



AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 23 April 2026

NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** meeting of the Shire of West Arthur will be held on Thursday 23 April 2026 in the Council Chambers commencing at 07:30 PM.

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.



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 2025 to December 2025, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE	LOCATION	TIME
26 February 2026	Council Chambers	7.30pm
26 March 2026	Council Chambers	7.30pm
23 April 2026	Council Chambers	7.30pm
28 May 2026	Council Chambers	7.30pm
25 June 2026	Council Chambers	7.30pm
23 July 2026	Council Chambers	7.30pm
27 August 2026	Council Chambers	7.30pm
24 September 2026	Council Chambers	7.30pm
22 October 2026	Council Chambers	7.30pm
26 November 2026	Council Chambers	7.30pm
17 December 2026*	Council Chambers	7.30pm

* 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.
In the event of the request being submitted by the Shire President, the Deputy Shire President, pursuant to s5.34 of the Local Government Act 1995, is able to authorise the request***



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.

The Presiding Member advises all attendees that the meeting is being recorded as required by s5.23A of the Local Government Act 1995 and regulations 14F - 14I of the Local Government (Administration) Regulations 1996.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS:	Karen Harrington	(Shire President)
	Duncan South	(Deputy Shire President)
	Neil Morrell	(Elected Member)
	Graeme Peirce	(Elected Member)
	Russell Prowse	(Elected Member)
	Natalie O'Neill	(Elected Member)
	Helen Lubcke	(Elected Member)
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder S Sunner	(Manager Corporate Services)
	Tahnee-Lee Lubcke	(Projects Officer)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3 ANNOUNCEMENTS OF PRESIDING MEMBERS

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 DISCLOSURE OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD

9.1 ORDINARY MEETING OF COUNCIL 26 MARCH 2026

File Ref: ADM378
Author: Renee Schinzig, Administration Officer
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 16/04/2026

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

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 26 March 2026 be confirmed as true and correct.

10 REPORTS FROM COUNCILLORS

Cr Karen Harrington (Shire President)

Cr Duncan South (Deputy Shire President)

Cr Neil Morrell

Cr Graeme Peirce

Cr Russell Prowse

Cr Helen Lubcke

Cr Natalie O'Neill

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 REVIEW OF POLICY MANUAL 2025-2026**

File Ref:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	16/04/2026
Disclosure of Interest:	Nil
Attachments:	1. Policy C30 - Communications Agreement - Council and CEO

SUMMARY:

Council is requested to consider noting the reviewed Policy Manual pursuant to s.2.7(2)(b) of the **Local Government Act 1995**.

BACKGROUND:

Section 2.7 of the **Local Government Act 1995** sets out the role of Council, which includes determining the local government's policies. An annual, structured review supports good governance, ensures policies remain current and compliant with legislation, and clarifies the distinction between Council policy (Council's position and intent) and CEO level administrative documents (procedures and work instructions).

In line with the Shire's rolling review timetable, officers have consulted internal policy owners to identify required updates, consolidations, and rescissions.

COMMENT:

As part of the Local Government Compliance Calendar, it is a requirement annually to undertake a review of all Council Policies and provide a report to Council as necessary to amend, add or delete redundant policies.

The Shire presents policy amendments, additions and rescissions to Council throughout the year on an as needs basis.

The current Policy Manual as it stands is available for view on the [Shire's website](#). No changes have been made during this review.

New policies to be adopted and included in the Policy Manual are:

- C30 – Communications Agreement Policy – Council and CEO, as attached.

This agreement was adopted by Council at the Ordinary Meeting held in March 2026. It is now requested that Council endorse its inclusion in the Policy Manual.

CONSULTATION:

Various Team Members
Councillors

STATUTORY ENVIRONMENT:

Local Government Act 1995

s.2.7 Role of Council

- (1) The council -
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

POLICY IMPLICATIONS:

The Policy Manual Review will align the Council's policies with statutory requirements and best practices.

FINANCIAL IMPLICATIONS:

There are no direct financial implications. Any resourcing needs to implement policy changes will be managed within the adopted budget or reported separately.

STRATEGIC IMPLICATIONS:

Leadership and Management – inspirational, dynamic, transparent

Outcome 4.3 – Establish and maintain sound business and governance structures

- Comply with regulations and best practice standards to drive good decision making by Council and Staff
- Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with the community.

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	Failure to update the policy manual to remove or update policies that are redundant, and to include new policies that are necessary for the good governance of the District.
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	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Council to note proposed changes and adopt the updated Policy Manual as recommended.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to section 2.7(2)(b) of the **Local Government Act 1995**, accepts the review of and adopts the Shire of West Arthur Policy Manual.
2. Adopts Policy C30 - Communications Agreement – Council and CEO and accepts its inclusion into the Policy Manual.
3. Authorises the CEO to make minor administrative amendments to the Policy Manual (formatting, typographical corrections, style and referencing) that do not change policy intent, and to publish the updated Policy Manual on the Shire’s website and internal systems.

Policy Title	C30 – Communications Agreement Policy - Council and CEO
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

To provide clear, fair, and timely processes for Council and Committee Members to access information and administrative assistance, and to regulate dealings/communications with employees in a way that supports good governance, roles clarity, and efficient service delivery.

Scope

Parties

This applies to the agreement between the Council of the Shire of West Arthur (“Council”) and the Chief Executive Officer (“CEO”). It applies to all Council Members, Committee Members, and employees when acting in those capacities.

Legal basis

This agreement is adopted pursuant to s.5.92A–C of the Local Government Act 1995 (WA). If the Shire does not have its own agreement in effect, the Minister’s default communications agreement would otherwise apply.

Application

This agreement applies to Council Members, Committee Members and employees when acting in their official capacities. It does not apply to:

- (a) deliberations at Council or Committee meetings; or
- (b) recruiting, reviewing the performance of, or terminating the employment of the CEO under the adopted standards.

Definitions

Nil.

Policy Statement

Division 2 — Principles and General Provisions

4. General principles

- (a) The CEO will support members to perform their functions under the Act and other written law.
- (b) Members and employees will deal and communicate with each other in accordance with this agreement.
- (c) Mutual respect for the separate roles and responsibilities of Council, Council Members and the CEO is essential.

5. Correspondence sent by the Shire President on behalf of the Shire

Except where particular circumstances make it inappropriate, correspondence sent by the President on behalf of the local government will be provided to all Council Members. The CEO will establish practical filters (e.g., subject relevance) to avoid unnecessary volume.

6. Social or incidental interactions

Members must not make requests for information or administrative assistance during social or incidental dealings or communications with employees. Incidental or social interactions are otherwise permitted.

7. CEO discretion on responder

The CEO may direct which employee is to respond to a particular request for information or administrative assistance.

8. Out-of-hours

Nothing in this agreement requires the CEO or any employee to respond to a request outside office hours.

Division 3 — Nominated Employees and Contact Channels**9. Nominated employees**

The CEO may nominate employees to receive and manage requests under this agreement and will publish the nominated employees (and any changes) via an internal notice or other appropriate method. Nominated employees may be nominated for: information requests, media enquiries (for President discussions), and/or administrative assistance.

10. Approved channels

Requests must be made in writing by email to ceo@westarthur.wa.gov.au (or such address the CEO publishes) or via an approved electronic channel.

Division 4 — Requests for Information (general)**11. Who may request**

A Council Member or Committee Member may request access to information held by the local government or other advice/information relevant to their functions.

12. What may be requested

Information may be requested on, for example: services, projects or initiatives; usual management approaches on an issue; budgeting/financial information; issues of broad public concern; preparing motions; correspondence received by the member; and administrative matters. This list does not limit scope.

13. Requirements for requests

A request must: (a) be relevant to the requesting member's functions under the Act or another written law; (b) be limited in scope to the specific information required; and (c) include supporting context that may assist a timely response (e.g., relevance to functions, and for correspondence, a copy of the correspondence).

14. Information not required to be provided

Information is not required to be provided if: (a) the request was not made in accordance with this agreement; (b) the information is excluded under s.5.92(4); (c) the information is not held by the local government and cannot reasonably be obtained; or (d) preparing/providing it would divert a substantial and unreasonable portion of resources.

15. Acknowledgement and timeframes

Receipt will be acknowledged within 2 working days. The CEO will provide a final written response as soon as practicable and will use best endeavours to respond before any relevant meeting if the matter is on an upcoming agenda. Within 10 working days, the member will receive either the final response or an estimated timeframe. Any refusal (in whole or part) will include reasons.

16. Sharing responses

A copy of the final response will be provided to all Council Members, and to non-Councillor committee members where relevant—unless it concerns certain Presidential matters, is advice on correspondence already shared appropriately, or the CEO and requesting member agree it should be confidential or not broadly circulated due to particular circumstances.

17. Follow-up discussions and briefings

The requesting member may discuss the final response with the CEO or a nominated employee; the CEO may arrange briefings/meetings for some or all members if useful to clarify or address queries arising from a response.

Division 5 — Administrative Requests (information or assistance)**18. Definition**

An administrative matter means support or assistance provided to an individual Council or Committee Member to facilitate an administrative process related to that member (e.g., meeting scheduling and attendance; drafting notices of motion; training/events logistics; fees/allowances/reimbursements; compliance obligations; ICT support).

19. Who and how

Members may make a request for administrative assistance or an administrative request for information to the CEO or a nominated employee via the approved channels.

20. Timeframes (administrative requests)

Acknowledgement within 2 working days; response within 5 working days where practicable, or provide an estimated timeframe.

Division 6 — Media enquiries (President)**21. Discussing media without a formal request**

The Shire President may discuss media enquiries with the CEO or a nominated employee (verbally or in writing) without making a formal information request. This does not prevent a later formal request if needed.

Division 7 — Dispute Resolution**22. Raising a dispute**

If a final response includes refusal (in whole/part), the requesting member may notify the CEO in writing that there is a dispute regarding the response.

23. First-stage meeting

A dispute will be discussed at a meeting between the President, CEO and the requesting member (or if the requesting member is the President, with the Deputy President).

24. If unresolved

If unresolved: (a) the requesting member may bring a notice of motion for Council's consideration; and/or (b) the parties may seek an impartial third-party option (e.g., Inspector) where appropriate.

Division 8 — Commissioners (only if appointed)**25. Requests by a Commissioner**

If a Commissioner is appointed, requests may be made to the CEO or another employee in the manner determined by the Commissioner; the CEO must ensure a response as soon as practicable and in the manner requested (e.g., in writing or briefing).

Division 9 — Compliance, Conduct and Governance**26. Codes of conduct**

The employee Code of Conduct must require compliance with this communications agreement. Council/Committee Members must comply with the Act, including any provisions relating to communications agreements.

27. CEO's notice of nominated employees

The CEO will keep members informed of the current nominated employees and the matters they handle, in an up-to-date manner (e.g., internal portal or email).

28. Privacy and confidentiality

All parties must handle information in accordance with applicable legislation, Shire policies and any lawful directions determining confidentiality or redactions.

29. Recordkeeping

Requests and responses will be managed under the Shire's recordkeeping plan and relevant laws.

Division 10 — Making and Managing Requests (Practicalities)**30. Templates and clarity**

The CEO may provide optional email templates and short guidance to help members lodge clear, scoped requests (e.g., subject conventions, context notes), which assists timely responses.

31. Priority requests

Where a request relates to a current agenda item for an upcoming meeting, it will be treated as priority (best endeavours to provide the final response before the meeting).

32. Consolidation

If multiple members make substantially similar requests, the CEO may respond via a single consolidated response and provide it to all relevant members.

Division 11 — Adoption, Term and Review**33. Adoption**

This agreement takes effect when adopted by Council and agreed by the CEO.

34. Expiry and review triggers

This agreement expires at the end of each caretaker period and upon the end of the CEO's employment at the Shire; it should be reviewed and re-adopted (with CEO agreement) at those times.

Schedules

Schedule A — Nominated Employees

To be completed by the CEO. Add or remove rows as needed.

Role/Area	Name	Position Title	Email	Phone	Coverage (Information / Admin / Media)
Financial Reporting	Melinda King	Manager Financial Reporting	mfr	9736 2400	Information
Corporate Services	Raj Sunner	Manager Corporate Services	mcs	9736 2400	Information / Administration
Works and Services	Gary Rasmussen	Manager Works and Services	worksmanager	9736 2400	Information
Governance and Council Support	Renee Schinzig	Administration Officer	admin2	9736 2400	Administration

Schedule B — Request Templates

B1. Information Request (non-administrative)

Requesting Member Name	Click or type to enter text...
Role (Councillor/Committee Member)	Click or type to enter text...
Committee (if applicable)	Click or type to enter text...
Date	Click or type to enter text...
Subject	Click or type to enter text...
Context / Relevance to functions under the Act	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Specific information required (scoped)	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Related agenda item / meeting date (if applicable)	Click or type to enter text...
Desired timeframe (if any)	Click or type to enter text...
Attachments (e.g., correspondence)	Click or type to enter text...
Confidential? (Y/N and rationale)	Click or type to enter text...

B2. Administrative Request (assistance/information)

Requesting Member Name	Click or type to enter text...
Role (Councillor/Committee Member)	Click or type to enter text...
Date	Click or type to enter text...
Type of assistance (e.g., scheduling, training logistics, ICT support, reimbursement)	Click or type to enter text...
Details of assistance required	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Relevant dates/times	Click or type to enter text...
Attachments / references	Click or type to enter text...

History	
Delegation	Nil
Relevant Legislation	<i>Local Government Act 1995</i>
Related Documentation	Communications Agreement Adopted 26 March 2026

11.2 PROPOSED BUSH FIRE BRIGADES LOCAL LAW

File Ref:	ADM212
Location:	Not applicable
Applicant:	Not applicable
Author:	Leanne Parola, LG Best Practices Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	17/04/2026
Disclosure of Interest:	Nil
Attachments:	1. Draft Bush Fire Brigades Local Law 2. By-laws Relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades 3. Notice of Proposed Local Laws

SUMMARY:

Council is requested to commence the process to adopt a Bush Fire Brigades Local Law which will include repealing the existing By-Laws.

BACKGROUND:

At the Ordinary Meeting of Council held on 26 February 2026, Council resolved that it:

- 1) *Note that no submissions were received during the consultation period for review of the following local laws:*
 - a. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
 - b. *By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades*
 - c. *Local Laws relating to Parking and Use of Vehicles*
 - d. *Local Government Property Local Law*
- 2) *Determine that having been reviewed, the following local laws remain unchanged:*
 - a. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
 - b. *Local Laws relating to Parking and Use of Vehicles*
 - c. *Local Government Property Local Law*
- 3) *Direct the CEO to prepare a draft Bush Fire Brigades Local Law to repeal and replace the By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades.*

COMMENT:

Staff have drafted the attached local law based on the Western Australian Local Government Association's template local law.

The President should read out the following purpose, effect and justification for the proposed local law:

Purpose of the local law:

To make provisions for the establishment, organisation and maintenance, administration and funding of bush fire brigades.

Effect of the local law:

To align existing Local Laws with changes in the law and operational practice.

Justification for the local law:

It will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the Bush Fires Act 1954 and the provisions of its subsidiary legislation.

At the March 2026 ordinary Council meeting, the following officer recommendation was made:

That Council, pursuant to the provisions of section 3.12(3) of the *Local Government Act 1995* and Section 62 of the *Bush Fires Act 1954*:

- 1) Resolve its intent to adopt the Shire of West Arthur Bush Fire Brigades Local Law:
 - a. The purpose of which is to provide for the establishment, organisation and maintenance, administration and funding of bush fire brigades.
 - b. The effect of which will be to align existing Local Laws with changes in the law and operational practice.
 - c. The justification of which is that it will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the *Bush Fires Act 1954* and the provisions of its subsidiary legislation.
 - 2) Requests the CEO to advertise a local public notice;
 - 3) Requests the CEO to send to the Minister a copy of:
 - a. A copy of the public notice; and
 - b. The proposed local law.
- and
- 4) Requests the CEO to provide a copy of the proposed local law, in accordance with the notice to any person requesting it.

Council then resolved the following:

That Council defer this item to the Ordinary Meeting of Council to be held on 23rd April 2026 to enable certain amendments to be tabled which have been suggested by myself (as the Chief Bush Fire Control Officer) and the Community Emergency Services Manager to improve the draft local law.

The CBFCO and CESM have not provided the CEO with any additional information since the March Council Meeting.

CONSULTATION:

The attached notice must be advertised for public submissions via local public notice boards, on the Shire's website, Facebook page and in the local newspaper "The Bleat" in accordance with the local public notice requirements of the *Local Government Act 1995*.

A copy of the draft local law was provided to the Chief Bush Fire Control Officer and the Shire's Community Emergency Services Manager to provide an opportunity for feedback before presentation to Council.

A period of not less than 6 weeks will be provided for submissions to be made before referral back to Council.

STATUTORY ENVIRONMENT:

The proposed Shire of West Arthur Bush Fire Brigades Local Law must be made in accordance with the *Bush Fires Act 1954*, Section 62 and the *Local Government Act 1995*, subdivision 2 of Division 2 of Part 3.

POLICY IMPLICATIONS:

The proposed local law will have no impact on the following Council Policies which can have effect on the operations of the Bush Fire Brigades:

- F14 - Harvest & Vehicle Movement Ban – Christmas Day, Boxing Day & New Year’s Day
- LS1 – Emergency Management

FINANCIAL IMPLICATIONS:

There are costs associated with advertising for public comment, making and Gazettal of a new local law. The costs associated with making a new Bush Fire Brigades local law are included in the 2025/26 Annual Budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community – Safe, Friendly and Inclusive

Outcome: 1.1 A safe place to work, live and visit

Strategy: Support for the provision of emergency services and volunteers and Communication of risks and hazards to the community and assistance with management of these

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	The local laws will automatically be repealed if they are not reviewed, amended or replaced by 7 December 2026.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Use of Local Law Explanatory Memorandum Checklist, WALGA template and experienced consultant to carry out local law making process.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council lay this item on the table to enable certain amendments to be tabled which have been suggested by the Chief Bush Fire Control Officer and the Community Emergency Services Manager to improve the draft local law presented.

DRAFT**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995****SHIRE OF WEST ARTHUR****BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of West Arthur resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY**1.1 Citation**

This local law may be cited as the Shire of West Arthur Bush Fire Brigades Local Law.

1.2 Definitions

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

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of West Arthur;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of West Arthur;

“**Regulations**” means Regulations made under the Act; and

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“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
 - (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The Shire of West Arthur By-Laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades Local Laws are repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or

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- (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
 - (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
 - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
 - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“**commencement day**” means the day on which this local law comes into operation.

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Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

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3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

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3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

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4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

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FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
 - “**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
 - “**Committee**” means the Committee of the bush fire brigade;
 - “**local law**” means the Shire of West Arthur Bush Fire Brigades Local Law; and
 - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;

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- (d) procedures to be employed by the Committee prior to approval of an application for membership,
and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;

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- (b) terminate the membership; or
- (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

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- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

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PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.

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- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

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PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

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7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) facsimile transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

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8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

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“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]

I, _____,
Being a brigade member appoint _____
to be my proxy and vote on my behalf at the meeting of
the bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

- | | | | |
|---------|-----|---------|---------|
| MOTION | FOR | AGAINST | ABSTAIN |
| 1. | | | |
| 2. | | | |

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.
Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 200

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APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's Name

My private address is

My business address is

Usual Occupation

I can be contacted on:

Telephone No: (Home).....(Work)..... Mobile

Fax No: (Home)..... (Work)

CB Radio..... Channel..... Call Sign.....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of West Arthur relevant to fire control and bush fire brigades;
(3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1.
2.
3.

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:
Brigade Captain

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APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

(b) I am prepared to offer my services in the following capacity:-

.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

My business address is

I can be contacted on:

Telephone No:(Home) (Work)..... Mobile

Fax No:(Home)(Work).....

CB Radio: ChannelCall Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and any Regulations made under the Act and the local law and policies of the Shire of West Arthur relevant to fire control and bush fire brigades;
(3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
(4) to comply with the Rules of the bush fire brigade.

Date

.....

Applicant's signature

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:

DRAFT

APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the Bush Fire Brigade.

Applicant's Name

My private address is

I can be contacted on:

Telephone No: (Home) (Work)

Fax No: (Home)

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of West Arthur relevant to the activities of cadet members;
(3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

PARENT / GUARDIAN CONSENT:

I being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:
Brigade Captain

30 December 1988]

GOVERNMENT GAZETTE, WA

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2. Subject to Paragraph Four (4) hereof all owners or occupiers of land within the Shire of Nungarin shall provide and maintain firebreaks during the firebreak period as prescribed in these by-laws.

Rural Land: To a width of Three metres wide inside and along all external boundaries of land and around areas of not more than 200 ha (500 acres) owned or occupied by you; and to a width of two metres wide around all buildings, haysheds and fuel storage areas.

Firebreaks may be ploughed, scarified or otherwise cleared of all debris of a flammable nature and must be maintained free of such materials.

Townsite Land—

(a) Where area of land is 5 000 square metres or less the Land shall be cleared of all flammable material and maintained free of such material.

(b) Where area of land exceeds 5 000 square metres a firebreak of not less than two metres wide shall be cleared of all flammable material and maintained free of such material, inside the external boundaries of that land, notwithstanding that where the common boundary adjoins a constructed road, the installation of the said firebreak is optional.

3. Licensed Fuel Depots and Ramps: Fire protection standards at all licensed fuel depots within the Shire of Nungarin will be in compliance with all the requirements of the Explosives and Dangerous Goods Act 1961 and the Flammable Liquids Regulations 1967.

All grass and similar flammable materials to be cleared from areas where drum ramps are located and where drums, full or empty, are stored and such areas maintained clear of grass and similar flammable materials.

4. If it is considered impractical to clear firebreaks or remove flammable material from the land as required by these By-Laws application may be made in writing to the Council or its duly authorised officer for permission to provide firebreaks in alternative positions. If permission is not granted by the Council or its duly authorised officer the requirements of these By-laws shall be complied with.

5. If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act 1954.

6. Penalty for Non-Compliance: A fine not exceeding \$1 000 and in default the Council may enter upon the land and perform the requisite works at the cost of the owner or occupier.

Dated this 31st Day of August, 1988.

The Common Seal of the Municipality of the Shire of Nungarin was affixed hereto in the presence of—
[L.S.]

R. R. CREAGH,
Shire President.
P. J. VARRIS,
Shire Clerk.

Recommended—

IAN TAYLOR,
Minister for Police and Emergency Services.

Confirmed by His Excellency the Governor in Executive Council this 20th day of December 1988.

G. PEARCE,
Clerk of the Council.

BUSH FIRES ACT 1954

Municipality of the Shire of West Arthur

By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades.

IN pursuance of the powers conferred upon it by the abovementioned Act, and of all other powers enabling it, the Council of the Shire of West Arthur hereby records having resolved on the 18 August 1988, to make and submit for confirmation by the Governor, the following by-laws.

The by-laws published in the *Government Gazette* dated 21 March 1941 at page 361 and as amended in the *Government Gazette* dated 28 September 1960, relating to the establishment, maintenance and equipment of Bush Fires Brigades are hereby repealed and replaced by the following:

Establishment of Brigade

1. (a) By resolution, the Council may establish, maintain and equip a bush fire brigade under the provisions of the Bush Fires Act 1954 and regulations thereunder. The brigade shall be formed in accordance with these by-laws; and a name shall be given to the brigade. Details of the brigade and its officers shall be entered in the register of Bush Fire Brigades held by Council.

(b) A bush fire brigade may be established for the whole of the Shire or for any specified area thereof.

Appointment of Officers

2. The Council shall appoint a captain, a first lieutenant, a second lieutenant and such additional lieutenants as it shall deem necessary to act as Officers of the brigade.

3. Members of the Brigade shall elect a person to act as Secretary to the Brigade and shall inform the Council accordingly.

4. The Council may appoint an equipment officer who shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Council for the purpose of the brigade. Such officer may station such equipment at a depot approved by the captain.

Powers and Duties of Officers

5. The powers and duties of all officers appointed under these by-laws shall be laid down in the provisions of the Bush Fires Act 1954 and each officer so appointed shall be supplied with a copy of the Act and regulations.

Membership of Brigade

- 6. (1) The membership of a bush fire brigade may consist of the following:
 - (a) subscribing members; and
 - (b) firefighting members.

(2) Subscribing members shall be those persons, who being interested in forwarding the objects of the brigade, pay an annual subscription to the funds of the brigade at the following rates:

- (i) owner or occupier of land within the brigade area—minimum subscription of \$1.00
- (ii) other persons—minimum subscriptions of \$0.50

(3) Firefighting members shall be those persons, being able bodied persons over 15 years who are willing to render service at any bush fire when called upon; and who sign an undertaking in the form contained in the First Schedule to these by-laws.

(4) No fees or subscriptions shall be payable by firefighting members and the enrolment of persons as such members shall in every case be subject to the approval of the Council.

(5) A subscribing member shall be eligible for enrolment as a firefighting member.

Finance

7. The expenditure incurred by the Council in the purchase of equipment, payment for services and generally for the purpose of this Act, shall be a charge on the ordinary revenue of the Council and records of such expenditure shall be maintained in accordance with Municipal audit requirements.

Meetings of Brigades

8. Meetings will be held as necessary.

First Schedule

Form of Enrolment—Firefighting Member

I,.....the undersigned,
 hereby make application to be enrolled as a firefighting member of theBush Fire Brigade.
 My Private address is.....
 My Business address is.....
 I can be contacted on Telephone No.
 I hereby declare that I am over.....years of age and in good health.

On enrolment as a firefighter member. I hereby undertake:

- 1. To promote the objects of the brigade as far as shall be in my power.
- 2. To be governed by the provisions of the constitution, such By-Laws and regulations as may from time to time be made thereunder.
- 3. To use my best endeavour to give assistance in firefighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorised officers of the brigade.

Applicant's Signature.....
 Date.....

Dated this 18th day of August, 1988.
 The Common Seal of the Shire of West Arthur was
 hereto affixed in the presence of
 [L.S.]

K. M. McINERNEY,
 President.
 G. S. WILKS,
 Shire Clerk.

Recommended—

IAN TAYLOR,
 Minister for Emergency Services.

Approved by His Excellency the Governor in Executive Council this 20th day of December 1988.

G. PEARCE,
 Clerk of the Council.



Shire of West Arthur

Proposed Bush Fire Brigade Local Laws

The Shire of West Arthur proposes to make a Shire of West Arthur Bush Fire Brigades Local Law.

Purpose of the local law:

To make provisions for the establishment, organisation and maintenance, administration and funding of bush fire brigades

Effect of the local law:

To align existing local laws with changes in the law and operational practice.

Justification for the local law:

It will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the Bush Fires Act 1954 and the provisions of its subsidiary legislation.

A copy of the proposed local law may be inspected or obtained at the Shire offices at 31 Burrowes Street, Darkan between Friday 8.30am and 4.30pm Monday to Friday or on our website at <https://www.westarthur.wa.gov.au/documents/publications>.

Submissions about the proposed local law may be made in writing to the Shire by 4 pm on Monday 11 May 2026.

All submissions received may be made public at a Council meeting and included in a Council Agenda, which will be available on the Shire's website, unless a submission specifically requests otherwise.

Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur

11.3 BUDGET AMENDMENT - LAKE TOWERRINNING WATER HARVESTING CARPARK DESIGN

File Ref:	ADM409
Location:	Shire of West Arthur
Applicant:	Shire of West Arthur
Author:	Tahnee-Lee Lubcke, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	09/04/2026
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider an amendment to the adopted 2025/2026 annual budget to accommodate the design phase of the Lake Towerrinning Water Harvesting project.

BACKGROUND:

The Shire's Projects Officer along with the Shire's Manager Works and Services have been liaising with Department of Water and Environmental Regulation (DWER) on how water can be harvested at the Lake Towerrinning site to avert the death of the mature trees along the banks of the Lake and maintain the existing vegetation at the site.

The initial stage of the project will involve engaging a surveyor to undertake design investigations to determine the most appropriate method for harvesting water from the site. The surveyor's work will result in the preparation of a feature survey and concept designs for drainage, paths, and kerbing. These deliverables will assist the Shire in accurately estimating the costs associated with Stage 2 of the project. DWER have agreed to fully fund this project, both design and construction phase. As a result, the Shire has entered into an agreement with DWER to carry out the design phase of the project. The total value of the design phase is \$38,790.

COMMENT:

The design phase of the project must be completed before the end of the 2025/2026 financial year. This is to ensure that construction can commence in the 2026/2027 financial year. If the project does not occur in that timeframe, then the Shire will not be able to utilise the funding available as part of the Wiser AA Dam Program that DWER is facilitating which needs to be spent by June 2027.

CONSULTATION:

Manager Works and Services
Chief Executive Officer
Department of Water & Environmental Regulation

STATUTORY ENVIRONMENT:

Local Government Act 1995
s6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Community Strategic Plan West Arthur Towards 2031

Theme: Natural Environment – our natural assets are valued and meet the needs of the community

Outcome: Maintain and improve our key natural assets

Strategy: Maintain Lake Towerrinning as our premier, iconic natural asset

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	Unable to capitalise on Wiser AA Dam Program funding if project unable to go ahead.
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	Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Approve the proposed amendment to the 2025/2026 budget.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, pursuant to s6.8(1)(b) of the *Local Government Act 1995*, approve by absolute majority the following amendment to the adopted 2025/2026 annual budget to enable the design phase of the Lake Towerrinning Water Harvesting project to commence:

1. Increase contributions from Department of Water and Environmental Regulation by \$38,790; and
2. Increase expenditure for the design of the Lake Towerrinning Water Harvesting Project by \$38,790.

11.4 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES

File Ref:	ADM455
Location:	N/A
Applicant:	N/A
Author:	Sharon Bell, Community Development Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	16/04/2026
Disclosure of Interest:	Nil
Attachments:	1. 20260414 - BFAC Minutes

SUMMARY:

Council is requested to consider the following recommendations from the recent Bush Fire Advisory Committee (BFAC) meeting held on 14 April 2026:

- Appointment of Fire Control Officers (FCOs), Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (Deputy CBFCO) and other BFB office bearers.
- Appointment of dual FCOs for adjoining local governments.

BACKGROUND:

Under the *Bush Fires Act 1954*, an FCO holds significant authority during a fire emergency, allowing them to assume responsibility for the situation, overriding any volunteer on the ground, including the Brigade Captain. The Brigade Captain, elected by the Brigade and subject to Council approval, holds authority limited to the Brigade area adopted by the Council.

Additionally, the authority of an FCO, including the CBFCO, can be superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service Officer in specific circumstances.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on Council, and the Shire's CEO, as the employer, to consider the suitability of a person prior to appointment as an FCO. In this regard, Council should note the requirement of the Bush Fire Brigade Local Law that FCOs are to complete an FCO course and a refresher at least once every 10 years, for their appointment to remain valid.

COMMENT:

At the BFAC meeting held on 14 April 2026, the committee resolved to recommend to Council to rescind all previous appointments and to make the appointments of CBFCO, Deputy CBFCO, FCOs, Fire Weather Officers and the Weather Committee as per Attachment 1. At that meeting, it was also recommended that the following Fire Control Officers be appointed as Dual FCOs for the following Shires:

- Shire of Collie – Peter Lubcke
- Shire of Wagin – Ben Robinson
- Shire of Williams – Todd Lubcke
- Shire of Woodanilling – Neil Morrell

The appointment of each FCO is typically associated with a specific Bush Fire Brigade (BFB), unless an FCO is appointed by an adjoining Shire for the area adjacent to the common boundary. Unless explicitly stated

otherwise, the authority of FCOs extends across the entire district. It is proposed to maintain this arrangement without specific limitation.

An FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to Shire employees to carry out works, nor do they have the authority to hire plant or contractors.

Nominations by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

Under the *Work Health and Safety Act 2020*, for Volunteers and Volunteer Organisations, the Shire's CEO is personally responsible and criminally liable for all actions of volunteers within the Bush Fire Brigades. The Shire's CEO is legally required to ensure that all the FCOs and Bush Fire volunteers have undertaken the appropriate or required training to allow them to perform their role(s) safely.

The DFES minimum recommended standard for Bush Fire Brigade Volunteers with a Local Government Grants Scheme Fire Appliance, is completion of the Bushfire Safety Awareness and Firefighting Skills courses, consistent with DFES managed volunteers who are required to undertake both courses prior to commencing operational duties.

Training:

- All Fire Control Officers (FCOs) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;
- A sub-committee consisting of the CBFCO and Deputy CBFCO, be authorised to assess volunteer fire fighter's competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCOs should be encouraged to complete the training;
- Only volunteer firefighters that have successfully completed or have been RPL assessed for and passed the DFES approved Bushfire Safety Awareness and Firefighting Skills courses should drive or operate Shire Fire Trucks;
- Only volunteer firefighters that have recognised RPL for, or passed the DFES approved Rural Fire Awareness course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

While it is crucial that the driver of a Shire fire truck is adequately trained, it is also significant to encourage, though not imperative, that the second or subsequent officers on the fire truck possess the required training.

CONSULTATION:

Bush Fire Advisory Committee
Chief Bush Fire Control Officer

STATUTORY ENVIRONMENT:

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- *Bush Fires Act 1954* Section 38, 39, 40 and 56 - Appointment of Bush Fire Control Officers;
- *Work Health and Safety Act 2020* (Act) and Regulations; and
- Shire of West Arthur Bush Fire Brigades Local Law 1988 (currently under revision).

POLICY IMPLICATIONS:

Policy F14 – Harvest & Vehicle Movement Ban – Christmas Day, Boxing Day & New Year's Day

FINANCIAL IMPLICATIONS:

The administrative expenditure is wholly contained in the budget and is minor in nature.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community – Safe, Friendly and Inclusive

Outcome: A safe place to live, work and visit

Strategy: Support for the provision of emergency services and volunteers

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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- 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	Without appointed Fire Control Officers, there may be delays in coordinating responses to fire emergencies with the Shire of West Arthur and surrounding areas. This delay could result in loss of life, greater property damage, and environmental destruction.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Catastrophic (5)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Extreme (25)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Endorse the recommendations of the BFAC

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That with respect to the recommendations of the Bush Fire Advisory Committee, Council:

1. Rescind all other Bush Fire Act appointments made previously.
2. Pursuant to Section 38 of the *Bush Fires Act 1954*, approve the appointment of the Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer, Fire Control Officers, and Fire Weather Officers (each of them for 'whole of Shire') (subject to point 3) as listed in Attachment 1.
3. Pursuant to Section 38 (6) and (7) of the *Bush Fires Act 1954*, request the Fire and Emergency Services Commissioner to approve the Shire of West Arthur for the purposes of giving effect to the appointment of Fire Weather Officers.
4. Pursuant to Section 38 of the *Bush Fires Act 1954*, approve the nominations for the following persons as Dual Fire Control Officers for the following Shires:
 - Shire of Collie – Peter Lubcke
 - Shire of Wagin – Ben Robinson
 - Shire of Williams – Todd Lubcke
 - Shire of Woodanilling – Neil Morrell
5. Note the appointment of the Fire Weather Committee as listed in Attachment 1.
6. Cause Notice of the Fire Control Officer Appointments to be published in "The Bleat" newsletter, and on the Shire's Website and Public Noticeboards.
7. Cause Notice of any approval to point 3 to be published in "The Bleat" newsletter, on the Shire's Website and Public Noticeboards, and in the Government Gazette.

Our Ref: ADM455 1294892400-288

Shire of West Arthur
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Bush Fire Advisory Committee Minutes April 2026

A meeting of the Bushfire Advisory Committee was held on Tuesday 14 April 2026, in the Hawthorn Room of the West Arthur Community Resource Centre.

1. Declaration of Opening

The Chairperson of the meeting, Graeme Peirce, welcomed all present and declared the meeting open at 6:04 pm. All attending members signed the attendance register. All volunteer members were thanked for their hard work and dedication in a busy fire season.

2. Record of Attendance and Apologies:

Attendance:

Graeme Peirce	Chief Bush Fire Control Officer
Sharon Bell	CDO and BFB Admin, Shire of West Arthur
Cassandra Squires	Works Admin, Shire of West Arthur
Gary Rasmussen	MWS, Shire of West Arthur
Paul Gibson	CESM, Shire of West Arthur
Ben Davies	Department of Fire and Emergency Services
Neil Morrell	Councillor and FCO, Shire of West Arthur
Chris Schiller	Fire Protection Coordinator, Forest Products Commission
Duncan South	Fire Control Officer
Ade South	Fire Control Officer
Ben Robinson	Fire Control Officer
Sam Burgess	Fire Control Officer
Paul Saunders	Fire Control Officer
Ben Buller	Fire Control Officer
Cameron Buller	Fire Control Officer
Jim Campbell	Fire Control Officer
Alan Manuel	Fire Control Officer
James Jefferies	Fire Control Officer

Apologies:

Vin Fordham Lamont	CEO, Shire of West Arthur
Rayna Barr	Bunbury Fibre Exports
Todd Lubcke	Fire Control Officer
Paul South	Fire Control Officer
Gavin Stevens	Department of Fire and Emergency Services

3. Confirmation of Previous Minutes

Moved: Duncan South

Seconded: Cameron Buller

The minutes of the 30 October 2025 meeting are provided as attached for confirmation.

4. Business Arising from Previous Minutes



4.1. Starlink

Starlink was purchased for the CBFCO and was invaluable this fire season. It will be handed over to the Shire's Manager of Works after the fire season is over.

4.2. PPE

Volunteers are wearing PPE more often to the fire grounds, but there is still room for improvement.

4.3. Fire Breaks

Discussion regarding fining landowners if fire breaks are not up to standard.

4.4. Membership and Insurance

Brief update regarding the cost of insuring members.

5. Reports and Presentations**5.1. Community Emergency Services Manager**

Report attached.

Thank you to all FCOs and brigade members.

Fire mitigation will consist of mechanical and controlled burns, with the burns being carried out by the brigades.

Discussion around last year's mitigation carried out by contractor.

Mitigation activity advertised on Shire's social media and in the Bleat as part of community engagement strategy.

LLGS submitted, waiting for counteroffer. Wish list for LLGS include vehicle upgrades as well as one-off items.

Left meeting

Gary Rasmussen and Cassandra Squires left the meeting at 6.15 pm to attend a truck breakdown.

Mcalinden Fire – discussion regarding comms, meeting with DBCA, difficulty of fire as spread over 3 Shires, unsure of channels to use.

Pre-season comms plan and contacts to be shared before next fire season.

5.2. DFES

Report attached.

5.3. Forest Products Commission

Chris Schiller is the new representative, and part of the fire team.

Greg Hodkins has retired.

Willing to share duty officers contact details.

Remnant vegetation burning to be carried out on some plantations before trees get too big, preventing any potential issues.

Contacts will go into the FCO Handbook.

FPC are upgrading their fleet, with some kept onsite.

Keys are kept in lockbox onsite.

FCOs can scan QR Codes to get all relevant information on plantations.

Cannisters with plantation maps also onsite.

Working on firebreaks.

5.4. Bunbury Fibre Exports

The BFE Heavy Duty has been parked between Mcalinden and Boyup Brook this summer. A

Boyup Brook contractor is on fire standby for BFE and brings the heavy duty to incidents as required. The heavy duty will be moved back to Bunbury by the end of April.
BFE engage Fire contractors based in Collie that have they own firefighting equipment and staff to assist with any BFE incidents.
Edge pruning of high overhanging tree branches was conducted of all current BFE managed plantations. Resulting waste will require burning when conditions and permits allow this winter.
New property in West Arthur to be established as a pine plantation in 2026, "Minnawarra" on the corner or Trigwell Bridge and Gibbs Road.
August 2025: Burning of plantation slash in Shine Plantation, just over the West Arthur boarder into Boyup Brook in Mcalinden
December 2025: Boddington fire – asset protection
January 2026: Shine Plantation, two fires deliberately lit to the north of the plantation boundary in the Greater Preston National Park.

6. Officer and Brigade Reports

6.1. Chief Bush Fire Control Officer Report

Thank you to all who assisted over the season, including volunteers, and Shire staff.
Brigade get togethers have been completed.
Report attached.

6.2. Arthur River Bush Fire Brigade – Sam Burgess

Thank you to Paul Saunders who is retiring.
Physical attendance at fires has been fantastic.
Need to attract new members.
Going to have a catch-up with Williams to discuss Albany Hwy frontage and discover how they funded their own fast-attack vehicle.

6.3. Darkan Bush Fire Brigade – Cam Buller

Report attached.

6.4. Duranillin Bush Fire Brigade – Ben Buller

Report attached.

6.5. Weather Officers

Need to add Weather Officers to Office and Brigade reports.

7. Annual Appointment of Fire Control Officers

The following roles are required to be filled and then the appointments endorsed by Council annually prior to the fire season. These positions initially need to be agreed on at this meeting.

Moved: Cameron Buller

Seconded: James Jefferies

Chief Bush Fire Control Officer: Graeme Peirce

Deputy Chief Bush Fire Control Officer: Alan Manuel

Arthur River Bush Fire Brigade Captain: Sam Burgess

Arthur River BFB Lieutenant: Alan Manuel

Arthur River FCOs: Alan Manuel, Ben Robinson, John Pascoe, Neil Morrell, Paul South, Sam Burgess

Darkan Bush Fire Brigade Captain: Cam Buller

Darkan BFB Lieutenant: Todd Lubcke

Darkan FCOs: Duncan South, Cameron Buller, Gavin Kirk, James Campbell, Peter Lubcke, Todd Lubcke

Duranillin Bush Fire Brigade Captain: Ben Buller

Duranillin BFB Lieutenant: Matt Telfer

Duranillin FCOs: Adrian South, Ben Buller, Ben Murphy, Garry Abbott, Graeme Peirce, James Jefferies, Jamie Park, Matt Telfer

Fire Weather Officer: Adrian South

Deputy Fire Weather Officer: James Campbell

Weather Committee: Adrian South, Alan Manuel, Duncan South, John Pascoe, Todd Lubcke

Dual Fire Control Officers: Ben Robinson (Wagin); Peter Lubcke (Collie); Todd Lubcke (Williams); Neil Morrell (Woodanilling)

8. Financial Report

8.1. LGGS

The Shire of West Arthur Local Government Grant Scheme (LGGS) submission has been processed for the 2025/26 financial year. It is a requirement for the Shire to submit to DFES an application for the operating and capital grants process prior to the 31st March each year.

An opening offer from DFES of \$66,580 was made to the Shire. The Shire submitted a counteroffer of \$82,368 being easily justified mainly due to rising consumables and servicing costs, along with the Shire spending over the initial budgeted amount in the current financial year.

8.2. Current Financial Report

The 2025/2026 LGGS expenditure as at 31/03/2026:

ESL Expenditure:	<u>\$22,800.12</u>
Insurance:	<u>\$29,100.14</u>

Total Expended	\$51,900.26
ESL Operating Grant	\$59,550.00

9. Mitigation Activity Fund Grant Program – Shire Reserves

The Western Australian Government established the Mitigation Activities Fund Grant Program or “MAFGP”, in combination with the progressive rollout of the Bushfire Risk Management (BRM) Program, to reduce the hazards that present an extreme, very high or high bushfire risk to assets. The combination of these two programs has assisted in ensuring that the community’s bushfire risks are systematically assessed, prioritised and mitigated.

The MAFGP objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on Local Government managed tenure. Local Governments who currently have an endorsed Bushfire Risk Management Plan are eligible to apply for MAF funding.

10. Other Matters

10.1. BOM

New BOM site not helpful when making decisions regarding high fire danger and harvest bans.

10.2. Memberships

Discussion around succession planning for brigades and how to attract new members.

10.3. Permits

Discussion around how it is the permit holder’s responsibility to follow the permit conditions around high fire danger days.

10.4. Fire Mitigation

Mechanical mulching carried out last year by contractor was not up to standard.

10.5. DFES Presentation

Presentation on lithium-ion battery fires.

11. General Business

11.1. Windfarms

Contractors are not always paying attention to high fire danger days and vehicle and movement bans.

Will buffer zones need to be put in place around windfarms?

Will there be restrictions during construction phase?

11.2. Crossman Fire/Lake King Fire

Discussion regarding sending volunteers and units out of district, and the potential impact it could have on the district.

11.3. Boddington Fire

Discussion around DFES enforcing landowners to do the right thing when a fire is bearing down on their property, including large operators such as mining companies.

11.4. Fast Attack Units

Discussion around Fast Attack units with flashing lights. Highlighted need to have one in the

district. Should it be allocated to a specific brigade or to the CBFCO?
Discussion on flashing lights on private vehicles, especially when having to close Albany Hwy.

11.5. Fast-Fill Units

Older units are to be distributed to significant locations within the brigade districts, with the newest units being kept at the fire sheds.

11.6. Citizenship Award

Discussion as to where to display the award. Suggestion for the Darkan Hotel, West Arthur CRC or Shire office to display. Graeme Peirce to speak to hotel to see if they will display it.

11.7. Equipment Repairs

Repairs are ongoing, but currently difficult to get hold of some items, especially nozzles.

12. Next Meeting

September 2026 TBC

13. Meeting Closed

9.10 pm.

12 CORPORATE SERVICES

12.1 MONTHLY FINANCIAL REPORTS - MARCH 2026

File Ref:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	16/04/2026
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report March 2026

SUMMARY:

Council is requested to consider the financial reports for the periods ending 31 March 2026.

BACKGROUND:

The financial reports for the period ending 31 March 2026 are attached.

COMMENT:

If you have any questions regarding details in the financial reports, please get in touch with 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:

No consultation 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 —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) 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 2025/26 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:

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- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
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- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
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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 accept the financial reports for the period ending 31 March 2026.

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
 (Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 2026

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 MARCH 2026**

	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	2,252,484	2,252,484	2,251,760	(724)	(0.03%)	
Grants, subsidies and contributions	13	1,668,654	1,263,203	1,314,565	51,362	4.07%	▲
Fees and charges		406,331	324,895	334,616	9,721	2.99%	
Interest revenue		122,314	54,505	79,996	25,491	46.77%	▲
Other revenue		139,059	58,990	97,513	38,523	65.30%	▲
Profit on asset disposals	6	14,292	6,619	44,546	37,927	573.00%	▲
		4,603,134	3,960,696	4,122,996	162,300	4.10%	
Expenditure from operating activities							
Employee costs		(2,273,833)	(1,845,655)	(1,768,878)	76,777	4.16%	▲
Materials and contracts		(1,668,570)	(1,061,458)	(1,081,451)	(19,993)	(1.88%)	▼
Utility charges		(119,390)	(79,593)	(71,597)	7,996	10.05%	▲
Depreciation		(3,676,619)	(517,247)	(513,459)	3,788	0.73%	
Finance costs		(23,952)	(17,437)	(17,437)	0	0.00%	
Insurance		(157,053)	(157,053)	(158,910)	(1,857)	(1.18%)	
Other expenditure		(83,800)	(39,799)	(29,882)	9,917	24.92%	▲
Loss on asset disposals	6	(27,554)	0	0	0	0.00%	
		(8,030,771)	(3,718,242)	(3,641,614)	76,628	2.06%	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	447,168	405,013	(42,155)	(9.43%)	▼
Amount attributable to operating activities		262,244	689,622	886,395	196,773	28.53%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	608,963	608,966	3	0.00%	
Proceeds from disposal of assets	6	161,364	49,000	44,546	(4,454)	(9.09%)	
Proceeds from financial assets at amortised cost - self supporting loans		32,059	23,945	23,945	0	0.00%	
		4,622,037	681,908	677,457	(4,451)	(0.65%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(4,028,421)	(684,420)	(739,428)	(55,008)	(8.04%)	▼
Payments for construction of infrastructure	5	(1,662,428)	(803,414)	(808,308)	(4,894)	(0.61%)	
		(5,690,849)	(1,487,834)	(1,547,736)	(59,902)	(4.03%)	
Amount attributable to investing activities		(1,068,812)	(805,926)	(870,279)	(64,353)	(7.98%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	0	110,000	110,000	0	0.00%	
Transfer from reserves	4	1,016,027	0	0	0	0.00%	
		1,016,027	110,000	110,000	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(91,151)	(69,509)	(69,509)	0	0.00%	
Transfer to reserves	4	(956,688)	(16,643)	(18,463)	(1,821)	(10.94%)	▼
		(1,047,839)	(86,152)	(87,972)	(1,821)	(2.11%)	
Amount attributable to financing activities		(31,812)	23,849	22,028	(1,821)	(7.63%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		838,380	838,380	860,021	21,641	2.58%	▲
Amount attributable to operating activities		262,244	689,622	886,395	196,773	28.53%	▲
Amount attributable to investing activities		(1,068,812)	(805,926)	(870,279)	(64,353)	(7.98%)	▼
Amount attributable to financing activities		(31,812)	23,849	22,028	(1,821)	(7.63%)	▼
Surplus or deficit after imposition of general rates		0	745,925	898,165	152,241		▲

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 MARCH 2026**

	Supplementary Information	30 June 2026 \$	31 March 2026 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,863,502	5,080,650
Trade and other receivables		554,984	332,451
Other financial assets		32,059	8,114
Inventories	8	102,097	102,097
Other assets	8	0	2,056
TOTAL CURRENT ASSETS		3,552,642	5,525,368
NON-CURRENT ASSETS			
Other financial assets		276,008	276,008
Property, plant and equipment Infrastructure		19,859,864	20,093,570
		112,232,866	113,033,437
TOTAL NON-CURRENT ASSETS		132,368,738	133,403,015
TOTAL ASSETS		135,921,380	138,928,383
CURRENT LIABILITIES			
Trade and other payables	9	396,377	78,159
Other liabilities	12	30,198	2,223,556
Borrowings	11	91,151	21,642
Employee related provisions	12	372,217	373,241
TOTAL CURRENT LIABILITIES		889,943	2,696,598
NON-CURRENT LIABILITIES			
Borrowings	11	484,327	594,327
Employee related provisions		34,035	34,035
Other provisions		55,324	55,324
TOTAL NON-CURRENT LIABILITIES		573,686	683,686
TOTAL LIABILITIES		1,463,629	3,380,284
NET ASSETS		134,457,751	135,548,099
EQUITY			
Retained surplus		6,638,093	7,709,978
Reserve accounts	4	2,219,793	2,238,256
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		134,457,751	135,548,099

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

<p>BASIS OF PREPARATION</p> <p>This prescribed financial report has been prepared in accordance with the <i>Local Government Act 1995</i> and accompanying regulations.</p> <p>Local Government Act 1995 requirements Section 6.4(2) of the <i>Local Government Act 1995</i> read with the <i>Local Government (Financial Management) Regulations 1996</i>, prescribe that the financial report be prepared in accordance with the <i>Local Government Act 1995</i> 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.</p> <p>The <i>Local Government (Financial Management) Regulations 1996</i> 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.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.</p> <p>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.</p>	<p>THE LOCAL GOVERNMENT REPORTING ENTITY</p> <p>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.</p> <p>All monies held in the Trust Fund are excluded from the financial statements.</p> <p>Judgements and estimates</p> <p>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.</p> <p>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.</p> <p>The balances, transactions and disclosures impacted by accounting estimates are as follows:</p> <ul style="list-style-type: none"> • 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 <p>SIGNIFICANT ACCOUNTING POLICES</p> <p>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.</p> <p>PREPARATION TIMING AND REVIEW</p> <p>Date prepared: All known transactions up to 16 April 2026</p>
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**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 March 2026
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	2,863,502	2,863,502	5,080,650
Trade and other receivables		487,562	554,984	332,451
Other financial assets		32,059	32,059	8,114
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	2,056
		3,489,156	3,552,642	5,525,368
Less: current liabilities				
Trade and other payables	9	(354,531)	(396,377)	(78,159)
Other liabilities	12	(30,198)	(30,198)	(2,223,556)
Borrowings	11	(91,151)	(91,151)	(21,642)
Employee related provisions	12	(366,876)	(372,217)	(373,241)
		(842,756)	(889,943)	(2,696,598)
Net current assets		2,646,400	2,662,699	2,828,770
Less: Total adjustments to net current assets	Note 2(c)	(1,808,020)	(1,802,678)	(1,930,605)
Closing funding surplus / (deficit)		838,380	860,021	898,165

(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*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(14,292)	(44,546)
Add: Loss on asset disposals	6	27,554	0
Add: Depreciation		3,676,619	513,459
Movement in current employee provisions associated with restricted cash		0	(63,900)
Total non-cash amounts excluded from operating activities		3,689,881	447,168
			405,013

(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 Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 March 2026
Adjustments to net current assets			
Less: Reserve accounts	4	(2,219,793)	(2,238,256)
Less: Financial assets at amortised cost - self supporting loans	8	(32,059)	(8,114)
- Current financial assets at amortised cost - self supporting loans			0
- Land held for resale		(79,118)	(79,118)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	91,151	21,642
- Employee Benefit Provision		431,799	373,241
Total adjustments to net current assets	Note 2(a)	(1,808,020)	(1,802,678)
			(1,930,605)

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 MARCH 2026**

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 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	51,362	4.07%	▲
ESL grant received for 2024/2025 ESL overexpenditure \$44,892			
Contribution received to inspect rail trail structures \$2,500			
Cultural activity contribution \$1,927			
Interest revenue	25,491	46.77%	▲
Interest income greater than budget. Municipal funds invested.			
Other revenue	38,523	65.30%	▲
Workers compensation reimbursement received \$29,473.			
Sustainable development reimbursement received \$5,149			
Profit on asset disposals	37,927	573.00%	▲
Profit on sale to be processed. No material variance expected.			
Expenditure from operating activities			
Employee costs	76,777	4.16%	▲
Employee costs are below budget due to staff changeover.			
Building maintenance officer budgeted as wages currently employed as contractor.			
Materials and contracts	(19,993)	(1.88%)	▼
Ranger services are \$13,942 greater than expected year to date. Budget amendment approved additional.			
Plant operating costs are \$26,218 greater than budget. Fuel greater by \$31,631.			
There are minor non reportable underspends which offset these amounts.			
Utility charges	7,996	10.05%	▲
No material variance.			
Other expenditure	9,917	24.92%	▲
No material variance			
Non-cash amounts excluded from operating activities	(42,155)	(9.43%)	▼
Profit/Loss on sale of vehicle to be processed - no material variance expected.			
Inflows from investing activities			
Outflows from investing activities			
Payments for property, plant and equipment	(55,008)	(8.04%)	▼
Road counters below budget.			
Manager of Works and Services vehicle below budget.			
Roller and ute below budget.			
Truck purchase below budget. Plant purchases below budget will require lower transfer from Reserve account.			
Shed construction at Darkan District Sports Club budget amendment authorised. To be Reserve funded.			
Inflows from financing activities			
Proceeds from new debentures	0	0.00%	
Council decision made to fund Industrial land in Growden Place Western Power connection. Loan \$110,000.			
Surplus or deficit at the start of the financial year	21,641	2.58%	▲
Variance is due to insurance and bushfire reimbursements relating to 2425 received post budget adoption.			
Surplus or deficit after imposition of general rates	152,241	0.00%	▲
Due to variances described above			

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.84 M	\$0.84 M	\$0.86 M	\$0.02 M
Closing	\$0.00 M	\$0.75 M	\$0.90 M	\$0.15 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$5.08 M	% of total
Unrestricted Cash	\$2.84 M	55.9%
Restricted Cash	\$2.24 M	44.1%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.08 M
	% Outstanding
Trade Payables	\$0.00 M
0 to 30 Days	37.1%
Over 30 Days	62.9%
Over 90 Days	62.9%

Refer to 9 - Payables

Receivables		
	\$0.16 M	% Collected
Rates Receivable	\$0.18 M	88.1%
Trade Receivable	\$0.16 M	% Outstanding
Over 30 Days		12.0%
Over 90 Days		3.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.26 M	\$0.69 M	\$0.89 M	\$0.20 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.25 M	% Variance
YTD Budget	\$2.25 M	(0.0%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$1.31 M	% Variance
YTD Budget	\$1.26 M	4.1%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.32 M	3.0%

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)
(\$1.07 M)	(\$0.81 M)	(\$0.87 M)	(\$0.06 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Adopted Budget	\$0.16 M	27.6%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.81 M	% Spent
Adopted Budget	\$1.66 M	48.6%

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.61 M	% Received
Adopted Budget	\$4.43 M	13.8%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.03 M)	\$0.02 M	\$0.02 M	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.07 M)
Interest expense	(\$0.02 M)
Principal due	\$0.62 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$2.24 M
Interest earned	\$0.02 M

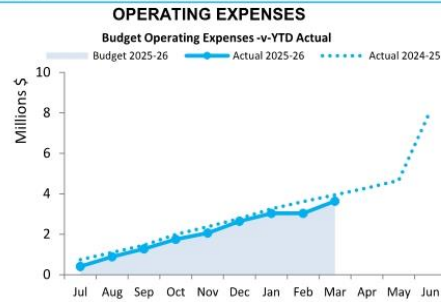
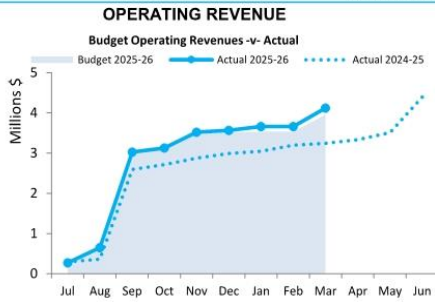
Refer to 4 - Cash Reserves

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

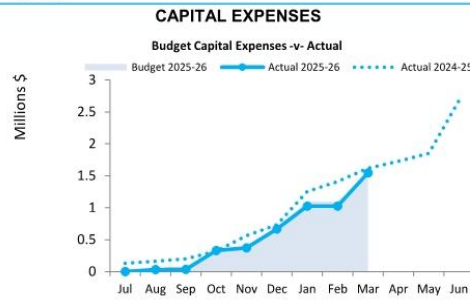
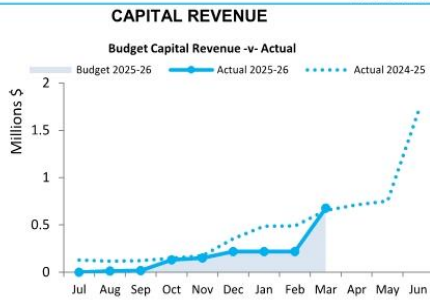
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

2 KEY INFORMATION - GRAPHICAL

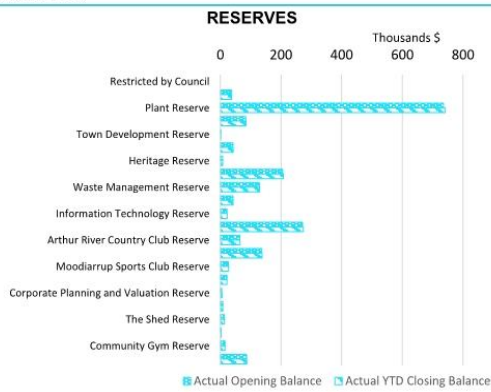
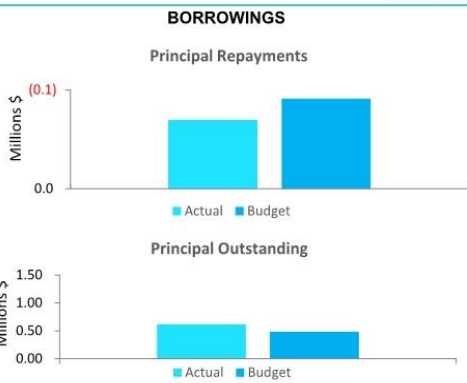
OPERATING ACTIVITIES



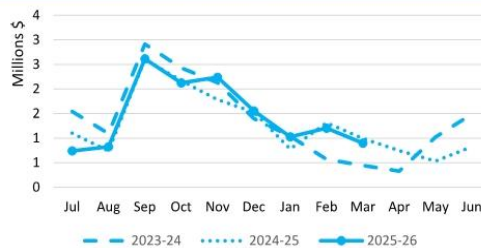
INVESTING ACTIVITIES



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 MARCH 2026**

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	92,294	0	92,294	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	400,000	0	400,000	0	NAB	3.50%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	350,000	0	350,000	0	WA Treasury	4.05%	N/A
Municipal term deposit	Cash and cash equivalents	2,000,000	0	2,000,000	0	NAB	4.45%	2/6/2026
Reserve - CM	Cash and cash equivalents	0	175	175	0	NAB	0.50%	N/A
Reserve	Cash and cash equivalents	0	1,500,000	1,500,000	0	NAB	4.10%	16/6/2026
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	0.00%	N/A
Reserve - BOQ	Cash and cash equivalents	0	738,081	738,081	0	BOQ	4.42%	25/6/2026
Total		2,842,394	2,238,256	5,080,650	0			
Comprising								
Cash and cash equivalents		2,842,394	2,238,256	5,080,650	0			
		2,842,394	2,238,256	5,080,650	0			

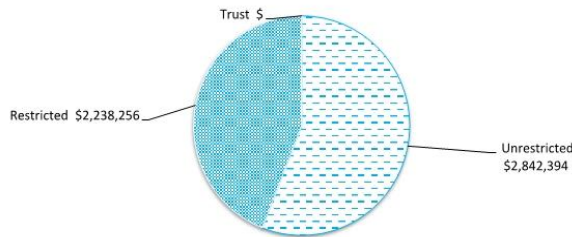
KEY INFORMATION

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 assets.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	37,034	1,243	40,000	0	78,277	37,034	308	0	0	37,342
Plant Reserve	735,456	24,675	200,000	(652,420)	307,711	735,456	6,116	0	0	741,572
Building Reserve	83,703	2,808	0	(80,000)	6,511	83,703	696	0	0	84,399
Town Development Reserve	1,728	58	0	0	1,786	1,728	14	0	0	1,742
Recreation Reserve	41,676	1,398	0	(16,000)	27,074	41,676	347	0	0	42,023
Heritage Reserve	7,437	250	0	0	7,687	7,437	62	0	0	7,499
Community Housing Reserve	205,439	6,893	12,000	0	224,332	205,439	1,709	0	0	207,148
Waste Management Reserve	128,158	4,300	0	0	132,458	128,158	1,066	0	0	129,224
Darkan Swimming Pool Reserve	41,361	1,388	0	(10,000)	32,749	41,361	344	0	0	41,705
Information Technology Reserve	22,166	744	0	0	22,910	22,166	184	0	0	22,350
Darkan Sport and Community Centre Reserve	270,835	9,087	40,000	0	319,922	270,835	2,253	0	0	273,088
Arthur River Country Club Reserve	64,240	2,155	6,000	0	72,395	64,240	534	0	0	64,774
Museum Reserve	136,563	4,582	0	(5,000)	136,145	136,563	1,136	0	0	137,699
Moodiarrup Sports Club Reserve	26,680	895	5,000	0	32,575	26,680	222	0	0	26,902
Landcare Reserve	21,626	726	0	(8,000)	14,352	21,626	180	0	0	21,806
Corporate Planning and Valuation Reserve	5,034	169	0	0	5,203	5,034	42	0	0	5,076
Kids Central Reserve	7,971	267	0	0	8,238	7,971	66	0	0	8,037
The Shed Reserve	13,455	451	0	0	13,906	13,455	112	0	0	13,567
Recreation Trails Reserve	2,827	95	0	0	2,922	2,827	24	0	0	2,851
Community Gym Reserve	15,098	507	0	(10,000)	5,605	15,098	126	0	0	15,224
Economic Development Reserve	86,456	3,303	0	(50,927)	38,832	86,456	719	0	0	87,175
Road Reserve	264,850	8,482	579,212	(183,680)	668,864	264,850	2,203	0	0	267,053
	2,219,793	74,476	882,212	(1,016,027)	2,160,454	2,219,793	18,463	0	0	2,238,256

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Capital acquisitions				
Land - freehold land	3,164,890	73,000	166,126	93,126
Buildings - non-specialised	114,525	30,000	32,542	2,542
Buildings - specialised	0	0	40,566	40,566
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	581,420	500,194	(81,226)
Acquisition of property, plant and equipment	4,028,421	684,420	739,428	55,008
Infrastructure - roads	1,337,741	662,460	665,756	3,296
Infrastructure - Other	324,687	140,954	142,552	1,598
Acquisition of infrastructure	1,662,428	803,414	808,308	114,910
Total capital acquisitions	5,690,849	1,487,834	1,547,736	169,918
Capital Acquisitions Funded By:				
Capital grants and contributions	4,428,614	608,963	608,966	3
Borrowings	0	0	110,000	110,000
Other (disposals & C/Fwd)	161,364	49,000	44,546	(4,454)
Reserve accounts				
Plant Reserve	652,420	0	0	0
Building Reserve	80,000	0	0	0
Recreation Reserve	16,000	0	0	0
Darkan Swimming Pool Reserve	10,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	8,000	0	0	0
Community Gym Reserve	10,000	0	0	0
Economic Development Reserve	50,927	0	0	0
Contribution - operations	268,524	829,871	784,224	(45,647)
Capital funding total	5,690,849	1,487,834	1,547,736	59,902

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.

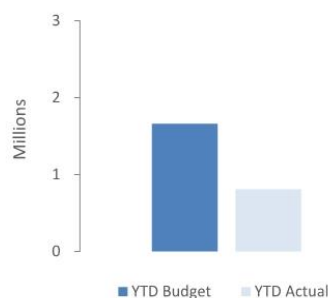
Initial recognition and measurement for assets held at cost

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 MARCH 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

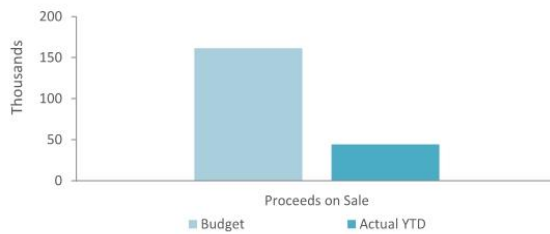
Account Description	Adopted			Variance
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
Furniture				
 Replace Printer/Copier	(6,000)	0	0	0
Land & Buildings				
 Staff house - King Street completion	(114,525)	(30,000)	(29,890)	(110)
 Station Masters House completion of transfer	0	0	(2,652)	2,652
 Housing project head works HSP 1	(145,876)	(45,000)	(44,982)	(18)
 Housing project head works HSP 2	(2,992,014)	(1,000)	(920)	(80)
 Industrial Land Growden Place - Budget amendment to approve power	(27,000)	(27,000)	(120,224)	93,224
 Shed at golf course - Darkan District Sports Club budget amendment to approve	0	0	(40,566)	40,566
Infrastructure				
 Point to Point wireless - Darkan Hall	(9,954)	(9,954)	(10,622)	668
 Darkan Town Dam tank upgrade	(42,036)	(39,000)	(38,442)	(558)
 SOWA building water catchment	(37,438)	0	0	0
 Disaster ready - Darkan Town Hall	(91,371)	0	0	0
 Standpipe card readers	(86,242)	(78,000)	(79,735)	1,735
 Niche wall - Darkan Cemetary	(20,000)	(6,000)	(6,017)	17
 Darkan Gym replacement equipment	(10,000)	(8,000)	(7,736)	(264)
 Truck Parking Bay - Survey design	(10,743)	0	0	0
 Burrowes - Hillman back lane drainage	(16,903)	0	0	0
Plant & Equipment				
 6 Wheeler 3 way Tip and dolly	(349,420)	(349,420)	(309,196)	(40,224)
 Ute replacement	(50,000)	(50,000)	(43,026)	(6,974)
 Works manager vehicle replacement	(65,000)	(65,000)	(53,261)	(11,739)
 MCS vehicle replacement	(41,586)	0	0	0
 Roller	(90,000)	(90,000)	(82,865)	(7,135)
 Pip Jeter trailer	(120,000)	0	0	0
 Road counters	(27,000)	(27,000)	(11,846)	(15,154)
Roads				
 Bowelling Duranillin Road - RRG	(348,838)	(216,000)	(216,007)	7
 Boyup Brook Road (Arthur River-Dinninup Road) - RRG	(265,203)	(60,000)	(58,310)	(1,690)
 Moodiarrup Changerup Road - RRG	(105,000)	(105,000)	(105,778)	778
 Darkan Williams Road - WSN	(49,121)	(18,000)	(18,568)	568
 Bridge works Bokal North Road - R2R	(71,248)	(58,000)	(58,576)	576
 Bridge work Hughes Mill Road - R2R	(71,247)	(47,000)	(46,494)	(506)
 Bridge work Boyup Brook Arthur River Road - R2R	(8,460)	(8,460)	(10,206)	1,746
 Trigwell Bridge - R2R	(168,619)	(46,000)	(46,273)	273
 Stewart Street Memorial Drive - R2R	(94,751)	(19,000)	(19,305)	305
 Bokal North Road - R2R	(155,254)	(85,000)	(86,239)	1,239
	(5,690,849)	(1,487,834)	(1,547,736)	59,902

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

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	64,059	50,000	0	(14,059)	0	0	0	0
Plant and equipment									
	Holden Rodeo	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Works Manager Vehicle	40,381	47,000	6,619	0	0	39,091	39,091	0
	Cherry Picker	327	2,000	1,673	0	0	5,455	5,455	0
	MCS Vehicle	50,619	46,364	0	(4,255)	0	0	0	0
	Multi Roller	19,240	10,000	0	(9,240)	0	0	0	0
		174,626	161,364	14,292	(27,554)	0	44,546	44,546	0



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2025	31 Mar 2026
	\$	\$
Opening arrears previous years	280,916	218,668
Levied this year	2,114,496	2,251,760
Less - collections to date	(2,176,744)	(2,175,457)
Gross rates collectable	218,668	294,971
Allowance for impairment of rates receivable	(119,665)	(119,665)
Net rates collectable	99,003	175,306
% Collected	90.9%	88.1%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	138,322	13,466	0	5,357	157,145
Percentage	0.0%	88.0%	8.6%	0.0%	3.4%	
Balance per trial balance						
Trade receivables						157,145
Total receivables general outstanding						157,145

Amounts shown above include GST (where applicable)

KEY INFORMATION

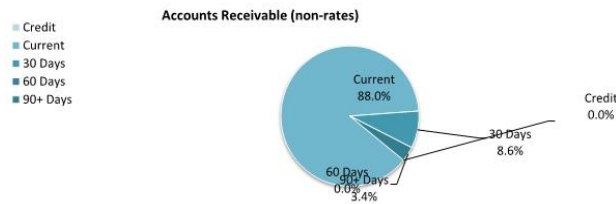
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 MARCH 2026**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 March 2026
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	32,059		(23,945)	8,114
Inventory				
Fuel and materials	22,979	0	0	22,979
Land held for resale	79,118		0	79,118
Other assets				
Prepayments	0	2,056	0	2,056
Total other current assets	134,156	2,056	(23,945)	112,267

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 MARCH 2026**

OPERATING ACTIVITIES

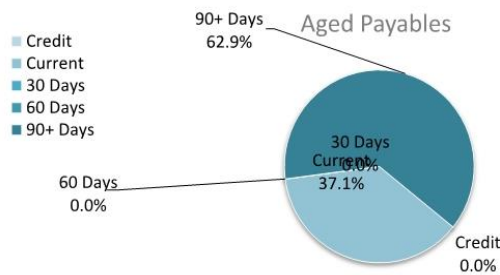
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	28,982	0	0	49,177	78,159
Percentage	0.0%	37.1%	0.0%	0.0%	62.9%	
Balance per trial balance						
Sundry creditors						240
ATO liabilities						13,138
Other payables						49,177
Prepaid rates						3,795
Collections						11,809
Total payables general outstanding						78,159

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 MARCH 2026**

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual		Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Rate Revenue	Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$	\$
Gross rental value										
GRV Townsite	0.076930	96	1,067,506	82,123	0	82,123	82,123	219		82,342
GRV Commercial	0.076930	11	228,540	17,582	0	17,582	17,582	0		17,582
GRV Industrial	0.076930	5	105,960	7,921	0	7,921	7,921	0		7,921
GRV Other Townsite	0.076930	15	125,944	9,689	0	9,689	9,689	0		9,689
Unimproved value										
UV Rural	0.002883	369	704,777,000	2,031,872	0	2,031,872	2,031,872	(421)		2,031,451
Sub-Total		496	706,304,950	2,149,187	0	2,149,187	2,149,187	(202)		2,148,985
Minimum payment										
Minimum Payment \$										
Gross rental value										
GRV Townsite	673	35	179,944	23,555	0	23,555	23,555	0		23,555
GRV Commercial	673	10	22,440	6,730	0	6,730	6,730	0		6,730
GRV Industrial	673	5	9,690	3,365	0	3,365	3,365	0		3,365
GRV Other Townsite	471	19	20,820	8,949	0	8,949	8,949	0		8,949
UV Rural	673	84	12,222,399	56,532	0	56,532	56,532	(522)		56,010
Sub-total		153	12,455,293	99,131	0	99,131	99,131	(522)		98,609
Amount from general rates						2,248,318				2,247,594
Ex-gratia rates						4,166	0	0		4,166
Total general rates						2,252,484				2,251,760

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Land	72	5,798	0	0	(5,798)	(5,798)	0	0	(86)	(86)
ERP	75	117,196	0	0	(20,516)	(27,499)	96,680	89,697	(3,860)	(5,216)
Loader	74	204,133	0	0	(19,250)	(25,795)	184,883	178,338	(6,643)	(9,145)
Industrial Land Power	76	0	110,000	0	0	0	110,000	0	0	0
		327,127	110,000	0	(45,564)	(59,092)	391,563	268,035	(10,589)	(14,447)
Self supporting loans										
WA Cottage Homes	73	248,351	0	0	(23,945)	(32,059)	224,406	216,292	(6,848)	(9,505)
		248,351	0	0	(23,945)	(32,059)	224,406	216,292	(6,848)	(9,505)
Total		575,478	110,000	0	(69,509)	(91,151)	615,969	484,327	(17,437)	(23,952)
Current borrowings		91,151					21,642			
Non-current borrowings		484,327					594,327			
		575,478					615,969			

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

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Industrial Land Power Connection	110,000	0	WATC	Fixed	10	35,926	5.44	0	0	110,000
	110,000	0				35,926		0	0	110,000

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance	Borrowed During	Expended During	Unspent Balance
		30 June 2025	Year	Year	31 March 2026
Industrial Land Power Connection	Feb-26	0	110,000	(110,000)	0
		0	110,000	(110,000)	0

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

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 MARCH 2026**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		30,198	0	2,596,677	(403,319)	2,223,556
Total other liabilities		30,198	0	2,596,677	(403,319)	2,223,556
Employee Related Provisions						
Provision for annual leave		143,723	0	0	0	143,723
Provision for long service leave		220,807	0	0	0	220,807
Other leave provisions [describe]		7,687	0	1,024	0	8,711
Total Provisions		372,217	0	1,024	0	373,241
Total other current liabilities		402,415	0	2,597,701	(403,319)	2,596,797

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 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 MARCH 2026**

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2025			31 Mar 2026	31 Mar 2026			
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General (WALGGC)	0	0	0	0	0	328,274	246,207	246,206
Grants Commission - Roads (WALGGC)	0	0	0	0	0	356,592	267,444	267,443
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	505,500	505,500
Governance								
National Australia Day Grant	0	0	0	0	0	0	0	2,000
DFES Grant - Operating	0	0	0	0	0	58,000	44,664	44,663
DFES Grant - Operating 2425 additional funding	0	0	0	0	0	0	0	44,892
Community Amenities								
Protection of the Environment	0	0	0	0	0	7,200	0	0
Lake Towerrinning	0	0	0	0	0	20,000	0	0
Direct Road Grant	0	0	0	0	0	199,388	199,388	199,388
Footpath Plan	0	10,000	0	10,000	10,000	25,000	0	0
	0	10,000	0	10,000	10,000	1,668,454	1,263,203	1,310,092
Contributions								
Contributions Minor	0	0	0	0	0	200	0	4,473
	0	0	0	0	0	200	0	4,473
TOTALS	0	10,000	0	10,000	10,000	1,668,654	1,263,203	1,314,565

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

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	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025		(As revenue)	31 Mar 2026	31 Mar 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Law, Order, Public Safety								
Wi - Fi Grant	0	4,500	(4,500)	0	0	4,777	4,500	4,500
Disaster Ready Grant	0	0	0	0	0	73,097	0	0
Transport								
Roads to Recovery	10,289	0	0	10,289	10,289	569,579	205,000	205,647
Regional Road Group	0	310,366	(252,186)	58,180	58,180	479,361	250,000	252,186
WSFN	19,909	0	(18,568)	1,341	1,341	49,121	19,909	18,568
Economic Services								
Dwer Community Water	0	23,540	(23,540)	0	0	29,425	23,540	23,540
DWER Community Water tanks	0	13,014	(10,623)	2,391	2,391	26,026	13,014	10,623
DWER Standpipe readers		48,000	(48,000)	0	0	59,338	48,000	48,000
Housing Support Program Stream 1	0	92,848	(44,982)	47,866	47,866	145,876	44,000	44,982
Housing Support Program Stream 2	0	2,094,409	(920)	2,093,489	2,093,489	2,992,014	1,000	920
	30,198	2,586,677	(403,319)	2,213,556.00	2,213,556.00	4,428,614	608,963	608,966

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget Running Balance
			Adjustment	Available Cash	Available Cash	
			\$	\$	\$	\$
Budget adoption						0
Loan from WATC for Western Power connection of industrial land	SCM-2025-087	Capital revenue		110,000	0	110,000
Western Power expenditure - connection of power	SCM-2025-087	Capital expenses			(110,000)	0
Reduction in Financial Assistance Grant - addressed in budget					0	0
Road closure expenditure postponed	OCM-2025-136	Operating expenses		24,400		24,400
Reduced wages parks and gardens	OCM-2025-136	Operating expenses		7,500		31,900
Printer replacement postponed	OCM-2025-136	Capital expenses		6,000		37,900
Lotterywest grant - Lake Towerinning - included in budget	OCM-2025-136	Operating revenue		20,000	(20,000)	37,900
Landcare expenditure reduction	OCM-2025-136	Operating expenses		37,000		74,900
Variance in surplus - included in previous year.	OCM-2025-136	Operating revenue		20,630		95,530
Transfer to road reserve needs to increase by \$94,788. - address in budget review						95,530
Election cost reduction	OCM-2025-136	Operating expenses		7,500		103,030
Membership fees IPWEA	OCM-2025-136	Operating expenses			(7,500)	95,530
Reduce reticulation at Admin Office	OCM-2025-136	Operating expenses		8,000		103,530
Purchase Starlink for Fire brigades and works	OCM-2025-136	Operating expenses			(1,500)	102,030
Purchase CCTV cameras	OCM-2025-136	Operating expenses			(3,500)	98,530
Purchase tablet for works manager	OCM-2025-136	Operating expenses			(3,000)	95,530
Sale of Land - 17 Nanqip Crescent, Darkan. Reserve price not disclosed.	OCM-2026-016	Capital revenue	0		0	95,530
Construction of shed at DDSC Golf Club	OCM-2026-Item 23.3	Capital expenses			(70,637)	24,893
Transfer from Darkan District Sports Club Reserve	OCM-2026-Item 23.3	Capital revenue		70,637		95,530
Increase fuel and oil budgeted expenditure	OCM - 2026-Item 12.9	Operating expenses			(85,000)	10,530
Increase animal control expenditure	OCM - 2026-Item 12.9	Operating expenses			(12,500)	(1,970)
Increase ESL Operating grant income	OCM - 2026-Item 12.9	Operating revenue		44,892		42,922
Increase Interest income	OCM - 2026-Item 12.9	Operating revenue		39,000		81,922
Increase Employee reimbursements budget	OCM - 2026-Item 12.9	Operating revenue		13,608		95,530
				409,167	(313,637)	95,530

12.2 ACCOUNTS FOR PAYMENT LISTING - MARCH 2026

File Ref:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	16/04/2026
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - March 2026 2. Corporate Card Summary Statement - 26 February 2026 to 25 March 2026

SUMMARY:

Council is requested to endorse payments of accounts for March 2026 as listed and note the attached credit card transactions.

BACKGROUND:

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

COMMENT:

If you have any questions regarding payments in the listing, don't hesitate to 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 March 2026 Municipal Fund vouchers 05032026.1-05032026.43, 19032026.1-19032026.38, 27032026.1-27032026.8, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$783,080.95 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 26 February 2026 to 25 March 2026.

**Shire of West Arthur
Creditor Payments
March 2026**

Date	Reference		Amount
4/03/2026	Bpay	Australian Taxation Office	4,413.00
		BAS January 2026	
6/03/2026	Bpay	Western Power	107,854.00
		Growden Place Works as per quote SP05157	
25/03/2026	Bpay	Australian Taxation Office	25,963.00
		BAS February 2026	
2/03/2026	Directdebit	National Australia Bank	26.74
		Connect Fee January 26	
2/03/2026	Directdebit	Motorpass	13.54
		Arthur River & Darkan Fire Brigade Fuel Card Management Fee	
3/03/2026	Directdebit	Water Corporation	1,262.03
		Horwood Standpipe Water Use & Supply Charge 28/11/25-28/1/26	
10/03/2026	Directdebit	Synergy	463.73
		CRC Supply Charge & consumption 20/1 - 16/2/26	
13/03/2026	Directdebit	Aware Super Clearing House	12,612.42
		Fortnightly Superannuation Contributions	
16/03/2026	Directdebit	Bond Administrator	360.00
		Bond 8 Hillman Street, Darkan	
16/03/2026	Directdebit	Rentfind Technologies Pty Ltd	22.00
		Rent Find Monthly Fee	
23/03/2026	Directdebit	Telstra	45.00
		Mobile, Landlines & Data for Shire facilities to 1/3/26	
25/03/2026	Directdebit	Telstra	2,890.08
		Mobile, Landlines & Data for Shire facilities to 1/3/26	
26/03/2026	Directdebit	Synergy	2,716.98
		6,8 & 22 Hillman, L162 Moodiarrup Rd, 10 King, Arthur River Hall, The Shed, Arthur River Historical Site, Hull Park, 10 Gibbs Supply Charge & Consumption 5/3 - 9/3/26	
26/03/2026	Directdebit	Synergy	794.64
		Depot Supply Charge & Consumption 1/1 - 4/3/26	
27/03/2026	Directdebit	Aware Super Clearing House	12,570.04
		Fortnightly Superannuation Contributions	
27/03/2026	Directdebit	NAB Credit Card	3,426.81
		See attached statement	
27/03/2026	Directdebit	Synergy	2,328.21
		Streetlights 25/1 - 24/2/26, Darkan Hall & Admin Office Supply Charge & Consumption 1/1 - 4/3/26	
30/03/2026	Directdebit	Motorpass	13.54
		Arthur River & Darkan Fire Brigade Fuel Card Management Fee	

**Shire of West Arthur
Creditor Payments
March 2026**

30/03/2026	Directdebit	Synergy	2,336.80
		Rail Reserve/Playground, Caravan Park, Lake, Moodiarrup Hall, Info Bay Supply Charge & Consumption 31/12/25 - 6/3/26	
30/03/2026	Directdebit	WA Treasury Corporation	7,991.69
		Loan 75 Capital & Interest to 31/3/26	
31/03/2026	Directdebit	National Australia Bank	259.75
		Merchant Fee	
31/03/2026	Directdebit	National Australia Bank	42.24
		Connect Fee Access & Usage	
31/03/2026	Directdebit	National Australia Bank	43.00
		Account Fee 086724 508314385	
31/03/2026	Directdebit	National Australia Bank	10.00
		From a/c 50-831-4406	
31/03/2026	Directdebit	Synergy	26.98
		8 Hillman Supply Charge & Consumption 5/3 - 9/3/26	
31/03/2026	Directdebit	WA Treasury Corporation	18,372.06
		Loan 73 & 74 Capital & Interest to 31/3/26	
12/03/2026	Eft	Salaries and Wages	63,142.92
		Payroll	
26/03/2026	Eft	Salaries and Wages	62,230.81
		Payroll	
5/03/2026	05032026.1	ABCO Products	454.96
		Toilet paper & freight	
5/03/2026	05032026.2	Air Liquide	57.28
		Cylinder Fees	
5/03/2026	05032026.3	AMPAC Debt Recovery (WA)	2,114.10
		Rate Recovery Costs A718, A985 & A986	
5/03/2026	05032026.4	Australia Post	347.21
		Boxes of A4 paper, postage expenses & postal box rental	
5/03/2026	05032026.5	Bell Sharon	599.94
		Reimbursement for seniors meals groceries & office supplies	
5/03/2026	05032026.6	Blueforce	1,031.80
		CCTV - Video Software Licence - March 26	
5/03/2026	05032026.7	Bookeasy Australia Pty Ltd	220.00
		Caravan Park Booking System - February 26	
5/03/2026	05032026.8	Cemeteries and Crematoria Association WA	160.00
		CCAWA Seminar	
5/03/2026	05032026.9	City of Kalamunda	272.17
		Building services Jan 26	
5/03/2026	05032026.10	Coalfields Bus Service	1,001.00
		Bus Services - 1 Day	
5/03/2026	05032026.11	Collie River Valley Medical Centre	319.00
		Pre-Employment - Beau Falkingham	

**Shire of West Arthur
Creditor Payments
March 2026**

5/03/2026	05032026.12	Contract Aquatic	22,110.00
		Pool Management Fee - March - April 26	
5/03/2026	05032026.13	Creative Spaces	2,116.40
		BBHC Football Exhibition	
5/03/2026	05032026.14	Darkan Agri Services	9,939.00
		Various items for maint./cleaning of shire buildings	
5/03/2026	05032026.15	Darkan Repertory Club	300.00
		Refund of Bond for Hall Hire for Play	
5/03/2026	05032026.16	Darkan Sheepfest Incorporated	1,500.00
		Youth Activities - Sheepfest	
5/03/2026	05032026.17	Dept of Fire and Emergency Services	21,027.60
		25/26 ESLB 3rd Qtr Contribution	
5/03/2026	05032026.18	Diggawest & Earthparts WA	69.85
		Bearing for brush axle	
5/03/2026	05032026.19	Exurban Rural and Regional Planning	4,128.64
		Town Planning Consultancy Services February 26	
5/03/2026	05032026.20	Filters Plus WA	522.78
		Filter Service Kit	
5/03/2026	05032026.21	Fuel Distributors of WA	334.43
		Fuel for executive vehicles	
5/03/2026	05032026.22	Fulton Hogan	61,713.30
		Two coat 14/10mm stone 5760 m2 Bowelling Duranillin Rd	
5/03/2026	05032026.23	Goodyear Autocare Narrogin	14,910.00
		41551 Double Coin 17.5R25 & Haulmax 11R22.5 16R John Deere & Isuzu Giga	
5/03/2026	05032026.24	Great Southern Fuel Supplies	104.58
		Fuel - Darkan Fire truck	
5/03/2026	05032026.25	Marketforce	2,106.68
		Advertising of Form 5 in The West for A985 & A986	
5/03/2026	05032026.26	Mike's Trade Services	4,495.00
		Lockable door handle on records room, remove & replace damaged sliding door set at 52 Hillman, building/renovation report for 10 Gibbs, Buildplus admin	
5/03/2026	05032026.27	MJ Forestry Pty Ltd	197.50
		Caravan Park Refund	
5/03/2026	05032026.28	Narrogin Ford	217.90
		Filter Housing for Ford Everest	
5/03/2026	05032026.29	Nuccini Liam	5,000.00
		Refund of Colorado Ute purchase	
5/03/2026	05032026.30	P & S Griggs Plumbing	1,566.95
		Repair mens reserve toilet	
5/03/2026	05032026.31	Peirce Cr Graeme	1,000.00
		Fire Chief Allowance 25/26	
5/03/2026	05032026.32	Powerforce Midland	651.00
		GX200UH2QX2 Honda Engine	

**Shire of West Arthur
Creditor Payments
March 2026**

5/03/2026	05032026.33	QHSE Integrated Solutions Pty Ltd T/As Skytrust	218.90
		Skytrust intelligence System	
5/03/2026	05032026.34	Rafferty Janette	54.00
		Caravan Park Refund	
5/03/2026	05032026.35	Ros's Car Detailing - Roslyn King	9,103.67
		Cleaning February 26	
5/03/2026	05032026.36	Source Machinery Pty Ltd	5,547.30
		SVL97-2 Tracks Kubota SSV 90 Skid Steer	
5/03/2026	05032026.37	Sprys Meat Market	349.49
		Seniors Meals - meat	
5/03/2026	05032026.38	St Luke's Family Practice	1,540.00
		Darkan Clinic Doctor Service & travel fees - February 26	
5/03/2026	05032026.39	The Great Awakening Cafe	958.10
		February 26 Council Catering, Council bus tour catering, December 25 Council catering	
5/03/2026	05032026.40	WA Contract Ranger Services Pty Limited	1,905.75
		Ranger Services February 26	
5/03/2026	05032026.41	Warren Blackwood Waste	3,159.60
		Recycling & waste services February 26	
5/03/2026	05032026.42	West Arthur Community Resource Centre	5,750.95
		Library & medical funding 1/1-31/3/26, Dr's hours February 26 & A4 laminating for bore out of order signs	
5/03/2026	05032026.43	Westrac Bunbury	6,135.52
		Replace a/c harness & compressor Cat 12M Grader parts only, replace wiring harness & resistor Cat 12M Grader, labour, freight, air compressor replaced, mobilisation & environmental	
19/03/2026	19032026.1	Bell Sharon	233.17
		Reimbursement for seniors meals groceries	
19/03/2026	19032026.2	Broad Electrical & Air Conditioning	15,928.73
		RCD Checks & smoke alarm checks on shire properties, Mens check cctv after power out not working, check wiring at sports centre, faulty power point at Darkan Hall, 8 Hillman bathroom light & powerpoint repair, office air conditioner repair	
19/03/2026	19032026.3	Child Australia	350.00
		Caravan Park Refund	
19/03/2026	19032026.4	Coastal Freightlines Pty Ltd	110.88
		Water Samples	
19/03/2026	19032026.5	Crute Katrina	479.00
		3rd Qtr 25/26 ARIC Meeting & travel	
19/03/2026	19032026.6	Darkan Agri Services	2,007.97
		Various items for maint./cleaning of shire buildings	

**Shire of West Arthur
Creditor Payments
March 2026**

19/03/2026	19032026.7	Dawson's Diesels	2,579.49
		Water pump, labour Cat Grader, belts, hose, clamps & seal, thermostats & gasket, consumables	
19/03/2026	19032026.8	Dept of Local Govt, Industry Regulation & Saf	111.45
		February 2026 BSL Remittance	
19/03/2026	19032026.9	Duff Electrical Contracting	1,502.25
		Darkan Sports Club Power Labour & Materials	
19/03/2026	19032026.10	Earth 2 Ocean	1,608.20
		Labour Field Technician, travel & initial scope & repair at Town Dam	
19/03/2026	19032026.11	Fischers Cleaning Pty Ltd t/as Steamatic	1,648.24
		Mould remediation - 25 Nangip Cres	
19/03/2026	19032026.12	Fleays Store	110.29
		Office milk & supplies	
19/03/2026	19032026.13	Fuel Distributors of WA	26,423.70
		10 000L Diesel & fuel for executive vehicles	
19/03/2026	19032026.14	Harrington Phillip Ross	153.80
		Reimbursement for items for The Mens Shed	
19/03/2026	19032026.15	Hersey's Safety Pty Ltd	381.87
		Safety sunglasses , dust masks, cable ties, multi metres, freight	
19/03/2026	19032026.16	Infinitum Technologies Pty Ltd	6,588.44
		Managed Service Agreement - Gold 1/3 - 31/3/26	
19/03/2026	19032026.17	Ingot Hotel Perth	473.30
		Cemetery conference accommodation	
19/03/2026	19032026.18	Kelley Contracting Pty Ltd	29,095.00
		First Payment - delivery of Limestone Bricks	
19/03/2026	19032026.19	Landgate	193.92
		UV Interim - Rural areas	
19/03/2026	19032026.20	Lawrence Neil	53.50
		Caravan Park Refund	
19/03/2026	19032026.21	Mcleods Lawyers Pty Ltd	1,891.20
		Advice: Property Sale Growden Place	
19/03/2026	19032026.22	Mike's Trade Services	1,350.00
		Repairs Report for Arthur River Hall, repairs for shower in disabled toilet, repairs for chalet 2 bathroom door handle, 8 Hillman hat back on chimney, 25 Nangip check air filter in bathroom, 1/10 Hillman blocked shower, CRC - non slip entry maintenance, BuildPlus Admin	
19/03/2026	19032026.23	MJB Industries Pty Ltd	10.00
		Manhole Plastic - Caravan Park	
19/03/2026	19032026.24	Mr Trampoline Pty Ltd	6,750.00
		Olympic Elite size x 2	

**Shire of West Arthur
Creditor Payments
March 2026**

19/03/2026	19032026.25	Narrogin Toyota	50.00
		Chainsaw chain	
19/03/2026	19032026.26	Officeworks	101.00
		Various stationery items	
19/03/2026	19032026.27	Ros's Car Detailing - Roslyn King	187.00
		Clean up remove paint, glass. Fix shower curtain, vandalism in shower block at Reserve	
19/03/2026	19032026.28	Shire of Collie	1,366.96
		Pool Barricade Compliance Inspection Fee	
19/03/2026	19032026.29	SOS Office Equipment	896.64
		Photocopier Billing Job January & February 26	
19/03/2026	19032026.30	South Cr Duncan	864.66
		Reimbursement for accommodation for WALGA Conf.	
19/03/2026	19032026.31	Sprys Meat Market	284.70
		Seniors Meals - meat	
19/03/2026	19032026.32	St John Ambulance WA Ltd	540.00
		First Aid Course 1 Day	
19/03/2026	19032026.33	Sunny Industrial Brushware	4,699.20
		Items for 2017 Kubota Skid Steer & 2001 Road Broom	
19/03/2026	19032026.34	Team Global Express	148.42
		Freight to CRC from SOS Freight, Digga West & Filters Plus Freight	
19/03/2026	19032026.35	Tudor House (WA) Pty Ltd	75.00
		Replacement 3 screws for Flag poles	
19/03/2026	19032026.36	Western Stabilisers	53,719.60
		Bowelling Duranillin Road & water cart hire	
19/03/2026	19032026.37	Wheatbelt Giggle and Grow Group Pty Ltd	1,600.00
		Play Session 0-5 years	
19/03/2026	19032026.38	Zone 50 Engineering Surveys Pty Limited	19,447.45
		Survey Crew existing centreline survey Arthur River Dinninup Rd, Survey crew initial feature survey, control & accommodation Bowelling Duranillin Rd, Survey Crew & accommodation Darkan Williams Rd	
27/03/2026	27032026.1	A1 Sheds	44,622.60
		Shed for Golf club	
27/03/2026	27032026.2	Harrington Pres. Karen	3,392.11
		3rd Qtr 2526 Councillor Claim	
27/03/2026	27032026.3	Lubcke Cr Helen	815.15
		3rd Qtr 2526 Councillor Claim	
27/03/2026	27032026.4	Morrell Cr Neil	1,344.55
		3rd Qtr 2526 Councillor Claim	
27/03/2026	27032026.5	O'Neill Cr Natalie Patricia	565.37
		3rd Qtr 2526 Councillor Claim	
27/03/2026	27032026.6	Peirce Cr Graeme	1,051.75
		3rd Qtr 2526 Councillor Claim	

**Shire of West Arthur
 Creditor Payments
 March 2026**

27/03/2026	27032026.7	Prowse Cr Russell Wylie	819.70
		3rd Qtr 2526 Councillor Claim	
27/03/2026	27032026.8	South Cr Duncan	1,651.73
		3rd Qtr 2526 Councillor Claim	
MUNICIPAL FUND		VOUCHERS	
		BPAY	\$ 138,230.00
		DIRECT DEBIT	\$ 68,628.28
		EFT	\$ 125,373.73
		05032026.1-05032026.43	\$ 195,312.35
		19032026.1-19032026.38	\$ 184,015.03
		27032026.1-27032026.8	\$ 54,262.96
		LICENSING MARCH 2026 TRANSFERS	\$ 17,258.60
		TOTAL	\$ 783,080.95

SHIRE OF WEST ARTHUR
PAYMENTS OF ACCOUNTS BY NAB VISA CARD
FOR THE STATEMENT PERIOD: 26 February 2026 to 25 March 2026

DATE	PAYEE	PO NUMBER	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
26-Feb-26	Shire of West Arthur		108685:Plate change AW5421 for EOP Squirrel	E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$32.00
26-Feb-26	Shire of West Arthur		108686:Plate change AW3971 for Colorado	E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$32.00
26-Feb-26	Shire of West Arthur		108689:Plate change AW3968 for Multi Roller 10	E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$32.00
26-Feb-26	Shire of West Arthur		108690:Plate change AW3967 for Toyota Single Cab Use C22	E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$32.00
27-Feb-26	Shire of West Arthur		108691:Plate change AW3966 for Toyota Hilux G28	E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$32.00
09-Mar-26	Starlink		102413:Depot wifi	E14202	OTHER PROPERTY & SERVICES-Administration:Overheads:Computer Maintenance	\$139.00
05-Mar-26	Dan Murphys		108722:Referrals for Council meeting	E04102	GOVERNANCE-Members:Council Office Maintenance	\$132.69
CARD 1 PAYMENTS						
	ROUNDER SUNNER Cardholder Name		<i>[Signature]</i>	VINCENT FORDHAM LAMONT Reviewed by CEO		Reviewed By
19-Mar-26	Acurech Pty Ltd Maddington		108828:110mm black pipe		RECREATION & CULTURE-Other Recreation:Town Dam	\$323.57
24-Mar-26	Clark Rubber		108817:Rubber seal for Cat 12M Grader	E13100 E14406	OTHER PROPERTY & SERVICES-Plant Cost Overheads:Parts & Repairs	\$207.35
CARD 2 PAYMENTS						
	GARY RASMUSSEN Cardholder Name		<i>[Signature]</i>	VINCENT FORDHAM LAMONT Reviewed by CEO		Reviewed By
06-Mar-26	Clean Energy Council		108721:Registrations for WA Clean Energy Summit V Foutham Lamont and Free Harrington		ECONOMIC SERVICES-Economic Development:Sustainable Development	\$1,980.00
25-Mar-26	Perth Ambassador		108726:Accommodation - Clean Energy Council Summit	E139110 E139110	ECONOMIC SERVICES-Economic Development:Sustainable Development	\$464.20
CARD 3 PAYMENTS						
	VINCENT FORDHAM LAMONT Cardholder Name		<i>[Signature]</i>	KAREN HARRINGTON Reviewed by Shire President		Authorised By
TOTAL NAB VISA CARD PAYMENTS: 4436-XXXX-XXXX-2997						\$3,426.81
Direct Debit Date						27-Mar-26

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 cards is evident.

Kylie Whitaker: *[Signature]*

DATE: 27/3/26



13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

Nil

17 MATTERS BEHIND CLOSED DOORS**MOTION TO CLOSE MEETING TO THE PUBLIC**

That Council considers the confidential report(s) listed below as item 17.1, in a meeting closed to the public in accordance with Section 5.23(4)(b) of the *Local Government Act 1995*, and is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to public interest as it deals with information relating to the personal affairs of an individual.

17.1 REQUEST TO CAMP ON PRIVATE PROPERTY

File Ref:	ADM220
Location:	26 Arthur St, Darkan
Applicant:	Jody Murphy
Author:	Sharon Bell, Community Development Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	10/04/2026
Disclosure of Interest:	Nil
Attachments:	1. Jody Murphy - Application to Camp other than a Caravan Park - 26 Arthur St Darkan - CONFIDENTIAL 2. SoWA Approval to Camp on Private Property - 26 Arthur Street Darkan - CONFIDENTIAL

This matter is considered to be confidential under Section 5.23(4)(b) of the *Local Government Act 1995*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to public interest as it deals with information relating to the personal affairs of an individual.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council approve the request for the Applicant and her children to live in their caravan in the back yard of 26 Arthur St, Darkan for a 7-week period from the 5th April 2026.

CONFIDENTIAL ATTACHMENT
PAGE LEFT BLANK INTENTIONALLY

MOTION TO RE-OPEN MEETING TO THE PUBLIC

That Council move out of closed session and reconvene the meeting as open to the public.

18 CLOSURE OF MEETING

The Presiding Member to declare the meeting is closed.