



INCLUDES FULL CONFIDENTIAL ITEMS

AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 22 February 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 22 February 2024 in the Council Chambers commencing at 7.00pm.

Vin Fordham Lamont
Chief Executive Officer

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.

Forest to Wheatbelt



Shire of West Arthur

Notice of Ordinary Council Meeting

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 2023 to December 2023, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE	LOCATION	TIME
22 February 2024	Council Chambers	7.00pm
21 March 2024*	Council Chambers	7.00pm
18 April 2024*	Council Chambers	7.00pm
23 May 2024	Council Chambers	7.00pm
27 June 2024	Council Chambers	7.00pm
25 July 2024	Council Chambers	7.00pm
22 August 2024	Council Chambers	7.00pm
26 September 2024	Council Chambers	7.00pm
24 October 2024	Council Chambers	7.00pm
28 November 2024	Council Chambers	7.00pm
19 December 2024*	Council Chambers	7.00pm

- * March meeting third Thursday to avoid Easter
- * April meeting third Thursday to avoid Anzac Day
- * December meeting third Thursday to avoid Christmas

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.

Agendas 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 10 days prior to the Council Meeting.

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 3).

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.

Questions From The Public

Shire of West Arthur
 PO Box 112
 31 Burrowes Street
 Darkan WA 6392
 T: (08) 9736 2400
 E: shire@westarthur.wa.gov.au



Name			
Name of Organisation Representing <i>(if applicable)</i>			
Email Address			
Residential Address			
Postal Address(if different)			
Home Telephone No		Mobile No	
Agenda Item Number <i>(if applicable see below)</i>		Meeting Date	

Signature _____ Date _____

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))

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E:
shire@westarthur.wa.gov.au



- (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 member is suspended under section 5.117(1)(a)(iv) or Part 8; or
 - (iv) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
 - (c) If the non-attendance occurs during a period for which the member is entitled to parental leave under subsection (5B).

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

Signature _____ Date _____

Request to Attend Meeting by Electronic Means

*(Local Government Act 1995 – Section 5.25
Local Government (Administration) Regulations 1996 –
14C*

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Surname _____ **Other Names** _____

Date of Meeting _____

- Type of Meeting**
(Please tick one)
- Ordinary Council Meeting
 - Committee Meeting
 - Special Council Meeting

Consideration of Location and Equipment Available	
Regulation 14C(5) – In deciding whether to authorise a member to attend a meeting by electronic means, the Shire President or Council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.	
Location Proposed	_____
Equipment Available	_____

IMPORTANT NOTE
The Shire President or Council cannot authorise a member to attend a meeting if the member’s attendance at the proposed meeting would result in the member attending more than half of the meeting type in the 12 months prior to the requested meeting date by electronic means. <i>(Regulation 14C(3)).</i>

Signature _____ Date _____

Please send this form to the Chief Executive Officer who will complete the member’s attendance section and forward to the Shire President or the Council for consideration.

OFFICE USE ONLY

MEMBERS ATTENDANCE

Number of Meetings Attended by Electronic Means in the 12 Months Prior to the Meeting Date

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

Number of Meetings Scheduled in the 12 Months Prior to the Meeting Date

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

Would Attending the Proposed Meeting Electronically Result in the Member Exceeding The 50% Requirement?

Yes No

Council/Shire President’s Consideration

The Shire President or Council should consider the following factors in determining whether the location and equipment is deemed suitable.

LOCATION

The location must be quiet and private. If there are other people at the location at the time of the meeting, you may require the person to be in a room that has a door that can be closed during the meeting, and request that the person wear headphones if appropriate.

EQUIPMENT AND ELECTRONIC MEANS

The equipment must support Council’s preferred electronic means for remote attendance, being Microsoft Teams.

Is the Location and Equipment Deemed Suitable?

Yes No

Is the Request to Attend the Proposed Meeting by Electronic Means Approved?

Yes No

Signature _____ Date _____

Written Declaration of Interest in Matter Before Council

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



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 22 of the Local Government (Model Code of Conduct) Regulations 2021

(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

Signature _____ Date _____

- (1) Insert your 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 –
 - 1) a proposed change to a planning scheme affecting land that adjoins the person’s land;
 - 2) a proposed change to zoning or use of land that adjoins that person’s land; or
 - 3) 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 –
 - 1) the proposal land, not being a thoroughfare, has a common boundary with the person’s land;
 - 2) the proposal land, or any part of it, is directly across a thoroughfare from, the person’s land; or
 - 3) 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

22 – Disclosure of interest

- (1) In this clause –
Interest –
 - 1) means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest and
 - 2) includes an interest arising from kinship friendship or membership of an association.
- (2) A council member 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) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the person did not know –
 - (a) That they had an interest in the matter; or
 - (b) That the matter in which they had an interest would be discussed at the meeting and the council member 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) Subclause (7) applies in relation to an interest if –
 - (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) 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 section 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.

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS:	Cr Neil Morrell	(Shire President)
	Cr Karen Harrington	(Deputy Shire President)
	Cr Graeme Peirce	
	Cr Robyn Lubcke	
	Cr Duncan South	
	Cr Adam Squires	
	Cr Lucy Hall	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3 ANNOUNCEMENTS OF THE PRESIDING MEMBER

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME**5.1 DEVELOPMENT APPLICATION FOR COMPOSTING FACILITY ON STEWART ROAD**

File Reference:	A401
Location:	Lot 5 Stewart Road, Moodiarrup
Applicant:	Agricorp Australia Pty Ltd
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/02/2024
Disclosure of Interest:	Nil
Attachments:	Nil

The following questions on notice were received from Scott McEwing.

Question

- Can the Shire outline how the proposal by Agri Corp Pty Ltd, to develop an industrial scale composting facility, intended to process a 48 thousand tonnes of pig and human waste mixed with small amounts of green waste fits with the Community Strategic Plan West Arthur Towards 2031?
- Does the Shire support this form of development?

Response

The following questions on notice were received from Michael Meredith.

Question

- What is the Shire's strategic plan regarding the Ainsworth's DWER compost application and the toxic waste?
- Is this something the Shire wants considering the disaster of the tannery?

Response

RECOMMENDATION

That the responses to the questions raised by Scott McEwing and Michael Meredith be received and noted.

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 DISCLOSURES OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 ORDINARY MEETING OF COUNCIL 21 DECEMBER 2023****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

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 21 December 2023 be confirmed as true and correct.

10 REPORTS FROM COUNCILLORS

Cr Neil Morrell (Shire President)

Cr Karen Harrington (Deputy Shire President)

Cr Graeme Peirce

Cr Robyn Lubcke

Cr Duncan South

Cr Adam Squires

Cr Lucy Hall

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 BEHAVIOUR COMPLAINTS COMMITTEE OF COUNCIL - APPOINTMENT OF REPRESENTATIVES**

File Reference:	ADM497
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	16/01/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider appointing representatives to the Behaviour Complaints Committee of Council.

BACKGROUND:

At its ordinary meeting of 26 October 2023, Council appointed delegates/representatives to its various Committees of Council and other reference groups. The agenda and minutes of that meeting erroneously noted that the Behaviour Complaints Committee of Council had been disbanded. As a result, no representatives were appointed.

COMMENT:

The Author has since discussed the matter thoroughly with the Governance unit at the Western Australian Local Government Association (WALGA). The advice strongly recommended that all local governments have this Committee in place to enable Council to minimise the potential of transgressions against Council's Code of Conduct for Council Members, Committee Members and Candidates.

It is recommended that Council appoint all current councillors to the Behaviour Complaints Committee of Council until the next local government elections.

CONSULTATION:

WALGA

STATUTORY ENVIRONMENT:

Local Government Act 1995
s5.10. Committee members, appointment of

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

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 (25)
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	Councillor/s breaches the Code of Conduct and there is not mechanism in place to address the breach
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(4) Significant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Appoint representatives to the Behaviour Complaints Committee of Council

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council appoint all current elected members to the Behaviour Complaints Committee of Council until the next local government elections in October 2025, or earlier if required.

11.2 BEHAVIOUR COMPLAINTS COMMITTEE OF COUNCIL - AMENDMENTS TO TERMS OF REFERENCE

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	22/01/2024
Disclosure of Interest:	Nil
Attachments:	1. Terms of Reference with Proposed Amendments ↓

SUMMARY:

Council is requested to consider adopting the updated Behaviour Complaints Committee of Council Terms of Reference (see attached).

BACKGROUND:

Council adopted Policy C4 Behaviour Complaints Committee Terms of Reference at its ordinary meeting of 25 May 2023.

COMMENT:

Officers, with advice from WALGA, have reviewed the existing Policy C4 Behaviour Complaints Committee Terms of Reference and updated it accordingly. It is recommended that Council adopts the updated policy as presented.

CONSULTATION:

WALGA Governance Unit

STATUTORY ENVIRONMENT:

Local Government Act 1995
s5.8 Establishment of committees
s2.7(2)(b) Role of council

POLICY IMPLICATIONS:

Policy C4 Behaviour Complaints Committee Terms of Reference will be updated.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

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.

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- 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 (25)
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	Committee members do not have a clear idea of their responsibilities when investigating a breach of their code of conduct
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(4) Significant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Adopt updated Terms of Reference as presented

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. Adopt the updated policy C4 Behaviour Complaints Committee Terms of Reference as presented;
2. Direct the CEO to include it in Council’s Policy Manual; and
3. Direct the CEO to post the updated Policy Manual on the Shire’s website.

Policy Title	C4 - Behaviour Complaints Committee Terms of Reference
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

To establish Terms of Reference for the Behaviour Complaints Committee of the Shire of West Arthur.

Scope

This Policy applies exclusively to the Shire’s Behaviour Complaints Committee.

Definitions

Act means the Local Government Act 1995.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

Behaviour Complaints Officer means a person authorised in writing [by Council resolution or by the CEO exercising delegated authority] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints.

Breach means a breach of Division 3 of the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates.

Code of Conduct means the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Policy Statement

Committee Function

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of West Arthur’s Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [*clause 12(3) of the Code of Conduct*].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

Membership

The Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of seven (7) Council Members, appointed by Council in accordance with s.5.10 of the Act.

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function for the duration of the handling of the subject Complaint by providing an apology.

Meeting Schedule

Meetings are to be scheduled as required by the CEO in consultation with the Committee Presiding Member.

Committee Governance

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
-
- make the Committee Notice Papers and Agenda publicly available [*s.5.94(p), s.5.96A(f)*], with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [*Admin.r.14*]; and
- make Committee minutes publicly available [*s.5.94(n), s.5.96A(h)*], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

NOTE 1: Notice paper and agenda are required, just not required to be published on the website and made available for public inspection - see *Admin r.14*. *Admin r.13* also applies, so that conversion of the agenda to unconfirmed minutes is capable of being published in accordance with *Admin r.13* with minutes including the detail prescribed in *Admin r.11*.

NOTE 2: see *Admin r.13* and *Admin r.11*. The confidential content must be captured in confidential

attachments to the minutes, with only the public minutes published that contain the details prescribed in *Admin r.11*. The official minute book / archival record, signed at confirmation of the minutes, includes both the public minutes and the confidential attachments.

History	25/05/2023
Delegation	Refer to Policy
Relevant Legislation	<i>Local Government Act 1995</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i>
Related Documentation	Policy – Code of Conduct Complaint Handling

11.3 DRAFT ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW - FINAL ADOPTION

File Reference:	ADM059
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	23/01/2024
Disclosure of Interest:	Nil
Attachments:	1. Draft Local Law ↓

SUMMARY:

Council is requested to consider adopting the attached final draft Animals, Environment and Nuisance Local Law in accordance with the *Local Government Act 1995* s.3.12.

BACKGROUND:

The Local Government Act requires the following statements be made in the agenda and minutes of the meeting –

Purpose – to provide for the regulation, control and management of animals and birds, the prevention of environmental damage and nuisances within the District.

Effect – to establish the minimum requirements which must be complied with for keeping animals and birds, or undertaking activities that have the potential to impact the environment or create nuisance, and create offences for non-compliance.

COMMENT:

There are a number of matters that Council should be aware of –

- (1) the local law applies to the whole of the district; however, certain provisions are restricted to particular land uses, either
 - (a) by zoning as defined by the Local Planning Scheme;
 - (b) within a townsite or not; or
 - (c) specific statement within the local law as to application
- (2) Terms used –
 - (a) By resolution – in effect, this term means the Council at a meeting, and the decision cannot be delegated to the CEO, since it requires a resolution. This is consistent with the Department’s interpretation of the term “Council” to mean the elected members in session, and is not to be interpreted as being able to be delegated to CEO, nor to mean the organisation.
 - (b) Council, CEO, EHO or other specific position – the function, role or power cannot be removed from that position or role, nor over-ridden.
 - (c) Authorised person – an authorised person’s function and actions are defined by the local law and is not to be confused with a delegation. A delegation relates to decision, whereas and authorisation relates to an action. The CEO may delegate power to a senior staff member to make decisions, but this does not include acting as an authorised person to issue infringements (as an example).

Note: under the Local Government Act, delegations may only be made by Council to a Council established committee or to the CEO.

- (d) local government – depending on the matter being addressed –
 - may mean a decision – in which case, DLGSC considers it should be made by the highest decision making authority within the organisation which is the Council. The decision may be delegated, unless specified “by resolution” or “Council”,
 - may be an administrative matter – an organisational function such as submission of a form, a task to be undertaken, installation of a sign etc.
- (3) Use of policy to specify standards and activities. In accordance with the Local Government Act s.2.7, policies are to be set by Council. Care needs to be exercised since policy should be seen as instructions to employees on what they may approve, or when to act. They should not be seen as a direct control of the public unless the necessary processes are undertaken.
- (4) Liability for damage, notice to correct and undertaking remedial works – clauses 9.4 and 9.5 are the real power of the Council where non-compliance has occurred. Similar to an infringement notice or a prosecution, these also rely on knowing the identity of the offender. These clauses allow Council, where the offender is known to –
 - (a) Issue a notice to repair, pay for repairs or carry out works needed for compliance with the local law. Generally, if there is damage, it is suggested that paying for reinstatement or repairs is most appropriate as Council would then control the standard of works.
 - (b) If the recipient of the notice does not comply with the notice, they can be infringed or prosecuted.
 - (c) Council may carry out the works and recover the cost as a debt, applying interest to the outstanding amount if necessary, or taking legal action. This is consistent with the provisions of the Local Government Act s.3.25 and 3.26 in relation to notices issued concerning Schedule 3.1 matters.
- (5) Penalties – the Local Government Act permits a penalty on prosecution/conviction of a maximum \$5,000, and specifies that modified penalties may only be a maximum of 10% of the general penalty within the local law. Penalties are suggested depending on the likely offender (individual or enterprise) and the severity or impact of any non-compliance on the community.

Public notice was given by four methods as required by the Local Government Administration Regulations r.3A, for public comment on the proposed local law –

- on the Shire’s website on 6 November 2023 (mandatory)
- on Shire notice boards and social media on 6 November 2023
- in *The Bleat* on 14 November 2023.

At the close of the submission period on 11 January 2024, comment had been received from –

1. Dept of Local Government, Sport and Cultural Industries –
 - Minor typographical and formatting errors noted and corrected.
 - No other changes were suggested.
2. No other submissions were received.

Should significant amendments be required by Council at time of final adoption, the statutory public comment period must be recommenced.

Once formally adopted by Council –

- the local law is to be published in the Government Gazette,
- local public notice given of final adoption of the local law (separate to previous advertising of proposals),
- signed copies are to be sent to relevant Ministers, and

- copies sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation, within 10 days of publication in the Government Gazette.

Please note –

- disallowance of the local law may be made by Parliament, and could take some time depending on sitting days,
- if a provision is not considered to be critical, the JSCDL may require an undertaking from Council to make an amendment,
- the local law takes effect on the day stipulated in the local law, generally 14 days after publication in the Government Gazette.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the local law until after it has been formally adopted, Gazetted etc.

CONSULTATION:

Niel Mitchell – Strettle Pty Ltd: External Consultant

STATUTORY ENVIRONMENT:

Local Government Act 1995

s 3.12 – Procedure for making local laws

s.3.13 – Significant changes require recommencement of proposal

s.3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazetted

s.3.15 – local public notice of the final adoption/making of a local law to be given

Cat Act 2011

s.79 – matters for which a local law may be made

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Costs of development, advertising and publication in the Government Gazette included in 2023/2024 annual budget.

STRATEGIC IMPLICATIONS:

West Arthur Community Strategic Plan 2021

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and staff.

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 (25)
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	Negative impacts on community where matters do not have appropriate controls
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Community disruption Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Adoption of proposed local law following public consultation

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. resolve to make the Animals, Environment and Nuisance Local Law as per the attached draft;
2. authorise the President and CEO to sign and affix the Common Seal to the Local Law;
3. authorise the CEO to –
 - a) publish the Local Law in the Government Gazette and provide copies of the local law to the Minister for Local Government; and
 - b) forward a copy of the Gazetted Local Law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.

Table of Contents inserted for administrative ease of use and will not be published as part of the
Gazetted local law

LOCAL GOVERNMENT ACT 1995
CAT ACT 2011

SHIRE OF WEST ARTHUR

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2024

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**LOCAL GOVERNMENT ACT 1995
CAT ACT 2011**

SHIRE OF WEST ARTHUR

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995*, the *Cat Act 2011* and under all other powers enabling it, the Council of the Shire of West Arthur resolved on _____ 2024 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of West Arthur Animals, Environment and Nuisance Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Terms Used

(1) In this local law, unless the context specifies otherwise –

Act means the *Local Government Act 1995*;

affiliated person means a person who is a member of a poultry or pigeon club incorporated under the *Associations Incorporation Act 2015*;

amusement means anything usually conducted for amusement at a fair, a carnival or a show, whether conducted at a fair, a carnival or a show or elsewhere;

authorised person means a person authorised by the local government to perform any of the functions under this local law and includes the CEO;

aviary bird means any bird, other than poultry or pigeons, kept, or usually kept in an aviary or cage;

birds includes poultry;

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

building permit has the meaning given to it by the *Building Act 2011*;

building site means any lot for which a building permit is current;

cat has the meaning given to it in the *Cat Act 2011*;

cat management facility has the meaning given to it in the *Cat Act 2011*;

CEO means the Chief Executive Officer of the local government;

Code of Practice—Pigeon Keeping means the document entitled A Code of Practice – May 1994 – Pigeon Keeping and Pigeon Racing published in May 1994 by the Pigeon Racing Federation of WA (Incorporated) and the Independent Racing Pigeon Federation (Incorporated), as amended from time to time;

commercial zone means any area zoned “Commercial” under a local planning scheme;

cow includes an ox, calf or bull;

development has the meaning given to it in the *Planning and Development Act 2005*;

development approval means a development approval under a local planning scheme;

development site includes any lot or lots for which there is currently a development or subdivision approval, and any lot or lots upon which construction work, earthworks, clearing of scrub, trees or overgrowth or any other site works are taking or have taken place;

district means the district of the local government;

disused means, in relation to any thing whatsoever, that the thing –

- (a) is not in use for the purpose for which it was designed or appears to have been designed or intended; or
- (b) has been stored or left stationary on land in the district for more than 1 month;
- dust** means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;
- EHO** means an Environmental Health Officer appointed by the local government;
- equipment** means equipment, machinery or vehicles used for, or in connection with, the development of land;
- food premises** includes the meaning of “food” as given under section 9 of the *Food Act 2008* and the meaning of “food business”, as given under section 10 of the *Food Act 2008*;
- horse** means a stallion, mare, gelding, shetland pony, pony, colt or foal, and includes an ass, mule, donkey and any beast of whatever description used for burden or draught or for carrying persons;
- industrial zone** means any area zoned “Industrial” under a local planning scheme;
- land** includes any building or structure on the land;
- licence** means a licence, permit or approval issued under this local law;
- licence holder** means a person who holds a valid licence;
- liquid waste** means waste from any process or activity that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater;
- livestock** means any horse, cow, sheep, goat, swine, buffalo, deer, camel, llama or alpaca;
- livestock vehicle** means a vehicle that contains livestock or previously has been used for the carriage of livestock;
- local government** means the Shire of West Arthur;
- local planning scheme** has the meaning given to it by the *Planning and Development Act 2005*;
- lot** has the meaning given to it by the *Planning and Development Act 2005*;
- miniature horse** means a horse which meets the standard and height for a miniature horse as described by the Miniature Horse Association of Australia Inc;
- miniature pig** means a pig that does not exceed 650 millimetres in height as an adult and weighs less than 55 kilograms;
- nuisance** means –
- an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
 - an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
 - interference which causes material damage to land or other property on the land affected by the interference;
- occupier** means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land to perform any work in relation to any land and includes a builder or contractor;
- owner** has the meaning given in section 1.4 of the Act;
- pigeon** includes homing pigeons and other domesticated breeds of the species *Columba livia*, but does not include native pigeons or doves whether or not the keeping of such birds is subject to the approval of the Department of Biodiversity, Conservation and Attractions;
- poultry** includes fowls, roosters, ducks, peafowls, turkeys, geese, guinea fowls, pheasants and other birds commonly kept for the production of eggs or meat for domestic consumption;
- public notice** means such notice as the local government considers necessary –
- stipulating duration and placement of notices as is considered relevant to inform the community,
 - not requiring compliance with local public notice under section 1.7 of the Local Government Act; and
 - the local government may place the notice given as a public notice on the local government’s website or other means of informing the public;
- refuse** means any waste material including bricks, lime, cement, concrete, rubble, stones, iron,

timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

residential building has the meaning given to it in the Residential Design Codes of Western Australia as amended;

residential zone includes any area zoned "Residential" under a local planning scheme;

rural residential zone means any area zoned "Rural Residential" under a local planning scheme;

rural zone means any area zoned "Rural" under a local planning scheme;

sand means granules or particles of rock, earth, clay, loam, silt and any other granular, particulate or like material including dust and gravel;

Schedule means a schedule to this local law;

set fee means a fee or charge made by the local government under sections 6.16 to 6.19 of the Act;

stormwater means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;

subdivision approval means a subdivision approval under the *Planning and Development Act 2005*;

thoroughfare has the meaning given to it in section 1.4 of the Act;

townsite means the following townsites constituted under section 26(2) of the *Land Administration Act 1997* –

- (a) Darkan;
- (b) Duranillin;
- (c) Bowelling; and
- (d) Moodiarup;

truck means a motor vehicle having a tare weight in excess of 3,000 kilograms;

unreasonable noise has the meaning given to it by the *Environmental Protection Act 1986*;

vectors of disease means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice;

vermin includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions; and

written notice means a written notice issued in accordance with Part 9.

- (2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.
- (3) Where, in this local law, a duty, obligation or liability is imposed on an "owner or occupier" the duty shall be deemed to be imposed jointly and severally on each owner and occupier.

PART 2 - KEEPING OF ANIMALS

2.1 Interpretation

In this Part, unless the context otherwise requires –

animal includes cats, dogs, rabbits and ferrets or the like;

cattery means premise registered for the breeding or caring of cats; and

member of a cat organisation means a person referred to in regulation 23(c) of the *Cat Regulations 2012*.

2.2 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal is kept shall –

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health, or to attract rats or other vectors of disease;
- (b) when so directed by an EHO, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means.

2.3 Animal enclosures

- (1) A person shall not keep or cause, or permit to be kept, any animals on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) The owner or occupier of premises where animals are kept shall, when given written notice, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals.

2.4 Cats

- (1) Subject to clause 2.5, a person shall not keep more than 3 cats over the age of 6 months on premises on any land within the district, without a licence from the local government.
- (2) A licence under subclause (1) is not required if the premises concerned are –
 - (a) a cat management facility which has been approved by the local government;
 - (b) used for veterinary purposes;
 - (c) a pet shop;
 - (d) premises with 3 or less cats;
 - (e) granted an exemption under regulation 7 of the *Cat (Uniform Local Provisions) Regulations 2013*;
 - (f) is a member of a cat organisation; or
 - (g) the subject of an exemption granted by the local government.
- (3) An owner or occupier of premises may apply to the local government for exemption from the requirements of subclause (1).
- (4) The local government shall not grant a licence under subclause (3) unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.
- (5) An exemption granted under this clause shall specify –
 - (a) the owner or occupier to whom the exemption applies;
 - (b) the premises to which the exemption applies; and
 - (c) the maximum number of cats which may be kept on the premises.
- (6) A person who is granted an exemption under subclause (3) may be subject to conditions, including but not limited to –
 - (i) replacement of a cat not permitted if it dies or is permanently removed from the premises not being permitted;
 - (ii) the licence holder will provide adequate space for the exercise of the cats;
 - (iii) the premises shall be maintained in good order and in a clean and sanitary condition; and
 - (iv) such other conditions, as the local government considers appropriate.

2.5 Conditions for keeping cats

- (1) The occupier of any premises shall not keep a cattery on those premises, unless the cattery is registered with the local government and the occupier has complied with the following conditions –
 - (a) the occupier shall obtain a licence from the local government to establish a cattery;
 - (b) upon receiving a licence to establish a cattery, the occupier shall apply for registration of the cattery in the form determined by the local government;
 - (c) the occupier shall have paid, to the local government, the set fee;
 - (d) the occupier shall provide, for every cat, a properly constructed shelter with an enclosure, which shall comply with the following conditions –
 - (i) every shelter shall have a floor area of not less than 0.50 square metres for every cat over the age of 3 months old that may be kept therein; and
 - (ii) the area of the enclosure appurtenant to any shelter or group of shelters forming a cattery shall not be less than 3 times the area of the shelter or group of shelters to which it is appurtenant;
 - (e) every shelter or enclosure shall be at least 10 metres from the boundary of any land not in the same ownership or possession, or at least 10 metres from any dwelling, church, schoolroom, hall, factory, dairy or premises wherein food is manufactured, packed or prepared for human consumption; and
 - (f) all enclosures, yards, runs and shelters within which cats are kept shall be maintained at all times in a clean condition and free from vectors of disease and shall at any time be cleaned, disinfected or otherwise dealt with as an EHO may direct.
- (2) A certificate of registration of a cattery issued by the local government shall –
 - (a) be in the form approved by local government; and

- (b) expire on 30 June next after the date of its issue.

PART 3 - KEEPING OF BIRDS

3.1 Keeping of poultry and pigeons in a residential, commercial and industrial zones

- (1) An owner or occupier of premises in a residential zone, commercial zone or industrial zone shall not keep or permit to be kept on the premises –
 - (a) more than 12 poultry, or with a licence from the local government, not more than 20 poultry; and
 - (b) more than 12 pigeons unless the owner or occupier is an affiliated person in which case the maximum number of pigeons may be increased to 100.
- (2) An owner or occupier of premises in a residential zone, commercial zone or industrial zone may apply to the local government to vary the requirements of subclause (1).

3.2 Conditions for keeping of poultry

- (1) A person who keeps poultry or permits poultry to be kept shall ensure that –
 - (a) no poultry shall be kept less than 9 metres from any residential building on the land;
 - (b) no poultry is able to approach within –
 - (i) 15 metres of the property's primary public thoroughfare;
 - (ii) 9 metres of any other public thoroughfare; or
 - (iii) 15 metres of a neighbouring residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
 - (c) all structures or enclosures within which poultry are kept are maintained at all times in a clean condition;
 - (d) poultry are confined to the premises at all times; and
 - (e) where the structure has an impervious floor, it is laid with a fall to the front of at least 1 in 50.
- (2) An owner or occupier of a premises who keeps poultry or permits poultry to be kept may apply to the local government to vary the requirements of subclause (1)(b) or (e).

3.3 Roosters, geese, turkeys and peafowl

- (1) An owner or occupier of premises in a residential zone, commercial zone or industrial zone shall not keep or permit to be kept on the premises –
 - (a) roosters;
 - (b) geese;
 - (c) turkeys;
 - (d) peafowls; or
 - (e) guinea fowl.
- (2) An owner or occupier of premises in a residential zone, commercial zone or industrial zone may apply to the local government to vary the requirements of subclause (1).

3.4 Conditions for keeping of pigeons

- (1) A person who keeps pigeons, or permits pigeons to be kept, shall ensure that –
 - (a) all pigeons are kept in a properly constructed pigeon loft, except where registered homing pigeons are freed for exercise;
 - (b) all structures or enclosures within which pigeons are kept are maintained at all times in a clean condition;
 - (c) no opening to a pigeon loft, including openings for ventilation, is within 9 metres of any residential building; and
 - (d) no opening to a pigeon loft, including openings for ventilation, is within –
 - (i) 9 metres of a public thoroughfare; or
 - (ii) 15 metres of a neighbouring residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (2) An affiliated person who keeps pigeons, or permits pigeons to be kept, shall do so in accordance with the Code of Practice – Pigeon Keeping, subject to the provisions of this local law.

3.5 Restrictions on pigeon nesting and perching

The local government may order an owner or occupier of premises on or in which pigeons are, or are in the habit of nesting or perching, to take adequate steps to prevent them from continuing to do so.

3.6 Conditions of keeping aviary birds

A person who keeps, or permits to be kept, aviary birds shall ensure that –

- (a) the aviary or cage in which the birds are kept is located at least 1 metre from any lot boundary and at least 5 metres from a residential building on any other lot;
- (b) there is a floor beneath the roofed area of the aviary or cage which is constructed of smooth, impervious material with a gradient of at least 1 in 50 to the front of the aviary or cage;
- (c) the aviary or cage is kept in clean condition and good repair at all times;
- (d) all feed for the birds other than that intended for immediate consumption is stored in vermin proof containers; and
- (e) effective measures are taken to prevent the attraction or harbourage of vermin.

3.7 Nuisance caused by birds

An owner or occupier of land shall not keep any bird or birds which –

- (a) are or create a nuisance; or
- (b) emit an unreasonable noise.

PART 4 - KEEPING OF FARM ANIMALS

Division 1 – Farm animals

4.1 Application of this Division

This Division applies only within the townsites.

4.2 Interpretation

In this Part, unless the context otherwise requires –

approved animal means any farm animal which is the subject of a licence;

farm animal includes a sheep, cow, goat, horse (excluding a miniature horse), deer, alpaca, pig (excluding a miniature pig) or any other animal so classified by the local government; and

manure receptacle means a receptacle constructed of smooth, impervious material and in such a manner as to be easily cleaned, which has a tight fitting lid or cover to prevent the release of odours and prevent the entry of vectors of disease or vermin.

4.3 Licence required to keep farm animals

Subject to clause 4.5, an owner or occupier of land shall not keep, or allow to be kept, any farm animal unless in accordance with a valid licence authorising the keeping of such a farm animal issued in relation to the land pursuant to clause 4.4.

4.4 Application for a licence to keep farm animals

In addition to the requirements of clause 8.1, an application for a licence required by clause 4.3 shall include the following information –

- (a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the animal is to be kept and the distance of that location from any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold;
- (b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the animal;
- (c) a detailed written plan for the management of manure which addresses—
 - (i) control of flies and other vermin;
 - (ii) disease prevention; and
 - (iii) prevention of nuisance odours; and
- (d) the appropriate set fees.

4.5 Determination of application to keep farm animals

- (1) Subject to clauses 4.6 and 8.2(1)(a), the local government may –
 - (a) refuse to determine an application for a licence which does not comply with clause 4.4;
 - (b) approve an application for a licence subject to such conditions as it considers appropriate; or
 - (c) refuse to approve an application for a licence.
- (2) Where an application for a licence is approved subject to conditions, the licence holder shall comply with those conditions or cause compliance with those conditions.
- (3) Where the local government approves an application under subclause (1)(b), it is to issue to the applicant a licence in the form determined by the local government.
- (4) A licence is valid from the date of issue until 30 June the following year, unless it is cancelled prior to that date under this local law.

4.6 Conditions of licence to keep farm animals

- (1) A licence shall not be granted pursuant to clause 4.5 –
 - (a) unless the land for which the licence is sought is of such dimensions and configuration as will permit the subject animal to be confined in a minimum cleared area of 150 square metres and prevented from approaching within 15 metres of any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold;
 - (b) in the case of a horse (other than a miniature horse) or cow, unless the land for which the licence is sought has a minimum area of 1 hectare; or
 - (c) for the keeping of any pig (other than a miniature pig).
- (2) The local government shall take into account the opinions of occupiers of adjoining properties in determining whether to grant a licence for the keeping of a farm animal.
- (3) A licence to keep a farm animal may be issued subject to conditions, including –
 - (a) that a stable or shelter is provided for housing the approved animal;
 - (b) that a manure receptacle is provided in a position convenient to the shelter or place where the approved animal is kept, and that the receptacle is used for the receipt of all manure produced on the premises; and
 - (c) any other conditions that the local government considers necessary for the protection of the health and amenity of the neighbourhood.

4.7 Requirements for keeping farm animals

- (1) An owner or occupier of premises upon which a farm animal or farm animals are kept, shall –
 - (a) maintain the place or places where the animals are kept in clean condition;
 - (b) ensure that any farm animal or farm animals kept on the premises does not cause or constitute a nuisance;
 - (c) maintain the premises free from flies or other vermin by spraying with residual insecticide or other effective means;
 - (d) if a manure receptacle is required to be used –
 - (i) cause all manure produced on the premises to be collected daily and placed in the receptacle;
 - (ii) cause the receptacle to be emptied as often as is necessary to prevent it becoming offensive or a breeding place for flies or other vermin, but in any case at least once a week; and
 - (iii) keep the lid of the receptacle closed except when manure is being deposited or removed; and
 - (e) not permit any farm animal to approach within 15 metres of any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (2) An owner or occupier of premises in a rural residential zone shall not keep more than 6 pigs other than on premises registered as a piggery pursuant to the provisions of the *Health (Miscellaneous Provisions) Act 2011*, except with a licence from the local government.

4.8 Keeping a miniature horse

- (1) An owner or occupier of a premises may keep only a sterilised miniature horse on land of not less than 1,000 square metres in area provided it is registered with the local government and the set fee is paid.
- (2) An owner or occupier of premises shall –
 - (a) not keep more than one miniature horse on land without a licence from the local government or an authorised person; and
 - (b) not permit a miniature horse to come within 9 metres of any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (3) The local government or an authorised person may prohibit the keeping of a miniature horse on any land or may state the conditions under which a miniature horse may be kept.

4.9 Keeping a miniature pig

- (1) Except for a miniature pig, and subject to subclause (2) no person shall keep a pig or pigs.
- (2) A person shall not keep a miniature pig without a licence from the local government or an authorised person.
- (3) An owner or occupier of premises where a miniature pig is kept shall –
 - (a) only keep a sterilised animal and retain written proof of its sterilisation;
 - (b) confine the animal on the property at all times;
 - (c) ensure the animal does not cause a nuisance to any neighbour regarding noise, dust, or odour;
 - (d) maintain documentary evidence that the animal's veterinary treatment against roundworm and tapeworm is current; and
 - (e) not permit the animal to come within 15 metres of any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (4) The local government or an authorised person may prohibit the keeping of a miniature pig on any land, or state the conditions under which the miniature pig may be kept.

4.10 Requirements for farm animal shelters

- (1) Any stable, enclosure or shelter provided for the keeping of farm animals, whether or not a licence is required for the keeping of such farm animals pursuant to clause 4.5, shall –
 - (a) not be situated within 15 metres of any residential building, public building or premises where people are employed or premises where food is stored, prepared, manufactured or sold;
 - (b) not be situated within 1 metre of any lot boundary;
 - (c) be constructed of materials approved by an authorised person;
 - (d) have on each side of the building between the wall and roof a clear opening of at least 150 millimetres in height, and of sufficient length, to provide adequate ventilation to the stable, enclosure or shelter;
 - (e) when required by the local government have a separate stall for each horse, cow or other approved animal, the shortest dimension of which shall be at least twice the length of the animal housed therein; and
 - (f) subject to subclause (2), have a floor, the upper surface of which shall –
 - (i) be raised at least 75 millimetres above the surface of the surrounding ground;
 - (ii) be constructed of cement, concrete or other similar impervious material; and
 - (iii) have a fall of 1 in 100 to a drain which shall empty into a trapped gully situated outside the stable or shelter.
- (2) A stable or shelter constructed with a sand floor may be approved by an authorised person subject to –
 - (a) the site being well drained, with the sand floor being at least 1.5 metres above the highest known ground water level;
 - (b) a 300 millimetre thick bed of crushed limestone being laid under the sand of the stable;
 - (c) the sand, whether natural or imported, being clean, coarse and free from dust;
 - (d) footings to the stable or shelter being a minimum of 450 millimetres below ground level; and
 - (e) the design of the stable allowing for the access of small earthmoving machinery, such as a skid steer loader, into each stall to maintain the correct floor height.
- (3) An owner or occupier of any land upon which a stable or shelter is located must ensure that the stable

or shelter complies in all respects with the requirements of subclause (1), and, where the licence referred to in subclause (2) has been granted, with the requirements of subclause (2).

Division 2 – Livestock

4.11 Livestock not to stray

The owner or person in charge of livestock shall not permit that livestock to stray or to be at large in a thoroughfare, public place or upon private property without the consent of the property owner.

4.12 Property to be fenced

The owner or occupier of property on which livestock is kept, shall cause the property or a portion of the property to be fenced in a manner capable of confining the livestock, to that portion where the livestock is kept.

PART 5 - BUILDING, DEVELOPMENT AND LAND CARE

5.1 Application of this Part

This Part applies only within the townsites.

5.2 Provision of refuse receptacles

The owner or occupier of a building site or development site shall at all times provide and maintain a refuse receptacle, available for use on the site, which includes a suitable cover, to the satisfaction of an authorised person, of such design as will –

- (a) contain any refuse likely to be produced on the site; and
- (b) prevent refuse being blown from the receptacle by wind.

5.3 Control of refuse

- (1) From the time of commencement of works on a building site or development site until the time of completion of such work, the owner or occupier of the site shall –
 - (a) ensure all refuse on the site is placed and contained in the refuse receptacle and prevented from being blown from the site by wind;
 - (b) keep the site free from any refuse;
 - (c) maintain the verge, footpath and any other reserve, immediately adjacent to the site, free of refuse from the site; and
 - (d) ensure the refuse receptacle is emptied when full.
- (2) The owner or occupier of a building site or development site shall ensure that within 2 days of completion of works on the site –
 - (a) the site and the verge and footpath immediately adjacent to it, is cleared of all refuse; and
 - (b) all refuse receptacles are removed from the site.

5.4 Prohibited activities for prevention of dust and liquid waste

- (1) An owner and occupier of land must take reasonable steps or measures to –
 - (a) stabilise dust on the land;
 - (b) contain all liquid waste on the land; and
 - (c) ensure no dust or liquid waste is released or escapes from the land, whether by means of wind, water or any other cause.
- (2) Where the local government forms the opinion that an owner or occupier has not complied with subclause (1) the local government may give written notice requiring the owner or occupier to do one or more of the following –
 - (a) comply with subclause (1)(a) or (1)(b);
 - (b) clean up and properly dispose of any released or escaped dust or liquid waste;
 - (c) clean up and make good any damage resulting from the released or escaped dust or liquid waste; and
 - (d) take effective measures to stop any further release or escape of dust or liquid waste.
- (3) Where written notice is issued under subclause (2), the requirements of the notice must be complied

with in the period as is specified in the notice.

- (4) Where the local government forms the opinion that dust or liquid waste has escaped or has been released from an activity undertaken on land or as a consequence of the use of equipment on land, the local government may give written notice requiring that the activity or use of equipment on the land be ceased immediately, for such period as is specified in the notice on –
 - (a) any owner or occupier of the land; or
 - (b) any operator of equipment on the land.
- (5) Where the local government is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried out from any land, the local government may give to the owner or occupier written notice providing that the activity may only be carried on subject to conditions specified in the notice.

5.5 Dust management

If an owner or occupier of land intends to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, the local government may require the owner, occupier or builder to –

- (a) submit a Dust Management Plan in accordance with the Department of Water and Environmental Management document “A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities” (March 2011), or any updated version of this document; and
- (b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.

5.6 Removal of refuse and disused materials

- (1) The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of whatever nature or kind which in the opinion of the local government or an authorised person is likely to give the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.
- (2) The local government or an authorised person may give written notice to the owner or occupier of a lot requiring the removal of refuse, rubbish or disused material from the lot within the time specified in the notice.

5.7 Removal of unsightly overgrowth of vegetation

- (1) The owner or occupier of a lot shall not permit to remain on a lot, any unsightly overgrowth of vegetation that gives the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.
- (2) The local government or an authorised person may give written notice to the owner or occupier of a lot requiring the removal of the overgrowth of vegetation within the time specified in the notice.

5.8 Storage of vehicles, vessels and machinery

- (1) The owner or occupier of a lot shall not –
 - (a) store, or allow to remain in public view on any lot, more than 1 vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;
 - (b) store, or allow to remain in public view on any lot, any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month;
 - (c) store, or allow to remain in public view on any lot, any vehicle, vessel or machinery parts (including tyres);
 - (d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed –
 - (i) inside a building; or
 - (ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the thoroughfare and from adjoining properties; or
 - (e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.
- (2) Subclause (1) does not apply to land zoned industrial under a local planning scheme.

5.9 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment which has a capacity of 0.04 cubic metres or more on any land without first –

- (a) removing every door and lid and every lock, catch and hinge attached to a door or lid; or
- (b) rendering every door and lid incapable of being fastened.

PART 6 - NUISANCES AND DANGEROUS THINGS**6.1 Application of this Part**

This Part applies only within the townsites.

6.2 Use of exterior lights

An owner or occupier of land on which floodlights or other exterior lights are erected or used, shall not allow the floodlights or other exterior lights to shine directly onto any other premises.

6.3 Emission or reflection of light

An owner or occupier of land shall ensure that –

- (a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside that land to more than 50 lux; and
- (b) natural light is not reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare.

6.4 Notice may require specified action to prevent emission or reflection of light

- (1) The local government may by written notice direct the owner or occupier to take such actions as an authorised person considers necessary within the time specified in the notice where –
 - (a) floodlights or other exterior lights shine directly onto any other premises;
 - (b) artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land to more than 50 lux; or
 - (c) natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare.
- (2) The notice referred to in subclause (1) may direct that –
 - (a) floodlights or other exterior lights are used only during the hours specified in the notice;
 - (b) the direction in which the lights shine be altered as specified in the notice;
 - (c) any reflective surfaces be painted or otherwise treated so as to abate the nuisance; or
 - (d) any combination of these measures that the local government believes to be appropriate to the circumstances.

6.5 Burning rubbish, refuse or other material

- (1) A person shall not set fire to rubbish, refuse or other materials unless –
 - (a) a licence has first been obtained from the local government;
 - (b) the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other material do not exist and the potential for pollution is low;
 - (c) the material does not include any plastic, rubber, food scraps or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (d) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and
 - (e) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of a licence as determined by the local government.
- (2) Subclause (1) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
- (3) Subclause (2) is subject to any fire danger rating as determined by the Bureau of Meteorology.

6.6 Burning of cleared vegetation prohibited

An owner or occupier of any building or development site shall ensure that no vegetation or other material cleared from the site is burnt on the site.

6.7 Escape of smoke, fumes, odours and other emissions

An owner or occupier of land or premises shall not cause or permit the escape of smoke, fumes or odours from the land or premises in such quantity or of such a nature as to cause or to be a nuisance to any person.

6.8 Disposal of swimming pool backwash

- (1) The owner or occupier of land on which a swimming pool is constructed shall ensure that all backwash is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of swimming pool backwash from a lot into a local government approved stormwater drain or road by a method approved by an authorised person.

6.9 Containment of stormwater

- (1) Subject to subclause (2), the owner or occupier of a lot shall ensure that all stormwater received by any building, house, other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain or road.

6.10 Amusements nuisance

A person shall not, without written authorisation from the local government, provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district.

6.11 Restrictions on feeding of birds

- (1) A person shall not feed a bird –
 - (a) so as to cause a nuisance; or
 - (b) with a food or substance that is not a natural food of a bird.
- (2) Where an authorised person forms the opinion that a person has not complied with subclause (1) the authorised person may give the person written notice requiring the person to clean up and properly dispose of any feed or waste products specified in the notice.

6.12 Hazardous trees

- (1) Where a tree on a lot endangers any person or thing on adjoining land, the local government may give written notice to the owner or the occupier of the lot to remove, cut, move or otherwise deal with that tree so as to make the tree safe.
- (2) Where a tree on a lot presents a serious and immediate danger to any person or thing, the local government may take any remedial action it considers appropriate in order to make the tree safe without having given the owner or occupier written notice pursuant to subclause (1).
- (3) The local government reserves its right to recover any costs incurred by the local government for remedial action taken in terms of subclause (2).

PART 7 - VEHICLE NUISANCE**7.1 Livestock vehicles**

- (1) A person shall not park a vehicle containing livestock in a townsite for a period in excess of 30 minutes.
- (2) A person shall not park a vehicle which contains or has been used for the carriage of livestock so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle.

- (3) If a person parks a vehicle containing livestock in a townsite in accordance with subclause (1), then the person does not contravene subclause (2).

7.2 Truck noise from residential land

A person shall not start or drive a truck on land zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of the local government.

PART 8 - LICENCES

8.1 Application for licence

- (1) Where a person is required to obtain a licence under this local law, that person shall apply for the licence in accordance with subclause (2).
- (2) An application for a licence under this local law shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required; and
 - (d) be forwarded to the local government together with any set fee.
- (3) An authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a licence.
- (4) An authorised person may require an applicant to give public notice of the application for a licence.
- (5) An authorised person may refuse to consider an application for a licence which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

8.2 Decision on application for licence

- (1) An authorised person may –
 - (a) approve an application for a licence unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a licence.
- (2) If an authorised person approves an application for a licence, written notice of approval is to be issued to the applicant.
- (3) If an authorised person refuses to approve an application for a licence, written notice of that refusal is to be given to the applicant.
- (4) An authorised person may, at any time, amend a condition of a licence and the amended condition takes effect when written notice of it is given to the licence holder.

8.3 General restrictions on grant of licence

- (1) An authorised person shall not grant a licence if there are reasonable grounds for believing that the carrying on of the activity to which the application relates would constitute an unacceptable risk to the safety of the public.
- (2) An authorised person shall not grant a licence unless satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the licence;
 - (b) the public place at which the activity is to be provided is suitable for that purpose;
 - (c) a licence or similar authority granted or issued to the applicant has not been cancelled in the period of 5 years before the application is made; and
 - (d) the applicant is considered to be a fit and proper person to carry on the activity.

8.4 Amendment of licence

- (1) An authorised person may, by written notice given to the licence holder, amend a licence –
 - (a) imposing any new condition; or
 - (b) change or remove any existing condition.
- (2) An amendment may be made on application made by the licence holder or on the initiative of an authorised person.
- (3) An amendment will come into effect on the day that written notice is given to the licence holder, or some other date as specified in the notice.

8.5 False or misleading statement

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law.

8.6 Compliance with conditions

Where an application for a licence has been approved subject to conditions, the licence holder shall comply with each of those conditions, as amended.

8.7 Duration of licence

A licence is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the licence; or
- (b) cancelled under this Division.

8.8 Renewal of licence

- (1) A licence holder may apply to the local government for the renewal of a licence.
- (2) An application for renewal shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the licence holder;
 - (c) provide the information required by the form;
 - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that the local government in a particular case permits; and
 - (e) be accompanied by any set fee.
- (3) The provisions of this Part that apply to an application for a licence also apply to an application for the renewal of a licence as though it were an application for a licence.

8.9 Transfer of licence

- (1) An application for the transfer of a valid licence is –
 - (a) to be made in writing;
 - (b) to be signed by the licence holder and the proposed transferee of the licence;
 - (c) to include such information as an authorised person may require to enable the application to be determined; and
 - (d) to be forwarded to the local government together with any set fee.
- (2) An authorised person may –
 - (a) approve an application for the transfer of a licence;
 - (b) approve the application subject to any conditions; or
 - (c) refuse to approve the application.
- (3) Where an authorised person approves an application for the transfer of a licence, the transfer may be effected by an endorsement on the licence signed by the authorised person.
- (4) Where an authorised person approves the transfer of a licence, the local government is not required to refund any part of any set fee paid by the former licence holder.

8.10 Cancellation of licence

A licence may be cancelled by an authorised person if –

- (a) the licence was obtained improperly;
- (b) the licence holder has persistently or frequently contravened a term or condition of the licence, or a provision of this local law; or
- (c) there are reasonable grounds for believing that the continued provision of the activity constitutes or would constitute an unacceptable risk to the safety of the public.

8.11 Surrender of licence

A licence holder may, at any time by notice in writing to the local government, surrender the licence.

8.12 Production of licence

A licence holder shall produce to an authorised person her or his licence immediately after being required

to do so by that authorised person.

8.13 Production of licence document for amendment

If an authorised person amends or renews a licence, the licence holder shall, if required by an authorised person, produce the licence document to the authorised person for amendment within the period specified by the authorised person.

8.14 Return of licence document if licence no longer in effect

- (1) The person who was the licence holder shall as soon as practicable return the licence document to the local government if a licence –
 - (a) has expired or has not been renewed;
 - (b) has been cancelled; or
 - (c) has been surrendered.
- (2) On the cancellation of a licence under clause 8.10 the licence holder is to be taken to have forfeited any fees paid in respect of the licence.

PART 9 - NOTICES

9.1 Notice to remedy non-compliance

Where any thing is required to be done or not permitted to be done by this local law, an authorised person may give written notice –

- (a) to the owner or the occupier of the property or property which abuts that portion of the thoroughfare where the thing has been done or not done; or
- (b) to any other person who may be responsible for the thing done or not done, requiring the person to comply with the requirements of this local law.

9.2 Notice requirements

- (1) Written notice given under this Part shall –
 - (a) be in writing;
 - (b) given to the person referred to in clause 9.1;
 - (c) specify the reason for giving the notice;
 - (d) the action that is required to be undertaken; and
 - (e) the time within which the work or action is to be undertaken.
- (2) At the discretion of the local government, the action that may be required to be undertaken is –
 - (a) to take or cease such action as may be required for compliance with this local law;
 - (b) reinstate the property or thing to the state it was in before the removal, damage or interference;
 - (c) replace that property or thing; or
 - (d) pay for the costs of reinstatement or replacement.

9.3 Offence to fail to comply with notice

A person who fails to comply with written notice given to him or her under this local law commits an offence.

9.4 Local government may undertake requirements of notice

If a person fails to comply with written notice referred to in clause 9.1, the local government may –

- (a) do the thing specified in the notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
- (b) take whatever remedial action it considers appropriate to put the local government in the position it would have been in if the breach or failure had not occurred; and
- (c) recover all costs from the person, as a debt.

9.5 Entry into private land

This local law is subject to sections 3.25, 3.27 and schedules 3.1 and 3.2 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

PART 10 - OBJECTIONS AND APPEALS

10.1 Objections and appeals

Division 1 of Part 9 of the Act applies to a decision under this local law in respect of the grant, renewal, transfer, amendment or cancellation of a licence or consent.

PART 11 - ENFORCEMENT

11.1 Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

11.2 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of the day during which the offence has continued.

11.3 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of a modified penalty for a prescribed offence is the number specified adjacent to the clause in Schedule 1.

11.4 Form of infringement notices

- (1) For the purposes of this local law –
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Schedule 1 – Prescribed offences

[clause 11.3]

Item	Clause	Nature of offence	Modified penalty \$
1	2.2(a)	Failure to keep premise free from excrement, filth, food waste and other matter likely to be offensive or injurious to health, attracts, vermin or insects	250
2	2.2(b)	Failure to keep premises clean and disinfected when given written notice	250
3	2.2(c)	Failure to keep premises free of flies, or when given written notice, spray premises with residual insecticide or use other means to kill or repel flies	250
4	2.3	Failure to maintain adequate enclosures	250
5	2.4(1)	Keeping more than 3 cats without a licence	250

Item	Clause	Nature of offence	Modified penalty \$
6	2.5(1)	Failure to keep cats in accordance with conditions of this local law	250
7	3.1(1)	Keeping more than the permitted number of poultry	250
8	3.2(1)	Keep, or permit to be kept, any poultry, not in accordance with conditions of this local law	250
9	3.3(1)	Keep, or suffer to remain in a residential zone, a rooster, turkey, goose or geese, peafowl or guinea fowl	250
10	3.4(1)	Failure to keep pigeons in accordance with conditions of this local law	250
11	3.4(2)	Failing to keep cages, enclosures and lofts maintained to minimum standard specified in the Code of Practice	250
12	3.5	Failing to prevent pigeons nesting or perching	250
13	3.6	Failing to keep aviary birds in accordance with conditions of this local law	250
14	3.7	Keeping birds so as to create a nuisance	250
15	4.3	Keeping a farm animal without a valid licence	250
16	4.6	Failure to comply with the conditions for keeping farm animals	250
17	4.7	Failure to keep farm animals in accordance with requirements of this local law	250
18	4.8	Keeping a miniature horse on land without a licence	250
19	4.9	Keeping a miniature pig on land without a licence	250
20	4.10	Failure to provide or keep a shelter for farm animals in accordance with this local law	250
21	4.11	Permitting livestock to stray, or be at large in a thoroughfare, public place or private property without consent	250
22	4.12	Failing to keep property fenced in a manner capable of confining livestock	250
23	5.2	Failure to provide or maintain a refuse receptacle on a building or development site	500
24	5.3	Failure to control refuse on a building or development site	500
25	5.4	Release or escape of dust or liquid waste from land	500
26	5.5	Commencing works involving clearing of land without an approved Dust Management Plan	500
27	5.8(1)(a)	Storing, or allow to remain on land, more than one vehicle, vessel or machinery in a state of disrepair	500
28	5.8(1)(b)	Storing, or allow to remain on land, any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month	500
29	5.8(1)(c)	Storing, or allow to remain on land, any vehicle, vessel or machinery parts (including tyres)	500
30	5.8(1)(d)(i)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not inside a building	500
31	5.8(1)(d)(ii)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not behind a sufficient fence or wall	500

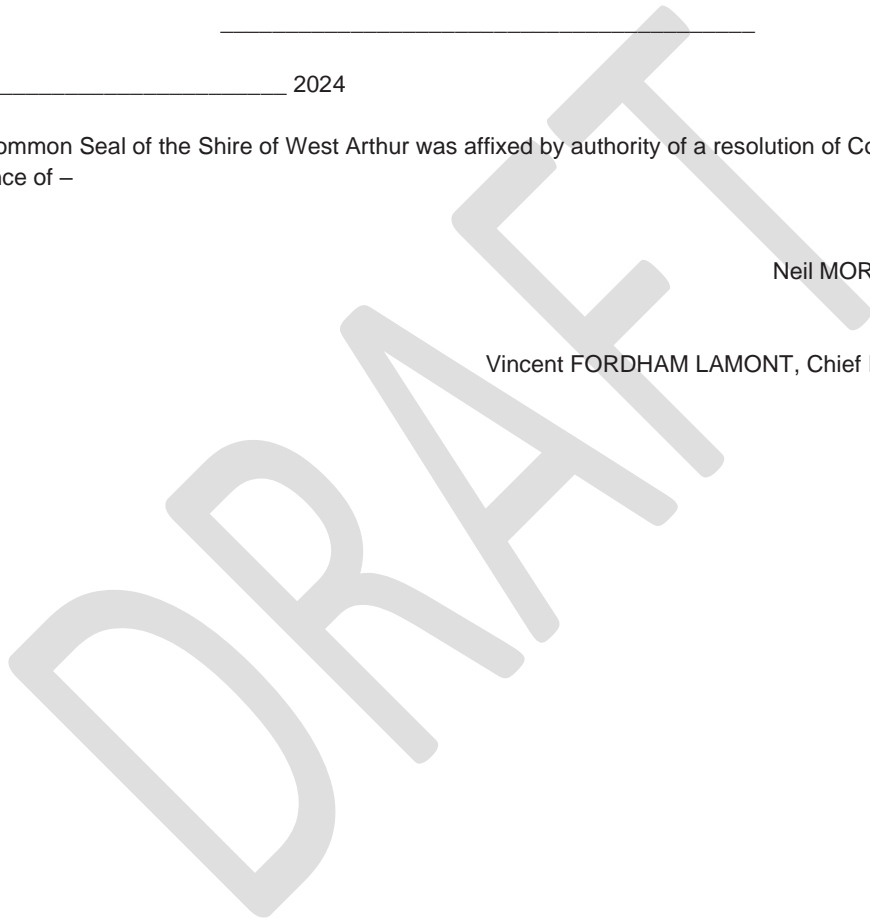
Item	Clause	Nature of offence	Modified penalty \$
32	5.8(1)(e)	Wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance	500
33	6.5	Burning of cleared vegetation or other material from a building or development site	500
34	8.5	Making a false or misleading statement	500
35	9.3	Failure to comply with written notice	250
36	11.1	Offence not elsewhere specified	250

_____ 2024

The Common Seal of the Shire of West Arthur was affixed by authority of a resolution of Council in the presence of –

Neil MORRELL, President

Vincent FORDHAM LAMONT, Chief Executive Officer



11.4 POLICY W4 - WILDFLOWER, LEAVES AND BRANCHES, AND SEED HARVESTING FROM RESERVES

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	23/01/2024
Disclosure of Interest:	Nil
Attachments:	1. Updated Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves ↓

SUMMARY:

Council is requested to consider updating the existing Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Road and Shire-Controlled Reserves to include non-commercial activities.

BACKGROUND:

Section 2.7 of the *Local Government Act 1995* describes the role of Council. One of the roles is to make, amend and revoke its policies.

At its ordinary meeting of 21 December 2023, Council resolved to support the updating of Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Road and Shire-Controlled Reserves to include **non-commercial** activities (refer to resolution CO-2023-001 in the relevant minutes).

COMMENT:

Council already has an existing Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Road and Shire-Controlled Reserves, which relates to commercial activities. The CEO recently received an application from an individual wanting to collect plant material from shire reserves (including road reserves) for non-commercial purposes. At the time, there was no policy direction available in relation to non-commercial purposes so Council is now being requested to updated Policy W4 to include non-commercial activities.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995
s2.7(2)(b) Role of council

POLICY IMPLICATIONS:

Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Road and Shire-Controlled Reserves will be updated.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

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 (25)
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-commercial activities in relation to picking wildflowers, leaves, branches and seeds will not be adequately regulated.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(10) High
Principal Risk Theme	Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Adopt updated policy as requested.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. Adopt the updated Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Road and Shire-Controlled Reserves as presented;
2. Direct the CEO to include it in Council’s Policy Manual; and
3. Direct the CEO to post the updated Policy Manual on the Shire’s website.

Policy Title	W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves
Policy Type	Works & Services
Responsible Officer	Manager Works & Services



Purpose

To establish policies and procedures to deal with applications for both commercial and non-commercial harvesting of wildflowers and seeds within road and shire-controlled reserves.

Scope

This Policy also applies to the collection of leaves and branches for culture smoking ceremonies.

Definitions

Policy Statement

Approval is required from the Shire, from persons licensed as Commercial or Non-Commercial Wildflower Pickers by the Department of Biodiversity, Conservation and Attractions to pick flora, or seeds of flora, from road and reserves under the control and management of the Shire of West Arthur.

Applications shall be considered on the following basis:

Wildflower and Seed Collecting:

- a. The applicant shall hold a current Commercial or Non-Commercial Wildflower Pickers Licence issued by the Department Biodiversity, Conservation and Attractions.
- b. The applicant shall submit a Commercial or Non-Commercial Wildflower Harvesting permit application form to the Shire for consideration.
- c. The applicant shall nominate the specific roads, portions of roads or reserves from which they seek permission to pick from.
- d. The applicant shall supply detail of the vehicle/s they will be using for picking activities.
- e. The permit holder shall maintain records of the quantity of all varieties picked and provide an annual report to the Shire.
- f. The permit holder shall not clear any portion of a road or reserve to gain access to flora; only existing access tracks may be used.
- g. The permit holder shall comply with all conditions imposed by the Department Biodiversity, Conservation and Attractions in accordance with their Commercial or Non-Commercial Pickers Licence; failure to comply with these conditions may result in the Shire permit being revoked.

- h. The permit holder shall comply with all traffic management requirements in accordance with relevant Main Roads WA Code(s) of Practice whilst undertaking picking activities within a road reserve.
- a. The permit holder shall comply with any Dieback management practices imposed as part of the permit conditions.
- b. An annual fee as determined by Council or part thereof may be payable.
- c. Permits to have a common expiry date being 30th June.
- d. Permits are not transferable.

Leaves and Branches:

The Shire is known to contain flora with leaves and branches required for culture smoking ceremonies. As such, approval from Council is not required, subject to:

- a. Damage to trees being kept to a minimum;
- b. Only branches and leaves are to be removed from trees
- c. No portion of a road or reserve is to be cleared to gain access to branches and leaves, only existing access tracks may be used.

History	25/05/2023 Adopted 22/02/2024 Updated
Delegation	2.34 Local Laws
Relevant Legislation	<i>Environmental Protection Act 1986</i> <i>Wildlife Conservation Act 1950</i> <i>Wildlife Conservation Regulations 1970</i> <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>
Related Documentation	

11.5 DELEGATION 2.34 AMENDMENT AND NEW DELEGATIONS 2.37 AND 2.38

File Reference:	ADM058
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	24/01/2024
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">Draft Amended Delegation 2.34 Local Laws – Administration and Appointment of Authorised Persons ↓Draft New Delegation 2.37 Wildflowers, Leaves and Branches, and Seed Harvesting from Reserves ↓Draft New Delegation 2.38 Legislation – Appointment of Authorised Person ↓

SUMMARY:

Council is requested to consider:

1. proposed amendments to Delegation 2.34 Local Laws – Administration and Appointment of Authorised Persons;
2. proposed new Delegation 2.37 Wildflowers, Leaves and Branches, and Seed Harvesting from Reserves;
3. proposed new Delegation 2.38 Legislation – Appointment of Authorised Persons.

BACKGROUND:

The need for the amendment of an existing delegation and new delegations arise out of Council's resolution CO-2023-158 at the Ordinary meeting held on 21 December 2023, and review of consequential matters.

COMMENT:

In considering the amendment and new delegations, the following principles were applied –

- (a) "Delegation of power" is the term used in legislation, and not "delegation of authority". The capacity to make a decision can be delegated, but authority always remains with Council and cannot be diluted. Effectively, a delegation is the power to make a decision as though the person was the Council, and sets the parameters for a person to act within. Use of the term "the local government" in legislation is an indication that the matter is one that should require a delegation, and is not a function of an authorised person.
- (b) Authorised person – is appointed to act within the parameters set by legislation including local laws which are delegated legislation, policy adopted by Council, etc.

There are further technical and administrative differences between the two, but it can be summed up that a delegation does not confer the authority to act. The Department of Local Government, Sport and Cultural Industries Operational Guidelines may assist. They can be found at:

<https://www.dlgsc.wa.gov.au/departments/publications/publication/delegations>

In general terms, with a very few exceptions, a delegation of power may only be made to an employee. Appointment of authorised persons, however, is not restricted to employees, although some activities may be.

The distinction is important –

- to be consistent with the terminology used by legislation,
- to be consistent with the DLGSC Guidelines concerning delegations and acting through,
- to separate the functions of delegations and authorisations,
- to remove a degree of administrative compliance relating to delegations, in favour of the more straightforward processes of authorisations,
- to avoid misunderstanding and confusion about the functions of each, and not blur the lines.

Consistent with recent emails from the CEO and responses of Councillors, within each delegation statement–

1. sections to be resolved by Council are –
 - Express Power to Delegate
 - Express Power or Duty Delegated
 - Delegate
 - Function
 - Council Conditions on this Delegation
2. sections which are at the CEO’s discretion or administrative / information in nature are –
 - Title
 - Express Power to Sub-Delegate
 - Sub-Delegate/s
 - CEO Conditions on this Sub-Delegation
 - Compliance Links
 - Record Keeping
 - Version Control

Amendment to Delegation 2.34 Local Laws – Administration and Appointment of Authorised Persons

The main changes are to the Function delegated by naming each of the local laws, which had been previously omitted. Two local laws are not named, as neither have any reference to “authorised persons”. The two omitted are the Standing Orders and Bush Fire Brigades local laws.

The second major change is to the Council Conditions.

Please note that this delegation of power and the power to appoint authorised persons applies to local laws only, and not appointment of authorised person under legislation generally.

New Delegation 2.34 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves

The head of power for a local government to manage road reserves is under the *Land Administration Act 1997* s.55.

The application of this delegation is to be within the constraints of –

- the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000
- Delegation 2.34, and
- Policy W4

Please note that environmental legislation, including the *Biodiversity Conservation Act 2016*, applies to all land that is not freehold land, and therefore includes recreation and other reserves under the care, control and management of the local government.

In accordance with the resolution of Council in December 2023, the delegation applies only to non-commercial activities. Applications of a commercial nature are to be referred to Council for decision.

New Delegation 2.38 Legislation – Appointment of Authorised Persons

As a delegation of power is different to an authorised person, it is considered advisable that the CEO have the power to appoint authorised persons under the legislative head of power. While local laws refer to the actions of authorised persons, the basis of the appointment rests in the legislation, not the local law.

This proposed delegation mirrors the amendment to Delegation 2.34 giving the power to appoint authorised persons for the purposes of local laws, by delegating power to the CEO to appoint authorised persons to carry out functions that are directed or permitted by the principal enabling legislation.

CONSULTATION:

Niel Mitchell – Local Government Consultant

STATUTORY ENVIRONMENT:

Local Government Act 1995

- s.5.42 Delegation of some powers or duties to the CEO
- s.5.43 Limitations on delegations to the CEO
- s.9.10 Appointment of authorised persons
- s.9.11 Person found to be committing breach to give name on demand
(restricted to authorised persons who are also employees)

Biodiversity Conservation Act 2016

Environmental Protection Act 1986

- s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950

- s.14 – Protection of fauna
- s.23C – Licences to take protected flora
- s.23D – Taking and sales of protected flora on private land

Public Health Act 2016

- s.21 Enforcement agency may delegate
(to CEO or authorised officer designated by the local government)

Building Act 2011

- s.127 Delegation of powers and duties may be made to an employee only

Bush Fires Act 1954

- s.17(1) delegation to determine prohibited periods
(only to President and chief fire control officer jointly)
- s.48 delegation of other matters to CEO only
(sub-delegation not permitted)

Graffiti Vandalism Act 2016

- s.16 & 17 Delegation to CEO and sub-delegations

Food Act 2008

- s.118 Delegation

Litter Act 1979

- s.26 Appointment of authorised persons

Shire of West Arthur Local Planning Scheme

- cl.11.3 Delegation to CEO and sub-delegation

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

POLICY IMPLICATIONS:

Impacts on Policy W4 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and staff.

West Arthur Towards 2031

Theme: Natural Environment

Outcome: Our natural biodiversity is maintained and valued

Strategy: Protection of our unique flora and fauna.

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 (25)
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	Negative impacts on community where matters do not have appropriate controls or Excessive and uncontrolled collection of plant material from Shire reserves in the District
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Community disruption Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Adoption of proposed amended delegation of power, and new delegations of power

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopts:

1. amended Delegation 2.34 Local Laws – Administration and Appointment of Authorised Persons;
2. new Delegation 2.37 Wildflowers, Leaves and Branches, and Seed Harvesting from Reserves; and
3. new Delegation 2.38 Legislation Appointment of Authorised Persons.

Title:	2.34 Local Laws – Administration and Appointment of Authorised Persons
Express Power to Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 Appointment of authorised persons s.9.11 Person found to be committing breach to give name on demand (restricted to authorised persons who are also employees)
Express Power or Duty Delegated:	All the powers, duties, and responsibilities of the local government, in respect of all the Local Laws of the Shire of West Arthur.
Delegate:	Chief Executive Officer
<p>Function:</p> <p><i>This is a precis only.</i></p> <p><i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. The Chief Executive Officer is delegated power to exercise the duties and responsibilities of the local government in respect to all the Local Laws of the Shire of West Arthur: <ul style="list-style-type: none"> • Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 • Animals, Environment and Nuisance Local Law 2024 • Dogs Local Law 2000 • Fencing Local Law 2021 • Local Government Property Local Law 2000 • Parking and Parking Facilities Local Law 1997 2. The Chief Executive Officer is delegated power under section 9.10 of the <i>Local Government Act 1995</i>, to appoint authorised persons, not limited to employees, for the purposes of the named local laws.
Council Conditions on this Delegation:	<p>The CEO may not sub-delegate –</p> <ul style="list-style-type: none"> • appointment of authorised persons • withdrawal of infringement notices • power to commence enforcement proceedings • power to deal with objections, reviews or appeals
Express Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> s.5.44 CEO may delegate some powers and duties to other employees
<p>Sub-Delegate/s:</p> <p><i>Appointed by CEO</i></p>	<p>Manager Corporate Services (all matters)</p> <p>Manager Works and Services (all matters)</p>

<p>CEO Conditions on this Sub-Delegation:</p> <p><i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	<p>Nil</p>
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<p><i>Compliance Links:</i></p>	<p><i>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</i></p> <p><i>Local laws as listed in Functions, resolved by Council</i></p> <p><i>Delegation 2.37 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves</i></p> <p><i>Policy W4 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves</i></p>
<p><i>Record Keeping:</i></p>	<p><i>In accordance with r19 Local Government (Administration) Regulations 1996</i></p>

Version Control:

<p><i>Adopted: Endorsed by Council 12 April 2022</i></p> <p><i>Updated: Endorsed by Council 22 February 2024</i></p>
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<p>Title:</p>	<p>2.37 Wildflowers, Leaves and Branches, and Seed Harvesting from Reserves</p>
<p>Express Power to Delegate:</p>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 Appointment of authorised persons s.9.11 Person found to be committing breach to give name on demand (restricted to authorised persons who are also employees) <p><i>Land Administration Act 1997:</i></p> <ul style="list-style-type: none"> s.55 Property in and management of roads etc
<p>Express Power or Duty Delegated:</p>	<p>Determination of applications for harvesting of wildflower, leaves and branches, and seed from road reserves and other reserves under the care, control and management of the Shire, including imposition of any conditions.</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function:</p> <p><i>This is a precis only.</i></p> <p><i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>The Chief Executive Officer is delegated power to determine non-commercial applications to harvest of wildflower, leaves and branches, and seed from road reserves and other reserves under the care, control and management of the Shire, and may:</p> <ul style="list-style-type: none"> • approve the application; • approve the application with conditions; • decline the application; • suspend or cancel an approved application should the circumstances warrant, in the opinion of the CEO.
<p>Council Conditions on this Delegation:</p>	<ul style="list-style-type: none"> (a) The CEO may not sub-delegate suspension or cancellation of an approved application. (b) Consideration and approval of an application to be in accordance with Policy W4 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves. (c) Applications for commercial activities are to be referred to Council for consideration.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> s.5.44 CEO may delegate some powers and duties to other employees
<p>Sub-Delegate/s:</p> <p><i>Appointed by CEO</i></p>	<p>Manager Corporate Services (all matters other than suspension or cancellation)</p> <p>Manager Works and Services (all matters other than suspension or cancellation)</p>

<p>CEO Conditions on this Sub-Delegation:</p> <p><i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	
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<p><i>Compliance Links:</i></p>	<p><i>Biodiversity Conservation Act 2016 and Regulations</i></p> <p><i>Environmental Protection Act 1986</i> <i>s.51C – Unauthorised clearing of native vegetation</i></p> <p><i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i></p> <p><i>Wildlife Conservation Act 1950</i> <i>s.14 – Protection of fauna</i> <i>s.23C – Licences to take protected flora</i> <i>s.23D – Taking and sales of protected flora on private land</i></p> <p><i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i></p> <p><i>Delegation 2.34 Local Laws – Administration and appointment of authorised persons</i></p> <p><i>Policy W4 Wildflower, Leaves and Branches, and Seed Harvesting from Reserves</i></p>
<p><i>Record Keeping:</i></p>	<p><i>In accordance with r19 Local Government (Administration) Regulations 1996</i></p>

Version Control:

<p>Adoption by Council 22 February 2024</p>

Title:	2.38 Legislation – Appointment of Authorised Person
<p>Express Power to Delegate:</p>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> s.5.52 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 Appointment of authorised persons <ul style="list-style-type: none"> includes – <ul style="list-style-type: none"> (a) the <i>Caravan Parks and Camping Grounds Act 1995</i>; (b) the <i>Cat Act 2011</i>; (c) the <i>Cemeteries Act 1986</i>; (d) the <i>Control of Vehicles (Off-road Areas) Act 1978</i>; (e) the <i>Dog Act 1976</i>; (f) subsidiary legislation made under these Acts s.9.11 Person found to be committing breach to give name on demand (restricted to authorised persons who are also employees) <p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> s.21 Enforcement agency may delegate (to CEO or authorised officer designated by the local government) <p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> s.127 Delegation of powers and duties may be made to an employee only <p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> s.17(1) delegation to determine prohibited periods (only to President and chief fire control officer jointly) s.48 delegation of other matters to CEO only (sub-delegation not permitted) <p><i>Graffiti Vandalism Act 2016:</i></p> <ul style="list-style-type: none"> s.16 & 17 Delegation to CEO and sub-delegations <p><i>Food Act 2008:</i></p> <ul style="list-style-type: none"> s.118 Delegation <p><i>Litter Act 1979:</i></p> <ul style="list-style-type: none"> s.26 Appointment of authorised persons <p><i>Shire of West Arthur Local Planning Scheme:</i></p> <ul style="list-style-type: none"> cl.11.3 Delegation to CEO and sub-delegation
<p>Express Power or Duty Delegated:</p>	<p>Appointment of authorised persons to act in accordance with the provisions of the legislation listed.</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function:</p> <p><i>This is a precis only.</i></p> <p><i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. The Chief Executive Officer is delegated power to appoint employees and other persons as appropriate or necessary, to be authorised persons for the purposes of performing functions under the following Acts and associated Regulations: <ul style="list-style-type: none"> (a) Local Government Act 1995, excluding – <ul style="list-style-type: none"> s.5.37(1) – determination that an employee or class of employee is or is not designated; and s.5.37(1) – appointment or termination of a person to a designated position without Council’s consent (b) Local Government (Miscellaneous Provisions) Act 1960;

	<ul style="list-style-type: none"> (c) Public Health Act 2016; (d) Health (Miscellaneous Provisions) Act 1911; (e) Building Act 2011; (f) Bush Fires Act 1954; (g) Caravan Parks and Camping Grounds Act 1995; (h) Cat Act 2008; (i) Cemeteries Act 1986; (j) Control of Vehicles (Off-road Areas) Act 1978; (k) Dog Act 1976; (l) Environmental Protection Act & Regulations 1986; (m) Food Act 2008; (n) Graffiti Vandalism Act 2016; (o) Litter Act 1979; and (p) Planning and Development Act 2005. <p>2. The CEO is delegated power to appoint appropriate employees and other persons as authorised persons for the purposes of performing functions under –</p> <ul style="list-style-type: none"> (a) Local Planning Scheme; and (b) Local Planning Policy.
<p>Council Conditions on this Delegation:</p>	<ul style="list-style-type: none"> 1. Sub-delegation of appointment of authorised persons not permitted. 2. Appointments made by the CEO are to state the appointment period being – <ul style="list-style-type: none"> (a) the duration of employment by the Shire; (b) the duration of the contract with the Shire; or (c) specified time, event or purpose. 3. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to – <ul style="list-style-type: none"> (a) any limitations specified in the relevant general delegation to the person or position; and (b) any specific limitations imposed by the Council or CEO in making the appointment. 4. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i></p> <p>s.5.44 CEO may delegate some powers and duties to other employees and as may be specified in the relevant legislation</p>

<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p>None</p>
<p>CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	<p>N/A</p>

<p><i>Compliance Links:</i></p>	<p><i>Legislation as listed above</i> <i>Delegation 2.34 Local Laws – Administration and appointment of authorised persons</i></p>
<p><i>Record Keeping:</i></p>	<p><i>In accordance with r19 Local Government (Administration) Regulations 1996</i></p>

Version Control:

<p>Adoption by Council 22 February 2024</p>

12 CORPORATE SERVICES**12.1 FINANCIAL REPORTS - DECEMBER 2023 AND JANUARY 2024**

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	15/02/2024
Disclosure of Interest:	Nil
Attachments:	1. Monthly financial report December 2023 ↓ 2. Monthly financial report January 2024 ↓

SUMMARY:

Council is requested to consider the financial reports for the periods ending 31 December 2023 and 31 January 2024.

BACKGROUND:

The financial reports for the period ending 31 December 2023 and 31 January 2024 are attached.

COMMENT:

If you have any questions regarding details in the financial reports, please contact the office before 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 required.

STATUTORY ENVIRONMENT:

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- budget estimates to the end of the relevant month and
- actual amounts of expenditure, revenue and income to the end of the relevant month and
- material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- the net current assets at the end of the relevant month, and a note containing a summary explaining the composition of the net existing assets.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no financial implications. Reported income and expenditure will be assessed by management as being consistent with the 2023/24 Annual Budget.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Ensure that the local community is provided with value for money through the prudent expenditure of rates

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	Not preparing monthly financial statement which affects Council’s ability to oversee the Shire’s financial management.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Prepare monthly financial statements for the Council.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accepts the financial reports for the period ending 31 December 2023 and 31 January 2024 as presented.

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 December 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,998,156	1,998,156	1,998,929	773	0.04%	
Grants, subsidies and contributions	13	417,215	217,286	220,759	3,473	1.60%	
Fees and charges		336,840	198,765	190,368	(8,397)	(4.22%)	
Interest revenue		201,900	23,650	24,842	1,192	5.04%	
Other revenue		109,470	54,735	52,200	(2,535)	(4.63%)	
Profit on asset disposals	6	11,124	2,534	0	(2,534)	(100.00%)	▼
		3,074,705	2,495,126	2,487,098	(8,028)	(0.32%)	
Expenditure from operating activities							
Employee costs		(2,169,272)	(1,109,444)	(1,084,143)	25,301	2.28%	▲
Materials and contracts		(1,416,780)	(681,552)	(698,600)	(17,048)	(2.50%)	▼
Utility charges		(118,152)	(59,076)	(52,753)	6,323	10.70%	▲
Depreciation		(2,269,487)	(314,271)	(339,564)	(25,293)	(8.05%)	▼
Finance costs		(27,016)	(13,446)	(13,446)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(17,900)	(19,473)	(1,573)	(8.79%)	
Loss on asset disposals	6	(5,034)	0	(3,516)	(3,516)	0.00%	
		(6,201,580)	(2,325,728)	(2,334,335)	(8,607)	(0.37%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,263,397	256,323	287,666	31,343	12.23%	▲
Amount attributable to operating activities		(863,478)	425,721	440,429	14,708	3.45%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	319,241	319,241	0	0.00%	
Proceeds from disposal of assets	6	125,000	35,000	29,091	(5,909)	(16.88%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		30,007	14,880	14,880	0	0.00%	
		1,465,635	369,121	363,212	(5,909)	(1.60%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,419,371)	(556,766)	(547,207)	9,559	1.72%	
Payments for construction of infrastructure	5	(1,564,245)	(535,577)	(487,647)	47,930	8.95%	▲
		(2,983,616)	(1,092,343)	(1,034,854)	57,489	5.26%	
Amount attributable to investing activities		(1,517,981)	(723,222)	(671,642)	51,580	7.13%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	150,000	0	0	0	0.00%	
Transfer from reserves	4	1,146,546	0	0	0	0.00%	
		1,296,546	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(125,119)	(58,446)	(58,446)	0	0.00%	
Transfer to reserves	4	(478,654)	(1,100)	(1,119)	(19)	(1.73%)	
		(603,773)	(59,546)	(59,565)	(19)	(0.03%)	
Amount attributable to financing activities		692,773	(59,546)	(59,565)	(19)	(0.03%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,688,686	1,688,686	1,688,832	146	0.01%	
Amount attributable to operating activities		(863,478)	425,721	440,429	14,708	3.45%	▲
Amount attributable to investing activities		(1,517,981)	(723,222)	(671,642)	51,580	7.13%	▲
Amount attributable to financing activities		692,773	(59,546)	(59,565)	(19)	(0.03%)	▲
Surplus or deficit after imposition of general rates		0	1,331,639	1,398,054	66,415	4.99%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 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
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

	Supplementary Information	30 June 2023 \$	31 December 2023 \$
CURRENT ASSETS			
Cash and cash equivalents	3	4,257,269	4,014,357
Trade and other receivables		358,547	386,468
Other financial assets		30,007	15,127
Inventories	8	14,985	14,985
TOTAL CURRENT ASSETS		4,660,808	4,430,937
NON-CURRENT ASSETS			
Other financial assets		340,484	340,484
Property, plant and equipment		19,815,397	19,990,436
Infrastructure		115,289,607	115,777,251
TOTAL NON-CURRENT ASSETS		135,445,488	136,108,171
TOTAL ASSETS		140,106,296	140,539,108
CURRENT LIABILITIES			
Trade and other payables	9	235,168	150,611
Other liabilities	12	7,336	111,147
Borrowings	11	125,119	74,144
Employee related provisions	12	310,426	310,426
TOTAL CURRENT LIABILITIES		678,049	646,328
NON-CURRENT LIABILITIES			
Borrowings	11	561,137	553,666
Employee related provisions		11,941	11,941
TOTAL NON-CURRENT LIABILITIES		573,078	565,607
TOTAL LIABILITIES		1,251,127	1,211,935
NET ASSETS		138,855,169	139,327,173
EQUITY			
Retained surplus		10,500,426	10,971,311
Reserve accounts	4	2,754,878	2,755,997
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		138,855,169	139,327,173

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 5 February 2024

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	31 December 2023
Current assets		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	4,014,357
Trade and other receivables		358,809	358,547	386,468
Other financial assets		30,007	30,007	15,127
Inventories	8	14,985	14,985	14,985
		<u>4,661,070</u>	<u>4,660,808</u>	<u>4,430,937</u>
Less: current liabilities				
Trade and other payables	9	(236,163)	(235,168)	(150,611)
Other liabilities	12	(6,750)	(7,336)	(111,147)
Borrowings	11	(125,119)	(125,119)	(74,144)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		<u>(684,877)</u>	<u>(678,049)</u>	<u>(646,328)</u>
Net current assets		3,976,193	3,982,759	3,784,609
Less: Total adjustments to net current assets	Note 2(c)	(2,287,507)	(2,293,927)	(2,386,555)
Closing funding surplus / (deficit)		1,688,686	1,688,832	1,398,054

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget	YTD Actual
	\$	(a)	(b)
Adjustments to operating activities			
Less: Profit on asset disposals		(11,124)	0
Add: Loss on asset disposals	6	5,034	3,516
Add: Depreciation		2,269,487	339,564
Movement in current employee provisions associated with restricted cash		0	(55,414)
Total non-cash amounts excluded from operating activities		2,263,397	287,666

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	31 December 2023
Adjustments to net current assets			
Less: Reserve accounts	4	(2,754,878)	(2,755,997)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(15,127)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	125,119	74,144
- Employee Benefit Provision		372,259	310,425
Total adjustments to net current assets	Note 2(a)	(2,287,507)	(2,293,927)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

3 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 actual materially.
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Profit on asset disposals	(2,534)	(100.00%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)			
Expenditure from operating activities			
Employee costs	25,301	2.28%	▲
Employee costs below budget year to date.		Timing	
Materials and contracts	(17,048)	(2.50%)	▼
Fire brigade expenditure is greater than budget.	(25,357)	Permanent	
Plant operation costs are greater than year to date budget.	(52,997)	Timing	
Bridge maintenance greater due to reallocation of project LRCI 4.	(49,493)	Permanent	
Several accounts are below budget year to date. Non reportable variance.	110,811	Timing	
Utility charges	6,323	10.70%	▲
Utilities are below budget year to date.		Timing	
Depreciation	(25,293)	(8.05%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
Non-cash amounts excluded from operating activities	31,343	12.23%	▲
Due to depreciation variance		Permanent	
Inflows from investing activities			
Proceeds from disposal of assets	(5,909)	(16.88%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)		Permanent	
Outflows from investing activities			
Payments for construction of infrastructure	47,930	8.95%	▲
Reallocation of LRCI 4 funds to bridge maintenance.			
Surplus or deficit after imposition of general rates	66,415	4.99%	▲
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
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**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.69 M	\$1.69 M	\$1.69 M	\$0.00 M
Closing	\$0.00 M	\$1.33 M	\$1.40 M	\$0.07 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables		Receivables			
	\$	% of total	\$	% Outstanding		\$	%	
Unrestricted Cash	\$1.26 M	31.3%	Trade Payables	\$0.04 M	Rates Receivable	\$0.29 M	82.6%	
Restricted Cash	\$2.76 M	68.7%	0 to 30 Days		86.7%	Trade Receivable	\$0.09 M	58.5%
			Over 30 Days		13.3%	Over 30 Days		
			Over 90 Days		0.0%	Over 90 Days		57.8%

Refer to 3 - Cash and Financial Assets Refer to 9 - Payables Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.86 M)	\$0.43 M	\$0.44 M	\$0.01 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$	% Variance	YTD Actual	\$	% Variance	YTD Actual	\$	% Variance
YTD Actual	\$2.00 M		YTD Actual	\$0.22 M		YTD Actual	\$0.19 M	
YTD Budget	\$2.00 M	0.0%	YTD Budget	\$0.22 M	1.6%	YTD Budget	\$0.20 M	(4.2%)

Refer to 10 - Rate Revenue Refer to 13 - Grants and Contributions Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.52 M)	(\$0.72 M)	(\$0.67 M)	\$0.05 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$	%	YTD Actual	\$	% Spent	YTD Actual	\$	% Received
YTD Actual	\$0.03 M		YTD Actual	\$0.49 M		YTD Actual	\$0.32 M	
Adopted Budget	\$0.13 M	23.3%	Adopted Budget	\$1.56 M	31.2%	Adopted Budget	\$1.31 M	24.4%

Refer to 6 - Disposal of Assets Refer to 5 - Capital Acquisitions Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.69 M	(\$0.06 M)	(\$0.06 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings		Reserves	
Principal repayments	(\$0.06 M)	Reserves balance	\$2.76 M
Interest expense	(\$0.01 M)	Interest earned	\$0.00 M
Principal due	\$0.63 M		

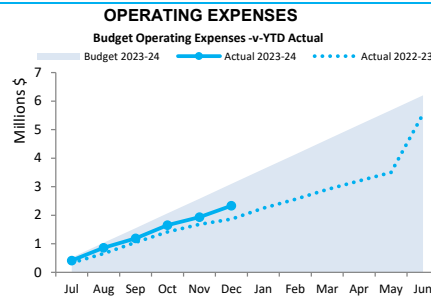
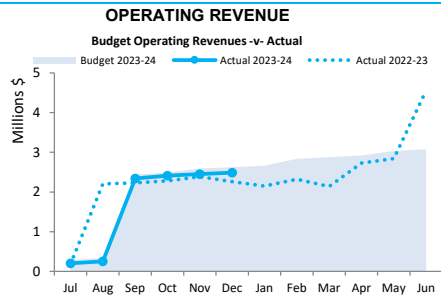
Refer to 11 - Borrowings Refer to 4 - Cash Reserves

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

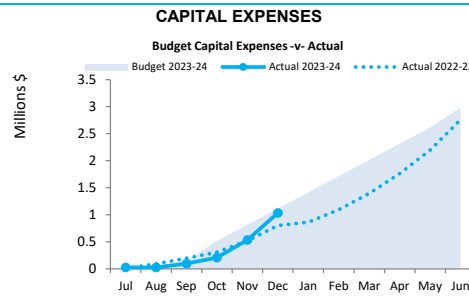
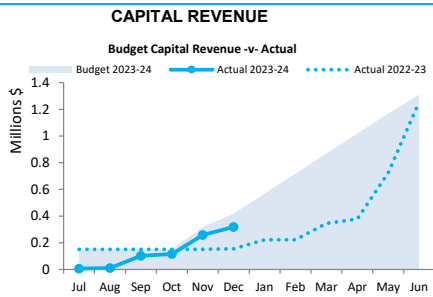
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

2 KEY INFORMATION - GRAPHICAL

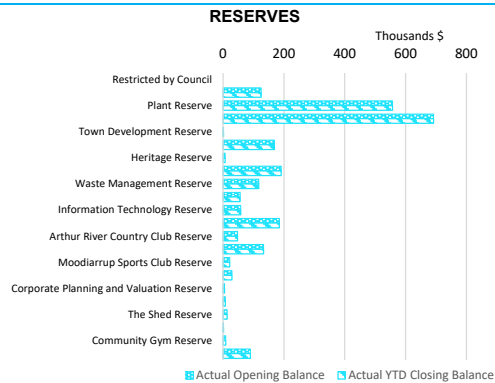
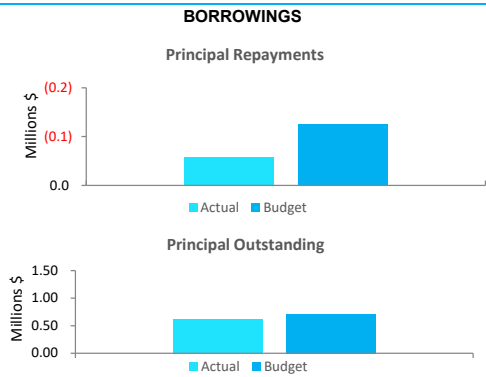
OPERATING ACTIVITIES



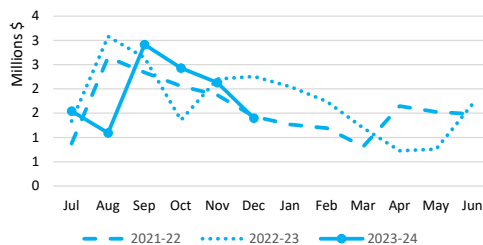
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	158,260	0	158,260	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	200,000	0	200,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	35	35	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	167	NAB	1.00%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	5,269	NAB	2.55%	N/A
Cash on hand		100	0	100	0	CASH	0.01%	N/A
Municipal	Cash and cash equivalents	500,000	0	500,000	0	NAB	4.85%	2/1/2024
Municipal	Cash and cash equivalents	400,000	0	400,000	0	NAB	5.00%	29/2/2024
Reserve	Cash and cash equivalents	0	600,000	600,000	0	NAB	5.38%	2/2/2024
Reserve	Cash and cash equivalents	0	2,000,000	2,000,000	0	BOQ	5.55%	12/2/2024
Reserve	Cash and cash equivalents	0	155,962	155,962	0	NAB	5.10%	2/4/2024
Trust	Cash and cash equivalents	0	0	0	68,000	NAB	5.10%	2/4/2024
Total		1,258,360	2,755,997	4,014,357	73,436			
Comprising								
Cash and cash equivalents		1,258,360	2,755,997	4,014,357	73,436			
		1,258,360	2,755,997	4,014,357	73,436			

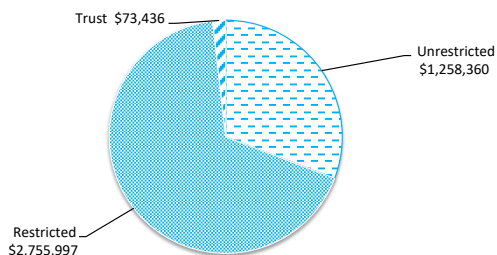
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	51	0	0	125,156
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	226	0	0	556,977
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	281	0	0	692,040
Town Development Reserve	1,578	75	0	0	1,653	1,578	1	0	0	1,579
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	68	0	0	168,685
Heritage Reserve	6,563	313	150	0	7,026	6,563	3	0	0	6,566
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	78	0	0	191,286
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	48	0	0	117,050
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	23	0	0	55,849
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	23	0	0	57,746
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	75	0	0	184,950
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	19	0	0	47,480
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	54	0	0	132,958
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	9	0	0	22,165
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	12	0	0	29,079
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	2	0	0	4,598
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	3	0	0	7,091
The Shed Reserve	13,103	625	0	0	13,728	13,103	5	0	0	13,108
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	1	0	0	1,259
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	3	0	0	8,561
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	37	0	0	89,922
Road Reserve	241,795	11,542	0	0	253,337	241,795	98	0	0	241,893
	2,754,878	131,504	347,150	(1,146,546)	2,086,986	2,754,878	1,119	0	0	2,755,997

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	13,500	13,974	474
Buildings - non-specialised	606,000	336,500	336,764	264
Buildings - specialised	25,000	1,500	1,764	264
Furniture and equipment	188,000	27,000	27,397	397
Plant and equipment	479,751	178,266	167,308	(10,958)
Acquisition of property, plant and equipment	1,419,371	556,766	547,207	(9,559)
Infrastructure - roads	1,153,551	465,300	465,616	316
Infrastructure - Other	410,694	70,277	22,031	(48,246)
Acquisition of infrastructure	1,564,245	535,577	487,647	(67,048)
Total capital acquisitions	2,983,616	1,092,343	1,034,854	(76,607)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,310,628	319,241	319,241	0
Borrowings	150,000	0	0	0
Other (disposals & C/Fwd)	125,000	35,000	29,091	(5,909)
Reserve accounts				
Plant Reserve	376,926	0	0	0
Building Reserve	694,620	0	0	0
Community Housing Reserve	1,000	0	0	0
Waste Management Reserve	35,000	0	0	0
Information Technology Reserve	25,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Kids Central Reserve	2,000	0	0	0
Community Gym Reserve	2,000	0	0	0
Contribution - operations	251,442	738,102	686,522	(51,580)
Capital funding total	2,983,616	1,092,343	1,034,854	(57,489)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

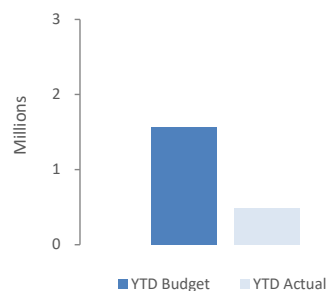
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

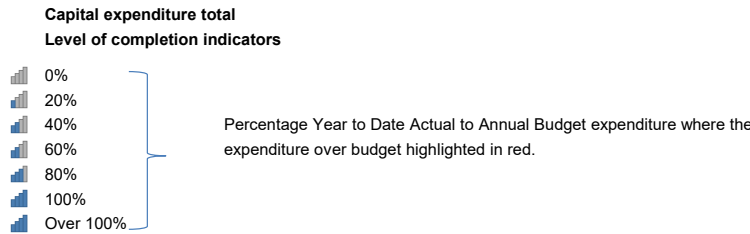
Payments for Capital Acquisitions



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED



Level of completion indicator, please see table at the end of this note for further detail.

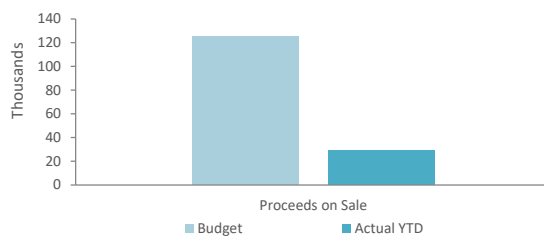
		Adopted			Variance	
		Budget	YTD Budget	YTD Actual	(Under)/Over	
	E168822	New ERP and EDRMS	(175,000)	(27,000)	(27,397)	397
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrows Street West - subdivision	(43,500)	(6,000)	(6,510)	510
	E168523	Land Acquisition and Development	(41,120)	0	0	0
	E168524	4WDL Key worker housing	(6,500)	(6,500)	(6,500)	0
	E168525	Industrial Land Growden Place headworks, elec, survey	(36,000)	(7,500)	(7,464)	-36
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(330,000)	(330,264)	264
	E168521	Record Storage - Shire Depot	(25,000)	(1,500)	(1,764)	264
	E167940	Hillman Reserve Walk trail	(13,517)	(10,500)	(10,358)	-142
	E167941	New playground equipment	(140,000)	(1,000)	(681)	-319
	E167942	Lake Towerrinning easement	(22,800)	0	0	0
	E167943	Access track - Hillman Reserve	(170,000)	(200)	(199)	-1
	E167944	EV charging station	(16,300)	(10,500)	(10,793)	293
	E167835	Kubota Skid Steer	(160,000)	0	0	0
	E167836	Gardener's Truck	(70,000)	0	0	0
	E167837	Rotary Axe Slasher	(28,000)	(28,000)	(30,500)	2500
	E167838	2016 Holden Rodeo Grader Ute	(35,000)	0	0	0
	E167839	Works Manager Ute	(53,000)	(53,000)	(44,301)	-8699
	E167840	New compressor for workshop	(11,379)	0	0	0
	E167841	Workshop Mobile Column Hoist	(43,900)	(43,900)	(39,990)	-3910
	E167842	Workshop Scan Tools	(14,541)	(14,541)	(13,068)	-1473
	E167843	Oil Reels, Pumps and Bulk Waste Oil	(23,106)	0	0	0
	E167844	Depot Oil Storage	(13,000)	(11,000)	(11,624)	624
	E167845	3 x Fast Fill Trailer for Bush Fire Brigades	(27,825)	(27,825)	(27,825)	0
	E168908	Boyup Brook Arthur Road	(406,062)	(335,000)	(336,519)	1519
	E168909	Darkan Williams Road	(147,930)	(93,000)	(92,473)	-527
	E168910	Cordering North Road	(245,997)	(19,000)	(20,751)	1751
	E168911	Beaufort road	(74,903)	0	0	0
	E168912	Clarke Road	(153,329)	(10,000)	(8,654)	-1346
	E168913	Darkan South	(43,500)	(2,000)	(1,872)	-128
Infrastructure - Other						
	E168914	Old tennis court - removal	(20,839)	(6,000)	(5,062)	-938
	E168915	Caravan park intersection	(10,991)	0	0	0
	E168916	Landfill management	(35,000)	0	0	0
	E168917	Dump point - information bay	(15,000)	(300)	(285)	-15
			(2,983,616)	(1,092,343)	(1,034,854)	(57,489)

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land									
	Industrial land Growden Place	46,000	50,000	4,000	0	0	0	0	0
Plant and equipment									
	Kubota Skid Steer	35,034	30,000	0	(5,034)	0	0	0	0
	Gardeners Truck	4,360	5,000	640	0	0	0	0	0
	Holden Rodeo	1,050	5,000	3,950	0	0	0	0	0
	Works Manager Vehicle	32,466	35,000	2,534	0	32,607	29,091	0	(3,516)
		118,910	125,000	11,124	(5,034)	32,607	29,091	0	(3,516)



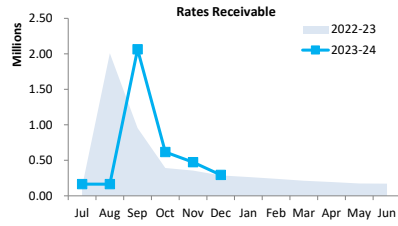
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2023	31 Dec 2023
	\$	\$
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,998,929
Less - collections to date	(1,960,221)	(1,792,194)
Gross rates collectable	254,835	378,229
Allowance for impairment of rates receivable	(83,341)	(83,341)
Net rates collectable	171,494	294,888
% Collected	88.5%	82.6%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	30,186	41	467	42,120	72,814
Percentage	0.0%	41.5%	0.1%	0.6%	57.8%	
Balance per trial balance						72,814
Trade receivables						72,814
GST receivable						18,766
Total receivables general outstanding						91,580

Amounts shown above include GST (where applicable)

KEY INFORMATION

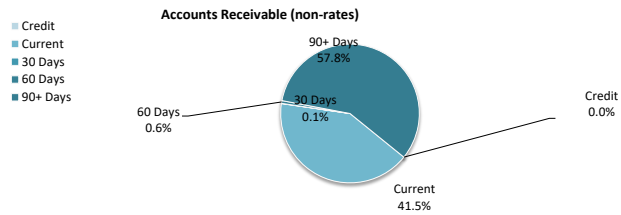
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Reduction	Closing Balance 31 December 2023
	\$	\$	\$
Other financial assets at amortised cost			
Financial assets at amortised cost - self supporting loans	30,007	(14,880)	15,127
Inventory			
Fuel and materials	14,985	0	14,985
Total other current assets	44,992	(14,880)	30,112

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

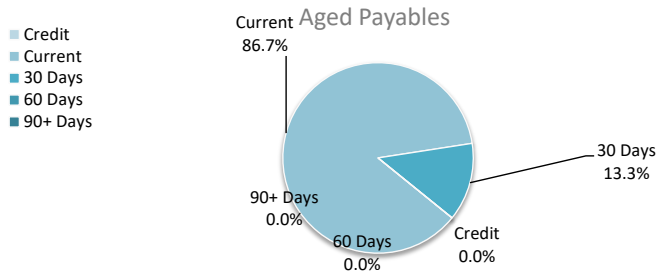
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	130,611	20,000	0	0	150,611
Percentage	0.0%	86.7%	13.3%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						40,339
Other payables						17,801
Accrued expenditure						20,000
Payroll deductions						42,826
Collections						29,645
Total payables general outstanding						150,611

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual		Total Revenue \$
					Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Interim Rate Revenue \$	
Gross rental value									
GRV Townsite	0.083280	85	744,156	61,973	0	61,973	61,973	0	61,973
GRV Commercial	0.083280	13	239,564	19,951	0	19,951	19,951	0	19,951
GRV Industrial	0.083280	7	112,580	9,376	0	9,376	9,376	0	9,376
GRV Other Townsite	0.083280	15	95,888	7,986	0	7,986	7,986	0	7,986
Unimproved value									
UV Rural	0.003954	371	455,842,000	1,802,399	0	1,802,399	1,802,399	38	1,802,437
Sub-Total		491	457,034,188	1,901,685	0	1,901,685	1,901,685	38	1,901,723
Minimum payment									
Minimum Payment \$									
Gross rental value									
GRV Townsite	597	47	179,632	28,059	0	28,059	28,059	0	28,059
GRV Commercial	597	9	22,440	5,373	0	5,373	5,373	0	5,373
GRV Industrial	597	3	9,690	1,791	0	1,791	1,791	0	1,791
GRV Other Townsite	417	19	20,820	7,923	0	7,923	7,923	0	7,923
UV Rural	597	83	7,091,434	49,551	0	49,551	49,551	579	50,130
Sub-total		161	7,324,016	92,697	0	92,697	92,697	579	93,276
Amount from general rates						1,994,382			1,994,999
Ex-gratia rates						3,774			3,930
Total general rates						1,998,156			1,998,929

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
GROH Housing	70	96,078	0	0	(26,344)	(53,558)	69,734	42,520	(2,937)	(5,003)
Industrial Land	72	28,058	0	0	(5,430)	(10,950)	22,628	17,108	(437)	(784)
ERP	75	0	0	150,000	0	(6,781)	0	143,219	0	(1,571)
Loader	74	252,745	0	0	(11,792)	(23,823)	240,953	228,922	(4,998)	(9,758)
		376,881	0	150,000	(43,566)	(95,112)	333,315	431,769	(8,372)	(17,116)
Self supporting loans										
WA Cottage Homes		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
Total		686,256	0	150,000	(58,446)	(125,119)	627,810	711,137	(13,446)	(27,016)
Current borrowings		125,119					74,144			
Non-current borrowings		561,137					553,666			
		686,256					627,810			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$					%	\$	\$	\$
ERP and EDRMS Software	0	150,000	WATC	Fixed	5	17,042	4	0	0	0
	0	150,000				17,042		0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 December 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		586	0	141,090	(30,529)	111,147
Capital grant/contributions liabilities		6,750	0	284,666	(291,416)	0
Total other liabilities		7,336	0	425,756	(321,945)	111,147
Employee Related Provisions						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		188,072	0	0	0	188,072
Total Provisions		310,426	0	0	0	310,426
Total other current liabilities		317,762	0	425,756	(321,945)	421,573

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2023	Current Liability 31 Dec 2023	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
Grants Commission - General (WALGGC)	0	0	0	0	0	30,911	15,456	30,911	0	30,911	15,456
Grants Commission - Roads (WALGGC)	0	0	0	0	0	32,595	16,298	32,595	0	32,595	16,298
Governance											
National Australia Day Grant	0	8,000	(2,329)	5,671	5,671	0	0	0	8,000	8,000	2,329
DFES Grant - Operating	0	25,556	(25,556)	0	0	51,112	25,556	51,112	0	51,112	25,556
Education & Welfare											
Council on the Ageing	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
Health											
Disability Grant	0	1,000	(190)	810	810	0	0	0	1,000	1,000	190
Community Amenities											
Protection of the Environment	0	15,727	0	15,727	15,727	0	0	0	20,400	20,400	0
Recreation & Culture Grants	0	465	(465)	0	0	1,000	0	1,000	0	1,000	465
LRCI - Swimming Pool	0	0	0	0	0	34,644	0	34,644	0	34,644	0
Library Income	586	0	(586)	0	0	0	0	0	0	0	586
Community Events	0	1,000	(403)	597	597	1,600	1,600	1,600	0	1,600	403
Direct Road Grant	0	0	0	0	0	158,376	158,376	158,376	0	158,376	158,376
FRRR Grant Income	0	88,342	0	88,342	88,342	106,437	0	106,437	0	106,437	0
	586	141,090	(30,529)	111,147	111,147	416,675	217,286	416,675	30,400	447,075	220,658
Contributions											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	101
	0	0	0	0	0	540	0	540	0	540	101
TOTALS	586	141,090	(30,529)	111,147	111,147	417,215	217,286	417,215	30,400	447,615	220,759

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023			31 Dec 2023	31 Dec 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES Grant	0	0	0	0	0	27,825	27,825	27,825
LRICIP Phase 4 - CCTV	0	0	0	0	0	10,000	0	0
DLGSC - Hillman Reserve Walk Trail	6,750	0	(6,750)	0	0	6,750	6,750	6,750
LRICIP Phase 4 Playground	0	0	0	0	0	140,000	0	0
LRICIP Phase 4 Hillman Reserve Access	0	0	0	0	0	170,000	0	0
LRICIP Phase 4 Dump Point	0	0	0	0	0	13,305	0	0
LRICIP - to be allocated	0	0	0	0	0	48,077	0	0
Dump point grant	0	0	0	0	0	1,695	0	0
Roads to Recovery	0	0	0	0	0	320,264	0	0
Regional Road Group	0	284,666	(284,666)	0	0	368,788	284,666	284,666
LRICIP Phase 4	0	0	0	0	0	196,829	0	0
EV Charging	0	0	0	0	0	7,095	0	0
	6,750	284,666	(291,416)	0.00	0.00	1,310,628	319,241	319,241

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			31 Dec 2023
	\$	\$	\$	\$
Westcare	43,822	0	0	43,822
Seniors Luncheon	1,512	0	(411)	1,101
Arthur River Development	2,769	0	0	2,769
RSL Trust Fund	4,141	0	0	4,141
Darkan Arts Council	8,004	0	0	8,004
Arthur River Hall	2,840	0	0	2,840
Arthur River Restoration	10,622	0	0	10,622
Trust Fund Interest	0	137	0	137
	73,710	137	(411)	73,436

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption					0
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		48,077	(48,077)	0
Bike Month grant - August 23	CO-2023-101	Operating revenue	2,000	0	2,000
Bike month expenditure - august 23	CO-2023-127	Operating expenses	0	(2,000)	0
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating revenue	10,000		10,000
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating expenses		(10,000)	0
WALGA local biodiversity strategy	CO-2023-159	Operating revenue	23,000		23,000
WALGA local biodiversity strategy	CO-2023-159	Operating expenses		(23,000)	0
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating revenue	20,400		20,400
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating expenses		(20,400)	0
			106,477	(106,477)	0

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 January 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,998,156	1,998,156	1,998,223	67	0.00%	
Grants, subsidies and contributions	13	417,215	257,673	265,488	7,815	3.03%	
Fees and charges		336,840	221,778	207,314	(14,464)	(6.52%)	▼
Interest revenue		201,900	34,050	36,934	2,884	8.47%	
Other revenue		109,470	34,783	52,220	17,437	50.13%	▲
Profit on asset disposals	6	11,124	2,534	0	(2,534)	(100.00%)	▼
		3,074,705	2,548,974	2,560,179	11,205	0.44%	
Expenditure from operating activities							
Employee costs		(2,169,272)	(1,333,167)	(1,311,799)	21,368	1.60%	▲
Materials and contracts		(1,416,780)	(811,282)	(822,687)	(11,405)	(1.41%)	▼
Utility charges		(118,152)	(68,922)	(60,039)	8,883	12.89%	▲
Depreciation		(2,269,487)	(366,650)	(397,329)	(30,679)	(8.37%)	▼
Finance costs		(27,016)	(13,446)	(13,446)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(17,900)	(21,183)	(3,283)	(18.34%)	▼
Loss on asset disposals	6	(5,034)	0	(3,516)	(3,516)	0.00%	
		(6,201,580)	(2,741,406)	(2,752,839)	(11,433)	(0.42%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,263,397	308,702	345,431	36,729	11.90%	▲
Amount attributable to operating activities		(863,478)	116,270	152,771	36,501	31.39%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	390,818	391,701	883	0.23%	
Proceeds from disposal of assets	6	125,000	35,000	29,091	(5,909)	(16.88%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		30,007	14,880	14,880	0	0.00%	
		1,465,635	440,698	435,672	(5,026)	(1.14%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,419,371)	(590,066)	(578,228)	11,838	2.01%	▲
Payments for construction of infrastructure	5	(1,564,245)	(646,077)	(600,450)	45,627	7.06%	▲
		(2,983,616)	(1,236,143)	(1,178,678)	57,465	4.65%	
Amount attributable to investing activities		(1,517,981)	(795,445)	(743,006)	52,439	6.59%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	150,000	0	0	0	0.00%	
Transfer from reserves	4	1,146,546	0	0	0	0.00%	
		1,296,546	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(125,119)	(58,446)	(58,446)	0	0.00%	
Transfer to reserves	4	(478,654)	(1,100)	(1,119)	(19)	(1.73%)	
		(603,773)	(59,546)	(59,565)	(19)	(0.03%)	
Amount attributable to financing activities		692,773	(59,546)	(59,565)	(19)	(0.03%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,688,686	1,688,686	1,688,832	146	0.01%	
Amount attributable to operating activities		(863,478)	116,270	152,771	36,501	31.39%	▲
Amount attributable to investing activities		(1,517,981)	(795,445)	(743,006)	52,439	6.59%	▲
Amount attributable to financing activities		692,773	(59,546)	(59,565)	(19)	(0.03%)	
Surplus or deficit after imposition of general rates		0	949,965	1,039,032	89,067	9.38%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 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
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024**

	Supplementary Information	30 June 2024 \$	31 January 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	4,257,269	4,055,784
Trade and other receivables		358,547	343,354
Other financial assets		30,007	15,127
Inventories	8	14,985	14,985
TOTAL CURRENT ASSETS		4,660,808	4,429,250
NON-CURRENT ASSETS			
Other financial assets		340,484	340,484
Property, plant and equipment		19,815,397	19,963,688
Infrastructure		115,289,607	115,890,058
TOTAL NON-CURRENT ASSETS		135,445,488	136,194,230
TOTAL ASSETS		140,106,296	140,623,480
CURRENT LIABILITIES			
Trade and other payables	9	235,168	259,430
Other liabilities	12	7,336	359,663
Borrowings	11	125,119	66,673
Employee related provisions	12	310,426	310,426
TOTAL CURRENT LIABILITIES		678,049	996,192
NON-CURRENT LIABILITIES			
Borrowings	11	561,137	561,137
Employee related provisions		11,941	11,941
TOTAL NON-CURRENT LIABILITIES		573,078	573,078
TOTAL LIABILITIES		1,251,127	1,569,270
NET ASSETS		138,855,169	139,054,210
EQUITY			
Retained surplus		10,500,426	10,698,348
Reserve accounts	4	2,754,878	2,755,997
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		138,855,169	139,054,210

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 February 2024

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	31 January 2024
Current assets		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	4,055,784
Trade and other receivables		358,809	358,547	343,354
Other financial assets		30,007	30,007	15,127
Inventories	8	14,985	14,985	14,985
		<u>4,661,070</u>	<u>4,660,808</u>	<u>4,429,250</u>
Less: current liabilities				
Trade and other payables	9	(236,163)	(235,168)	(259,430)
Other liabilities	12	(6,750)	(7,336)	(359,663)
Borrowings	11	(125,119)	(125,119)	(66,673)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		<u>(684,877)</u>	<u>(678,049)</u>	<u>(996,192)</u>
Net current assets		3,976,193	3,982,759	3,433,058
Less: Total adjustments to net current assets	Note 2(c)	(2,287,507)	(2,293,927)	(2,394,026)
Closing funding surplus / (deficit)		1,688,686	1,688,832	1,039,032

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals		(11,124)	0
Add: Loss on asset disposals	6	5,034	3,516
Add: Depreciation		2,269,487	397,329
Movement in current employee provisions associated with restricted cash		0	(55,414)
Total non-cash amounts excluded from operating activities		2,263,397	308,702

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	31 January 2024
	\$	\$	\$
Adjustments to net current assets			
Less: Reserve accounts	4	(2,754,878)	(2,755,997)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(15,127)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	125,119	66,673
- Employee Benefit Provision		372,259	310,425
Total adjustments to net current assets	Note 2(a)	(2,287,507)	(2,293,927)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

3 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 actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	(14,464)	(6.52%)	▼
Caravan Park income is below budget		Permanent	
Other revenue	17,437	50.13%	▲
Reimbursements of employee costs above budget		Permanent	
Profit on asset disposals	(2,534)	(100.00%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)			
Expenditure from operating activities			
Employee costs	21,368	1.60%	▲
Employee costs below budget year to date.		Timing	
Materials and contracts	(11,405)	(1.41%)	▼
Fire brigade expenditure is greater than budget.	(25,764)	Permanent	
Plant operation costs are greater than year to date budget.	(48,497)	Timing	
Bridge maintenance greater due to reallocation of project LRCI 4.	(49,493)	Permanent	
Several accounts are below budget year to date. Non reportable variance.	112,349	Timing	
Utility charges	8,883	12.89%	▲
Utilities are below budget year to date.		Timing	
Depreciation	(30,679)	(8.37%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
Other expenditure	(3,283)	(18.34%)	▼
Minor variances			
Non-cash amounts excluded from operating activities	36,729	11.90%	▲
Due to depreciation variance		Permanent	
Inflows from investing activities			
Proceeds from disposal of assets	(5,909)	(16.88%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	11,838	2.01%	▲
Purchase of works manager vehicle below budget \$8,699.		Permanent	
Payments for construction of infrastructure	45,627	7.06%	▲
Reallocation of LRCI 4 funds to bridge maintenance.		Permanent	
Surplus or deficit after imposition of general rates	89,067	9.38%	▲
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
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**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.69 M	\$1.69 M	\$1.69 M	\$0.00 M
Closing	\$0.00 M	\$0.95 M	\$1.04 M	\$0.09 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.06 M	% of total
Unrestricted Cash	\$1.30 M	32.0%
Restricted Cash	\$2.76 M	68.0%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.26 M	% Outstanding
Trade Payables	\$0.12 M	
0 to 30 Days		92.3%
Over 30 Days		7.7%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.08 M	% Collected
Rates Receivable	\$0.26 M	84.1%
Trade Receivable	\$0.08 M	% Outstanding
Over 30 Days		74.7%
Over 90 Days		70.9%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.86 M)	\$0.12 M	\$0.15 M	\$0.04 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.00 M	% Variance
YTD Budget	\$2.00 M	0.0%

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.27 M	% Variance
YTD Budget	\$0.26 M	3.0%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.21 M	% Variance
YTD Budget	\$0.22 M	(6.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.52 M)	(\$0.80 M)	(\$0.74 M)	\$0.05 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.13 M	23.3%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.60 M	% Spent
Adopted Budget	\$1.56 M	38.4%

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.39 M	% Received
Adopted Budget	\$1.31 M	29.9%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.69 M	(\$0.06 M)	(\$0.06 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.06 M)
Interest expense	(\$0.01 M)
Principal due	\$0.63 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$2.76 M
Interest earned	\$0.00 M

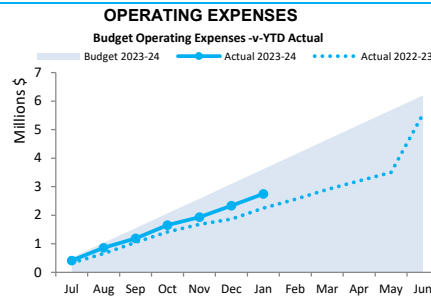
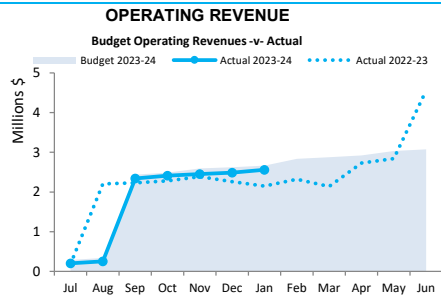
Refer to 4 - Cash Reserves

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

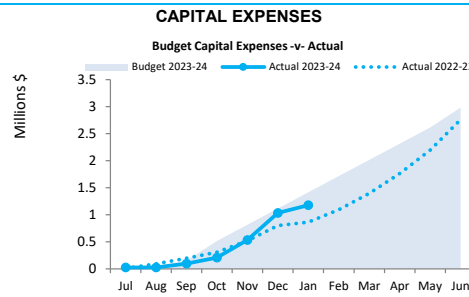
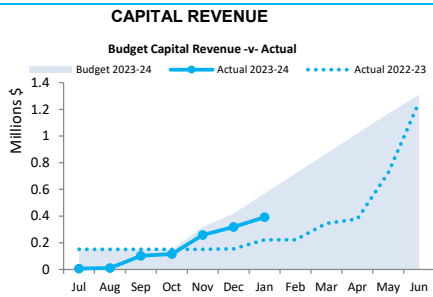
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

2 KEY INFORMATION - GRAPHICAL

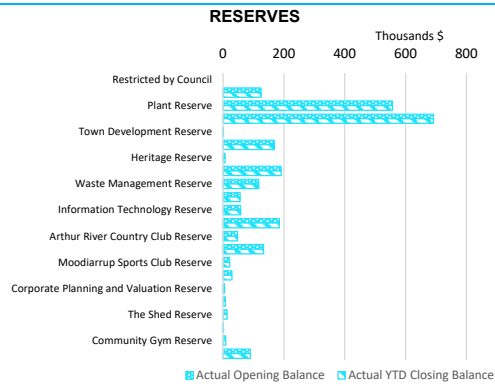
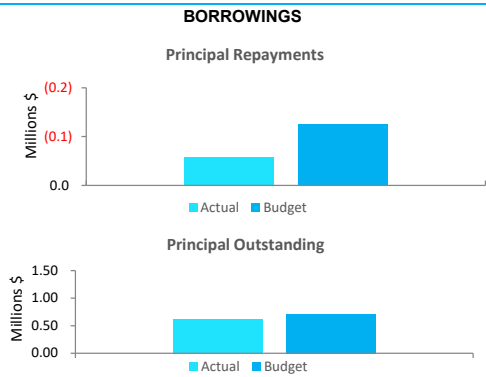
OPERATING ACTIVITIES



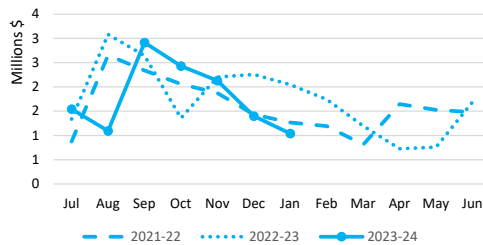
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	499,687	0	499,687	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	800,000	0	800,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	35	35	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	173	NAB	1.00%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	5,519	NAB	2.55%	N/A
Cash on hand		100	0	100	0	CASH	0.01%	N/A
Reserve	Cash and cash equivalents	0	600,000	600,000	0	NAB	5.38%	2/2/2024
Reserve	Cash and cash equivalents	0	2,000,000	2,000,000	0	BOQ	5.55%	12/2/2024
Reserve	Cash and cash equivalents	0	155,962	155,962	0	NAB	5.10%	2/4/2024
Trust	Cash and cash equivalents	0	0	0	68,000	NAB	5.10%	2/4/2024
Total		1,299,787	2,755,997	4,055,784	73,692			
Comprising								
Cash and cash equivalents		1,299,787	2,755,997	4,055,784	73,692			
		1,299,787	2,755,997	4,055,784	73,692			

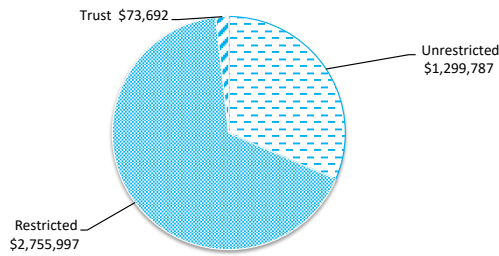
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	51	0	0	125,156
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	226	0	0	556,977
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	281	0	0	692,040
Town Development Reserve	1,578	75	0	0	1,653	1,578	1	0	0	1,579
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	68	0	0	168,685
Heritage Reserve	6,563	313	150	0	7,026	6,563	3	0	0	6,566
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	78	0	0	191,286
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	48	0	0	117,050
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	23	0	0	55,849
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	23	0	0	57,746
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	75	0	0	184,950
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	19	0	0	47,480
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	54	0	0	132,958
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	9	0	0	22,165
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	12	0	0	29,079
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	2	0	0	4,598
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	3	0	0	7,091
The Shed Reserve	13,103	625	0	0	13,728	13,103	5	0	0	13,108
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	1	0	0	1,259
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	3	0	0	8,561
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	37	0	0	89,922
Road Reserve	241,795	11,542	0	0	253,337	241,795	98	0	0	241,893
	2,754,878	131,504	347,150	(1,146,546)	2,086,986	2,754,878	1,119	0	0	2,755,997

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	22,000	22,252	252
Buildings - non-specialised	606,000	336,500	336,764	264
Buildings - specialised	25,000	4,800	4,800	0
Furniture and equipment	188,000	27,000	27,397	397
Plant and equipment	479,751	199,766	187,015	(12,751)
Acquisition of property, plant and equipment	1,419,371	590,066	578,228	(11,838)
Infrastructure - roads	1,153,551	570,800	573,861	3,061
Infrastructure - Other	410,694	75,277	26,589	(48,688)
Acquisition of infrastructure	1,564,245	646,077	600,450	(69,303)
Total capital acquisitions	2,983,616	1,236,143	1,178,678	(81,141)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,310,628	390,818	391,701	883
Borrowings	150,000	0	0	0
Other (disposals & C/Fwd)	125,000	35,000	29,091	(5,909)
Reserve accounts				
Plant Reserve	376,926	0	0	0
Building Reserve	694,620	0	0	0
Community Housing Reserve	1,000	0	0	0
Waste Management Reserve	35,000	0	0	0
Information Technology Reserve	25,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Kids Central Reserve	2,000	0	0	0
Community Gym Reserve	2,000	0	0	0
Contribution - operations	251,442	810,325	757,886	(52,439)
Capital funding total	2,983,616	1,236,143	1,178,678	(57,465)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

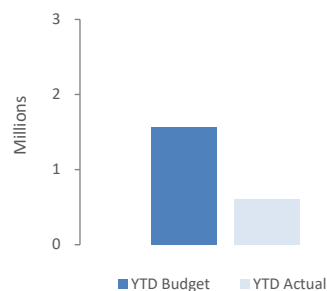
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



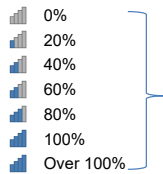
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

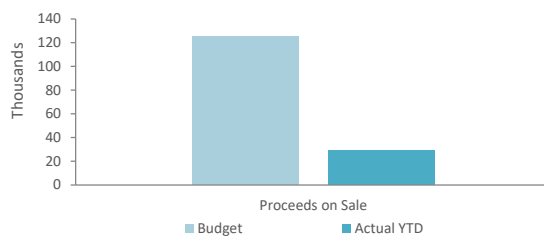
		Adopted			Variance	
		Budget	YTD Budget	YTD Actual	(Under)/Over	
	E168822	New ERP and EDRMS	(175,000)	(27,000)	(27,397)	397
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrows Street West - subdivision	(43,500)	(14,500)	(14,788)	288
	E168523	Land Acquisition and Development	(41,120)	0	0	0
	E168524	4WDL Key worker housing	(6,500)	(6,500)	(6,500)	0
	E168525	Industrial Land Growden Place headworks, elec, survey	(36,000)	(7,500)	(7,464)	-36
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(330,000)	(330,264)	264
	E168521	Record Storage - Shire Depot	(25,000)	(4,800)	(4,800)	0
	E167940	Hillman Reserve Walk trail	(13,517)	(10,500)	(10,358)	-142
	E167941	New playground equipment	(140,000)	(1,000)	(681)	-319
	E167942	Lake Towerrinning easement	(22,800)	0	0	0
	E167943	Access track - Hillman Reserve	(170,000)	(200)	(199)	-1
	E167944	EV charging station	(16,300)	(15,500)	(15,351)	-149
	E167835	Kubota Skid Steer	(160,000)	0	0	0
	E167836	Gardener's Truck	(70,000)	0	0	0
	E167837	Rotary Axe Slasher	(28,000)	(28,000)	(30,500)	2500
	E167838	2016 Holden Rodeo Grader Ute	(35,000)	0	0	0
	E167839	Works Manager Ute	(53,000)	(53,000)	(44,301)	-8699
	E167840	New compressor for workshop	(11,379)	0	0	0
	E167841	Workshop Mobile Column Hoist	(43,900)	(43,900)	(39,991)	-3909
	E167842	Workshop Scan Tools	(14,541)	(14,541)	(13,068)	-1473
	E167843	Oil Reels, Pumps and Bulk Waste Oil	(23,106)	(19,500)	(19,704)	204
	E167844	Depot Oil Storage	(13,000)	(13,000)	(11,626)	-1374
	E167845	3 x Fast Fill Trailer for Bush Fire Brigades	(27,825)	(27,825)	(27,825)	0
	E168908	Boyup Brook Arthur Road	(406,062)	(390,000)	(390,035)	35
	E168909	Darkan Williams Road	(147,930)	(95,000)	(95,656)	656
	E168910	Cordering North Road	(245,997)	(61,500)	(61,670)	170
	E168911	Beaufort road	(74,903)	(500)	(404)	-96
	E168912	Clarke Road	(153,329)	(8,500)	(8,654)	154
	E168913	Darkan South	(43,500)	(2,000)	(3,709)	1709
Infrastructure - Other						
	E168914	Old tennis court - removal	(20,839)	(13,000)	(13,448)	448
	E168915	Caravan park intersection	(10,991)	0	0	0
	E168916	Landfill management	(35,000)	0	0	0
	E168917	Dump point - information bay	(15,000)	(300)	(285)	-15
		(2,983,616)	(1,236,143)	(1,178,678)	(57,465)	

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land - freehold land								
	Industrial land Growden Place	46,000	50,000	4,000	0	0	0	0	0
	Plant and equipment								
	Kubota Skid Steer	35,034	30,000	0	(5,034)	0	0	0	0
	Gardeners Truck	4,360	5,000	640	0	0	0	0	0
	Holden Rodeo	1,050	5,000	3,950	0	0	0	0	0
	Works Manager Vehicle	32,466	35,000	2,534	0	32,607	29,091	0	(3,516)
		118,910	125,000	11,124	(5,034)	32,607	29,091	0	(3,516)



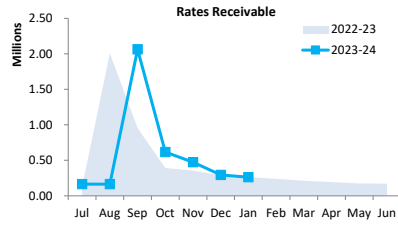
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2023	31 Jan 2024
	\$	\$
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,998,223
Less - collections to date	(1,960,221)	(1,824,439)
Gross rates collectable	254,835	345,278
Allowance for impairment of rates receivable	(83,341)	(83,341)
Net rates collectable	171,494	261,937
% Collected	88.5%	84.1%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	15,186	181	2,132	42,576	60,075
Percentage	0.0%	25.3%	0.3%	3.5%	70.9%	
Balance per trial balance						
Trade receivables						60,075
GST receivable						21,342
Total receivables general outstanding						81,417

Amounts shown above include GST (where applicable)

KEY INFORMATION

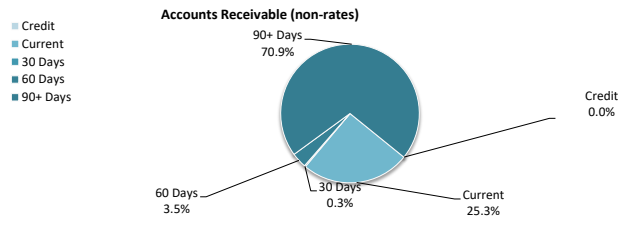
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Reduction	Closing Balance 31 January 2024
	\$	\$	\$
Other financial assets at amortised cost			
Financial assets at amortised cost - self supporting loans	30,007	(14,880)	15,127
Inventory			
Fuel and materials	14,985	0	14,985
Total other current assets	44,992	(14,880)	30,112

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

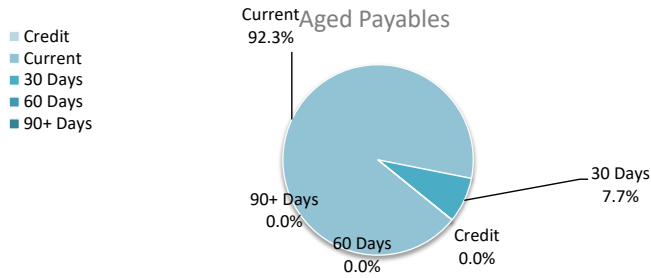
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	239,430	20,000	0	0	259,430
Percentage	0.0%	92.3%	7.7%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						123,946
Other payables						17,801
Accrued expenditure						20,000
Payroll deductions						67,514
Collections						30,169
Total payables general outstanding						259,430

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual		Total Revenue \$
					Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Interim Rate Revenue \$	
Gross rental value									
GRV Townsite	0.083280	85	744,156	61,973	0	61,973	61,973	0	61,973
GRV Commercial	0.083280	13	239,564	19,951	0	19,951	19,951	0	19,951
GRV Industrial	0.083280	7	112,580	9,376	0	9,376	9,376	0	9,376
GRV Other Townsite	0.083280	15	95,888	7,986	0	7,986	7,986	0	7,986
Unimproved value									
UV Rural	0.003954	371	455,842,000	1,802,399	0	1,802,399	1,802,399	38	1,802,437
Sub-Total		491	457,034,188	1,901,685	0	1,901,685	1,901,685	38	1,901,723
Minimum payment									
Gross rental value									
GRV Townsite	597	47	179,632	28,059	0	28,059	28,059	0	28,059
GRV Commercial	597	9	22,440	5,373	0	5,373	5,373	0	5,373
GRV Industrial	597	3	9,690	1,791	0	1,791	1,791	0	1,791
GRV Other Townsite	417	19	20,820	7,923	0	7,923	7,923	0	7,923
UV Rural	597	83	7,091,434	49,551	0	49,551	49,551	(127)	49,424
Sub-total		161	7,324,016	92,697	0	92,697	92,697	(127)	92,570
Amount from general rates						1,994,382			1,994,293
Ex-gratia rates						3,774			3,930
Total general rates						1,998,156			1,998,223

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
GROH Housing	70	96,078	0	0	(26,344)	(53,558)	69,734	42,520	(2,937)	(5,003)
Industrial Land	72	28,058	0	0	(5,430)	(10,950)	22,628	17,108	(437)	(784)
ERP	75	0	0	150,000	0	(6,781)	0	143,219	0	(1,571)
Loader	74	252,745	0	0	(11,792)	(23,823)	240,953	228,922	(4,998)	(9,758)
		376,881	0	150,000	(43,566)	(95,112)	333,315	431,769	(8,372)	(17,116)
Self supporting loans										
WA Cottage Homes		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
Total		686,256	0	150,000	(58,446)	(125,119)	627,810	711,137	(13,446)	(27,016)
Current borrowings		125,119					66,673			
Non-current borrowings		561,137					561,137			
		686,256					627,810			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent	
	Actual	Budget						Actual	Budget	Actual	Unspent
	\$	\$				\$	%	\$	\$	\$	\$
ERP and EDRMS Software	0	150,000	WATC	Fixed	5	17,042	4	0	0	0	0
	0	150,000				17,042		0	0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		586	0	159,868	(75,258)	85,196
Capital grant/contributions liabilities		6,750	0	631,593	(363,876)	274,467
Total other liabilities		7,336	0	791,461	(439,134)	359,663
Employee Related Provisions						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		188,072	0	0	0	188,072
Total Provisions		310,426	0	0	0	310,426
Total other current liabilities		317,762	0	791,461	(439,134)	670,089

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
Grants Commission - General (WALGGC)	0	0	0	0	0	30,911	15,456	30,911	0	30,911	15,456
Grants Commission - Roads (WALGGC)	0	0	0	0	0	32,595	16,298	32,595	0	32,595	16,298
Governance											
National Australia Day Grant	0	8,000	(2,502)	5,498	5,498	0	0	0	8,000	8,000	2,502
DFES Grant - Operating	0	44,334	(44,334)	0	0	51,112	38,334	51,112	0	51,112	44,334
Education & Welfare											
Council on the Ageing	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
Health											
Disability Grant	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
Community Amenities											
Protection of the Environment	0	15,727	0	15,727	15,727	0	0	0	20,400	20,400	0
Recreation & Culture Grants	0	465	(465)	0	0	1,000	1,000	1,000	0	1,000	465
LRCI - Swimming Pool	0	0	0	0	0	34,644	0	34,644	0	34,644	0
Library Income	586	0	(586)	0	0	0	0	0	0	0	586
Community Events	0	1,000	(403)	597	597	1,600	1,600	1,600	0	1,600	403
Direct Road Grant	0	0	0	0	0	158,376	158,376	158,376	0	158,376	158,376
FRRR Grant Income	0	88,342	(24,968)	63,374	63,374	106,437	26,609	106,437	0	106,437	24,968
	586	159,868	(75,258)	85,196	85,196	416,675	257,673	416,675	30,400	447,075	265,387
Contributions											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	101
	0	0	0	0	0	540	0	540	0	540	101
TOTALS	586	159,868	(75,258)	85,196	85,196	417,215	257,673	417,215	30,400	447,615	265,488

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES Grant	0	0	0	0	0	27,825	27,825	27,825
LRCIP Phase 4 - CCTV	0	0	0	0	0	10,000	0	0
DLGSC - Hillman Reserve Walk Trail	6,750	0	(6,750)	0	0	6,750	6,750	6,750
LRCIP Phase 4 Playground	0	680	(680)	0	0	140,000	1,000	680
LRCIP Phase 4 Hillman Reserve Access	0	100,359	(10,357)	90,002	90,002	170,000	10,000	10,357
LRCIP Phase 4 Dump Point	0	0	0	0	0	13,305	0	0
LRCIP - to be allocated	0	49,059	(49,059)	0	0	48,077	48,077	49,059
Dump point grant	0	0	0	0	0	1,695	0	0
Roads to Recovery	0	0	0	0	0	320,264	0	0
Regional Road Group	0	284,666	(284,666)	0	0	368,788	284,666	284,666
LRCIP Phase 4	0	196,829	(12,364)	184,465	184,465	196,829	12,500	12,364
EV Charging	0	0	0	0	0	7,095	0	0
	6,750	631,593	(363,876)	274,467.00	274,467.00	1,310,628	390,818	391,701

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			31 Jan 2024
	\$	\$	\$	\$
Westcare	43,822	0	0	43,822
Seniors Luncheon	1,512	0	(411)	1,101
Arthur River Development	2,769	0	0	2,769
RSL Trust Fund	4,141	0	0	4,141
Darkan Arts Council	8,004	0	0	8,004
Arthur River Hall	2,840	250	0	3,090
Arthur River Restoration	10,622	0	0	10,622
Trust Fund Interest	0	143	0	143
	73,710	393	(411)	73,692

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption					0
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		48,077	(48,077)	0
Bike Month grant - August 23	CO-2023-101	Operating revenue	2,000	0	2,000
Bike month expenditure - august 23	CO-2023-101	Operating expenses	0	(2,000)	0
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating revenue	1,000		1,000
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating expenses		(1,000)	0
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating revenue	10,000		10,000
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating expenses		(10,000)	0
WALGA local biodiversity strategy	CO-2023-159	Operating revenue	23,000		23,000
WALGA local biodiversity strategy	CO-2023-159	Operating expenses		(23,000)	0
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating revenue	20,400		20,400
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating expenses		(20,400)	0
			106,477	(106,477)	0

12.2 ACCOUNTS FOR PAYMENT LISTING - DECEMBER 2023 AND JANUARY 2024

File Reference:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	15/02/2024
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Accounts for Payment Listing - December 2023 ↓2. Corporate Card Summary - 28 October to 28 November 2023 ↓3. Accounts for Payment Listing - January 2024 ↓4. Corporate Card Summary - 29 November to 28 December 2023 ↓

SUMMARY:

Council is requested to endorse payments of accounts for December 2023 and January 2024 as listed and note the attached credit card transactions.

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 before the Council meeting.

CONSULTATION:

No consultation required.

STATUTORY ENVIRONMENT:

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:

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

FINANCIAL IMPLICATIONS:

There are no financial implications. Reported expenditure is assessed by management as being consistent with the adopted Annual Budget.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

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 (25)
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	Unauthorised (or incorrectly authorised) payments being made
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Payments listing provided to Council each month

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council;

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note Municipal Fund vouchers 01122023.1-01122023.32, 14122023.1-14122023.40, 22122023.1-22122023.37, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$874,698.94 listed (attached) as approved for payment; and
2. note the attached transaction summary of the Corporate Credit Card facility from 28 October to 28 November 2023.
3. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note Municipal Fund vouchers 12012024.1-12012024.12, 25012024.1-25012024.47, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$339,956.35 listed (attached) as approved for payment; and
4. note the attached transaction summary of the Corporate Credit Card facility from 29 November to 28 December 2023.

December 2023

Date	Num	Name	Original Amount
01/12/2023	DIRECTDEBIT	SYNERGY ELECTRICITY USAGE AND SUPPLY FOR VARIOUS SHIRE PROPERTIES	832.87
01/12/2023	CHQ	DEPARTMENT OF TRANSPORT 1 PLANT LICENSING (LOCAL AUTHORITY PLATES 0002AW - 0043AW)	8,400.00
01/12/2023	01122023.1	ASTROTOURISM WA PTY LTD ASTROTOURISM ANNUAL MEMBERSHIP 2324	3,740.00
01/12/2023	01122023.2	AUSRECORD STANDARD 2D FILE WITH TRADITIONAL TUBE CLIPS AND FREIGHT	432.30
01/12/2023	01122023.3	AUSTRALIA DAY COUNCIL OF STH AUST INC. AUSTRALIA DAY BUNDLE AND FREIGHT	1,620.00
01/12/2023	01122023.4	BELL, SHARON LEIGH REIMBURSEMENT FOR FUEL TO PICK UP BBQ'S FOR AUSTRALIA DAY EVENT INDEPENDENCE DAY FOR PEOPLE WITH DISABILITY EVENT - AQUA FITNESS EQUIPMENT	435.32
01/12/2023	01122023.5	BUNBURY MACHINERY PARTS AND REPAIRS - MOWER AND L16	1,892.71
01/12/2023	01122023.6	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESL QUARTER 2 CONTRIBUTIONS YEAR 2023/2024	19,330.20
01/12/2023	01122023.7	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD SALARY SACRIFICE PAYMENTS BUNCE	1,318.99
01/12/2023	01122023.8	FORDHAM LAMONT, V TELSTRA DATA PLAN REIMBURSEMENT 15/11-14/12/23	90.00
01/12/2023	01122023.9	G & M DETERGENTS TOILET ROLLS, HAND TOWEL, FLOOR CLEANER AND DISHWASHING LIQUID, FOR CARAVAN PARK, POOL, PUBLIC CONVENIENCES AND HALLS	594.72
01/12/2023	01122023.10	HYDE, COLIN AND SHARON REIMBURSEMENT - CARAVAN PARK POWERED SITE CANCELLATION 22/11/2023-20/12/2023	600.00
01/12/2023	01122023.11	INFINITUM TECHNOLOGIES PTY LTD ENGINEER SET UP, MANAGED SVC AGREEMENT, NEW INTERNET FOR DEPOT, OCT CHECK POINT USAGE	9,628.90
01/12/2023	01122023.12	INGARFIELD, JAMES. REIMBURSEMENT FOR JERRY CAN AND FUEL	85.19
01/12/2023	01122023.13	KING, GARY REIMBURSEMENT FOR STEEL CAP BOOTS	187.00
01/12/2023	01122023.14	LEIGHTON, BRETT BURROWES ST - WEST LAND RELEASE - DRAFTING SERVICES	1,633.50
01/12/2023	01122023.15	MARKET CREATIONS WEBSITE REFRESH	1,600.50
01/12/2023	01122023.16	MARSH SHIRLEY REIMBURSEMENT FOR SENIORS XMAS LUNCHEON	415.40
01/12/2023	01122023.17	METAL ARTWORK BADGES COUNCILLOR DESK SIGNAGE - JARRAH BASE WITH NAME PLAQUE AND POSTAGE	134.20
01/12/2023	01122023.18	NARROGIN FREIGHTLINES SIGMA FREIGHT	158.08
01/12/2023	01122023.19	PEDERICK ENGINEERING PARTS AND REPAIRS - R12	528.00
01/12/2023	01122023.20	PUTLAND, MARITA REIMBURSE CARAVAN PARK CANCELLATION9/12-10/12/2023	230.00
01/12/2023	01122023.21	ROSLYN KING (CLEANING CONTRACTOR) 25/10-22/11/2023 - CARAVAN PARK, CRC, OFFICE, PUBLIC CONVENIENCES, HALL AND POOL CLEANING	7,444.36
01/12/2023	01122023.22	SHERIDANS BADGES AND ENGRAVING LASER CUT PLASTIC PLATES FOR HONOR BOARD - BLACK WITH WHITE TEXT AND FREIGHT	81.42
01/12/2023	01122023.23	SHIRE OF TRAYNING LG PROFESSIONAL CONFERENCE DINNER COSTS	64.00
01/12/2023	01122023.24	SIGMA CHEMICALS POOL CHEMICAL	1,998.55
01/12/2023	01122023.25	SPRYS MEAT MARKET MEAT FOR SENIORS MEALS	246.56
01/12/2023	01122023.26	STRATEGIC LEADERSHIP CONSULTING CEO PERFORMANCE REVIEW - OPTION 2 - REMOTE INTERVIEWS	4,180.00
01/12/2023	01122023.27	TEAM GLOBAL EXPRESS STATE LIBRARY FREIGHT 8/11/2023, ERGOLINK AND THINKWATER FREIGHT	254.46
01/12/2023	01122023.28	THINKWATER BUNBURY HUNTER 140 SPRINKLER FOR OVAL	301.06
01/12/2023	01122023.29	TR HOMES & CO NEW STAFF HOUSE - 10 KING STREET - SLABS IN YARD AND ERECT FRAMES PROGRESS PAYMENT	157,660.00
01/12/2023	01122023.30	UHG TRADING PTY LTD LRCI DARKAN SWIMMING POOL - CHANGE TABLE AND FREIGHT	7,385.90
01/12/2023	01122023.31	WALGA BUSINESS SOLUTIONS CONTRIBUTION TO THE IR TRANSITION FUND AS PER COUNCIL DECISION - RESOLUTION CO-2023-107	1,100.00
01/12/2023	01122023.32	WEST ARTHUR COMMUNITY RESOURCE CENTRE BUSH FIRE ADVISORY BRIGADES - LAMINATING OF FCO ID CARDS	10.50

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Date	Num	Name	Original Amount
07/12/2023	EFT	SALARIES AND WAGES	71,032.56
		PAYROLL	
07/12/2023	DIRECTDEBIT	ASGARD SUPER	235.87
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	111.05
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	AUSTRALIAN SUPER	2,844.43
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	AWARE SUPER	8,365.80
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	COLONIAL FIRST STATE	910.50
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	201.55
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	HOSTPLUS	24.03
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
07/12/2023	DIRECTDEBIT	PRIME SUPER	279.99
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/12/2023	DIRECTDEBIT	TELSTRA	2,817.86
		USAGE AND SERVICE CHARGES FOR MOBILES AND VARIOUS SHIRE PROPERTIES	
14/12/2023	DIRECTDEBIT	WATER CORPORATION	5,702.72
		WATER USAGE AND SERVICE CHARGE FOR VARIOUS SHIRE PROPERTIES	
14/12/2023	14122023.1	AIR LIQUIDE	49.28
		FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	
14/12/2023	14122023.2	AUSTRALIA'S GOLDEN OUTBACK	350.00
		TOURISM & AREA PROMOTION	
14/12/2023	14122023.3	AUSTRALIA POST	172.45
		POSTAGE OF OVERDUE RATES NOTICES, LOCAL COUNTRY LETTERS AND SMALL CHARGE LETTERS	
14/12/2023	14122023.4	BELL, DAVID	100.00
		CARAVAN PARK CANCELLATION REIMBURSEMENT 20/12-24/12/2023	
14/12/2023	14122023.5	BUNBURY MACHINERY	55.00
		FREIGHT	
14/12/2023	14122023.6	BUNNINGS WAREHOUSE	2,002.20
		52 HILLMAN STREET - RYAN FOWLES SCREEN PANEL TUSCAN	
14/12/2023	14122023.7	BURGESS RAWSON	536.13
		WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 2/10-31/11/2023	
14/12/2023	14122023.8	CEMETERIES AND CREMATORIA ASSOCIATION WA	450.00
		FOOTPRINT TRAINING COURSE CCAWA - 3 X STAFF	
14/12/2023	14122023.9	CLOUD COLLECTIONS PTY LTD	2,037.75
		DEBT RECOVERY COSTS FOR A950	
14/12/2023	14122023.10	DARKAN AGRI SERVICES	418.00
		UNIFORM WORK PANTS, STEEL BLUE BOOTS 11.5 ZIP AND TIE X 2	
14/12/2023	14122023.11	DARKAN DISTRICTS SPORTS CLUB INC	1,605.00
		HIRE OF COMPLEX FOR STAFF AND COUNCIL CHRISTMAS EVENT AND DRINKS BILL	
14/12/2023	14122023.12	DEPARTMENT OF MINES, IND REG AND SAFETY	1,228.00
		NOVEMBER 23 REMITTANCE - 129 DUNLEATH ROAD, DARKAN	
14/12/2023	14122023.13	DICIANNO, ENNIO	140.00
		REIMBURSEMENT OF CHALET BOOKING - CANCELLED 1 NIGHT 14/12	
14/12/2023	14122023.14	DUFF ELECTRICAL CONTRACTING	462.00
		DARKAN HALL - INVESTIGATE AND IDENTIFY LIGHTS ISSUE IN HALL	
14/12/2023	14122023.15	EXURBAN RURAL AND REGIONAL PLANNING	1,437.31
		GENERAL TOWN PLANNING CONSULTANCY SERVICES DURING NOVEMBER 2023	
14/12/2023	14122023.16	FLEAYS STORE	503.65
		GROCERIES FOR SENIOR MEALS AND OFFICE REFRESHMENTS	
14/12/2023	14122023.17	FUEL DISTRIBUTORS OF WA	28,304.76
		DEPOT DIESEL, FUEL FOR VIN AND RAI'S CAR, NON PUMA SERVICE STATION SURCHARGE	
14/12/2023	14122023.18	G & M DETERGENTS	459.10
		TOILET ROLLS FOR POOL, PUBLIC CONVENIENCES, OFFICE, HALLS, RESERVE TOILETS, LAKE & CVN PARK	
14/12/2023	14122023.19	GREAT SOUTHERN FUEL SUPPLIES	2.75
		DISTRIBUTOR CARD	
14/12/2023	14122023.20	HERSEY'S SAFETY PTY LTD	3,697.65
		WORKSHOP CONSUMABLES	
14/12/2023	14122023.21	JET CHARGE PTY LTD	6,349.20
		EV CHARGING STATION	
14/12/2023	14122023.22	MCLEODS BARRISTERS AND SOLICITORS	278.74
		RATE RECOVERY ADVICE: 17 NANGIP CR, DARKAN, ADVICE: PART OF LOT 1001 GROWDEN PL	
14/12/2023	14122023.23	MORRELL, NICKI	110.00
		REIMBURSE FOR BUSHFIRE SMS	

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Date	Num	Name	Original Amount
14/12/2023	14122023.24	OFFICEWORKS	1,551.21
		OFFICE STATIONERY SUPPLIES	
14/12/2023	14122023.25	PEDERICK ENGINEERING	6,554.90
		PARTS AND REPAIRS - L16, SP83 AND D3	
14/12/2023	14122023.26	PFD FOOD SERVICES PTY LTD	357.35
		FOIL CONTAINERS	
14/12/2023	14122023.27	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK	218.90
		SKYTRUST MONTHLY SUBSCRIPTION DECEMBER 2023	
14/12/2023	14122023.28	RESONLINE PTY LTD	220.00
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
14/12/2023	14122023.29	SOS OFFICE EQUIPMENT	301.67
		PHOTOCOPIER BILLING NOVEMBER 2023 XEROX APEOSPORT C4570	
14/12/2023	14122023.30	SPRYS MEAT MARKET	100.50
		MEAT FOR SENIORS MEALS	
14/12/2023	14122023.31	TEAM GLOBAL EXPRESS	143.32
		FREIGHT FOR WATER EXAM LAKE & POOL AND M&B SALES	
14/12/2023	14122023.32	TECHVISION AUSTRALIA PTY LTD	29,716.50
		MONARCH EDRMS - IMPLEMENTATION AND ANNUAL SUBSCRIPTION	
14/12/2023	14122023.33	TIMBER INSIGHT PTY LTD	54,442.52
		GLENORCHY BRIDGE REPAIRS	
14/12/2023	14122023.34	TR HOMES & CO	84,894.00
		NEW STAFF HOUSE - 10 KING STREET - LOCK UP PROGRESS PAYMENT	
14/12/2023	14122023.35	VALLEY OF PLENTY.	392.00
		COUNCIL MEETING CATERING - NOVEMBER AND AUDIT & RISK COMMITTEE MEETING REFRESHMENTS	
14/12/2023	14122023.36	WA CONTRACT RANGER SERVICES PTY LTD	679.25
		RANGER SERVICES 23 AND 28 NOV 23	
14/12/2023	14122023.37	WA COUNTRY HEALTH SERVICE	762.00
		RYAN FOWLES - OUTPATIENT ATTENDANCE ORTHOPAEDICS X 2	
14/12/2023	14122023.38	WAGIN MECHANICAL REPAIRS	1,399.70
		BUSH BRIGADES - ESL - SERVICE DURANILLIN FIRE TRUCK (2012 ISUZU) - 1ECO065	
14/12/2023	14122023.39	WARREN BLACKWOOD WASTE	4,004.10
		DOMESTIC, COMMERCIAL WASTE AND RECYCLING	
14/12/2023	14122023.40	WEST ARTHUR COMMUNITY RESOURCE CENTRE	257.31
		LAMINATING OF DUAL CFO ID CARDS, LAMINATION OF ID CARD AND BIN SIGN, DRS HOURS 23/11/23	
19/12/2023	BPAY	ATO	26,427.00
		ATO GST NOV 23 BAS, PAYG NOV 23 BAS	
21/12/2023	EFT	SALARIES AND WAGES	65,466.27
		PAYROLL	
21/12/2023	DIRECTDEBIT	ASGARD SUPER	302.83
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	181.11
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	AUSTRALIAN SUPER	2,632.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	AWARE SUPER	7,676.97
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	COLONIAL FIRST STATE	870.46
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	HOSTPLUS	32.03
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
21/12/2023	DIRECTDEBIT	PRIME SUPER	289.63
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
22/12/2023	BPAY	CR ADAM SQUIRES - AUSTRALIANSUPER	625.00
		2ND QUARTER 23/24 - SITTING FEES AND COMMUNICATION ALLOWANCE	
22/12/2023	BPAY	NAB CREDIT CARD	3,245.29
		ACCOMMODATION AT CROWN FOR LG PROF. CONF.	
		SENIORS WEEK EVENT - TOUR & ENTRY TO DOLPHIN DISCOVERY CENTRE AND LUNCH	
		FUEL AND ADBLUE FOR RAJ'S CAR	
		2024 DIARY FOR RAJ	
		MONITOR FOR MECHANIC	
		RESERVES MTCE - SKATE PARK PEG TENT GALV 375MMX9MM	
		COURT FEES FOR DISPOSAL OF BOND FOR UNIT 2-10 HILLMAN STREET - SHARNIE	
		FUEL FOR RAJ'S CAR	
		CEMETERY COURSE ALBANY SLEEP INN 3 X PEOPLE, AND 2 X MEALS	
		Office - SHIRE DEPOT STARLINK MONTHLY SUBSCRIPTION - SEPTEMBER 2023	
22/12/2023	DIRECTDEBIT	RENTFIND TECHNOLOGIES PTY LTD	22.00
		2023/2024 DECEMBER - STAFF HOUSING AND JOINT VENTURE HOUSING UNITS	
22/12/2023	22122023.1	ARTHUR RIVER COUNTRY CLUB	350.00
		FIRE SHED POWER USAGE AT ARCC 23/24	

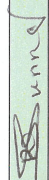

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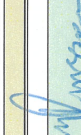

Date	Num	Name	Original Amount
22/12/2023	22122023.2	BELL, SHARON LEIGH REIMBURSEMENT FOR PARTY PIES AND SAUSAGE ROLLS FOR STAFF MEETING	119.49
22/12/2023	22122023.3	BUNBURY MITSUBISHI WORKS MANAGER UTE	16,731.50
22/12/2023	22122023.4	CITY OF KALAMUNDA BUILDING SERVICES 1/7/23-18/12/2023	1,352.62
22/12/2023	22122023.5	COLLIE MOWERS & MORE WHIPPER SNIPPER PARTS	121.80
22/12/2023	22122023.6	CR (PRES) NEIL MORRELL 2ND QUARTER 23/24 - SITTING FEES, COMMUNICATION ALLOWANCE, TRAVEL, & PRESIDENT ALLOWANCE	3,556.75
22/12/2023	22122023.7	CR DUNCAN SOUTH 2ND QUARTER 23/24 - SITTING FEES, COMMUNICATION ALLOWANCE, TRAVEL	765.98
22/12/2023	22122023.8	CR GRAEME PEIRCE - LAKESIDE CAMPING 2ND QUARTER 23/24 - SITTING FEES, COMMUNICATION ALLOWANCE, TRAVEL, PRO RATA DEP PRESIDENT	1,083.20
22/12/2023	22122023.9	CR KAREN HARRINGTON 2ND QUARTER 23/24 - SITTING FEES, COMMUNICATION ALLOWANCE, TRAVEL, PRO RATA DEP PRESIDENT	1,926.43
22/12/2023	22122023.10	CR ROBYN LUBCKE 2ND QUARTER 23/24 - SITTING FEES, COMMUNICATION ALLOWANCE, TRAVEL	851.11
22/12/2023	22122023.11	DARKAN AGRI SERVICES PAINT ROLLERS, KEYS CUT, COAT HOOK, MASKING TAPE, PAINT, SILICON, SCREWS, RIVETS, ANT RID DROPS, PLASTIC TUBS, BUILDER PENCILS, ASPHALT AND FREIGHT, GAS BOTTLES, DUCT TAPE, POLY JOINER, PLUMBING FITTINGS, BIN LINERS, MOPS, BUCKET, SPRINKLERS AND FRUIT FLY CONTROL	4,244.20
22/12/2023	22122023.12	DOWN TO EARTH TRAINING & ASSESSING 3X DAYS OF TRAFFIC MANAGEMENT & TRAFFIC CONTROL AND TRAVEL	6,468.00
22/12/2023	22122023.13	DUNLEATH FARMS PTY LTD REIMBURSE OVERPAYMENT OF BUILDING LICENCE FEES	2,948.00
22/12/2023	22122023.14	FORDHAM LAMONT, V TELSTRA DATA PLAN AS PER CEO'S CONTRACT	90.00
22/12/2023	22122023.15	FUEL DISTRIBUTORS OF WA DIESEL FUEL 7430L FOR SHIRE DEPOT	13,229.64
22/12/2023	22122023.16	G & M DETERGENTS TOILET ROLLS	348.00
22/12/2023	22122023.17	JLT RISK SOLUTIONS PTY LTD REGIONAL RISK COORDINATOR FEES DECEMBER 2023	3,904.47
22/12/2023	22122023.18	KING, GERALDINE CHRISTMAS ITEMS TO DECORATE TOWN	251.69
22/12/2023	22122023.19	MOTORPASS MANAGEMENT FEE	5.50
22/12/2023	22122023.20	P & S GRIGGS PLUMBING DARKAN SWIMMING POOL WATER METER INSTALLATION TOILETS	391.25
22/12/2023	22122023.21	PEDERICK ENGINEERING ALUMINIUM COOLANT HEADER TANK (MATERIALS AND LABOUR)	286.00
22/12/2023	22122023.22	PFD FOOD SERVICES PTY LTD SALAD CONTAINERS, ROUND LIDS, CLING WRAP, GRAVY MIX FOR SENIOR MEALS	224.45
22/12/2023	22122023.23	POOL & SPA MART BUNBURY VACUUM HOSE, BRUSH AND LABOUR	1,249.60
22/12/2023	22122023.24	PUTLAND MOTORS PARTS AND REPAIRS - R12, C30, C26, C22, C6	2,174.22
22/12/2023	22122023.25	ROSLYN KING (CLEANING CONTRACTOR) 22/11/2023-20/12/2023 - CARAVAN PARK, CRC, BUILDING MAINT., TOILETS, DARKAN HALL, POOL CLEANING	7,444.36
22/12/2023	22122023.26	SOUTH WEST ISUZU PARTS AND REPAIRS - T2, T22, T3	1,515.19
22/12/2023	22122023.27	STATION MOTORS HOLDEN PARTS AND REPAIRS - C4, C3	1,726.18
22/12/2023	22122023.28	STOREMASTA/PRIORITY SUPPLIER PTY LTD DEPOT OIL STORAGE	12,787.21
22/12/2023	22122023.29	TEAM GLOBAL EXPRESS FREIGHT FOR POOL AND LAKE WATER EXAM, TRUCKLINE	124.63
22/12/2023	22122023.30	TR HOMES & CO NEW STAFF HOUSE - 10 KING STREET - INTERNAL LININGS PROGRESS PAYMENT	60,638.00
22/12/2023	22122023.31	TRADELINK BUNBURY DARKAN SWIMMING POOL GRAB RAIL CLAM FLANGE	289.64
22/12/2023	22122023.32	TRUCKLINE PARTS AND REPAIRS - T15, T12	204.00
22/12/2023	22122023.33	VALLEY OF PLENTY CATERING - STAFF AND COUNCILLORS CHRISTMAS PARTY	1,670.00
22/12/2023	22122023.34	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 7 AND 12 DECEMBER 2023	627.00
22/12/2023	22122023.35	WA TREASURY CORPORATION CAPITAL AND INTEREST ON LOAN 70, 72, 73 AND 74 - 2ND QTR 23/24	35,945.92
22/12/2023	22122023.36	WEST ARTHUR COMMUNITY RESOURCE CENTRE DOCTORS HOUR FOR 7 AND 19 DEC 2023	520.84

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Date	Num	Name	Original Amount
22/12/2023	22122023.37	WHITE, AMY	28.00
		FRAMES FOR AUSTRALIA DAY AWARDS	
29/12/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 0867852 508314406 FEES	
29/12/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	32.80
		FEE ACCOUNT 086724 508314385 FEES	
29/12/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	45.74
		NAB CONNECT FEE ACCESS AND USAGE	
29/12/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	143.78
		MERCHANT FEE 009185958	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		01122023.1-01122023.32	225,381.82
		14122023.1-14122023.40	236,744.20
		22122023.1-22122023.37	186,194.87
		CHQ	8,400.00
		DIRECT DEBIT	35,134.98
		BPAY	30,297.29
		SALARIES & WAGES	136,498.83
		LICENSING DECEMBER 2023 TRANSFERS	16,046.95
		TOTAL	874,698.94

SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 28 October to 28 November 2023				
DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	AMOUNT
1. CARD NUMBER 4336-XXXX-XXXX-8951				
09-Nov-23	Crown Promenade Burswood	Accommodation for LG Professionals Conference	E143065	\$380.00
13-Nov-23	Dolphin Discovery Centre	Tour and entry to Dolphin Discovery Centre for Seniors Week event	E061012	\$567.20
13-Nov-23	Dolphin Discovery Centre	Lunch for 10 for seniors week event	E061012	\$200.00
14-Nov-23	Starlink Australia	Depot internet	E142020	\$139.00
20-Nov-23	Officeworks	Diary	E142070	\$23.99
20-Nov-23	Officeworks	Monitor for Mechanic	E142020	\$212.00
21-Nov-23	BP Malaga	Fuel and Adblue for Raj's Car	E144015	\$75.05
27-Nov-23	Dept of Justice	Court fees for disposal of bond 2/10 Hillman St	E091030	\$74.50
28-Nov-23	Liberty Wanneroo	Fuel for Raj's Car	E144015	\$118.50
CARD 1 PAYMENTS				
TOTAL CARD 1 PAYMENTS \$1,790.24				
2. CARD NUMBER 4336-XXXX-XXXX-1064				
10-Nov-23	Collie Canvas and Camping	Slate Park peg tent galv 375mm x 9mm	E113020	\$339.50
13-Nov-23	Sleep Inn Albany	Accommodation for Cemeteries Course	E143020	\$432.00
17-Nov-23	Hungry Jacks	Meals for Cemeteries Course	E143020	\$49.20
17-Nov-23	The White Star	Meals for Cemeteries Course	E143020	\$91.35
20-Nov-23	Sleep Inn Albany	Accommodation for Cemeteries Course	E143020	\$36.00
20-Nov-23	Sleep Inn Albany	Accommodation for Cemeteries Course	E143020	\$471.00
20-Nov-23	Sleep Inn Albany	Accommodation for Cemeteries Course	E143020	\$36.00
CARD 2 PAYMENTS				
TOTAL CARD 2 PAYMENTS \$1,455.05				
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507 \$3,245.29				
Date Due for Payment 27-Dec-23				

RAJINDER SUNNER
 Cardholder Name

 Cardholder Signed
 VINCENT FORDHAM LAMONT
 Authorised By Name

 Authorised By

GARY RASMUSSEN
 Cardholder Name

 Cardholder Signed
 VINCENT FORDHAM LAMONT
 Authorised By Name

 Authorised By

I, Kylie Whitaker, Finance Officer have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:

- all transactions are expenses incurred by the Shire of West Arthur;
- all purchases have been made in accordance with the Shire of West Arthur policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the card is evident.

Kylie Whitaker:  DATE: 21/12/2023



**Shire of West Arthur
Cheque Detail
January 2024**

Transaction type	Date	Name	Original Amount
BPAY	23/01/2024	ATO	36,510.00
		PAYG WITHHELD, GST DEC 23 BAS, FBT INSTALMENT DEC 23	
BPAY	25/01/2024	NAB CREDIT CARD	3,567.33
		AUSTRALIA DAY - 2 x WANDERER POLY ICEBOX 47L, DELIVERY, BBQ X 2, 10L COLEMAN WATER COOLER	
		CREDIT PURCHASE FOR BUSHFIRE TEXT MESSAGES	
		REFRESHMENTS FOR COUNCIL MEETINGS	
		GRAMMARLY SOFTWARE	
		INTERNATIONAL TRANSACTION FEE	
		10-BIC2.5F1.5FADA: BIC 65MM FEMALE X 38MM BSP FEMALE THREAD ADAPTOR WITH A SINGLE TWIST LEVER	
		CREDIT CARD SURCHARGE	
		SMS GLOBAL CREDIT	
		DEPOT CHRISTMAS BREAKUP REFRESHMENTS	
		HDMI CABLE FOR IPAD	
		DEPOT STARLINK MONTHLY SUBSCRIPTION - OCTOBER 2023	
CHQ	17/01/2024	DEPARTMENT OF TRANSPORT 1	18.90
		PLATE CHANGE AW661 TO AW01	
CHQ	17/01/2024	DEPARTMENT OF TRANSPORT 1	783.00
		PLATE REMAKES X 6 FOR WORKS VEHICLES	
DIRECTDEBIT	09/01/2024	ASGARD SUPER	340.49
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	AUSTRALIAN ETHICAL SUPER FUND	144.62
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	AUSTRALIAN RETIREMENT TRUST	260.41
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	AUSTRALIAN SUPER	2,192.15
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	AWARE SUPER	7,044.78
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	COLONIAL FIRST STATE	880.24
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	D AND K MELBOURNE SUPERANNUATION FUND	132.25
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	HOSTPLUS	39.84
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	09/01/2024	PRIME SUPER	291.09
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	ASGARD SUPER	214.57
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	AUSTRALIAN ETHICAL SUPER FUND	147.26
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	AUSTRALIAN RETIREMENT TRUST	264.59
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	AUSTRALIAN SUPER	2,385.28
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	AWARE SUPER	7,352.01
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	COLONIAL FIRST STATE	879.07
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	D AND K MELBOURNE SUPERANNUATION FUND	101.77
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	HOSTPLUS	40.04
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	18/01/2024	PRIME SUPER	296.51
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	25/01/2024	SYNERGY	5,299.98
		ELECTRICITY USAGE AND SUPPLY AT VARIOUS SHIRE PROPERTIES	
DIRECTDEBIT	25/01/2024	TELSTRA	187.57
		USAGE AND SERVICE CHARGES FOR SHIRE LANDLINES, MOBILE AND DATA	
DIRECTDEBIT	25/01/2024	WATER CORPORATION	960.45
		WATER USAGE FROM 2/10/23-30/11/23 FOR HORWOOD STANDPIPE	
DIRECTDEBIT	25/01/2024	NATIONAL AUSTRALIA BANK	47.98
		NAB CONNECT FEES	
DIRECTDEBIT	31/01/2024	RENTFIND TECHNOLOGIES PTY LTD	22.00
		2023/2024 JANUARY - STAFF HOUSING	
DIRECTDEBIT	31/01/2024	TELSTRA	2,604.07
		USAGE AND SERVICE CHARGES FOR SHIRE LANDLINES, MOBILE AND DATA	

**Shire of West Arthur
Cheque Detail
January 2024**

Transaction type	Date	Name	Original Amount
DIRECTDEBIT	31/01/2024	NATIONAL AUSTRALIA BANK MERCHANT FEE 009185958	79.63
DIRECTDEBIT	31/01/2024	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086724 508314385 FEES	24.70
DIRECTDEBIT	31/01/2024	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086852 508314406 FEES	10.00
EFT	04/01/2024	SALARIES AND WAGES PAYROLL	60,311.55
EFT	18/01/2024	SALARIES AND WAGES PAYROLL	63,670.36
12012024.1	12/01/2024	AMPAC DEBT RECOVERY (WA) RATE DEBT RECOVERY EXPENSES	6,072.00
12012024.2	12/01/2024	CORE HOSPITALITY GROUP P/ L T/IAS ADAGE CASTEL CHAIR ANTHRACITE AND FREIGHT	2,436.50
12012024.3	12/01/2024	COUNTRY ROAD CONTRACTING PTY LTD BOYUP BROOK ARTHUR ROAD - HIRE OF EXCAVATOR 315 CAT - DRAINAGE	14,036.00
12012024.4	12/01/2024	GREAT SOUTHERN FUEL SUPPLIES CARD 70501633528597474 DARKAN FIRE TRUCK FUEL	242.82
12012024.5	12/01/2024	INFINITUM TECHNOLOGIES PTY LTD NOVEMBER CHECK POINT USAGE, MICROSOFT SERVICES, MANAGED SERVICE AGREEMENT, VEEAM, MICROSOFT 365	3,679.56
12012024.6	12/01/2024	LOCALISE PTY LTD PROFESSIONALS SERVICES - UPGRADE 4 YR PROGRAM AND FINANCIALS, REVISIONS TO CBP, FINAL DRAFT OF CBP	3,300.00
12012024.7	12/01/2024	LUSH FIRE & PLANNING GENERAL MATTERS	1,001.00
12012024.8	12/01/2024	M & B SALES PO 0511 JW INTERGRAIN ULTRADECK NATURAL WATER BASED DECK OIL	648.93
12012024.9	12/01/2024	OFFICE OF THE AUDITOR GENERAL FEES FOR ATTEST AUDIT FOR THE YEAR ENDED 30 JUNE 2023	31,669.00
12012024.10	12/01/2024	SOS OFFICE EQUIPMENT PHOTOCOPIER BILLING DECEMBER 2023 XEROX APEOSPORT C4570	244.26
12012024.11	12/01/2024	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES INCLUDING TRAVEL FOR 19/12/23	365.75
12012024.12	12/01/2024	WARREN BLACKWOOD WASTE DOMESTIC AND COMMERCIAL WASTE, AND RECYCLING DEC 2023	2,942.80
25012024.1	25/01/2024	AIR LIQUIDE FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	49.28
25012024.2	25/01/2024	AUSTRALIA POST SMALL LETTER UP TO 125g LOCAL MID WEST WITHIN AUS LETTER	47.15
25012024.3	25/01/2024	BELL, SHARON LEIGH REIMBURSEMENT FOR SENIOR MEALS GROCERIES AND AUSTRALIA DAY FRAMES	322.30
25012024.4	25/01/2024	BODDINGTON MEDICAL CENTRE FUEL REIMBURSEMENT FOR DOCTOR - FOR PERIOD: 9, 23 NOV, 7 AND 19 DEC 2023	380.00
25012024.5	25/01/2024	GJD EQUIPMENT PTY LTD PARTS AND REPAIRS - L1, L15	6,868.01
25012024.6	25/01/2024	COALFIELDS WEARPARTS PARTS AND REPAIRS - L16 AND G12	379.28
25012024.7	25/01/2024	COLLIE BETTA HOME LIVING CHEST FREEZER FOR ICE FOR COMMUNITY EVENTS	379.00
25012024.8	25/01/2024	COLLIE ELECTRICAL SERVICES DARKAN SWIMMING POOL AND DOWNLIGHTS FOR BBQ AREA	718.86
25012024.9	25/01/2024	COLLIE RIVER VALLEY MEDICAL CENTRE RYAN FOWLES - DR VISITS 6 NOV 23	298.40
25012024.10	25/01/2024	CRENDON MACHINERY PARTS AND REPAIRS - CHAINSAW	547.80
25012024.11	25/01/2024	DARKAN AGRI SERVICES POLY FITTINGS, WOOL BALE BAGS, CEMENT, RETIC AND FITTINGS, CAMLOCK, FLY NETS, GAS BOTTLES, PAINT, PAINT BURSH, HILLS HOIST, WHITE SPRAY PAINT, SANDPIPE, MICROSPRAYS, MOP HEAD, GLOVES, PADLOCKS, FRUIT FLY CONTROL	2,761.10
25012024.12	25/01/2024	DARREN LONG CONSULTING COMPLIANCE - LONG TERM FINANCIAL PLAN	12,210.00
25012024.13	25/01/2024	DKM WORKPLACE SOLUTIONS SECONDMENT AGREEMENT FOR AMY WHITE	385.00
25012024.14	25/01/2024	DUFF ELECTRICAL CONTRACTING OLD TENNIS COURT - DISCONNECTING POWER	5,170.00
	11/01/2024	EV CHARGING STATION - INSTALLATION	

**Shire of West Arthur
Cheque Detail
January 2024**

Transaction type	Date	Name	Original Amount
25012024.15	25/01/2024	EASFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH TO 1/1/24	
25012024.16	25/01/2024	FLEAYS STORE	550.10
		SENIORS MEALS GROCERIES	
25012024.17	25/01/2024	FORDHAM LAMONT, V	90.00
		REIMBURSEMENT FOR TELSTRA DATA PLAN AS PER CEO'S CONTRACT 15/1-14/2/24	
25012024.18	25/01/2024	FUEL DISTRIBUTORS OF WA	563.26
		FUEL FOR CEO CAR, MCS CAR AND SURCHARGE FOR NON PUMA SERVICE STATION	
25012024.19	25/01/2024	GREAT AUSSIE STOCK AIDS	664.40
		10M LAT FLAT HOSES COMPLETE WITH CAMLOCK FITTINGS PER BEN ROBINSON	
25012024.20	25/01/2024	INFINITUM TECHNOLOGIES PTY LTD	3,575.55
		MANAGED SERVICE AGREEMENT GOLD - 1/1/24-31/1/24	
25012024.21	25/01/2024	JAS OCEANIA PTY LTD	296.74
		PARTS AND REPAIRS - L1	
25012024.22	25/01/2024	MCLEODS BARRISTERS AND SOLICITORS	1,407.93
		ATE RECOVERY ADVICE 17 NANGIP CR, DARKAN AND INDUSTRIAL LAND GROWDEN PLACE - ADVICE RE PROPERTY SALE	
25012024.23	25/01/2024	MONTGOMERY, TAHNEE-LEE.	217.04
		REIMBURSEMENT FOR FUEL FORE FIRETRUCK	
25012024.24	25/01/2024	NARROGIN FORD	420.00
		FORD EVEREST AW661 - STD SERVICE, PLUS 3X FAULT ISSUES	
25012024.25	25/01/2024	OFFICEWORKS	491.50
		OFFICE STATIONERY SUPPLIES AND AUSTRALIA DAY SUPPLIES	
25012024.26	25/01/2024	PUTLAND MOTORS	1,974.10
		PARTS AND REPAIRS - C26, C4, C6, T15, C1	
25012024.27	25/01/2024	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK	218.90
		SKYTRUST MONTHLY SUBSCRIPTION JANUARY 2024	
25012024.28	25/01/2024	RASMUSSEN, GARY.	280.35
		THREE PAIRS OF WORK PANTS	
25012024.29	25/01/2024	REGIONAL FIRE & SAFETY	1,969.00
		INSPECTIONS OF SHIRE PROPERTIES AND PLANT	
25012024.30	25/01/2024	RICOH	191.40
		LICENSING PRINTER CARTRIDGE BLACK SP3710SF	
25012024.31	25/01/2024	SIGMA CHEMICALS	2,158.13
		POOL CHEMICALS	
25012024.32	25/01/2024	SPRYS MEAT MARKET	470.86
		SENIORS MEALS AND AUSTRALIA DAY FRESH MEAT	
25012024.33	25/01/2024	ST JOHN AMBULANCE AUSTRALIA	170.00
		BASIC FIRST AID TRAINING HLTAID011 MARK PEEZ	
25012024.34	25/01/2024	STOCKLEY, PAMELA	110.00
		AQUAFIT CLASS FOR INTERNATIONAL DAY OF PEOPLE WITH DISABILITY	
25012024.35	25/01/2024	T-QUIP	510.10
		4 SETS OF BLADES TO SUIT FERRARI 922 MOWER PER JIM PO 516	
25012024.36	25/01/2024	TEAM GLOBAL EXPRESS	710.63
		WESTRAC, SOS FREIGHT TO BE INVOICED TO CRC, POOL WATER EXAM, T QUIP, ADAGE FURNITURE FREIGHT	
25012024.37	25/01/2024	TRADELINK BUNBURY	260.83
		CISTERN SLIMLINE WITH SEAT PER JIM PO 523	
25012024.38	25/01/2024	TRUCKLINE	76.62
		T15 HINO 500 KIT RSK117	
25012024.39	25/01/2024	TRUSTEE SAUNT FAMILY TRUST (MEDELECT)	352.00
		SERVICING OF ECG MACHINE	
25012024.40	25/01/2024	TUDOR HOUSE (W) PTY LTD	128.00
		STATE FLAG - WOVEN POLYESTER AND POSTAGE	
25012024.41	25/01/2024	VANGUARD PUBLISHING	2,024.00
		TOURISM & AREA PROMOTION - AGO ANNUAL BROCHURE	
25012024.42	25/01/2024	WA COUNTRY HEALTH SERVICE	381.00
		RYAN FOWLES - OUPATIENT XRAY RIGHT ELBOW	
25012024.43	25/01/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	6,555.25
		RETURNING OFFICER (FEES, TRAINING, SUPPORT, TRAVEL AND ACCOMMODATION)	
25012024.44	25/01/2024	WESTRAC BUNBURY	295.58
		PARTS AND REPAIRS - R10 AND D3	
25012024.45	25/01/2024	WHITE, AMY	515.55
		REIMBURSEMENT FOR BRONZE MEDALLION REQUAL AND TRAVEL	

**Shire of West Arthur
Cheque Detail
January 2024**

Transaction type	Date	Name	Original Amount
25012024.46	25/01/2024	WURTH AUSTRALIA PTY LTD	1,074.02
		WORKSHOP CONSUMABLES	
25012024.47	25/01/2024	ZONE 50 ENGINEERING SURVEYS PTY LTD	10,348.38
		CORDERING NORTH ROAD CONSTRUCTION PEGGING - SETOUT ROAD 25M INTERVALS	
		BOYUP BROOK ARTHUR ROAD SLK 23-24.94 SPOTTING AND BARRIER MARKING INC DESIGN BEFORE BRIDGE	
		BOYUP BROOK ARTHUR ROAD SLK 23-24.94 TINY SURVEYOR	
		DARKAN SOUTH ROAD LRCIP 4 SPOTTING BARRIER MARKING TOUCH UP EXISTING	
		VOUCHERS	AMOUNT
	MUNICIPAL FUND		
		BPAY	\$40,077.33
		CHQ	\$801.90
		DIRECT DEBIT	\$32,243.35
		SALARIES & WAGES	\$123,981.91
		12012024.1-12012024.12	\$66,638.62
		25012024.1-25012024.47	\$70,886.39
		LICENSING JANUARY 2024 TRANSFERS	\$5,326.85
		TOTAL	\$339,956.35

SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 29 November to 28 December 2023			
DATE	PAYEE	DESCRIPTION	1. CARD NUMBER 4336-XXXX-XXXX-8951
			SOWA EXPENSE CODE
		EXPENSE DESCRIPTION	AMOUNT
04-Dec-23	Grammariety	Grammariety Software	E142020
04-Dec-23	International Transaction Fee		E142070
08-Dec-23	SMS Global	Credit purchase for bushfire text messages	E051020
11-Dec-23	Dan Murphy	Refreshments for council meeting	E041001
14-Dec-23	Starlink	Wifi for depot	E168517
19-Dec-24	BCF Australia	Water Cooler	E043006
22-Dec-23	Fire Response P/L	Thread adaptor for fire truck	E051015
22-Dec-23	Credit Card Surcharge	Purchase for adaptor for fire truck	E142070
27-Dec-23	JB HIFI	HDMI cable for ipad	E142020
27-Dec-24	SMS Global	Credit purchase for bushfire text messages	E051020
CARD 1 PAYMENTS			
	RAJINDER SUNNER	Cardholder Signed	VINCENT FORDHAM LAMONT
			Authorised By Name
			Authorised By
18-Dec-24	Dan Murphys		2. CARD NUMBER 4336-XXXX-XXXX-1064
			E142070
CARD 2 PAYMENTS			
	GARY RASMUSSEN	Cardholder Signed	VINCENT FORDHAM LAMONT
			Authorised By Name
			Authorised By
29-Nov-24	BCF Australia	Iceboxes and Delivery	E043006
30-Nov-24	Bunnings	2 x BBQ's	E043006
CARD 3 PAYMENTS			
	VINCENT FORDHAM LAMONT	Cardholder Signed	NEIL MORRELL, SHIRE PRESIDENT
			Authorised By Name
			Authorised By
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507			\$3,567.33
Date Due for Payment			22-Jan-24

I, Kylie Whitaker, Finance Officer, have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:

- all transactions are expenses incurred by the Shire of West Arthur;
- all purchases have been made in accordance with the Shire of West Arthur policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate card is evident.

Kylie Whitaker: 

DATE: 22/1/24



Forest to Wheatbelt

12.3 BUDGET AMENDMENT - DARKAN HERITAGE TRAIL

File Reference:	ADM717
Location:	Darkan Town site
Applicant:	Shire of West Arthur
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	5/02/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider a budget amendment to accommodate the realignment and development of the Darkan Heritage trail to be partially funded by a successful grant application.

BACKGROUND:

Council adopted the budget for 2023-24 at the 24 August 2023 Ordinary Council Meeting. There was no allocation for the receipt of the grant funding.

COMMENT:

The Darkan Heritage Trail was originally developed in 1988 as a WA Centenary project. Since then, no work has been done on the Heritage Trail. In 2023, the Heritage Trail had to be closed as the current route passes through some residential land that was recently sold and will therefore no longer be accessible.

The Shire of West Arthur submitted a grant application for signage and realignment of the Darkan Heritage Trail to Heritage Council of WA Community Heritage Grants in July 2023. This application was submitted after the current budget was completed and the Shire was advised that we were successful in receiving the grant funding in December 2023.

CONSULTATION:

Shire Finance Officer
Laura Grey, Heritage Consultant

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 6.8 Expenditure from municipal fund not included in annual budget.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The proposed project is expected to cost \$38,246. It is proposed to fund the project according to the following:

- Heritage Council: \$19,123
- Shire of West Arthur (Cash contribution): \$8183
- Shire of West Arthur (in-kind contribution): \$10,940

There has been no expenditure on the project to date. However, the Shire was required to submit an initial claim to Heritage Council by Feb 8th or forfeit the funding. As there has been no Council meeting over the January period we have not been able to seek Council approval through a formal Council meeting.

The Shire of West Arthur contribution will be determined through the budget review process. If insufficient funds are available as part of the budget review the claimed funds will be returned to the Heritage Council of WA.

STRATEGIC IMPLICATIONS:

The Shire's Community Strategic Plan identifies heritage as an important part of our community. Specifically the following outcomes were identified:

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

Outcome 4.3 – Our cultural heritage is preserved and promoted

In the Shire Corporate Business Plan the Darkan Heritage trail was specifically identified as requiring upgraded signage and brochures.

The Shire Trails Master Plan (2009) identified that the Heritage trail needed rerouting and improved interpretative signage was also required.

The Shire recently completed a revised Local Heritage Survey and List (2022). This survey resulted in the addition of 96 new places and sites and provides details for the sites identified for inclusion along the Darkan Heritage Trail.

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 (25)
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	Grant funding will be forfeited, and the Heritage Trail will not be developed
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Accept the grant funding and allocate funding to the project in the Budget review process if possible.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. approve the out of budget income of \$19,123 (grant funding from the Heritage Council of WA) and corresponding expenditure for the development of signage and realignment of the Darkan Heritage Trail;
2. consider the Shire contribution to the project as part of the annual budget review process and, if insufficient funds are available to undertake the project, authorise the funds to be returned to the funding body.

12.4 TRANSFER OF LAND (SALE TO RECOVER OUTSTANDING RATES) LOT 6329 DP145468 - SETTLEMENT

File Reference:	A921
Location:	Nil
Applicant:	McWilliams Davis Lawyers
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/02/2024
Disclosure of Interest:	Nil
Attachments:	1. Lot 6329 on Deposited Plan 145648 - Settlement - Confidential ↓

SUMMARY:

Council is requested to authorise the Shire President and Chief Executive Officer to sign the attached Transfer of Land relating to Lot 6329 Coalfield Road, Darkan, WA 6392, being Lot 6329 on Deposited Plan 145468.

BACKGROUND:

The rates owing on A921 have been outstanding since July 2005. The Shire engaged Cloud Payment Group to recover the rates and prosecute under the *Local Government Act 1995*, s6.64. The subject lot is a land-locked property with no legal access. It was listed for auction on 12 August 2023 at 2:00 pm. No bid was received at the auction.

COMMENT:

The Shire approached the neighbouring owners to encourage them to make an offer. The Shire received an offer of \$1,000 via an email on Wednesday, 11 October 2023. It is in the best interest of the Shire to accept the offer and start receiving rates for land in future years.

The Shire engaged McWilliams Davis Lawyers as a settlement agent to finalise the land transaction.

CONSULTATION:

Chief Executive Officer
Cloud Payment Group
McWilliams Davis Lawyers
Michael, Steven and Karlene Goss

STATUTORY ENVIRONMENT:

Local Government Act 1995

6.64. Actions to be taken.

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —

- (a) from time to time lease the land; or
- (b) sell the land; or
- (c) cause the land to be transferred to the Crown; or
- (d) cause the land to be transferred to itself.

(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

POLICY IMPLICATIONS:

Policy F28 – Revenue Collection

FINANCIAL IMPLICATIONS:

The current amount outstanding is \$33,493.66. Further costs may be incurred to finalise the transfer of land. The final amount will be written off against the provision for bad debts.

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 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 (25)
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	Loss of Rate Revenue
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Inadequate financial management(to be added to the list of themes in the Risk Management Governance Framework document)
Risk Action Plan (Controls or Treatment Proposed)	Sell land and commence rating under a new owner.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorise the Shire President and Chief Executive Officer to sign the attached Transfer of Land relating to Lot 6329 on Deposited plan 145468.

CONFIDENTIAL

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12.5 ENTERPRISE RESOURCES PLANNING (ERP) SOFTWARE - REQUEST FOR PROPOSAL

File Reference:	ADM196
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/02/2024
Disclosure of Interest:	Nil
Attachments:	1. Magiq Proposal February 2024 ↓

SUMMARY:

The council is requested to consider:

1. Endorsing the proposal from Magiq Software Limited for \$92,025 (ex GST) for the implementation of Magiq Enterprise Suite Enterprise Resources Planning (ERP) solution and ongoing annual licence fee of \$30,600 (ex GST), subject to annual CPI Adjustment.
2. Authorising the Chief Executive Officer to sign an agreement with Magiq Software Limited for Software Implementation and Software Subscription Service for 6 years (3 Years plus an option for further 3 Years)

BACKGROUND:

The Shire currently utilises several unconnected corporate software programs such as Reckon Account Hosted, Rate Book Online and Asset Online, which Reckon Limited and Moore Australia provide. Only two Local Governments in Western Australia use a similar system. However, in recent years, there has been a shift in WA Local Governments moving onto a new integrated system with an alternative system provider, such as Magiq, Datacom, Council First, and Ready Tech Community.

The reason for moving to a full ERP system is that the current software is highly aged and clunky, experiencing limitations in terms of new functionality that can be added.

In recent years, the Shire of West Arthur management has felt that we can upgrade to a fully integrated and functional ERP, which can reduce manual intervention and move to a cloud-based environment.

The Shire of West Arthur invited several Shires to join in a group request for a proposal process to test the market for a replacement ERP system. A 6 Shire group (the Shires of West Arthur, Williams, Kojonup, Cuballing, Carnamah and Dumbleyung) was formed. All Shires opted to join to benefit from cost savings and knowledge sharing available by participating in a group RFP process.

The general outline of the group RFP process was as follows:-

- All 6 Shires contributed to drafting requests for proposal documents, which included detailed information regarding each Shire's required and desired functionality in each aspect of the ERP system (records, financials, customer management, etc.).
- The group convened in person at the Kojonup Shire offices in December 2023 to review the RFP responses and discuss a path forward.
- Each ERP supplier was asked to present a 3-hour-long demonstration of their system over Microsoft Teams in December 2023 and allow the 6 Shires to ask questions as the demonstration progressed and any questions that arose from the ERP supplier's response to the online RFP.
- A second 6-Shire meeting was held to discuss where each Shire had ranked and rated each ERP supplier in line with the RFP scoring matrix. This enabled all 6 Shires to understand which other

Shires were considering the same suppliers as them, to ascertain whether there could be an opportunity for multiple Shires to implement a new ERP system at the same time, to leverage staff and knowledge as well as potentially reduce implementation/training costs by sharing resources.

- Each favoured system was investigated via reference checks of other WA local governments already using or implementing the ERP system.
- A further 6 Shire meetings were held to discuss the final decisions of each of the Shires.
 - 3 out of 6 of the Shires have opted to delay implementation of a new system for 12 or more months, with the critical factors in this decision being staffing restraints at those Shires and reference checks indicating that no matter which system is selected, the implementation process is intense and requires significant Shire staff time and investment in the project. In comparison, the Shire of West Arthur is currently in a very stable and experienced staffing position, with all key administrative staff having been with the Shire for between 2 and 25 years and possessing a detailed understanding of local government processes specific to their roles. As such, the ERP system replacement project is recommended to commence in end of February 2024 and be completed by the end of June 2024.
 - The Shire of West Arthur has selected Magiq Software Ltd to implement a new ERP.

COMMENT:

The Shire of West Arthur spearheaded a project on behalf of other shires. The group contacted Simon Cohen from Cohesis to assist with drafting documentation for the Request for Proposal (RFP) and review the RFP as an impartial consultant.

The RFP for a new ERP system was lodged on the WALGA Vendor Panel website on 2 October 2023 and closed on 17 November 2023. The services contract involves implementing an ongoing annual licence/support of a new ERP system to service the Shire's financial reporting and customer service needs. The following suppliers were requested to respond to the RFP:-

- Ready Tech Community (Merger IT Vision Pty Ltd and Open Office)
- Magiq Software Ltd (Magiq)
- Datacom Solutions (AU) Pty Ltd (Datacom)
- Open Systems Technology Pty Ltd (Council First)

Responses were received from all suppliers; no late submissions were received, and all submissions complied with the RFP Criteria.

The following criteria and weightings were used to assess the submissions:-

- Fit for Purpose (15%)
- Capacity, Resources and Key Personnel (15%)
- Relevant Project Experience (10%)
- Demonstrated Understanding & Implementation Methodology (10%)
- Price Consideration (50%)

The RFP responses were reviewed in detail by both Vin Fordham Lamont (CEO) and Rajinder Sunner (Manager of Corporate Services), and critical staff (Payroll/Rates Officer, Creditors Officer, Admin/Records Officer, Governance/Compliance Officer, Technical Officer and Manager of Works and Services) were invited to watch recorded demonstrations of each system and provide feedback. The overall response was that any of the 4 systems would be suitable for the needs of our Shire and be substantially higher performing than the current system.

After the assessment criteria were reviewed, it is recommended that Magiq Software Limited be awarded the contract.

CONSULTATION:

Chief Executive Officer
Manager Corporate Services
Simon Cohen from Cohesis
Shire of West Arthur Staff

STATUTORY ENVIRONMENT:

Local Government Act 1995

Division 3, Subdivision 6, Clause 3.57. Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996,

Part 4, Division 2 – Tenders for delivering goods or services. The Shire of West Arthur's Purchasing Policy requires a Public Tender for any amount above \$2500,000. The implementation and 6 years of license fees result in the 6-year total cost of this purchase being \$245,025 (Annual fees of \$30,600 x 6 + \$61,425), below the \$250,000 Public Tender threshold.

POLICY IMPLICATIONS:

Policy F29 – Purchasing Policy

FINANCIAL IMPLICATIONS:

There are potentially significant in-house staffing (time) implications required from existing staff during the implementation phase of the new ERP system. There may also be a need for casual staff to assist with the implementation of the ERP project on time. The submitted price by the recommended preferred supplier of \$92,025 (ex GST) aligns reasonably well with the Shire of West Arthur adopted 2023-2024 Budget of \$150,000. Although the proposed annual licence fee of \$30,600 is \$4,900 lower than the current license fee of \$35,500.

Our budget for 2023-2024 includes \$175,000 to implement a state-of-the-art Electronic Document Records Management System (EDRMS) and Enterprise Resources Planning (ERP). We will borrow \$150,000 for 5 years, and \$25,000 will be funded from the Information Technology Reserve. Any surplus funds from this project will be transferred to the Information Technology Reserve. The Electronic Document Records Management System (EDRMS) was implemented in December 2023. Enterprise Resources Planning (ERP) will be implemented by June 2024. We're eager to see how this will impact our shire's efficiency and productivity.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome 4.3 Establish and maintain sound business and governance structures.

Strategy: Ensure that the local community is provided with value for money through the prudent expenditure of rates.

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 (25)
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	Inefficient and out-of-date ERP System.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(4) Likely
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Ineffective, clunky and time-consuming system.
Risk Action Plan (Controls or Treatment Proposed)	Endorse the proposed Magiq Enterprise Suite (ERP)

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Endorse the proposal from Magiq Software Limited for \$92,025 (ex GST) for the implementation of Magiq Enterprise Suite Enterprise Resources Planning (ERP) solution and ongoing annual licence fee of \$30,600 (ex GST), subject to annual CPI Adjustment.
2. Authorise the Chief Executive officer to sign an agreement with Magiq Software Limited for Software Implementation and Subscription Service for 6 years (3 Years plus an option for further 3 Years)

SOW Form: Q-22071-1
Date: 13/11/2023, 10:16 am
Expires On: 29/2/2024



New Zealand: +64 6 835 9380
Australia: +61 3 9468 9401
USA: +1 858 333 5523
Email: info@magiqsoftware.com

Ship To:
 Vincent FORDHAM LAMONT
 Shire of West Arthur
 31 Burrowes Street
 Darkan, Western Australia 6392
 Australia
 ceo@westarthur.wa.gov.au

Bill To:
 Shire of West Arthur
 31 Burrowes Street
 Darkan, Western Australia 6392
 Australia

Account Manager	E-mail	Phone Number
John Dimitrieski	john.dimitrieski@magiqsoftware.com	+61 3 9468 9401

Annual Product Pricing				
PRODUCT	DESCRIPTION	RATE	QTY	NET PRICE
MAGIQ ENTERPRISE SUITE Subscription	MAGIQ ENTERPRISE SUITE Subscription	AUD 30,600.00	1.00	AUD 30,600.00
Annual Product Pricing Total:				AUD 30,600.00

Fixed Fee Professional Services				
PRODUCT	DESCRIPTION	RATE	QTY	NET PRICE
Fixed Fee Professional Services	Fixed Fee Professional Services	AUD 1,575.00	39.00	AUD 61,425.00
Fixed Fee Professional Services Total:				AUD 61,425.00

Grand Total: AUD 92,025.00
 * excludes applicable GST

Order Details

Customer Name:

Customer Contact: Vincent FORDHAM LAMONT

I/We Accept:

- The terms and conditions as described in the attached Statement of Work.
- The licence of this Software application and Services provided are subject to the MAGIQ Licence Agreement clauses and schedules. If there is any inconsistency between any of the documents forming this agreement, the MAGIQ Licence Agreement takes priority.

Term(s): 3 Years

By Signing, both parties agree to the terms and conditions set forth in this agreement.

If the Customer requires a PO number on invoices, the Customer must provide MAGIQ with the PO number prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this SOW Form will be valid without a PO reference.

MAGIQ Software Ltd.

Shire of West Arthur

Signature: _____

Signature:  _____

Name (Print): _____

Name (Print): Vincent FORDHAM LAMONT _____

Title: _____

Title: CEO _____

Date: _____

Date: 2/7/2024 _____

Purchase Order # (if required) _____ TBA



Request for Proposal – ERP Selection

6SHIRES-RFP-2023.01

MODULE LIST & PRICING SUMMARY



Shire of West Arthur

February 2024



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Project Scope

In Scope

- Project management
- Implementation of all modules listed in the pricing detail
- Set-up and provisioning of MAGIQ Cloud environments (2)
- Set-up and configuration of Application Layer
- Opening balances included in each module only
- User access configuration and test
- Key user training (including standard module training guides)
- On-site go live support
- License fees
- Technical upgrades*
- Technical Support*
- Back-ups and Disaster Recovery
- System Monitoring
- Help Desk Support

*Technical upgrades will be provided for the Cloud Environment. Any additional consulting and training services required will be charged separately.

*Technical support will be provided for the Cloud Environment . Any additional consulting and training services required will be charged separately.

Out of Scope

- User / site specific bespoke documentation
- Third party licensing
- Integrations connected to MAGIQ Cloud (subject to scoping)

Assumptions

- The Shire has stable and adequate bandwidth access to Internet
- User acceptance testing will be completed by the customer and MAGIQ
- End User documentation and training will be completed by the customer and MAGIQ



Module List - Primary Inclusions

MAGIQ Finance			
<ul style="list-style-type: none"> General Ledger Banking Debt Management Direct Debits 	<ul style="list-style-type: none"> Project Accounting Purchase Orders Orders Processing Plant 	<ul style="list-style-type: none"> Invoicing Stores (includes requisitions) Cash Receipting 	<ul style="list-style-type: none"> Creditors Fixed Assets Contracts
MAGIQ Property and Rating			
<ul style="list-style-type: none"> Rates Management (Rates, Rebates etc.) Animal Management (Registration/ Impounding) Licences (Food Act) 	<ul style="list-style-type: none"> Valuations Regulatory (Building/Planning Permits) Lease Management 	<ul style="list-style-type: none"> Property Information Cemetery Infringements (Parking, Animal, Sundry) 	<ul style="list-style-type: none"> Service Requests (CRM) Property Certificates
MAGIQ Performance			
<ul style="list-style-type: none"> Reporting & Analytics 	<ul style="list-style-type: none"> Budgeting 	<ul style="list-style-type: none"> GL Trees (Alternate Reporting Structure designer) 	<ul style="list-style-type: none"> Publisher Word /Excel
MAGIQ Online			
Enquiry			
<ul style="list-style-type: none"> Cemetery 	<ul style="list-style-type: none"> Rates 		
Payment			
<ul style="list-style-type: none"> Rates 	<ul style="list-style-type: none"> Animal Registration 	<ul style="list-style-type: none"> Debtors 	
MAGIQ Mobile (IOS / Android)			
<ul style="list-style-type: none"> Documents (MAGIQ Documents) 	<ul style="list-style-type: none"> Sign out Board Reporting/BI 	<ul style="list-style-type: none"> Tasks HR 	<ul style="list-style-type: none"> Purchase Orders Time Recording
MAGIQ HR Payroll			
<ul style="list-style-type: none"> Payroll 	<ul style="list-style-type: none"> My HR 	<ul style="list-style-type: none"> Employee Records 	<ul style="list-style-type: none"> Electronic Timesheets
MAGIQ Core			
<ul style="list-style-type: none"> Customer Database 	<ul style="list-style-type: none"> System Admin 	<ul style="list-style-type: none"> Sign Out Board 	<ul style="list-style-type: none"> Mail Processing



Pricing Summary

Pricing per Council	Amount
<p>Annual Licenses:</p> <p>MAGIQ Cloud Software & Cloud Delivery</p> <ul style="list-style-type: none"> ▪ Cloud SaaS Delivery 1. ▪ MAGIQ Cloud Platform Technical Upgrades 2. ▪ Backups and Disaster Recovery ▪ Cloud Environment Technical Support 3. ▪ System Monitoring ▪ Constant products updates and enhancements ▪ Help Desk Support <ol style="list-style-type: none"> 1. A MAGIQ Performance production and training environment will be provisioned. 2. Technical upgrades will be provided for the Cloud Environment. Additional consulting and training services will be charged separately at our standard consulting rates. 3. Technical support will be provided for the Cloud Environment and does not include the provision of end user support. 	<p>\$ 34,000</p>
<p>Module Suites</p> <ul style="list-style-type: none"> ▪ MAGIQ Core ▪ MAGIQ Finance ▪ MAGIQ Council ▪ MAGIQ Payroll ▪ MAGIQ Performance ▪ MAGIQ Service <p>For a full list of modules included in the above list please see Module List.</p>	
<p>Consulting Services</p> <p>Implementation including Configuration, Testing and Training</p> <ul style="list-style-type: none"> ▪ Technical Provisioning - TEST and PROD environments ▪ Scoping & Planning ▪ MAGIQ Core ▪ MAGIQ Finance ▪ MAGIQ Council ▪ MAGIQ Payroll ▪ MAGIQ Performance ▪ MAGIQ Service ▪ Training User End & System Admin (remote) 	<p>\$ 59,500</p>



Pricing per Council	Amount
Consulting Services:	
▪ Go Live Support – Onsite 5 days	\$8,750
Total (ex. GST)	\$ 102,250
Discount (ex. GST)	\$ 10,225
Grand Total (NET ex. GST)	\$ 92,025
Total Year 2,3... (ex. GST)	\$ 30,600

Customer Reference Program

In addition to the discount offered above, MAGIQ Software seeks to build a lasting, mutually beneficial business relationship with the Shire of West Arthur, taking advantage of the churn in small to mid-size Council ERP sites in Western Australia.

As such, we would like to extend the following benefits to be applied with the contract by establishing a Customer Reference Program:

- For each additional West Australian Council site that MAGIQ Software brings onto the MAGIQ Cloud ERP and the Shire assists (as a reference site), we will reduce Council’s MAGIQ annual fees by 10%.
- Capped at two customers (therefore, a potential reduction in Annual License fee by up to 20%).
- Capped at three years maximum, starting the next due annual license fee invoice.

Pricing Terms and Conditions

- Signoff of the Docusign quote and all pricing related to this SOW is conditional on final council approval on the 22nd February.
- Annual Licensing for all modules in an Enterprise model (no limitations on user number or type).
- MAGIQ Cloud ERP Annual Fees are due seven days after the provisioning of the AWS Cloud Environment and paid annually in advance.
- Invoicing of the MAGIQ Cloud ERP Annual Licence fee will occur on go live once the WA rating legislation is complete.
- All pricing is subject to annual CPI increases. MAGIQ Cloud ERP Subscription and Support Agreement to be executed.
- Implementation costs will be invoiced per milestone payment plan, to be defined.
- MAGIQ Cloud ERP fee includes all AWS hardware, operating and application software licenses, and full AWS cloud delivery.
- Cloud ERP fee excludes Data Communications (Customers’ existing data comms to be used for internet access).



- The Shire responsible for the provision of access to third-party systems.
- Where required and agreed upon, travel and accommodation charged at cost plus 10% ex Melbourne. Note that a MAGIQ Consultant will be onsite for “Go-Live Support” for 5 days, all other project delivery will be remote.
- All training is based on ‘train the trainer’. This training includes a recorded demonstration of the module, standard training, and standard user documentation for each module.
- MAGIQ to provision two (2) environments, including PRODUCTION and TRAINING. Both environments will be readily available during business hours defined in the contract.
- Current Daily Rate for consulting services is \$1,750 per day ex GST.
- Pricing is based on a three year term.
- MAGIQ Software is an endorsed supplier to the WALGA (Western Australian Local Government Association) preferred supplier for Business Systems Software and Services.



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www.magiqsoftware.com

info@magiqsoftware.com

New Zealand +64 6 835 9380

Australia +61 3 9468 9401

USA +1 858 333 5523

13 WORKS AND SERVICES**13.1 REGIONAL ROAD GROUP 5 YEAR WORKS PROGRAM**

File Reference:	ADM 369
Location:	N/A
Applicant:	N/A
Author:	Gary Rasmussen, Manager Works and Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	23/01/2024
Disclosure of Interest:	Nil
Attachments:	1. RRG 5 Year Works Program ↓

SUMMARY:

Council is required to adopt the Shire's Regional Road Group 5-year Works Program.

BACKGROUND:

Main Roads WA requires Council to adopt a five-year Regional Road Group works program, a condition included in the Multi Criteria Assessment (MCA) submitted by the Manager Works and Services each year. The program is a live document, it can be modified only on RRG because defects can change over time. This is why council is required to adopt the program each year.

COMMENT:

This works program is developed using three driving factors:

1. Asset Need - Data is obtained from road counts, the higher the count the greater the asset need. Although the numbers can be a mixture of small and heavy vehicles, the Manager Works and Services will focus on the heavy vehicles data.
2. Visual Inspection - Understanding their local road network is one of the requirements of the Manager Works and Services' role. Every 12 months he/she should undertake an inspection and identify all the defects on the network. From this visual pick-up, the defects are prioritised by the asset demands. The inspection should be conducted at a time when the road asset is under most stress.
3. Public feedback - An annual bus trip around the shire enables officers and councillors to inspect the issues that the public have raised throughout the year. Issues may relate to asset needs, pavement defects, or political drivers e.g. windfarms.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur’s Road network is an important part of our community’s Strategic Plan heading towards 2031.

Outcome: Our road network is well maintained.

Strategy: Regular reviews and updates of our long-term road construction and maintenance programs.

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 ten 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	Road assets are not maintained to the required standard.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(4) Major
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Council to adopt the program as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the attached 5-year works program for 2024 2029, as presented.

Regional Road Group 5-Year Program 2024/2026 - 2028/2030

Road Name	Road Number	SLK		Work Description	Preservation***				
		Start	Finish		2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Boyup Brook Arthur Rd	203	60.00	54.00	Widen Shoulders, Improve Drainage	361,160				
Bowelling Duranillin Rd	003	18.55	19.39	Reseal, Emulsion	30,264				
Bowelling Duranillin Rd	003	9.80	11.50	Vegetation, Drainage, Box Out, Two Coat Seal, Cement Slab	328,575				
Collie Changerup Rd	202	0.01	5.00	Recondition Shoulders, Improve Drainage		105,000			
Bowelling Duranillin Rd	003	22.00	24.00	New Culverts, Cement Slab, Lift Road 250mm		358,839			
Boyup Brook Arthur Rd	203	2.00	3.00	Cement Slab, Two Coat Seal		256,201			
Boyup Brook Arthur Rd	203	48.00	40.00	Recondition Shoulders, Improve Drainage			276,000		
Bowelling Duranillin Rd	003	25.00	35.00	Recondition Shoulders, Improve Drainage			233,000		
Collie Changerup Rd	202	5.00	10.00	Recondition Shoulders, Improve Drainage			211,000		
Boyup Brook Arthur Rd	203	40.00	34.00	Recondition Shoulders, Improve Drainage				276,000	
Darkan South Rd	206	33.22	27.00	Widen Shoulders, Improve Drainage				276,000	
Boyup Brook Arthur Rd	203	0.10	20.00	Pavement Works, Two Coat Seal				200,000	
Darkan South Rd	207	10.00	20.00	Widen Shoulders, Improve Drainage					276,000
Bowelling Duranillin Rd	003	20.00	30.00	Widen Shoulders, Improve Drainage					240,000
Bowelling Duranillin Rd	003	10.00	13.00	Pavement Works, Two Coat Seal					256,000

Total	719,999	720,040	720,000	752,000	772,000
Financial Year Total RRG Pool Contribution	479,999	480,027	480,000	501,333	514,667
Financial Year Total LGA Contribution	240,000	240,013	240,000	250,667	257,333

	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
Total Annual LGA Funding Request	719,999	720,040	720,000	752,000	772,000

Preservation as % of Total Program	100.00%	100.00%	100.00%	100.00%	100.00%
Improvement/Expansion as % of Total Program	0.00%	0.00%	0.00%	0.00%	0.00%

Preservation
Improvement
Enter \$ amounts as RRG Pool Contribution
Calculated Cells

13.2 DURANILLIN REFUSE SITE

File Reference:	ADM262
Location:	N/A
Applicant:	N/A
Author:	Gary Rasmussen, Manager Works and Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	24/01/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider the closure of the Duranillin landfill site.

BACKGROUND:

In the Shire's Landfill Post Closure Management Plan, the Duranillin landfill is projected to close in 2026.

COMMENT:

In the middle of last year, I was asked at a Council briefing session to look at options for the future of the Duranillin land fill.

As far I can see we have we three options to select from:

1. Don't close the landfill site - just reduce the opening times to one day a week. This would help to reduce the operational cost and extend the life for six more years.
2. Close the landfill site and build a transfer station with significant cost to the Shire.
3. Close the landfill site and retain the other one at Darkan which would be significant saving to the Shire.

I recommend that we close the Duranillin landfill and move the all the operations to the Darkan landfill site as it's the most economical outcome for the shire.

My second choice would be reducing the opening hours at the Duranillin landfill and build the transfer station over a couple of years at a new location. The farmer whose land is adjacent to the current location is against the tip or a transfer stationing there. A progressive build would give us time to find a new location and complete the build.

CONSULTATION:

I have not consulted with any one on my recommendation; it's purely based on the best economical decision for the Shire of West Arthur.

I did get a price form Great Southern Waste for transporting rubbish from Duranillin to Darkan and our current costs would increase significantly due to fuel prices and labour costs.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Option 1

These costs assume that the option will be compliant with all environmental regulations. By reducing the opening times to one day a week, it would cost the Shire \$25,000 a year to operate the Duranillin landfill. Multiply that by the 6 years life extension and you arrive at a figure of \$150,000.

In addition, the Shire is required to cap the land fill site after closure, and this will cost around \$60,000.

Total \$210,000

Option 2

Building the transfer station will include erecting chain mesh fencing and gates, a concrete hardstand area for bins to be placed on, a sealed mound for the vehicle to drive on and a retaining wall. If we put it on Shire-owned land, it would cost \$97,500 to build.

A hook lift truck in good condition would cost \$160,000 second hand, while a new one would cost \$365,000.

Four bins at \$15,000 each total \$60,000 but I would include a gravel bin as well for an extra \$15,000.

On top of this you still would have running costs of around \$25,000 a year.

The Duranillin landfill would still need to be capped so you must include the figure of \$60,000 again.

Total cost to build transfer station and cap land fill	\$157,500
To purchase a truck and bins	\$235,000
To operate old Landfill for two years	\$50,000
Total	\$442,500
Ongoing maintenance and transferring rubbish to Darkan Landfill	\$25,000 per year.
Ongoing maintenance old landfill weed control and monitoring of this site	\$2,000 per year.

A contractor could transfer the bins from Duranillin to the Darkan landfill and the following prices were obtained:

\$9,000 would pay for ten transfers a year and the Shire would need to purchase eight bins at \$8,000 each, giving a \$64,000 total. In addition, the Shire would have to keep the site clean at a cost of \$8,000 per year.

Total cost to build transfer station and cap land fill	\$157,500
To run old Landfill for two years	\$50,000
To purchase bins	\$64,000
Total	\$271,500
Ongoing contract fees (approx.)	\$9,000 per year.
Ongoing maintenance at transfer station	\$10,000 per year.
Ongoing maintenance old landfill weed control and monitoring of this site	\$2,000 per year.

Option 3

Complete shutdown of the Duranillin landfill would only incur the capping off figure of \$60,000.

Total	\$60,000
Ongoing maintenance old landfill weed control and monitoring of this site	\$2,000 per year.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021

Theme: Natural Environment

Outcome: Waste is minimised, and environmentally sustainable practices are employed

Strategy: Provide an effective waste management service

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	Duranillin landfill site will run out of space before Council decides on alternative waste management options.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Council to decide pursuant to the Officer Recommendation.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council close the Duranillin landfill, with the remaining site at Darkan to service the entire Shire of West Arthur.

13.3 INSTALLATION AND MAINTENANCE OF LINE MARKING ON LOW-VOLUME LOCAL ROADS

File Reference:	ADM145
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	24/01/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider supporting a process proposed by WALGA whereby Local Governments can install and maintain line marking, with Main Roads's approval, at their own cost on roads that carry low traffic volumes, but otherwise meet the warrant for line marking installation.

BACKGROUND:

On 24 January 2024, WALGA wrote to all Local Governments about a line marking proposal for Main Roads WA. As road managers, Local Governments place a high importance on road safety when planning, constructing, and maintaining the road network under their control. Low-cost road safety improvements are one of the most effective and financially feasible methods of increasing the safety of the road network for Local Governments.

The installation of **separation (centre)** and **edge line markings** on sealed roads is one such low-cost method, which can result in reductions of between 10% and 25% in casualty (killed and serious injury) crashes, depending on the type of implementation and context. However, the current Main Roads warrant for installing line markings includes thresholds for traffic volumes that must be achieved before line marking will be installed. In many cases, these vehicle volume thresholds are not met, precluding the installation of line markings on roads that would otherwise meet the criteria for the provision of line markings.

COMMENT:

Based on submissions from the Central Country Zone (our zone), WALGA State Council delegates will be asked at the March meeting to consider a proposed process whereby Local Governments can install and maintain line marking, with Main Roads's approval, at their own cost on roads that carry low traffic volumes, but otherwise meet the warrant for line marking installation.

Participation in the proposed process would be completely voluntary. All costs would be borne by the Local Government in question and there would be no requirement for any Local Government to participate. As no lines would otherwise have been marked on roads that do not meet the Main Roads criteria, allowing Local Governments to undertake the line marking work does not represent a cost shift from the State to Local Government.

A Council resolution would be required to undertake the line marking works, committing the Local Government to funding the installation and maintenance costs. It would also be incumbent on Local Government to pay any maintenance costs or costs to remove the line markings, should maintenance not be undertaken to an acceptable standard.

The cost to install line markings varies between regions, but an approximate cost breakdown, provided by WALGA, is as follows:

- Line marking (centre and edge lines) - \$1,580/km; Lifespan – 1-5 years

- Audio tactile line markings (centre and edge line)- \$7,000/km; Lifespan – 5 years

The WALGA Infrastructure Policy Team has requested that Councils consider this matter prior to the upcoming February/March Zone meetings so that our Zone representative is able to represent the collective view of Council.

CONSULTATION:

Manager Works and Services

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Shire would assume the costs of any line marking undertaken as a result of this proposal and they would be included in the corresponding annual budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021

Theme: Built Environment

Outcome: Our road network is well maintained

Strategy: Enhance road safety strategies for road users

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
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- 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 (25)
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	Local roads that do not meet the Main Roads criteria for line marking would not be marked, resulting in an increased safety risk to road users.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(5) Catastrophic
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Inadequate safety or security practices; Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Support the WALGA proposal to enable the Shire to install line marking on roads that do not meet Main Roads criteria.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council support the process proposed by WALGA whereby Local Governments can install and maintain line marking, with Main Roads’s approval, at their own cost on roads that carry low traffic volumes, but otherwise meet the warrant for line marking installation.

14 REGULATORY SERVICES**14.1 LOCAL PLANNING POLICY NO 5 - WIND FARMS**

File Reference:	ADM207
Location:	Whole of Municipality
Applicant:	Council
Author:	Geoffrey Lush, Planning Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/02/2024
Disclosure of Interest:	G Lush is presently engaged as a bushfire practitioner by submitter No 10 for multiple projects outside of the Shire.
Attachments:	1. Draft Local Planning Policy No 5 Wind Farms ↓ 2. Submissions Schedule (Preliminary) ↓

SUMMARY:

Council is requested to give primary consideration to the submissions received from the advertising of Draft Local Planning Policy No 5 Wind Farms. The submissions have raised multiple and conflicting issues which will need to be considered by Council.

BACKGROUND:

Council at its Meeting of the 27th July 2023 considered a Discussion Paper on Wind Farms as part of the impending review of the Local Planning Scheme No 2 and preparation of a new Local Planning Strategy.

At its Meeting of the 26th October 2023 Council adopted Local Planning Policy No 5 Wind Farms (Attachment 1) for the purpose of advertising. Thirteen submissions have now been received from Government Agencies and private parties.

COMMENT:

The general (State wide) issues and planning requirements for wind farms are contained in the Department of Planning Lands and Heritage 2020 Position Statement on Renewable Energy Facilities.

The draft policy focuses upon the requirements for a development application and is consistent with the Planning Commission's Position Statement. **The intention of the Policy is to identify specific local issues and it is not a review of the Department's Position Statement.** These local issues will also be relevant to the preparation of the Shire's Local Planning Strategy.

It is also noted that:

- a) Wind farms are facilities which generate electricity for export off site and don't include development for use within a business/industry. Development applications for wind farms will typically be considered by a Development Assessment Panel (DAP).
- b) The policy and regulatory framework at both state and federal levels is still evolving. There are significant regulatory changes continuing to be made to the Planning framework in Western Australia. The Federal Government has recently announced that it supports the recommendations of the Community Engagement Review Report prepared by the Australian Energy Infrastructure Commissioner, 2023. The Review has identified a number of pragmatic recommendations to materially improve community engagement effectiveness and outcomes. This includes the selection of the best sites and corridors for locating projects as well as providing confirmation regarding 'no-go' or inappropriate zones. Planning authorities, developers and other stakeholders should carefully

review this information and associated maps before commencing any prospecting or development activity at a site.

The following issues have been raised and these will require further consideration.

DPLH Position Statement on Renewable Energy Facilities

Requests for the Policy to be consistent with the Position Statement and include its provisions. There is no need to repeat the provisions of the Position Statement as it can simply be referenced.

Statutory Planning Provisions

There is confusion between the provisions of the Position Statement, the Model Scheme Text, the Deemed Provisions and Local Planning Scheme No 2. The Deemed Provisions and Local Planning Scheme No 2 contain statutory provisions which must be complied with. The Model Scheme Text is included in the Planning Regulations and must be considered when preparing a Scheme Amendment.

The DPLH's Position Statement has no statutory weight and is simply an information document.

In considering any application the Council is to have regard to the relevant matters contained in Clause 67 of the Deemed Provisions. Where there is a direct connection to the application, then it is appropriate to request information regarding that issue as part of the application.

For example, Clause 67(s) refers to the adequacy of the proposed means of access to and egress from the site. Hence, it is appropriate to request as part of the application information relating to the proposed transportation of the turbines to the site and the adequacy of the local road including the need to clear any vegetation. This should not be left as a condition of approval.

Scheme Aims and Rural zone Objectives.

Due to its age the Planning Scheme does not contain any direct reference to Renewable Energy Facilities.

The importance of sustainable agricultural production is strongly emphasised along with protection of the environment. There is general reference to the sustainable management of natural resources including energy.

The initial concerns with impacts on broad-hectare agriculture related to being able to use the land where the wind farm is located and potential impacts on neighbouring properties, within the buffer setback, on livestock. An additional concern has now been raised with bio-security, especially during the construction phase.

Community benefits

There is no 'head of power' in the Planning Scheme to require development contributions from wind farm applications for community infrastructure. Clause 67 of the Deemed Provisions include the following when considering an application:

- (n) social impacts of the development;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on individuals.

Definitions

There is confusion in relation to proposed and existing definitions especially for Wind farms, and Sensitive Premise / Land Use including between government agencies.

Buffer setback distance

DWER has recommended the use of a 1,500m generic buffer distance to a Sensitive Premise and that where this is complied with it will not be necessary to refer the application to the Department.

Visual and Landscape Impact Assessment (VLIA)

While there is disagreement regarding the Visual and Landscape Impact Assessment, this is a provision of the Position Statement and a well-recognised planning assessment tool.

It has been suggested that the local landscape features noted in the Policy and shown on Attachment 3 of the Policy are too vague and require further explanation. These items are:

- Conservation reserves;
- Category 1 and 2 places identified on the Council’s Heritage List and referenced in Local Planning Policy No 3;
- Arthur River Shearing Shed (on State Heritage Register);
- Arthur River Historical Buildings;
- Hillman Rock/Reserve;
- Lake Towerrinning;
- The Arthur River – areas with permanent water; and
- Darkan townsite.

The Policy is not attempting to prohibit Wind Farms in these locations. It is simply stating that these are important local features which are to be considered in the Visual and Landscape Impact Assessment.

Hillman Airfield

Multiple submissions object to references that must not be located within the vicinity of Hillman Airfield as being too vague. Several of these recommend that an Aviation Impact Assessment should be required.

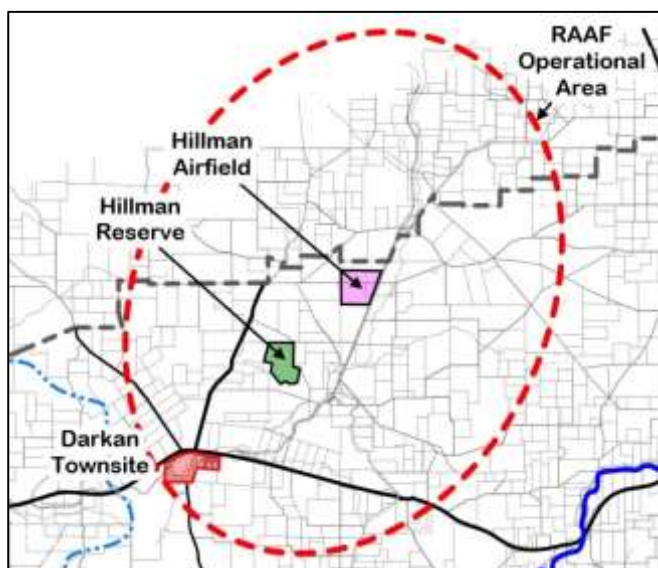
There are two distinct issues associated with of Hillman Airfield being the potential impact on:

- The aircraft landing and take-off operations; and
- The sky diving and parachute training activities.

Both of these issues have a greater impact because of the RAAF operations noting that:

- RAAF transport aircraft require a 7nm (13km) buffer along the North / South axis of Hillman Farm airfield for approaches and take-offs, both in day and night.
- The military paratroopers require a min distance of 5nm (9kms) East / West of the axis of Hillman Farm airfield, due to long transit’s, under canopy, from height both day and night.

This area is shown below and again it is emphasised that this is not a prohibition but any development in this area will have to consider the potential impacts on these operations.



Management Plans

The following management plans are potentially required as part of a development application and are referenced as either being contained in the DPLH Position Statement or a submission from another agency.

- DPLH Position Statement
 - An environmental site survey (flora and fauna);
 - Visual and Landscape Impact Assessment;
 - An acoustic noise study to determine the buffer distance requirement;
 - An Aviation Impact Risk Assessment;
 - Bushfire Management Plan;
 - Heritage Impact Assessment – Aboriginal heritage, natural or historic heritage;
 - A site construction management plan; and
 - A decommissioning program.
- MRWA
 - Traffic management plan.
 - Authorisation for works in road reserve, temporary upgrades, relocation of services, new or upgraded driveway/crossover access.
- DPIRD
 - Surface water management plan.
 - Biosecurity management plan.
 - Decommissioning and Rehabilitation Plan.
- Synergy
 - Aviation Impact Assessment that includes assessment of impacts on the Hillman Airfield.
 - Bushfire Management Plan.
- DWER
 - Construction noise impact assessment as distinct from operational noise.

The issue for Council is that it may not have the resources or technical capacity to review and evaluate these management plans. While the relevant agency might provide advice, ultimately it is the Council's responsibility. This can be managed by Council engaging its own consultant to review and evaluate these management plans. The cost of this should hopefully be covered by the development application fee.

CONSULTATION:

The draft Local Planning Policy has been advertised for a total of seventy – two days in two periods being:

- 31st October to 12th December; and
- 10th January to the 9th February.

This was by means of:

1. A notice in the local community newspaper;
2. Publication of the notice and Policy on the Shire web site;
3. Referral to the following Government Agencies:
 - Department of Planning Lands and Heritage;
 - Department of Water and Environmental Regulation;
 - Department of Biodiversity, Conservation and Attractions;
 - Department of Energy, Mines, Industry Regulation and Safety;
 - Department of Health;
 - Department of Jobs, Tourism, Science, and Innovation;
 - Main Roads WA;
 - Department of Primary Industries and Regional Development;
 - Western Power;
 - Wheatbelt Development Commission;
 - Civil Aviation Safety Authority;
 - Hillman Farm Skydiving Club; and

- Royal Australian Air Force.
4. Referral to the following proponents:
- Acciona;
 - Greenwind Renewables;
 - Neoen;
 - Lacour;
 - Vestas; and
 - Synergy.
5. Referral to the following landowners who have expressed an interest:
- John South
 - Danny and Karen Buller
 - Michael and Tracy Meredith
 - Janelle and Paul South
 - Russell Prowse
 - Michael and Eloisa Goss
 - Steven and Karlene Goss
 - Caral and Joe Goss
 - Ben Robinson
 - Karen and Clinton Harrington
 - Tim and Vicki Harrington
 - Kerryn and Frank Chia
 - Greg and Gillian Ricetti
 - Craig and Mel Horley
 - Graeme and Kaye Horley
 - John and Doug Rutherford
 - Michelle and Geoff Gooding
 - Adrian and Jacquie South
 - David and Kym Warren
 - Karen and Graeme Prowse
 - John and Martina Pascoe
 - Robyn and Hayden Lubcke
 - Mitch and Brittany Lubcke
 - Peter and Adele Lubcke
 - Merv Wunnenberg
 - Tom and Murray Lloyd

A summary of the submissions is contained as Attachment 2 and this has removed the names of private parties. This is in accordance with advice from WALGA that:

There are no specified requirements included in the Planning and Development Act or other legislation that affects the information included in meeting agenda or minutes (...yet).

State Government is currently working with State Government agencies and with Local Governments to prepare for the Privacy and Responsible Sharing of Information legislation proposed to be introduced in early 2025. This legislation is proposed to align with the Commonwealth Privacy Principles and therefore it may be prudent to begin implementing practices consistent with these principles.

In which case, publishing a person's identifying information in the publicly accessible agenda / minutes can be avoided, for example, by identifying submitters in the public attachment as "Submission 1", "Submission 2", etc.

STATUTORY ENVIRONMENT:Planning and Development (Local Planning Schemes) Regulations 2015

The provisions for the preparation and adoption of a Local Planning Policy are contained in Clause 3 – 6 of Division 2, Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Local Planning Scheme No 2

Any proposed wind farms will most likely be located within the 'Rural' zone under Local Planning Scheme No 2. Wind farms are not a defined land use within the Planning Scheme.

A development application for a land use which is not specifically referred to in the zoning table is classified under the Planning and Development (Local Planning Schemes) Regulations 2015 as a "complex application." All complex applications must be advertised.

POLICY IMPLICATIONS:

The development of Local Planning Policies is a recognised planning tool to assist in the administration of the Local Planning Scheme.

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 do not contain any reference to wind farms. More general outcomes that could be relevant are:

Outcome 2.1 – Improved employment through diversification in agricultural

- Support agricultural diversification opportunities which have the potential to provide economic benefits and employment growth and promote funding opportunities on social and traditional media when they arise.

Outcome 2.2 – A growing, diverse business community

- Promote and consider opportunities to develop industrial sites to attract new businesses to the Shire.
- Monitor land sales and development opportunities and investigate further land release (including larger lot sizes) as needed.
- Prepare and implement an economic plan and for the Shire which identifies opportunities in key sectors including health and medical, manufacturing and downstream processing to attract investment and create employment.

Outcome 3.1 – Maintain and improve our key natural assets

- Consider environmental impacts and biodiversity when assessing land use applications through council.

Outcome 4.4 – Appropriate planning and development

- Review and update the Shire Policy Register to reflect current policies and develop new policies relevant to recent regulatory changes.

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 (25)
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	Loss of reputation, hindering development
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with directions given by the Planning Commission.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council approve the following actions:

1. That the draft Wind Farm Local Planning Policy No 6 be revised to reflect potential wind farms that export power generation, rather than internally for intensive agricultural uses or rural industries.
2. That clarification be sought from the RAAF regarding the operational area around Hillman Airport for aircraft and training as an area of interest and referral of applications.
3. That the revised Policy reference the provisions of the Department of Planning Lands and Heritage Position Statement rather than duplicating them.
4. That a further report on the submissions be prepared for Council's consideration.
5. That the potential requirements for management plans be referenced in the Policy identifying the relevant agency.

LOCAL PLANNING POLICY NO 5 WIND FARMS

1.0 Introduction

In 2019, the State Government launched Western Australia's Energy Transformation Strategy. This sets out the proposed transition from coal-fired power generation to cleaner, cheaper electricity produced by both large-scale wind and solar farms and rooftop solar photovoltaic (PV) systems.

The Western Australian Planning Commission's State Planning Strategy 2050 promotes renewable energy initiatives.

Wind energy facilities (wind farms) are typically located on sites with steady winds throughout the year, with good road access, and proximity to major electricity infrastructure. A diagram of the South West Interconnected System (SWIS) within the Shire is provided in Appendix 1.

Wind farms usually consist of multiple large, rotating, three-bladed turbines that produce more than 4.0 MW of electrical output. These turbines have a generator and rotor blades mounted on top of a steel tower and the turbine's total height can be as high as 220 to 250 metres.

2.0 Objectives

1. To provide guidance on the appropriate location, scale, design, and development of wind farms
2. To provide guidance for consideration of development applications for wind farms under Local Planning Scheme No. 2.
3. To ensure that wind farms do not lead to unacceptable impacts on important environmental, cultural or landscape values.
4. To ensure that the consideration of development applications for wind farms consider the potential impact on the amenity of surrounding properties.

3.0 Application

The policy applies to all zones and reserves in the Shire as provided for in Local Planning Scheme No 2. Any development of land within the Shire requires a development approval unless it is specifically exempted under the Deemed Provisions and/or relevant Local Planning Policy.

This Local Planning Policy does not apply to single turbine used for domestic purposes including on a rural lot but noting that this may still need a development approval under the Scheme.

Where a turbine(s) is used primarily to supply electricity for a rural use, rural industry etc (not being a domestic dwelling) it will require a development application. The provisions and requirements of this Policy may be reduced depending upon the scale, location of the proposal and whether it is considered to be ancillary to the existing development.

4.0 Definitions and Terms

Deemed Provisions are the provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Wind Farms are not defined within Local Planning Scheme. No 2.

Wind farms are defined in the Model Scheme Text (Town Planning Regulations) as:

A premises used to generate electricity by wind force and any associated turbine, building or other structure but does not include anemometers or turbines used primarily to supply electricity for a domestic property or for private rural use.

The Department of Planning Lands and Heritage 2020 Position Statement on Renewable Energy Facilities has the following definition:

Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Sensitive Land Use (SPP 4.1) means land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include, but are not limited to, dwellings, short stay accommodation, hospitals, educational establishments, childcare centres, corrective institutions and places of worship.

Buffer Setback means the "separation distance" (SPP 4.1) as defined in Government environmental policy, being the recommended distance necessary to separate a source of emissions (gaseous and particulate emissions, dust, odour and noise) from sensitive land uses in order to avoid impacts to health and amenity.

Shadow Flicker results from the sun's position in relation to the wind turbine blades as they rotate. This occurs under certain combinations of geographical position and time of day. The seasonal duration of this effect can be calculated from the machine's geometry and the site's latitude. Shadow flicker can be modelled in advance, and siting and design can mitigate the problem. This is more likely to be an issue for turbines located to the east or west of a dwelling.

5.0 Policy Measures

- 1 Wind farms will be considered as defined in accordance with the Model Scheme Text (Clause 38 Part 6 Schedule 1 of the Planning and Development (Local Planning Schemes) Regulations 2015).
- 2 Pending the revision of Local Planning Scheme No 2, a wind farm is an unspecified land use being a 'complex application' pursuant to Clause 1 Part 1 Schedule 2 of the Deemed Provisions.
- 3 That as an unspecified land use a wind farm will be consistent with the objectives of the Rural zone where they:
 - Do not prevent the continuation of broad-hectare agriculture;
 - Are being provided for intensive agricultural uses;
 - Retain the rural character and amenity of the locality;
 - Do not involve substantial clearing of remnant vegetation; or
 - They can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- 4 That development applications for wind farms are required to contain sufficient information to allow proper consideration of the application in accordance with the Scheme, Deemed Provisions and objectives of this Policy. In addition to the requirements of Clause 63 of the Deemed Provisions (see Appendix 2) applications should include:

- a) Documentation of the proposed buffer setbacks to existing sensitive land uses. Consideration of the suitability of the proposed buffer setback will also have regard to the likelihood of future sensitive land uses on vacant properties.
 - b) An acoustic noise study to confirm the potential noise emissions and mitigation measures.
 - c) A visual and landscape impact assessment to determine the potential impact of a wind farm on the landscape character of the area. Specific landscape features which should be considered in any assessment include the following as shown on Appendix 3:
 - Conservation reserves;
 - Category 1 and 2 places identified on the Council’s Heritage List and referenced in Local Planning Policy No 3;
 - Arthur River Shearing Shed (on State Heritage Register);
 - Arthur River Historical Buildings;
 - Hillman Rock/Reserve;
 - Lake Towerrinning;
 - The Arthur River – areas with permanent water; and
 - Darkan townsite.
 - d) Information on the transportation of the structures to the development site including:
 - The access road classification and its suitability to accommodate over sized vehicles; and
 - The identification and need to remove any roadside vegetation which may require specific approval especially within the Wellington Catchment Special Control Area.
- 5 Wind Farms must not be located within the vicinity of Hillman Airfield.
 - 6 Development applications for wind farms will be referred to the Department of Water and Environmental Regulation for assessment.
 - 7 Where a wind farm is proposed to be located on a development site which is bushfire prone, a Bushfire Management Plan will be required to demonstrate the suitability of the land for the development. This includes the need to provide a Broader Landscape Assessment to document its contextual setting of the development site and a possible risk assessment. The development site should not be an “island” of cleared land surrounding by areas with an extreme bushfire hazard level.
 - 8 Applicants are encouraged to hold preliminary discussions with the Shire or lodge a scoping report to identify relevant issues.

6.0 Advertising

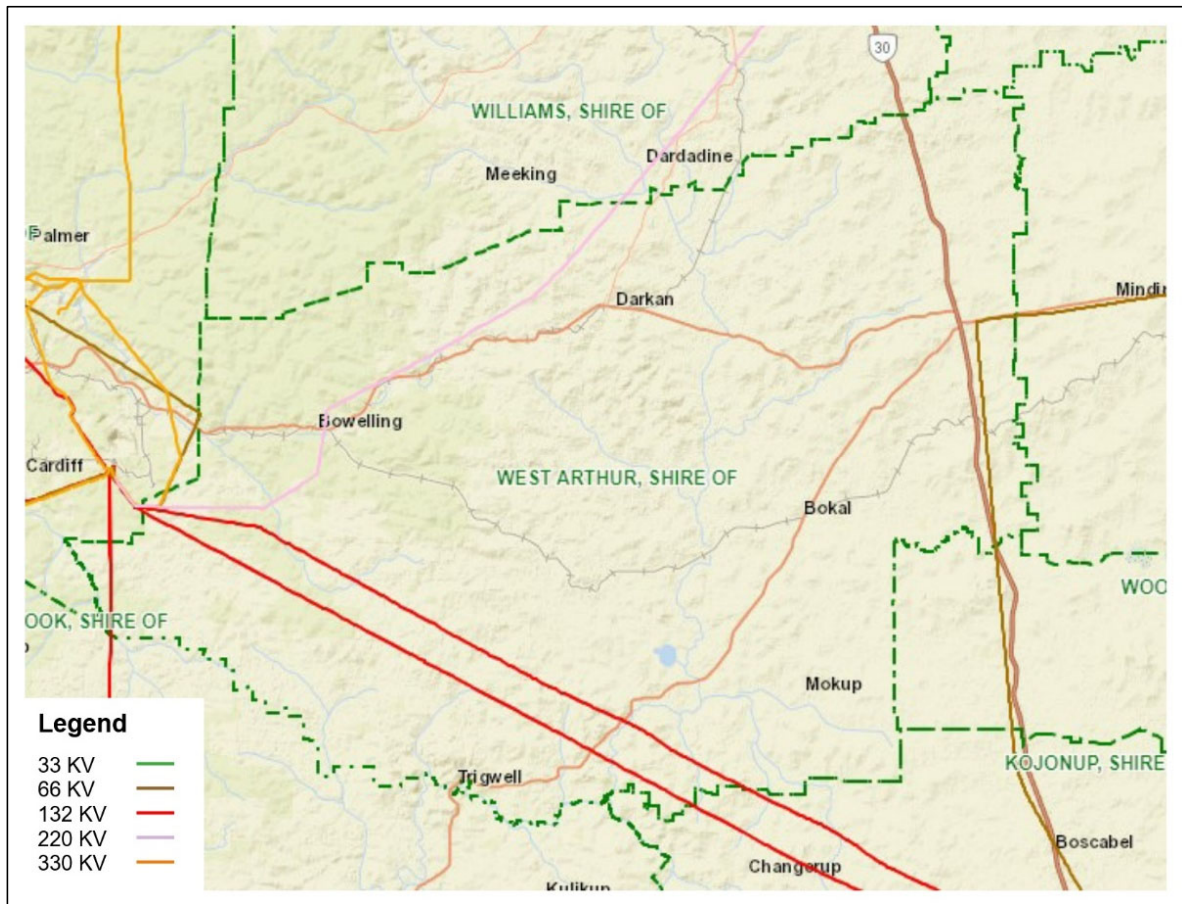
Having regard to the Commission’s notice of exemption for the advertising of complex applications, any development application for a wind farm shall be advertised for a minimum period of 28 days or 42 days when referred to a Government Agency. The advertising shall consist of:

- Notification to adjoining and nearby land owners;
- Publication of a notice of the application and supporting information on the Council web page; and
- Publication of a notice in the local newspaper.

Adoption

Adopted by Council at its meeting of the _____

Appendix 1 - South West Interconnected System (SWIS)

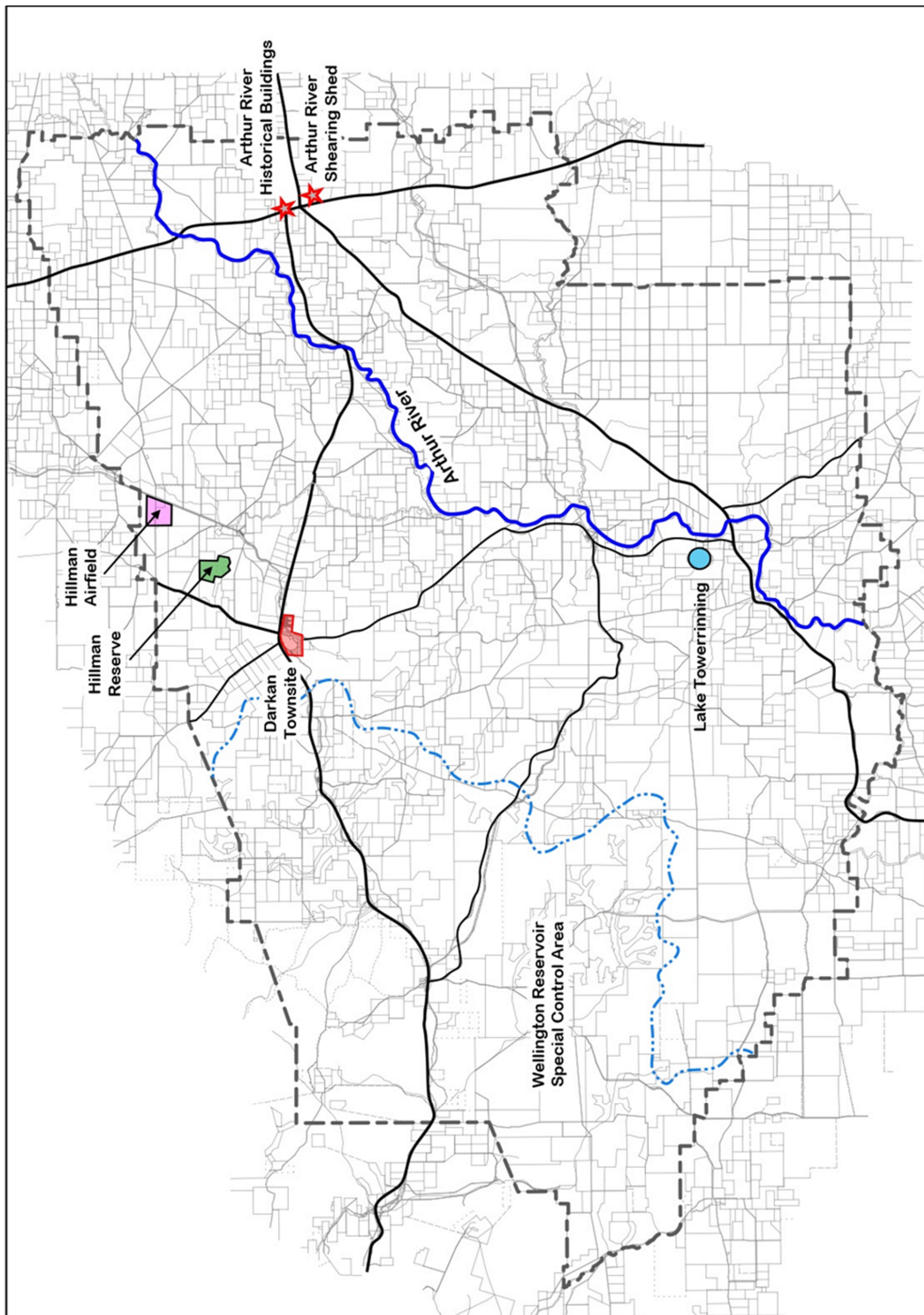


Appendix 2 – Information to Accompany a Development Application

An application for development approval is to be accompanied by —

- (a) a plan or plans in a form approved by the local government showing the following —
 - (i) the location of the site including street names, lot numbers, north point and the dimensions of the site;
 - (ii) the existing and proposed ground levels over the whole of the land the subject of the application;
 - (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;
 - (iv) the structures and environmental features that are proposed to be removed;
 - (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
 - (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
 - (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;
 - (x) the nature and extent of any open space and landscaping proposed for the site; and
- (b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and
- (c) a report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
- (d) any other plan or information that the local government reasonably requires.

Appendix 3 – Shire Features



LPP 5 Wind Farms – Submissions Schedule (Preliminary)			
No	Submitter	Summary/Issues	Comment
1	DWER	<p>As an overarching principle, wind farm developments are required to meet the requirements of the Environmental Protection (Noise) Regulations 1997 (Noise Regulations). The definition of Sensitive Land Use mostly reflects that of the Environmental Protection (Noise) Regulations 1997 (Noise Regulations), but not fully. It may be appropriate for LPP 5 to also refer Schedule 1 Part C of the Noise Regulations in its definition for the sake of consistency in relation to noise assessments.</p> <p>Setback distance should be documented. The WAPC Position Statement recommends a minimum distance between noise-sensitive land uses and a wind turbine of 1,500 metres. This setback distance has been used in similar wind farms local planning policies drafted by other Shires.</p> <p>The proposed water supply during the development stage, especially for construction should be considered.</p> <p>The acoustic study should consider noise impacts associated with both construction and operational phases.</p> <p>The Shire does not need to refer development applications that meet the proposed buffer setback distance.</p>	<p>Reference in Section 5.0 Policy Measures</p> <p>The definition reflects the WAPC Position Statement.</p> <p>Reference in Section 5.0 Policy Measures</p> <p>Noted</p> <p>Reference in Section 5.0 Policy Measures</p> <p>Amend Item 6 in Section 5.0 Policy Measures to only refer applications to DWER where the buffer distance is less than 1,500m</p>
2	DPIRD	<p>Raises concern with possible soil erosion due to the movement of heavy machinery. DPIRD suggests 'Information to Accompany a Development Application' should include a surface water management plan, incorporating appropriate design methods to manage water erosion from intense summer or winter rainfall events.</p> <p>Raises concern with biosecurity risks. DPIRD suggests 'Information to Accompany a Development Application' should include a biosecurity management plan to ensure all excavation equipment/drilling rigs and the likes are thoroughly cleaned and free from any soil/plant material prior to leaving paddocks and especially moving from property to property. A wind farm is expected to have an operational life of 20 to 30 years. A Decommissioning and Rehabilitation Plan should be required.</p>	<p>Refer to management plan issues. CI 67(o)(q)</p> <p>Relates to potential conflicts with agricultural land use. CI 67(a)(m)(n) Refer to management plan issues.</p> <p>Noted</p>
3	MRWA	<p>Reference should be made to the WAPC Transport Assessment Guidelines. The Traffic Assessment should consider additional matters including a traffic management plan</p>	<p>Refer to management plan issues.</p>

LPP 5 Wind Farms – Submissions Schedule (Preliminary)			
No	Submitter	Summary/Issues	Comment
		Temporary upgrades to road network or relocation of above ground infrastructure to facilitate transport of large items, and new or upgraded driveway/crossover access to the State Road Network will require a design review and application process. No works can occur within a State Road Reserve without Main Roads authorisation.	The suitability of access to the site is required to be considered. CI 67(s)(t) Noted
4	Health Department	The DoH advises that it does not have any comment in relation to this proposal.	
5	JTSI	The Department of Jobs, Tourism, Science, and Innovation has no particular comments to make, noting that the draft policy is consistent with the State Position Statement on Renewable Energy Facilities	
6	Synergy	Synergy understands the need to ensure wind farms are consistent with existing agricultural land uses within the rural zone. It is presumed that the current wording does not require every dot point to be complied with for each wind farm proposal. Wind farms generally do not directly provide electricity for intensive agricultural uses and rural industries, and it is recommended this dot point is removed from the policy. Remove the requirement for a visual and landscape impact assessment as this is highly subjective since some visual impact in the vicinity is unavoidable. Retaining the land for agriculture is more important than protecting the rural character. The transport impact assessment must be flexible as it is difficult at the development application stage to finalise the transport route and clearing required since the turbine manufacturer and size of turbine blades have not yet been determined. An Aviation Impact Assessment that includes assessment of impacts on the Hillman Airfield should accompany the development application.	Noted Disagree Disagree, as the application should document the proposed transport route and size of the development. Refer to Hillman Airfield
7	Western Power	Unable to comment without a formal application.	
8	RAAF	RAAF transport (C27J and C130J) aircraft require a 7nm (13km) buffer along the North / South axis of Hillman Farm airfield for approaches and take-offs, both in day and night. The military paratroopers require a min distance of 5nm (9kms) East / West of the axis of Hillman Farm airfield, due to long transit's, under canopy, from height both day and night.	This is not necessarily a buffer area where development would be prohibited. It is identifying an area of interest, where this issue needs to be considered.

No	Submitter	Summary/Issues	Comment
9	DPLH	<p>The definition of wind farm in the model provisions is intended to be updated in future, to be more reflective of the definition in the position statement.</p> <p>The LPP outlines that wind farms must not be located in the vicinity of Hillman Airfield, however unless this is a readily understood area locally, it may be worth specifying the location and/or describing what vicinity means.</p> <p>Include provision for risk assessment from Position Statement.</p> <p>Policy measure 5.5 could therefore be reworded to say 'the location of wind farms in the vicinity of Hillman Airfield may be restricted in order to meet the National Aviation Safeguarding framework and/or CASA advisory circulars.</p> <p>Consider adding an 'Additional Resources' section to the policy and include reference to the WAPC's Visual Landscape Planning Manual and the aviation documents mentioned above.</p>	<p>Noted</p> <p>Refer to Hillman Airfield</p> <p>Noted</p> <p>Refer to Hillman Airfield</p> <p>Agreed</p>
10		<p>Addresses every point in the draft policy.</p> <p>Introduction should refer to potential benefits to the community, environment, local economy.</p> <p>Objectives should include encourage the development of Wind Farms within the Shire in a manner that delivers long term benefits to the environment and the local community.</p> <p>Section 3.0 Application should provide for:</p> <ul style="list-style-type: none"> • Development Applications to demonstrate consistency with the provisions of the WAPC's Position Statement on Renewable Energy Facilities • The reference to the policy requirements being reduced should be replaced with a reference to the Shire's ability to exercise its discretion <p>Section 4.0 Definitions and Terms</p> <ul style="list-style-type: none"> • The Definition of Wind Farms in Section 4.0 should be consistent with the Deemed Provisions (Planning Regulations) • The definition of Sensitive Land Use should be consistent with the WAPC's Position Statement • The definition of 'Buffer Setback' be replaced with the definition for 'Separation Distance' as defined in State Planning Policy 4.1 – Industrial Interface. <p>Section 5.0 Policy Measures</p> <ul style="list-style-type: none"> • Item 2 of Section 5.0 be expanded to reference Clause 4.4.2 of LPS 2, which deals with the treatment of uses that are not specifically mentioned in the Zoning Table of LPS2. • Item 3 is overly prescriptive and restrictive and projects discussed at the Darkan forum in July 2023 would likely fail if required to meet all the criteria listed. • Item 4 should be expanded to highlight the application of Clause 4.4.2 of LPS2 which deals 	

No	Submitter	Summary/Issues	Comment
		<p>with the carrying out on land of any use that is not specifically mentioned in the Zoning Table</p> <ul style="list-style-type: none"> • Attachment 2 – Information to Accompany a Development Application should be deleted as these are generic provisions for all applications. • The standards for a Noise Impact Assessment (NIA) should refer to the guidelines in Section 5.3.4 Noise impact "Position Statement: Renewable energy facilities (March 2020), as amended from time to time. • The requirements for a Visual and Landscape Impact Assessment (VLIA) are supported. • The rationale for selecting the locations in Attachment 3 should be clarified as just because a wind farm is visible at these locations, it does not mean that the impact is unacceptable. • The identification and need to remove any roadside vegetation in the Shire or outside the Shire should be required as a condition of approval rather than as part of the Development Application, • An Aviation Impact Assessment should be required to identify any potential impacts of a Wind Farm proposal on the Hillman Airfield. • Item 6 suggests that an application will only be referred to DWER, rather than other relevant government agencies. • Item 7 bushfire management only needs to reference the provisions of Clause 6.5 of SPP3.7 Planning in Bushfire Prone Areas. • Further clarity required on the intent of a 'Broader Landscape Assessment', noting that Wind Farms generally are spread over large geographical footprints, most of which is likely to contain areas of remnant vegetation. 	
11		<p>Objectives should be similar to the Williams LPP:</p> <ul style="list-style-type: none"> • (extracted from the Williams LPP) - To achieve wind farm layouts which do not compromise the safety of the local community, aviation activities, or continuation of activities occurring on nearby and adjacent land. • (extracted from the Williams LPP) To ensure that the local community is engaged in the early stages of wind farm planning, by the proponent. • Community consultation should reflect the Williams LPP and a community engagement plan should be required. • Visual impact assessment – a more detailed requirement of what is required in the visual impact assessment could be included. • There should be a requirement for and environmental assessment to be undertaken. 	
		<ul style="list-style-type: none"> • Noise impact assessments should include both construction and operational assessments • Impacts associated with blade flicker, and shadowing should also be considered • A traffic management plan should be another requirement of the LPP. 	

No	Submitter	Summary/Issues	Comment
		<ul style="list-style-type: none"> Decommissioning has been raised by the local community as a perceived issue. As such, this should be addressed by the proponents when applying for a development application. 	
12		<p>Concerned about the lack of definition in relation to the distance of the proposed buffer setbacks. What is the buffer zone around the Hillman Airfield?</p> <p>What safeguards can be implemented in the Local planning policy that will hold these companies to account to fulfill all their promises to the individuals and the communities.</p>	
13		<p>The proposed local planning policy no 5 (Wind Farms) appears at first reading, to be another impost of government red tape layered over the top of the existing state requirements for wind farms.</p> <p>Windfarms offer substantial benefits to the local community.</p>	

14.2 LOCAL PLANNING POLICY NO 6 - OUTBUILDINGS

File Reference:	ADM207
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Geoffrey Lush, Planning Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/02/2024
Disclosure of Interest:	Nil
Attachments:	1. Local Planning Policy No 6 Outbuildings ↓

SUMMARY:

Council is requested to consider final adoption of the Local Planning Policy No 6 Outbuildings for the residential and rural residential zones. Within the 'Residential' zone, the Policy applies to outbuildings which do not comply with the R Codes and which need a development application.

The Policy includes sea containers which are an outbuilding. Within the townsite a sea container, as a relocated structure, will require a development application.

BACKGROUND:

At its Meeting on the 23 November 2023 Council resolved to advertise draft Local Planning Policy No 6 for a period of 21 days. This was done publishing the draft Policy in the Community Newspaper and on the Shire website.

The objectives of the Policy are:

- ❖ To ensure that oversized outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties;
- ❖ To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use; and
- ❖ To provide guidance for the consideration of Development Applications.

Domestic sheds / outbuildings in the residential zone are subject to the provisions of the R-Codes. This defines an "outbuilding" as an enclosed non-habitable structure that is detached from any dwelling. The design objective is that outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties. The R-Codes distinguish between:

- a) Small outbuilding which do not exceed 10m² in area; and
- b) Large / multiple outbuildings.

Where an outbuilding does not comply with the deemed-to-comply provisions of the R-Codes, then it requires a planning approval from Council. Outbuildings which do not comply with the height and area provisions are often referred to as 'oversized outbuildings.'

The proposed local planning policy is to provide guidance in the exercise of discretion when considering a planning application. Non-compliance with the proposed local planning policy does not in itself justify an application being refused as each proposal must be considered on its merits.

COMMENT:

The policy does not seek to alter any of the deemed-to-comply requirements in the R-Codes.

The existing residential zones are all located in Darkan, Duranillin, Bowelling and Moodiarrup townsites.

There are four rural residential zones in the Shire located as follows:

1. Western portion of Darkan townsite;
2. Darkan – Quindanning Road;
3. Varis Road, Bowelling; and
4. Horley and Thompson Streets, Duranillin.

The draft Policy proposes the following provisions and development standards:

- 6.1 All outbuildings require a development approval unless they are exempt developments as provided for in Section 5.0 being that it complies with the R Codes, it is on the same lot as a dwelling and it is not a heritage site.
- 6.2 Applications are expected to comply with the development provisions in Table 1 (below)
- 6.3 Outbuildings are to be ancillary to the residential dwelling including in terms of their size and characteristics and not be the predominant use of the property.
- 6.4 Outbuildings are not permitted on vacant lots unless a Building Application for a Class 1a dwelling has been granted and it is not proposed that the outbuilding will be used for habitable purposes unless approved for temporary accommodation under the Health Act.
- 6.5 Outbuildings for rural pursuit purposes such as animal shelters or three sided hay sheds may be approved in the rural residential zone.
- 6.6 Applications for oversized outbuildings in the Residential zone will be advertised to neighbours.
- 6.7 In considering an application, Council will have regard to the size of an outbuilding in relation to the dwelling. Oversized outbuildings should be setback behind the existing building line so as to minimise any impact on the streetscape.
- 6.8 Oversized outbuildings should not have a negative impact on the surrounding area in terms of their size, appearance or due to sun glare. They should preferably be constructed with colorbond cladding in natural tones. Zinalume cladding is not to be used unless it is painted. Features such as solar panels, glazed areas, timber, stone, rammed earth, or brick surfaces are not included.
- 6.9 Outbuildings may not be used for industrial or commercial purposes. They may be used for home occupation, home business etc with Council approval.
- 6.10 Sea containers are required to have:
 - A personal access door using a mechanical device (door handle/lock mechanism) whereby persons can exit the sea container from inside; and
 - Adequate ventilation.

Development Provisions	Residential	Residential	Rural
	< 1,200m ²	> 1,200m ²	Residential
Max Aggregate Floor Area	100m ²	150m ²	300m ²
Max Wall Height	3.2m	3.2m	5.0m
Max Ridge Height	4.5m	4.5m	7.0m
Setbacks	As per Scheme and/or R-Codes		
Non reflective material including roof	Yes	Yes	Yes

CONSULTATION:

The draft Policy has been advertised for a minimum period of 21 days and no submissions have been received.

STATUTORY ENVIRONMENT:

The provisions for the preparation and adoption of a Local Planning Policy are contained in Clause 3 – 6 of Division 2, Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015.

POLICY IMPLICATIONS:

The development of Local Planning Policies is a recognised planning tool to assist in the administration of the Local Planning Scheme.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC IMPLICATIONS:

Shire of West Arthur's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 Outcome 4.4 – Appropriate planning and development

- Review and develop town planning policies including a policy with regards to sea containers.
- Review and update the Shire Policy Register to reflect current policies and develop new policies relevant to recent regulatory changes.

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 (25)
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	Loss of reputation, hindering development
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure the Council and community are aware of the benefits of establishing a policy to balance the need to streamline development applications while also recognising the environmental importance of the catchment area.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Schedule 2 Clause 4(3) of the Planning and Development (Local Planning Scheme) Regulations 2015, adopt Local Planning Policy No 6 Outbuildings (as contained in Attachment 1).
2. Authorise the CEO to ensure that Notice of the adoption be published in the Local Newspaper and other forums pursuant to Clause 4(4).

Shire of West Arthur

LOCAL PLANNING POLICY NO 6

OUTBUILDINGS

1.0 Background

Outbuildings are recognised as an important component of residential development. Domestic outbuildings in the residential zone are subject to the provisions of the R-Codes. Residential lots within the Darkan and Duranillin townsites are generally 1,012sqm in size with an R12.5 or R10 Coding.

The design objective in the R-Codes is that outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties. The R-Codes also distinguish between:

- a) Small outbuilding which does not exceed 10m² in area; and
- b) Large / multiple outbuildings.

The deemed-to-comply requirements for large / multiple outbuildings are:

- (i) individually or collectively does not exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser;
- (ii) set back in accordance with Table 2a. This is a 1m setback for a wall height of less than 3.5m and length of 14m.
- (iii) does not exceed a wall height of 2.4m;
- (iv) does not exceed a ridge height of 4.2m;
- (v) is not located within the primary or secondary street setback area. This 7.5m for the Residential R12.5 and R10 codes.
- (vi) does not reduce the open space and outdoor living area requirements in Table 1 being a minimum of 55% of the site area.

2.0 Objectives

- ❖ To ensure that oversized outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties;
- ❖ To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use; and
- ❖ To provide guidance for the consideration of Development Applications.

3.0 Definitions

An "outbuilding" is an enclosed non-habitable structure that is detached from any dwelling.

An "oversized outbuilding" is an outbuilding that does not comply with the area or height components of the deemed-to-comply requirements of the R-Codes.

4.0 Policy Application

This Policy applies to:

- 1) Land within the Residential and Rural Residential zones in Local Planning Scheme No 2.
- 2) Outbuildings which are not exempt developments including sea containers.

This Policy applies does not apply to Rural Sheds as provided for in Local Planning Policy No 2.

5.0 Exempt Developments

Clause 61 of the deemed provisions of the Regulations, provide that an outbuilding is exempt from development approval where:

- the R-Codes apply, and the outbuilding satisfies the deemed-to-comply requirements;
- the outbuilding is on the same lot as a single house or a grouped dwelling; and
- the outbuilding is not located in a place that is the subject of an order, a heritage agreement, or in the Register of Heritage Places under the *Heritage Act 2018*, or in a heritage area or on a heritage list under a local planning scheme.

The above exemption does not apply to:

- Bowelling townsite being located within Special Control Area 6 Wellington Catchment noting that this is subject to Local Planning Policy No 4.
- Land abutting an unconstructed road or a lot which does not have frontage to a constructed road (Clause 5.7 of the Scheme).
- Relocated structures including sea containers.
- Outbuildings situated less than 6m from a dwelling on bushfire prone land with a BAL-40 or BAL-FZ rating.

6.0 Policy Statement

- 6.1 All outbuildings require a development approval unless they are exempt developments as provided for in Section 5.0.
- 6.2 Applications are expected to comply with the development provisions in Table 1.
- 6.3 Outbuildings are to be ancillary to the residential dwelling including in terms of their size and characteristics and shall not be the predominant use or development of the property.
- 6.4 Outbuildings are not permitted on vacant lots unless a Building Application for a Class 1a dwelling has been granted and it is not proposed that the outbuilding will be used for habitable purposes unless approved for temporary accommodation under the Health Act.
- 6.5 Outbuildings for rural pursuit purposes such as animal shelters or three sided hay sheds may be approved on vacant lots in the rural residential zone.
- 6.6 Applications for oversized outbuildings in the residential zone will be advertised to neighbours.
- 6.7 In considering an application, Council will have regard to the size of an outbuilding in relation to the dwelling. Oversized outbuildings are to be setback behind the existing building line so as to minimise any impact on the streetscape.
- 6.8 Oversized outbuildings shall be required to be constructed of non-reflective material.
- 6.9 Outbuildings may not be used for industrial or commercial purposes. They may be used for home occupation, home business etc with Council approval.
- 6.10 Sea containers are required to have:
 - A personal access door using a mechanical device (door handle/lock mechanism) whereby persons can exit the sea container from inside; and
 - Adequate ventilation.

Table 1 Development Standards

Development Provisions	Residential < 1,200m²	Residential > 1,200m²	Rural Residential
Max Aggregate Floor Area	100m ²	150m ²	300m ²
Max Wall Height	3.2m	3.2m	5.0m
Max Ridge Height	4.5m	4.5m	7.0m
Setbacks	As per Scheme and/or R-Codes		
Non reflective material including roof	Yes	Yes	Yes

Adoption

Adopted by Council at its meeting of the _____

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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).

17 MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION

That Council considers the confidential reports(s) listed below in a meeting closed to the public in accordance with Section 5.32(2) of the Local Government Act 1995.

17.1 CEO ANNUAL PERFORMANCE REVIEW - KEY RESULT AREAS AND KEY PERFORMANCE INDICATORS

File Reference:	PER220
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	9/02/2024
Disclosure of Interest:	The author is the subject of the annual performance review described in this item.
Attachments:	<ol style="list-style-type: none"> 1. Original CEO Performance Review Report ↓ 2. Updated CEO Performance Criteria ↓

The Council is satisfied that, pursuant to Section 5.23(2) of the *Local Government Act 1995*, the information to be received, discussed or considered in relation to this agenda item is:

- (a) a matter affecting an employee or employees.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority, adopt the amended 2024 Performance Criteria for the Chief Executive Officer, as presented.

PROCEDURAL MOTION

THAT COUNCIL REOPENS THE MEETING FROM CLOSED COUNCIL TO OPEN COUNCIL.

18 CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.