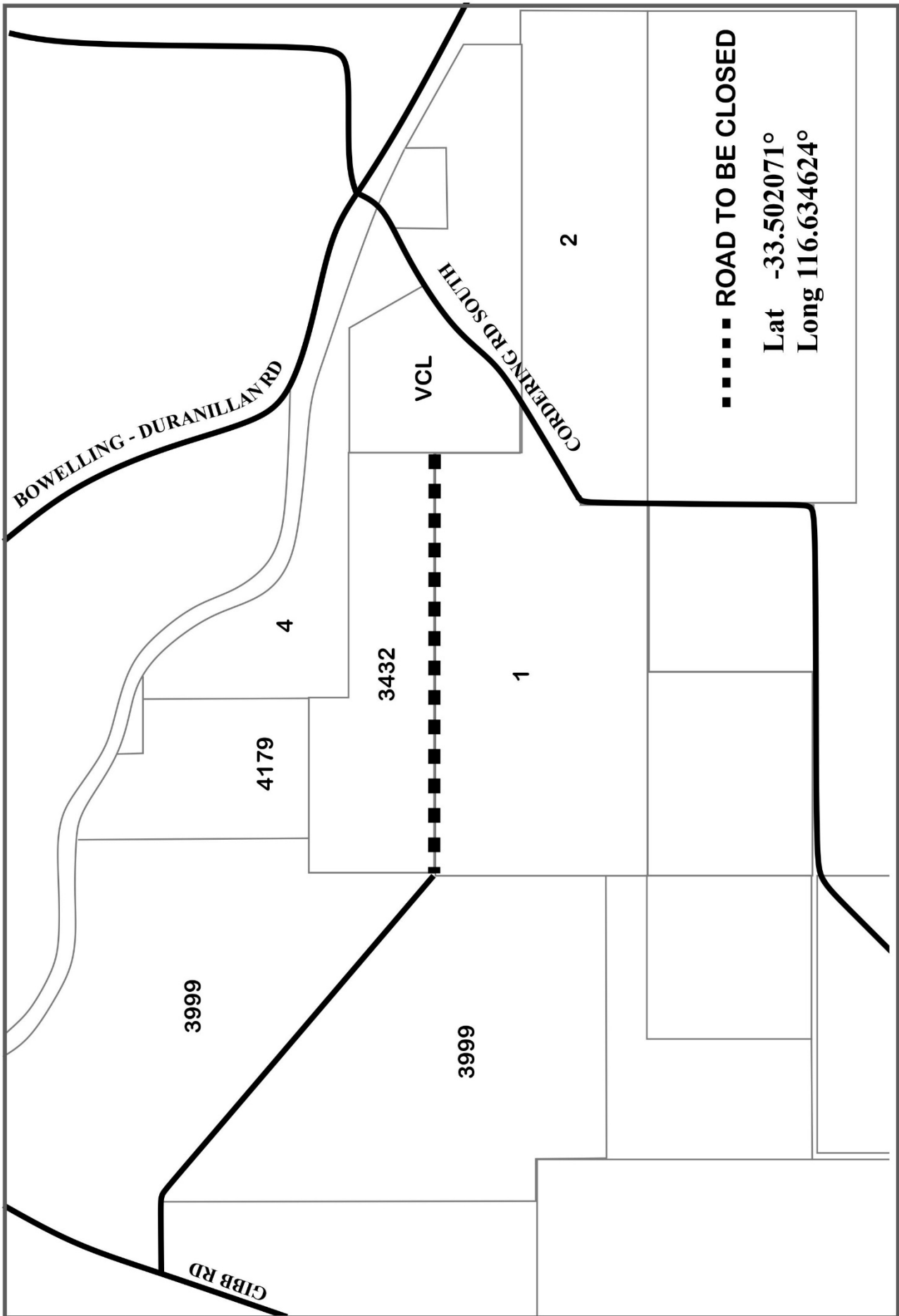
Moved: _____

Seconded: _____

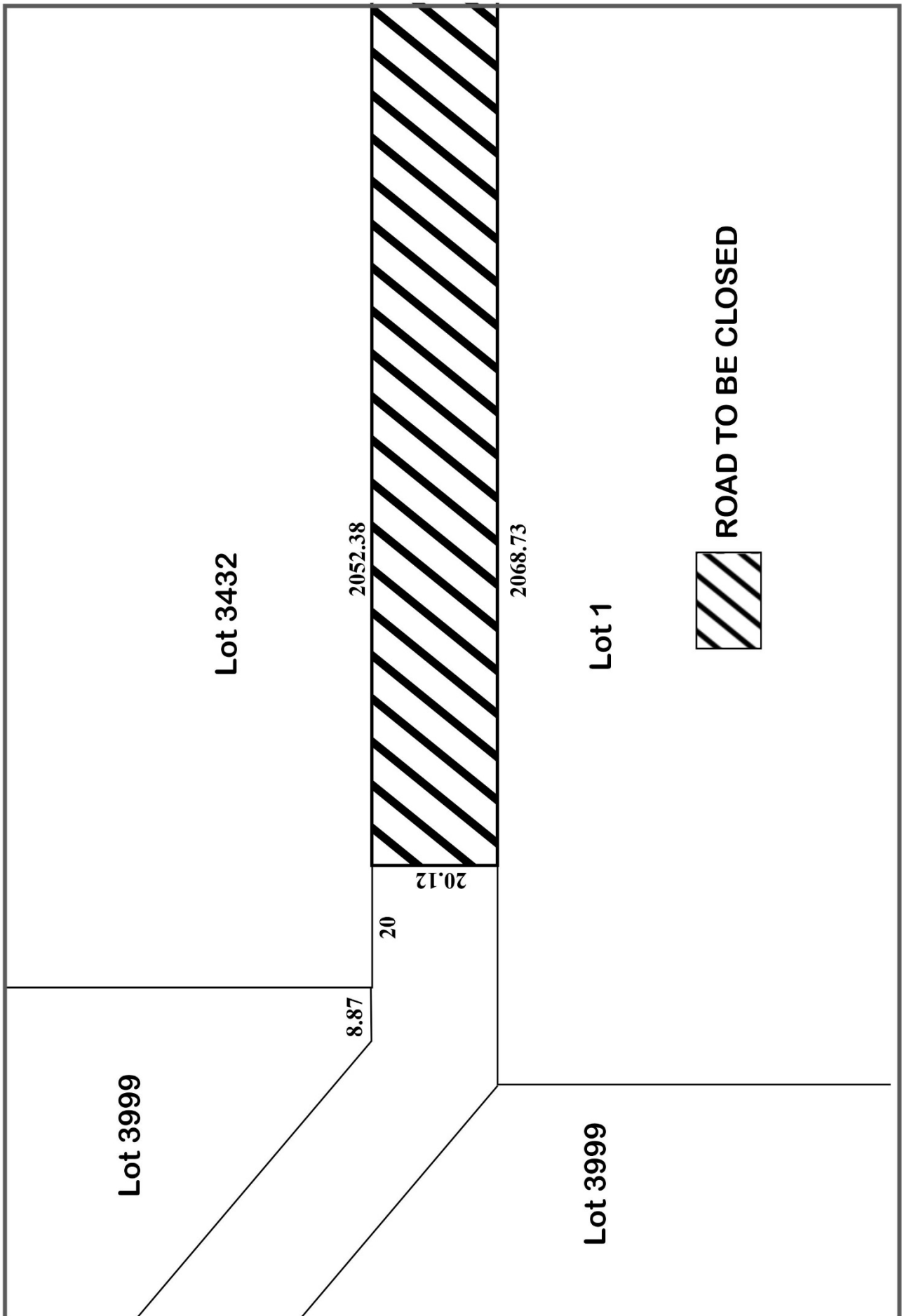
ATTACHMENTS

1. Location Plan
2. Enlargement

Attachment 1 Location Plan



Attachment 2 Enlargement



14.2 Bed & Breakfast – 17 Burrowes St Darkan

File Reference: A612
Location: 17 Burrowes Street, Darkan
Applicant: C Telfer
Author: Geoffrey Lush – Town Planning Consultant
Authorising Officer: Vin Fordham Lamont – Chief Executive Officer
Date: 12 September 2022
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider an application for planning approval for short term accommodation at No 17 (Lots 17 and 18) Burrowes Street Darkan. The application is relatively minor and is supported. However, the issues associated with the statutory and policy provisions are complex.

Background:

The subject land comprises of Lots 17 and 18 Burrowes Street, Darkan and is situated on the corner of Burrowes and Fisher Streets. It has an area of 2,005sqm and there is an existing dwelling on the property. In 2020 Council approved the use of the site for a photography studio/gallery.

The application is to use one bedroom in the dwelling for accommodation purposes. There are no external alterations to the building. This will be unhosted accommodation with the manager residing out of town.

Comment:Statutory Provisions

The proposal is not a defined use in the Planning Scheme. It would be expected to be Bed & Breakfast but the definition for this requires the manager to be living on-site and states that:

“bed and breakfast” means a dwelling, **used by a resident of the dwelling**, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.”

The subject land is located in the Commercial zone and the different types of accommodation uses and permissibility are:

- bed and breakfast A
- chalet X
- guesthome A
- holiday home X
- hotel D
- motel D
- residential building X
- single house D
- tourist resort X

In 2020 the Planning Regulations were modified to replace the Scheme provisions relating to unspecified land uses. These were then defined as a ‘complex development application’ and the Regulation introduced revised provisions and advertising requirements for these. These included the mandatory advertising of the application to all landowners within a 200m radius of the site for a minimum period of 28 days.

In relation to this application, this would have required notifying more than sixty property owners, which was considered unreasonable. Consequently, the CEO applied to the Western Australian Planning Commission for an exemption to this provision as provided for in the Regulations. This was eventually granted and has now been applied generally to non-metropolitan Shires across the State.

Under the previous provisions within the Local Planning Scheme, Council could have resolved that the application was consistent with the objectives of the Commercial zone and advertised it for 14 days to adjacent landowners.

This precedent will now apply whenever any other applications for unspecified land uses are considered.

Policy Issues

The Planning Commission in December 2021 released a draft:

- Position Statement for Tourist Developments; and
- Planning Guidelines for Tourist Developments.

These documents also addressed the developing issues around Air B&Bs and in particular unhosted facilities. The Planning Commission is considering recommending to the State Government that the following forms of low-scale short-term rental accommodation be exempted from the need to obtain development approval:

Hosted accommodation

Hosted accommodation in a single house (or ancillary dwelling), grouped or multiple dwelling, which does not exceed a maximum of four adult persons (or one family) and a maximum of two guest bedrooms. This form of short-term rental accommodation is considered low-scale because the host resides on site, can manage any issues with guests and the tourism/commercial use of the property is incidental to the permanent residential use.

The cap of a maximum of four adult persons (or one family) and a maximum of two guest bedrooms is the same cap currently provided within the model definition of 'bed and breakfast'. The 'bed and breakfast' land use definition is proposed to be deleted from Schedule 1 (Model Provisions) of the LPS Regulations.

Unhosted accommodation

Unhosted accommodation in a single house, grouped or multiple dwelling where it is let for no more than 60 days per calendar year.

Note: This exemption is for a change of use. Unhosted accommodation in a single house, grouped or multiple dwelling operating for more than 60 days per calendar year would be subject to the requirements of the relevant local government's local planning framework.

The Position Statement is also recommending that new definitions be introduced for tourist accommodation.

The documents also acknowledged the issues and concerns that have been occurring with unhosted short-term rental accommodation such as Air B&B's. Local Governments are using various approaches to address this issue including:

- a) Utilising the zoning table, land use permissibility and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be developed.
- b) Capping guest numbers permitted within a holiday home, holiday unit or holiday apartment through local planning policy and/or condition of a planning approval.
- c) Utilising a local planning policy to guide discretionary decision making, which may include but not be limited to, any of the following matters:
 - Locational factors;

- limits to the number of guests and/or rooms
- limits to nights the property can be made available for rental in any one year
- provision of car parking
- minimum services such as potable water and reticulated sewerage
- preparation and approval of a Management Plan
- waste management
- whether pets of guests (such as dogs) are permitted
- managing for potential noise nuisance.

This not only relates to B&B proposals which may be within the townsite, but also the growing number of enquiries for rural accommodation, glamping etc.

These issues will need to be considered by Council especially given that tourist accommodation is also often seen as a means of promoting economic development in the current post Covid climate.

Application Issues

The main issue with the application is that it will be unhosted and that this may result in conflict with surrounding landowners due to the lack of appropriate supervision of guests. To address this, it is recommended that the operator establish a complaints management procedure.

The manager should be contactable in the event that a complaint is made. The guests should have 24-hour access to the manager via phone, email or an online app. Some local governments also require the operator to keep a record of any complaints made against short-term rentals and this should be reflected/included in the complaints management procedure.

It is noted that the subject land is located in the Commercial zone and not the Residential zone. This may be a distinction for Council to consider especially in relation to any proposed Local Planning Policy. But it is noted that the Health and Environmental Regulations, especially relating to noise, rely upon the presence of existing dwellings irrespective of the zoning.

Consultation:

The application was advertised to the surrounding property owners and with a notice in the Bleat. No submissions have been received.

Statutory Environment:

Local Planning Strategy

The Local Planning Strategy contains the following objectives for the commercial centre of the townsite:

- The Council envisages consolidation of commercial activities within the general confines of the established town centre.
- The town centre encompasses a wide range of commercial uses, civic facilities, and community uses. It is anticipated mixed-use development will continue within this area.

Local Planning Scheme No 2

The subject land is zoned Commercial under Local Planning Scheme No 2. The objectives for the Commercial zone include:

- ensuring that the established town centre in Darkan remain the principal place for retail, commercial, civic, and administrative functions in the district; and
- to provide for expansion of commercial activity and community facilities to meet future demands.to achieve a high standard of residential development.

Bushfire Prone Land

The subject land is not designated as being bushfire prone.

Policy Implications:

The application will create a precedent for this type of use within the townsite and the evolving WAPC Policy Framework and/or changes to the Planning Regulations may also have important implications.

Financial Implications:

None

Strategic Implications:

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025

Outcome 2.2 – A growing, diverse business community

- Investigate tourism opportunities and support this growing sector
- Support the development of farm stay and bed and breakfast and other short stay accommodation options
- Encourage the development of local accommodation to allow visiting organisations the opportunity to use the excellent existing office space in the CRC for meetings, workshops and other functions.
-

Outcome 4.4 – Appropriate planning and development

- Implement the town planning scheme and policies to ensure any planning and development is appropriate through the Shire

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Non-compliance results in termination of services / approval or imposed penalties.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Risk Likelihood (based on history and with existing controls)	Rare (1) The event may only occur in exceptional circumstances
Risk Consequence	Major (4)
Principal Risk Theme	Community Disruption Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable Regulations.

Voting Requirements:

Simple Majority

Officer Recommendation:

- A) That the review of the Local Planning Scheme identify potential issues and management requirements for short term accommodation proposals within the Shire.
-
- B) That Council approve the use and development of Lots 17 & 18 DP222360 Burrowes Street for an unhosted Bed & Breakfast facility subject to the following conditions:
- 1 The development hereby approved shall occur generally in accordance with the proposal submitted with the application and this shall not be altered or modified without the prior written approval of the Shire.
 - 2 Prior to the use commencing a complaints management procedure shall be submitted and approved by the Shire.
 - 3 The Manager or nominated person, shall be contactable at any time there are guests staying on the site and should not be more than 30 minutes driving distance from the site.
 - 4 Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
 - 5 Advertising signs may be displayed within the property to the requirements and satisfaction of Council.
 - 6 Provision for car parking shall be provided and maintained on site to the requirements and satisfaction of the Shire.

Moved: _____

Seconded: _____

15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**16. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

16.1 Elected Members**16.2 Officers**

PROCEDURAL MOTION

Officer Recommendation:

That the meeting be closed to the public to discuss a matter affecting an employee, pursuant to section 5.23 (2)(a) of the Local Government Act 1995.

Moved: _____

Seconded: _____

17. MATTERS BEHIND CLOSED DOORS

17.1 CEO Completion of Probation

PROCEDURAL MOTION

Officer Recommendation:

That the meeting be re-opened to the public.

Moved: _____

Seconded: _____

18. CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.