



UNCONFIRMED MINUTES

Shire of West Arthur
Ordinary Council Meeting
Thursday 25 June 2026

Forest to Wheatbelt

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The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

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Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision.

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**MINUTES OF SHIRE OF WEST ARTHUR
ORDINARY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
ON THURSDAY, 25 JUNE 2026 AT 7.30PM**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Deputy President Cr Duncan South acting on behalf of the President pursuant to section 5.34 of the Local Government Act 1995, declared the meeting open at 7.31pm.

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:	Cr Duncan South	(Deputy Shire President)
	Cr Neil Morrell	(Elected Member)
	Cr Graeme Peirce	(Elected Member)
	Cr Russell Prowse	(Elected Member)
	Cr Natalie O'Neill	(Elected Member)
	Cr Helen Lubcke	(Elected Member)
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder S Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)
APOLOGIES:	Nil	
ON LEAVE OF ABSENCE:	Cr Karen Harrington	(Shire President)
ABSENT:	Nil	
MEMBER OF THE PUBLIC:	Nil	

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

Cr Duncan South declared an Impartiality interest in relation to item 11.6 Pre-Approval of Expenditure for Development of Lot 309 Burrowes Street West and Lot 186 Burrowes Street, Darkan as a relative of the engineer providing works on the housing development.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 ORDINARY MEETING OF COUNCIL 28 MAY 2026**

File Ref: ADM378
Author: Renee Schinzig, Administration Officer
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 11/06/2026

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

RESOLUTION OCM-2026-064

Moved: Cr Graeme Peirce
Seconded: Cr Neil Morrell

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 28 May 2026 be confirmed as true and correct.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill,
Helen Lubcke
Against: Nil

CARRIED 6/0

10 REPORTS FROM COUNCILLORS**Cr Karen Harrington (Shire President)**

On Leave.

Cr Duncan South (Deputy Shire President)

Cr South attended in June, the Central Country Zone meeting held on the 12th, the Budget Workshop held on the 17th and on the 25th attended a presentation in Woodanilling by the Department of Primary Industries and Regional Development on the Beaufort Paleochannel.

Cr Neil Morrell

Cr Morrell attended a meeting with WALGA on the 10th June, the Budget Workshop on the 17th June and on the 25th June, attended a presentation in Woodanilling by the Department of Primary Industries and Regional Development on the Beaufort Paleochannel.

Cr Graeme Peirce

Nil.

Cr Russell Prowse

Cr Prowse attended the Drop-in Session with Western Power on the 5th June and the Budget Workshop held on the 17th June.

Cr Helen Lubcke

Cr Lubcke attended a meeting with WALGA on the 10th June and the Budget Workshop on the 17th June.

Cr Natalie O'Neill

Cr O'Neill attended the Drop-in Session with Western Power on the 5th June and the Budget Workshop held on the 17th June.

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 ANNUAL ELECTORS MEETING - 3 FEBRUARY 2026**

File Ref:	ADM046
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/06/2026
Disclosure of Interest:	Nil
Attachments:	1. Minutes of Annual Electors Meeting - 3 Feb 26

SUMMARY:

Council is requested to consider noting the Minutes of the Annual Electors Meeting held 3 February 2026.

BACKGROUND:

The Annual Electors Meeting was held on 3 February 2026. It is a requirement of the Local Government Act under section 5.33 for Council to consider any decisions made at the Annual Electors Meeting.

COMMENT:

Only two decisions were made at the 2026 Annual Electors Meeting:

1. Confirmation of Annual Electors Meeting Minutes of 10 February 2025; and
2. Receiving the Annual Report for the year ending 30 June 2025.

Both motions were carried and no actions were required.

Three questions were raised in General Business by electors and have been investigated and addressed by staff.

CONSULTATION:

Chief Executive Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995

5.33. Decisions made at Electors' Meetings

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
 - (a) *at the first ordinary council meeting after that meeting; or*
 - (b) *at a special meeting called for that purpose, whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Council failing to note AEM minutes as required
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)

Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Council to note AEM minutes as required.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-065

Moved: Cr Russell Prowse

Seconded: Cr Helen Lubcke

That Council note the minutes of the Annual Electors Meeting held on 3 February 2026, including the following questions from General Business and the initial responses:

1. Is Darkan an RV Friendly town? If not, I think Council should consider the cost vs income for businesses in the Shire.

Darkan is currently not an RV Friendly Town; however, staff are currently working towards this outcome. This project was identified in 2024 and was submitted for budget consideration for both the 24/25 and 25/26 financial years. The finalisation of this project is anticipated for the 26/27 financial year, subject again, to budget considerations.

The final stage for being recognised as a RV Friendly Town and receiving the signage is the installation of a free Dump Point for which the Easy Dump top has already been received. A site for the dump point and RV camping has been narrowed down to two options (east and west ends of the Railway Reserve between Fisher and Burrowes Streets). Once the dump point is installed, signage from the CMCA (Caravan, Motorhome, Campervan Association) will be ordered.

2. I believe there are up to 6 residents of West Arthur, maybe more, who have received an Order of Australia Medal (OAM) in recognition of their contribution to our Shire and the wider community over a long period of time. Some have passed on, but they should not be forgotten. Council should honour them by placing their names on a board in a public place. i.e. the foyer of the Shire Office.

Cr Harrington advised that Shire admin staff will investigate costs and identify local winners of the OAMs, then submit for budget consideration.

3. Will the damaged trampolines in the Railway Reserve be ready for use before the upcoming Sheepfest.

The Manager Corporate Services will follow up the Shire's insurance claim with our insurer.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

Annual Electors Meeting Minutes
3 February 2026

SHIRE OF WEST ARTHUR



Minutes of the Annual Electors Meeting of the Shire of West Arthur to be held on Tuesday 3rd February 2026 in the Council Chambers, 31 Burrowes Street, Darkan commencing at 7.00pm.

In accordance with section 5.27(3) of the Local Government Act 1995 and Regulation 15 of the Local Government (Administration) Regulations, the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

1000 OPENING OF MEETING AND ATTENDANCE

The Presiding Member, Cr Harrington, welcomed attendees and opened the meeting at 7.01pm. Cr Harrington advised attendees of audio being recorded.

COUNCILLORS

Cr Karen Harrington	(Shire President)
Cr Duncan South	(Deputy Shire President)
Cr Graeme Peirce	
Cr Neil Morrell	
Cr Russell Prowse	
Cr Helen Lubcke	

STAFF

Vin Fordham Lamont	Chief Executive Officer
Raj Sunner	Manager Corporate Services
Gary Rasmussen	Manager Works & Services
Kathy Rasmussen	Supervisor Parks & Gardens

APOLOGIES

Nil

ABSENCES

Cr Natalie O'Neill

ELECTORS

Pam Stockley
Ian Woodruff
Nicki Morrell

Annual Electors Meeting Minutes
3 February 2026

2000 CONFIRMATION OF PREVIOUS MINUTES

2100 Annual Electors Meeting Minutes 10th February 2025

Recommendation:

That the Minutes of the Annual Electors Meeting held in the Hawthorn Room at the West Arthur CRC on 10th February 2025 be confirmed as true and correct.

Moved: _____ Cr Peirce Seconded: _____ Cr Morrell

CARRIED

3000 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2025

3100 Questions or comments in relation to the annual report are invited.

It is preferred that these are communicated in writing (email accepted) to the CEO prior to the meeting to enable questions to be adequately researched.

3101 *Pam Stockley made the following comments regarding the Annual Report.*

- *Community nurses only come to Darkan for pre-booked appointments to do dressings.*
- *The Shire population has gone down so the Shire is not meeting its strategic targets.*
- *Nangip Creek is overgrown and a fire hazard.*

Cr Peirce (with his Chief Bush Fire Control Officer hat on) responded to Pam that he and our Community Emergency Services Manager, Paul Gibson, are working on an application for mitigation funding.

- *Nangip Creek walk trail is in need of maintenance work.*

The CEO suggested that Pam submit a budget request as Council has a lot of decisions to make as to what is included in the next annual budget.

3200 Receival of Annual Report for the year ending 30 June 2025.

Recommendation:

That the Annual Report for the year ending 30 June 2025 as presented, be received.

Moved: _____ Cr South Seconded: _____ Cr Peirce

CARRIED

4000 BUSINESS ARISING FROM PREVIOUS ELECTORS MEETING

4100 A copy of the Minutes of the Annual Electors Meeting held on 10th February 2025 is attached for information purposes.

5000 GENERAL BUSINESS

5100 Questions are Invited from the Public.

It is preferred that these are communicated in writing (email accepted) to the CEO prior to the meeting to enable questions to be researched.

Questions submitted to the CEO by Ian Woodruff, followed by responses.

- 5101 Is Darkan an RV Friendly town? If not, I think Council should consider the cost vs income for businesses in the Shire.

Darkan is currently not an RV Friendly Town; however, staff are currently working towards this outcome. This project was identified in 2024 and was submitted for budget consideration for both the 24/25 and 25/26 financial years. The finalisation of this project is anticipated for the 26/27 financial year, subject again, to budget considerations.

The final stage for being recognised as a RV Friendly Town and receiving the signage is the installation of a free Dump Point for which the Easy Dump top has already been received. A site for the dump point and RV camping has been narrowed down to two options (east and west ends of the Railway Reserve between Fisher and Burrowes Streets). Once the dump point is installed, signage from the CMCA (Caravan, Motorhome, Campervan Association) will be ordered.

- 5102 I believe there are up to 6 residents of West Arthur, maybe more, who have received an Order of Australia Medal (OAM) in recognition of their contribution to our Shire and the wider community over a long period of time. Some have passed on, but they should not be forgotten. Council should honour them by placing their names on a board in a public place. i.e. the foyer of the Shire Office.

Cr Harrington advised that Shire admin staff will investigate costs and identify local winners of the OAMs, then submit for budget consideration.

Questions submitted by Pam Stockley, followed by responses.

- 5103 Pam asked if the damaged trampolines in the Railway Reserve will be ready for use before the upcoming Sheepfest.

The Manager Corporate Services will follow up the Shire's insurance claim with our insurer.

5200 Other General Business as Permitted by the Presiding Member

- 5201 Pam Stockley advised that the new ambulance will be arriving sometime in February/March. St Johns will undertake works at the subcentre to enable the new ambulance to fit.
- 5202 Feedback was received from Sue Byrne regarding the supply and usage of the new Fruit Fly baiting systems. Sue praised the Shire for providing readily available replacements and refills for the systems and deems the new system a success.

6000 CLOSURE OF MEETING

The Presiding Member closed the meeting at 7.28pm.

11.2 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:	08/06/2026
Disclosure of Interest:	Nil
Attachments:	1. 2026-2027 Fire Hazard Reduction Notice

SUMMARY:

Council is requested to consider the following recommendation from the Bush Fire Advisory Committee (BFAC):

- Adoption of the 2026/2027 Bush Fire Notice.

BACKGROUND:

Pursuant to Section 33 of the *Bush Fires Act 1954*, owners or occupiers of land within the Shire of West Arthur are legally obliged to comply with the prescribed Bush Fire Notice. This entails clearing firebreaks and fuel-free areas before November 1 each year and maintaining them free of flammable materials until 15 April.

COMMENT:

The Committee has recommended the adoption of the attached 2026/2027 Bush Fire Notice as presented (see Attachment 1).

CONSULTATION:

- Bush Fire Advisory Committee
- Chief Bush Fire Control Officer
- Community Emergency Services Manager

STATUTORY ENVIRONMENT:

Sections 18, 20, 22 - 25, 27, 33 of the *Bush Fires Act 1954*.

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 – Towards 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
- 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 1	Minor 2	Moderate 3	Major 4	Catastrophic 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	Without owners and occupiers receiving the Bush Fire Notice, and having to comply, it could result in great property damage, loss of life, 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	Community disruption, inadequate safety or security practices, compliance failure, inadequate engagement practices.
Risk Action Plan (Controls or Treatment Proposed)	Endorse the recommendation of the BFAC.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-066

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

That with respect to the recommendation of the Bush Fire Advisory Committee, Council approve the Bush Fire Notice for the 2026/2027 year as presented.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0



FIRST AND FINAL NOTICE

COMPLIANCE DUE BY: 1 November 2026

Important: The works outlined below must be completed by 1 November 2026 and maintained in this state up to and including 30 April 2027

Bush Fire and Fire Hazard Reduction Notice 2026/2027

Notice to all owners and occupiers of land within the Shire of West Arthur

To assist in the control of bushfires, and pursuant to the powers contained in section 33 of the Bush Fires Act 1954 (the Act) notice is hereby given to all owners and occupiers of land within the Shire of West Arthur (the Shire), you are required and therefore ordered by the local government to carry out fire prevention work in accordance with the requirements of this Notice, on or before 1 November 2026, and maintain the requirements up to and including 15 April 2027 or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

Failure to comply with this notice is an offence and can result in a penalty of up to \$5,000 or the issue of a \$250 infringement notice and liability for any costs incurred by the Shire in relation to works undertaken on behalf of the landowner. The Shire's Authorised Officers are authorised under the Act and have powers to enter land pursuant to section 14 and section 33 (4) of the Act. The Shire advises that its officers, contractors, vehicles, machinery, and appliances (as the officers deem fit) may carry out the requisitions of this notice that are not complied with by 1 November 2026, and any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

When and what can I burn?

	GARDEN REFUSE	WOOD OR SOLID FUEL BBQ, CAMP AND COOKING FIRES	GRASS, Paddock, BONFIRE, BUSH
Restricted Burning Period 30 September to 31 October	Permit Required Contact your local Fire Control Officer	Allowable* Check Fire Danger Ratings	Permit Required Contact your local Fire Control Officer
Prohibited Burning Period 1 November to 23 February**	PROHIBITED	PROHIBITED	PROHIBITED
Restricted Burning Period 24 February to 15 April	Permit Required Contact your local Fire Control Officer	Allowable* Check Fire Danger Ratings	Permit Required Contact your local Fire Control Officer

*Cannot be used when the Fire Danger Rating is High or above, or when a Total Fire Ban has been declared.

Permits to Burn

A Permit to Set Fire to the Bush (permit to burn), must be obtained from your local area Fire Control Officer (FCO) before you light a fire during the restricted period.

- When issued with a permit, you must comply with the conditions set out on that permit.
- All permits are automatically cancelled on days when the Fire Danger Rating for that district is High, Extreme or Catastrophic. Under certain circumstances an authorized Fire Weather Officer may issue a permit on a forecast High fire danger forecast day.
- Notice must be given to Department of Biodiversity, Conservation and Attractions (DBCA) if the intended burn will be within 3km of State Forest.
- The period of notice required under this section shall be no more than 28 days, or less than 4 days, except where the notice is given verbally, in which case the minimum period of the notice may be determined by mutual agreement.

Burning without a permit will lead to prosecution; fines up to \$10,000 applicable.



The table below outlines the requirements of landowners and/or occupiers in the Shire of West Arthur.
Please refer to the column that best describes your land size to view your legal responsibilities.

All land with an area of:	Less than 2024m ²	Greater than 2024m ²
Asset Protection Zone (Fuel reduction near all houses, buildings and assets) Maintain a reduced fuel zone around all buildings or assets that extends 20m from the outermost point of the building or asset. - Gutters, roofs, and walls of all buildings to be free of flammable material and maintained - Fuel load within the 20m zone is to be reduced and maintained by no more than 5 tonnes per hectare (10,000m²), or approximately 10cm litter depth by removing dead branches, leaf litter, twigs, and bark. - Grasses are slashed/mowed and maintained to a height of less than 10cm. - Trees or shrubs within 2m are pruned to maintain a 1m horizontal and 5m vertical clearance. - Garden beds are allowed within this area if they are reticulated and maintained.	✓	✓
Bushfire Management Plans Where a property is affected by an approved bushfire management plan, property owners must still comply with all the requirements in the Notice and any additional requirements outlined in that plan.		✓
Garden Refuse and/or household wood stacks Install and maintain a 2m clearance around all piles of garden refuse and/or wood.	✓	✓
Fuel storage and haystack protection zone Install and maintain a 4m firebreak not closer than 6m around haystacks and immediately around fuel storage tanks or gas cylinders.		✓
Hazard Separation Zone Maintain areas of natural vegetation within 100m of relevant buildings to at or below 8 tonnes per hectare (10,000m ²) by passive methods of fire reduction, removing dead branches, leaf litter, twigs, and bark, and reducing grass height to not more than 10cm.		✓
Ungrazed Pastureland Slash, mow, trim or by other means reduce grasses to a height no greater than 10cm and remove cuttings/swath across the entire property.		✓
Vacant Land – Cleared Blocks Slash, mow, trim or by other means grasses to a height no greater than 10cm and remove cuttings/swath across the entire property.	✓	
Vacant Land – Timbered or Bush Block Reduce and/or maintain all dead flammable material below 8 tonnes per hectare (10,000m ²) by removing dead branches, leaf litter, twigs, and bark.	✓	✓

DEFINITIONS

FIREBREAK: A bare mineral earth break immediately inside all boundaries no less than 2.5m wide and with a vertical clearance of 4m.

HAYSTACKS: Means a collection of hay including fodder rolls or large bales placed or stacked together within 200m of any homesteads, buildings, or fuel installations.

PLANTATIONS: Defined as an area exceeding 3ha within a townsite, or an area exceeding 20ha within a rural area, of trees planted for commercial purposes.

HARVEST VEHICLE MOVEMENT BAN: Ban imposed for a defined period of time to restrict the use of engines, vehicles, plant, and machinery that may contribute to activities that are likely to cause a bush fire or contribute to the spread of a bush fire.

FLAMMABLE MATERIAL: Accumulated fuel such as dry grass, leaf litter, twigs, branches, trash, dead trees, firewood, stored fuels and scrub that can be easily ignited or is likely to catch fire and burn. It includes any other thing deemed by an Authorised Officer to be likely to catch fire but excludes living standing trees, growing bushes and plants in gardens and/or lawn areas under cultivation.



HARVESTING OPERATIONS: A harvesting, swathing, baling or forestry machine may not be operated in any crop or timber cell during the PBT or RBT unless it is equipped with a fire extinguisher (minimum 7.5 litres). A fully operational mobile firefighting unit with a tank of 400 litre minimum capacity is to be located in or adjacent to any paddock/cell where harvesting, swathing, baling or slashing of stubble is being undertaken.

The operation of harvesting machines and the movement of grain equipment in paddocks on Christmas Day, Boxing Day and New Years Day is prohibited. From time-to-time weather conditions may result in the issue of a Harvest and Vehicle Movement Ban being imposed which will place restrictions on the movement of vehicles and use of plant or machinery in paddocks. Bans will be advertised on local radio. It is the responsibility of persons harvesting to be aware if bans are in place.

Ignorance to the existence of a ban will not avoid prosecution.

PLANTATIONS: The Guidelines for Plantation Fire Protection provide the minimum standards and a consistent approach to fire management. In addition, the Shire requests that no heaps be lit after 31 August each year and that the Shire is notified prior to any plantation burning.

STUMP GRINDING: A fully operational mobile firefighting unit with a tank of 400 litres minimum capacity to be located in the same cell of the plantation at all times during stump grinding. Any ignition from stump grinding is to be reported to an FCO. Person to remain on site for at least 1 hour after finishing stump grinding in the RBT and PBT.

STUBBLE PADDOCK BURNING: A firebreak of no less than 2.5m wide is to surround the paddock prior to burning the stubble.

BURNING OF GARDEN REFUSE & RUBBISH: Permits are required during the restricted burning times. Garden refuse and rubbish may be burnt as follows:

- In a properly constructed incinerator designed to prevent the escape of sparks or burning material provided it is situated no less than 2 metres from any building or fence, and an area of 2 metres surrounding the incinerator is clear of inflammable material.
- On the ground between 6:00pm and 11:00pm of the same day and completely extinguished no later than midnight on that day. An area of 5 metres must be cleared all around the site during the whole time the fire is burning. The user must extinguish the fire by the application of water or earth.
- No fire shall be lit on a day of high, extreme, or catastrophic fire danger forecast for the district.

BRIGADE CONTACTS – Fire Control Officers

Chief Bush Fire Control Officer: Graeme Peirce

Deputy Chief Bush Fire Control Officer: Alan Manuel

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

Arthur River		Darkan		Duranillin	
Sam Burgess	0430 641 638	Cameron Buller	0408 720 467	Ben Buller	0437 818 654
Alan Manuel	0427 626 002	Todd Lubcke	0417 958 888	Matt Telfer	0477 888 070
Ben Robinson	0438 626 066	Duncan South	0427 361 147	Adrian South	0428 935 000
John Pascoe	0400 080 622	Gavin Kirk	0417 933 958	Ben Murphy	0439 585 849
Neil Morrell	0429 629 066	James Campbell	0427 864 277	Garry Abbott	0429 631 012
Paul South	0400 433 365	Peter Lubcke	9736 1169	Graeme Peirce	0419 765 196
				James Jefferies	0409 629 043
				Jamie Park	0429 631 092

Dual Fire Control Officers

Boyup Brook	Collie	Wagin	Williams	Woodanilling
Kieran Power		Shaun Robinson	Justin Duff	
0488 435 221		0438 626 034	0428 851 409	
	Peter Lubcke	Ben Robinson	Todd Lubcke	Neil Morrell

If you require any further information, please contact the Shire of

West Arthur on 9736 2400, visit

www.westarthur.wa.gov.au/fire-control.aspx or email

shire@westarthur.wa.gov.au

31 Burrowes St PO Box 112

Darkan WA 6392

Phone: 9736 2400

Email: shire@westarthur.wa.gov.au

Website: www.westarthur.wa.gov.au



11.3 POLICY AMENDMENT - C3 AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

File Ref:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	16/06/2026
Disclosure of Interest:	Nil
Attachments:	1. Existing Policy C3 - ARIC Terms of Reference 2. Draft Policy Update C3 - ARIC Terms of Reference

SUMMARY:

Council is requested to review and approve the updates made to the Council Policy C3 – Audit, Risk and Improvement Committee Terms of Reference.

BACKGROUND:

Policy C3 – Audit, Risk and Improvement Committee Terms of Reference outlines the role, responsibilities, authority, membership, meeting requirements and reporting obligations of the Audit, Risk and Improvement Committee (ARIC).

COMMENT:

In May 2025, an update saw the name of the Committee amended from the Audit and Risk Committee to the Audit, Risk and Improvement Committee to align with legislative reform.

The purpose of this policy amendment is to incorporate changes to legislation and the requirements of the Committee as well as outlining reimbursable expenses to align with Council's Policy C8 – Council Member Entitlements.

CONSULTATION:

Chief Executive Officer
WALGA
Manager Corporate Services

STATUTORY ENVIRONMENT:

Local Government Act 1995

- s.5.8 - Establishment of Committees
- s.7.1A - Establishment of Audit, Risk and Improvement Committee

Local Government (Audit) Regulations 1996

- r.16 - Functions of Audit, Risk and Improvement Committee

POLICY IMPLICATIONS:

Policy C3 will be updated.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome 4.1 - Councillors represent the community and are well trained

- Council process is open and transparent to the general community.

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

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	Terms of reference for the Audit, Risk and Improvement Committee do not reflect recent legislative changes.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Approve updated policy as presented.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-067

Moved: Cr Graeme Peirce

Seconded: Cr Helen Lubcke

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, approve the amendments to Policy C3 – Audit, Risk and Improvement Committee Terms of Reference as presented

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

Policy Title	C3 – Audit, Risk & Improvement Committee – Terms of Reference
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

To ensure the Audit, Risk & Improvement Committee plays a key role in assisting the Council to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and internal and external audit functions.

Scope

Audit, Risk & Improvement Committee functions

The Local government (Audit) Regulations state that an audit committee has the following functions:

- a) to guide and assist the local government in carrying out —
 - i. its functions under Part 6 of the Act; and
 - ii. its functions relating to other audits and other matters related to financial management;
- b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council;
- d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- f) to oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- g) to perform any other function conferred on the audit committee by these regulations or another written law.

Definitions

Nil

Policy Statement**Powers of the Audit, Risk & Improvement Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Membership

The committee shall consist of a Presiding Member (not an Elected Member or Employee), an Alternative Presiding Member (not an Elected Member or Employee) and Elected Members in accordance with the *Local Government Act 1995*. All members shall have full voting rights.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to council's elected representatives.

Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

Required staff in attendance to provide administrative support (non-voting) are the Chief Executive Officer and Manager Corporate Services.

Quorum

The quorum at any meeting shall be half plus one of the number of members.

Meetings

The committee shall meet at least twice annually. Additional meetings may be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
 - b) For audits other than the standard interim and annual audits, develop and recommend to Council:
 - a list of those matters to be audited; and

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- the scope of the audit to be undertaken;
- c) For audits other than the standard interim and annual audits, recommend to council the person or persons to be appointed as auditor;
- d) For audits other than the standard interim and annual audits, develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- e) Meet with the auditor once in each year and provide a report to Council on the matters discussed and the outcome of those discussions.
- f) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- g) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- h) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- i) Review the scope of the audit plan and program and its effectiveness.
- j) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of council or CEO (see reference to internal audit page 14);
- k) Review the level of resources allocated to internal audit and the scope of its authority;
- l) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which council and management react to matters raised;
- m) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- n) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
- o) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- p) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- q) Seek information or obtain expert advice through the CEO on matters of concern within the scope

of the committee's terms of reference following authorisation from the Council.

- r) Review the Compliance Audit Return and make a recommendation on its adoption to Council.
 - s) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to Council the results of those reviews
2. Risk Management –
- a) Provide oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan, if such a plan exists.
 - c) Advise Council on performance against the adopted Internal Audit Plan, if such a plan exists.
3. CEO support and advice –
- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

History	25/05/2023 22/05/2025
Delegation	Nil
Relevant Legislation	<i>Local Government Act 1995</i> <i>Part 5 – Division 2 - Committees and their meetings</i> <i>Part 7 – Audit</i> <i>Local Government Amendment Regulations 2024</i>
Related Documentation	C7 – Code of Conduct for Council Members, Committee Members & Candidates

Policy Title	C3 – Audit, Risk & Improvement Committee – Terms of Reference
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

To ensure the Audit, Risk & Improvement Committee plays a key role in assisting the Council to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and internal and external audit functions.

Scope

This policy applies to the Audit, Risk & Improvement Committee and outlines its role, responsibilities, authority, membership, meeting requirements and reporting obligations. It covers the committee's oversight of financial management and reporting, risk management, legislative compliance, internal and external audit matters, and the review of actions arising from audit findings, recommendations and related improvement activities.

Definitions

Nil

Policy Statement

Establishment of the Audit, Risk & Improvement Committee

In accordance with s.5.8 and Part 7, Division 1A of the LGA by Absolute Majority, the committee itself is a formally established committee of 3 or more persons to assist council, by the Council and it is responsible to that body.

Powers of the Audit, Risk & Improvement Committee

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee shall consist of a Presiding Member (not an Elected Member or Employee), an Alternative Presiding Member (not an Elected Member or Employee) and Elected Members in accordance with the *Local Government Act 1995*. All members shall have full voting rights.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to council's elected representatives.

Reimbursement of actual expenses incurred in relation to attendance at a meeting of the ARIC will be paid to each Independent Member of the committee upon submission of an Independent Member Claim Form. See also Policy C8 – Council Member Entitlements.

Required staff in attendance to provide administrative support (non-voting) are the Chief Executive Officer, Manager Corporate Services and, Manager Financial Reporting.

Quorum

The quorum at any meeting shall be half plus one of the number of members.

Meetings

The committee shall meet at least four times annually to align with the scheduled requirements of Audit Reg 16. Additional meetings may be convened at the discretion of the presiding person. The Audit Entrance and Exit meetings, although still required, are not formal meetings of the committee.

A decision of the Audit, Risk and Improvement Committee is to be made by a simple majority.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Functions of an Audit, Risk and Improvement Committee

Legislative functions of an Audit, Risk and Improvement Committee are outlined in regulation 16 of the Local Government (Audit) Regulations 1996 as follows;

- a. *to receive and review reports on, and recommend to the council, actions to be taken in relation to –*
 - i. *audits under Part 7 of the Act; and*
 - ii. *compliance audits; and*
 - iii. *reviews under Local Government (Audit) Regulations 1996 regulation 17;*
 - 1) *The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters –*
 - (a) *financial management;*
 - (b) *legislative compliance;*
 - (c) *risk management.*
 - 2) *Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.*
 - 3) *The CEO must report to the audit, risk and improvement committee the results of each*

review carried out under subregulation (1).

- b. *to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —*
 - i. *financial management; and*
 - ii. *legislative compliance; and*
 - iii. *risk management;*
- c. *to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —*
 - i. *is required to take under section 7.12A(3);*
 - ii. *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - iii. *has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and*
 - iv. *has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);*
- d. *any other function conferred on the audit, risk and improvement committee under these regulations or another written law.*

Other functions include:

- Meet with the auditor on completion of the annual audit (audit exit meeting) and provide a report to Council, with recommendations on the matters discussed and the outcome of those discussions.
- Liaise with the CEO to ensure that the local government does everything in its power to —
 - assist the auditor to conduct the audit and carry out their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- Review at the entrance meeting to the interim and annual audit, the scope of the audit plan and program and its effectiveness.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- Review the Compliance Audit Return and make a recommendation on its adoption to Council.
- Recommend to Council, the adoption of the half-yearly budget review.

History	25/05/2023
	22/05/2025
	25/06/2026
Delegation	Nil

Relevant Legislation	<i>Local Government Act 1995</i> <i>Part 5 – Division 2 - Committees and their meetings</i> <i>Part 7 – Audit</i> <i>Local Government (Audit) Regulations 1996</i> <i>r.16 - Functions of Audit, Risk and Improvement Committee</i> <i>Local Government Amendment Regulations 2024</i>
Related Documentation	C7 – Code of Conduct for Council Members, Committee Members & Candidates C8 – Council Member Entitlements

11.4 POLICY AMENDMENT - C8 COUNCIL MEMBER ENTITLEMENTS

File Ref:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/06/2026
Disclosure of Interest:	Nil
Attachments:	1. Review Draft - Policy C8 - Council Member Entitlements

SUMMARY:

Council is requested to review and approve the updates made to the Council Policy C8 – Council Member Entitlements.

BACKGROUND:

The purpose of Policy C8 – Council Member Entitlements is to provide clarity to Staff and Councillors about the eligibility and extent for meeting attendance fees and expenses which are claimable for reimbursement to Elected Members and Independent Committee Members.

COMMENT:

Due to significant changes in legislation as a result of recent reforms, a review has been undertaken of the existing Policy to provide a clearer understanding and eliminate confusion of eligible versus ineligible claims.

CONSULTATION:

Chief Executive Officer
WALGA

STATUTORY ENVIRONMENT:

Local Government Act 1995

- s.5.98 - Fees, reimbursements and allowances for council members

Local Government (Administration) Regulations 1996

- r.30 - Meeting attendance fees (Act s. 5.98(1) and (2A))
- r.31 - Expenses to be reimbursed (Act s. 5.98(2)(a))
- r.32 - Expenses that may be approved for reimbursement (Act s. 5.98(2)(b))

Salaries and Allowances Act 1975

- Section 7B - Determinations as to fees and allowances of local government councillors

Local Government Officers' (Western Australia) Award 2021

- Section 30.6 - Travelling Expense Reimbursement

Public Service Award 1992

- 47. Motor Vehicle Allowance
- Schedule E – Motor Vehicle Allowance

POLICY IMPLICATIONS:

Policy C8 will be updated.

FINANCIAL IMPLICATIONS:

Adoption of this policy provides guidance to the planning for Member Entitlements in the Annual Budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome 4.1 - Councillors represent the community and are well trained

- Council process is open and transparent to the general community.

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Overpayment of ineligible expenses and claims.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Approve updated policy as presented.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-068

Moved: Cr Natalie O'Neill

Seconded: Cr Russell Prowse

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, approve the amendments to Policy C8 – Council Member Entitlements as presented.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

Policy Title	C8 - Council Member Entitlements
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

To outline the support that will be provided to Council members through the payment of allowances, reimbursement of reasonable expenses incurred, insurance cover and supplies provided in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the current year *Salaries and Allowances Tribunal determination*, while performing the official duties of office.

Scope

This policy covers entitlements and allowances for Council members and independent members of Committees of Council.

Definitions

ICT means, Information and Communications Technology

LGA means, Local Government Act 1995

the Determination means, of the Salaries and Allowances Tribunal's Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2026

Regs means, Local Government (Administration) Regulations 1996

Tribunal, means Salaries and Allowances Tribunal

Policy Statement

The *Local Government Act 1995*, s5.98, along with the *Local Government (Administration) Regulations 1996*, as determined by the *Salaries and Allowances Act 1975*, section 7B, sets out the fees, reimbursements and allowances structure for Council Members. The *Local Government Officers' (Western Australia) Award 2021* and *Public Service Award 1992* are also referenced in the Determination.

Council will decide each year prior to the adoption of each budget, the rates for allowances, meeting attendance fees and entitlements for the following financial year.

ALLOWANCES

PRESIDENT'S ALLOWANCE

The President is entitled, in accordance with s.5.98(5) of the LGA, in addition to any fees or reimbursement of expenses payable under s.5.98(1) or (2), to be paid an annual allowance set by the local government within the range determined in Section 7.2 of the Determination.

DEPUTY PRESIDENT'S ALLOWANCE

The Deputy President is entitled, in accordance with s.5.98A(1) of the LGA, in addition to any fees or reimbursement of expenses payable, to be paid an allowance set by the local government, up to the

percentage determined by the Tribunal in Section 7.3 of the Determination, of the annual allowance to which the President of the local government, is entitled under Section 5.98(5) of the LGA.

The decision to pay the Deputy President an Allowance requires an Absolute Majority in accordance with s.5.98A of the LGA.

COMMUNICATIONS / ICT ALLOWANCE

The Shire of West Arthur pays elected members an annual ICT allowance to help cover reasonable communication and technology costs incurred in performing official duties, in accordance with the s.5.99A of the LGA, the *Local Government (Administration) Regulations 1996* (including r 34A) and the current Salaries and Allowances Tribunal (SAT) determination. The ICT allowance contributes to costs such as mobile/telephone service, data and internet access, and other ICT running costs used for Shire business.

MEETING ATTENDANCE

MEETING ATTENDANCE FEES

Council Meetings

Under s 5.98(1)(b) of the LGA, an elected council member is entitled to a local government-set attendance fee for council meetings, within the range in s 6.2 of the Determination.

Committee Meetings

Under s 5.98(1)(b) and (2A)(b) of the LGA, an elected council member is entitled to a local government-set attendance fee, within the range in s 6.3 of the Determination, for attending a meeting of a Council committee, or a meeting prescribed in r 30(3A) of the Regs.

Independent Committee Member

Under sections 5.100(2)(b) and 5.100(3)(b) of the LGA, a committee member who is not an elected council member or an employee of the local government, is entitled to a local government-set attendance fee, within the range specified in section 6.3 of the Determination, for attending a committee meeting or (at the local government's request) a meeting prescribed in regulation 30(3A) of the Regs.

Independent ARIC Member

Under s 5.100(2)(b) of the LGA, an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy to the Presiding Member or Member), is entitled to a local government-set fee for attendance at an ARIC meeting. The fee must be set within the range provided in section 6.5 of the Determination. The fees are exclusive of superannuation. Superannuation payable is chosen by the individual as per Council Policy PC13.

*Note – Annual/Special Electors Meetings, Briefing Sessions and the Audit Entrance/Exit meetings are not considered eligible to claim sitting fees.

PRESCRIBED MEETING TYPES

Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the Regs:

- a. WALGA Zone, where the council member is an elected or appointed delegate.
- b. Regional Road Group established by Main Roads Western Australia, where the council member is an elected or appointed delegate.
- c. council meeting of a regional local government council where the council member is the deputy of a member of the regional local government council and is attending in the place of the member of the regional local government council. An example of this would be a Council meeting of the Municipal Waste Advisory Council.

- d. a meeting where the council member is attending at the request of a Minister of the Crown who is also attending the meeting
- e. a meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government. Examples are DAP and 4WDL.

REIMBURSABLE EXPENSES

APPROVAL PROCESS FOR EXPENSE CLAIMS

Reimbursement of reasonable expenses met by Council are to be approved by the CEO and President, or if relating to the President, then secondary approval by the Deputy President is required. If a Member wishes to attend an event or function, the member must seek approval prior to registration. This is to allow officers to consider budget limitations that will ensure that funds are available to cover the reimbursement of costs incurred.

ACCOMMODATION

Limited to accommodation in a single/twin or double room, an elected council member may be reimbursed for the actual incurred cost/s of intrastate or interstate travel and accommodation expenses in accordance with Reg 32(1), upon presentation of sufficient evidence, submitted and supported with the completed and signed Claim Form. Claims for accommodation must be in association with attendance at a pre-approved event under the express authority of the local government or in performing a function in his/her capacity as a Council Member.

ACCOMPANYING PERSONS

Reasonable additional costs incurred by a partner accompanying an elected member, only at the WALGA Annual Convention, or similar event where the elected member's partner is reasonably expected to attend, such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or CEO convened dinners, will be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or CEO will be met or reimbursed by the elected member.

CHILDCARE

Council Members must be reimbursed in accordance with s5.98 of the LGA and as prescribed under Reg 31(1), for actual childcare costs, incurred by a council member because of the member's attendance at a council meeting or a meeting of a Council committee on which they are a member or, in completing the training required by s5.126(1).

Independent Members must be reimbursed in accordance with s5.100 of the LGA and as prescribed under Reg 34ACA(2), for actual childcare costs, incurred by a member because of the member's attendance at a meeting of a committee on which they are a member.

The extent of childcare claims is up to the rate as determined in Section 8.2 of the Determination. For all childcare claims, sufficient evidence in the form of a receipt must be submitted and supported with the completed and signed Claim Form.

MEALS

As per the claim for accommodation expenses, reimbursement of meals associated with attendance at a registered event in accordance with r32(1) of the Regs, is the actual cost upon presentation of sufficient evidence of the cost incurred, submitted and supported with the completed and signed Claim Form.

PARKING FEES

Parking fees incurred as a result of travel to any occasion referred to in "Travelling Expenses" of this

policy shall be reimbursed upon lodgement of receipts accompanying the associated claim form. The cost of "valet" parking, however, will not be reimbursed.

REGISTRATION FEES

Where possible, registration at events is to be conducted by the Administration Officer under the instruction of the CEO after approval has been received for the Member to attend.

TRAVEL

Reimbursement of Member travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to claims being related to travel to a destination from their normal place of residence or work and return in respect to the occasions listed below:

Council Members must be reimbursed in accordance with s5.98 of the LGA and as prescribed under Reg 31(1), for actual travel costs, incurred by a council member because of the member's attendance at a council meeting or a meeting of a Council committee on which they are a member or, in completing the training required by s5.126(1).

Independent Members must be reimbursed in accordance with s5.100 of the LGA and as prescribed under Reg 34ACA(2), for actual travel costs, incurred by a member because of the member's attendance at a meeting of a committee on which they are a member.

Reasonable travel costs referred to in regulation 31(1)(b), incurred by a Council Member while driving a privately owned or leased vehicle (rather than a commercially hired vehicle), to attend a council meeting or a meeting of a committee of which he or she is also a member, are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of the Determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied. For clarity, this applies only to Council Meetings and Meetings of the Audit Risk and Improvement Committee or Behavior Complaints Committee.

Council members in accordance with s5.98(2)(b) of the LGA, and as prescribed under Regulation 32(1), may be reimbursed for travelling expenses incurred while using their own private motor vehicle in performing under the express authority of the local government or in performing a function in his/her capacity as a Council Member and are to be calculated at the same rate contained in Schedule F of the *Public Service Award 1992*.

Some circumstances are as follows:

- Prescribed meetings of appointed delegates in accordance with r30 (3A);
- Community/civic functions where the member is formally representing the Shire and the attendance is approved/authorised.
- Site inspections or project meetings undertaken as an authorised Council function.
- Conferences, seminars and professional development approved as Council business.
- Stakeholder, agency or Ministerial meetings where the member is representing the Shire under authority.

Any other occasion in the performance of an act, including air travel (limited to economy), must be under the express authority of Council in accordance with the conditions in Council's Policy C25 – Professional Development of Council Members.

In submitting claims for reimbursement, Council members shall provide sufficient evidence in the form of payment receipts and detail in a completed and signed quarterly Claim Form.

COUNCIL PROVISIONS**ADMINISTRATIVE**

Council members are entitled to be supplied with the following items to be used only in fulfilling the role of the office of Council member.

- An Annual Diary will be supplied to each Council member at the commencement of each calendar year. Council members should note that any diary used by a Council member to record the scheduling or occurrence of activities related to the fulfilment of the office of Council member are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.
- Name badges will be issued to each Council member. The Shire will replace on request any name badge which is lost or irreparably damaged

INFORMATION AND COMMUNICATIONS TECHNOLOGY

All Council members shall be issued with an IT Device, either a Tablet or Laptop, whichever the individual prefers, up to the value determined by the *Salaries and Allowances Tribunal* each year, for managing documentation related to their role. Such devices remain the property of the Shire until the time of disposal.

- Replacement devices will be issued every 4 years, which is considered to be the maximum reliable life span. If a Council member retires or is not re-elected within the 4-year period then they will hand back the IT device for it to be reissued to the incoming Council member.
- At the time of replacement, the Council member who is in possession of a device will be given the option to purchase that device. Any devices not purchased by the respective Council members will be retained for Shire purposes.
- All software and applications installed on the devices are to be approved before installation, by the Shire's IT Support provider.
- The device should be used for Shire purposes only, and not in any way that may reflect badly on the Council or the Shire.
- All maintenance on the devices shall be the responsibility of the Shire. Council members are to report maintenance and technical issues to the CEO who will then refer the matter for resolution.
- It is a requirement that devices be password protected in an attempt to prevent unauthorised access. Council members are not to make their device available to anyone else to use and shall not divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.
- Council members acknowledge that all information and documents contained at any time on the devices remains the property of the Shire, and at any time may be the subject of a Freedom of Information (FOI), Police, Crime and Corruption Commission or other competent authority inquiry, and as such may be made available to any of these investigating bodies. In addition, all documents, images, sound recordings, and emails are subject to the *State Records Act 2000* and as such form part of the official record of the Shire and therefore must be maintained in accordance with the Act.
- Council members are wholly responsible for the security of their Shire issued device and must make every effort to keep their device secure at all times. In the event that that a device is misplaced, lost or stolen, the Council Member must advise the CEO immediately, so that appropriate steps can be taken.

INSURANCE

The Shire's insurer, LGIS, will provide insurance cover to all elected members for:

- **Councillor's liability** – Provides indemnity for any alleged wrongful acts arising out of your official duties. This includes a complimentary legal helpline for related matters before a claim arises.
- **Liability protection** – Responds to legal liability arising from injury to a third party or damage to third-party property caused in the course of performing duties as a councillor.

- **Motor vehicle** – Where you are using your private vehicle for the benefit of the council, you will be fully covered by LGIS Motor and Fleet protection for damage and your liability.
- **Personal injury** – Provides cover for lump sum payment for permanent injury, weekly wage replacement for temporary disablement, non-Medicare medical expenses, and some out of pocket following an accidental bodily injury.
- **Personal property** – Extends cover for loss of, or damage to, personal property while undertaking official duties.
- **Travel** – Provides cover for travel during your time as a councillor on council business trips, including for expenses for overseas medical treatment, emergency medical evacuation, flight cancellation, baggage and personal effects.

UNIFORM

Council members will be provided with an embroidered Polo Shirt of the Shire of West Arthur for attendance at events such as the Australia Day Breakfast and the like.

SUPERANNUATION

Please see Policy PC13 – Elected Member and Employee Superannuation for information on the eligibility and provisions of the Superannuation Guarantee.

PAYMENT PROCESS

Council members are required to certify the accuracy of the information they provide with their claim forms. All expense claims must be accompanied by supporting documentation such as invitations or approvals where applicable and receipts.

- All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer (CEO), in writing, that they do not want to claim any or part of those fees and allowances.
- If an Elected Member advises that they do not want all or part of the fees and allowances to which they are entitled, any subsequent request for full or additional payment will not be backpaid but accrued from the date of the CEO receiving such a request.

Payments will be made on a per quarter basis upon the receipt of a completed Claim Form. Claim Forms must be completed, signed by all parties and submitted a week before the end of each quarter.

History	25/05/2023 25/06/2026
Delegation	Disposing of Property (relating to iPad if relevant)
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975 Determination 2022 Policy C1 – Attendance at Events by Council Members and CEO Policy PC13 - Elected Member and Employee Superannuation Policy C25 – Professional Development of Council Members Local Government Officers' (Western Australia) Award 2021 Public Service Award 1992
Related Documentation	Council Member Expense Claim Form. LGIS Information for Elected Members Brochure.

11.5 POLICY AMENDMENT - C19 EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL

File Ref:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/06/2026
Disclosure of Interest:	Nil
Attachments:	1. C19 Execution of Documents Update Draft May 2026

SUMMARY:

Council is requested to review and approve the updates made to the Council Policy C19 – Execution of Documents and use of Common Seal.

BACKGROUND:

The purpose of Policy C19 - Execution of Documents and use of Common Seal is to provide clear and concise guidance to employees preparing documents for execution and to those who have been authorised as to the execution of documents on behalf of the Shire in accordance with provisions of s.9.49A of the Local Government Act 1995.

The objective of this Policy is to:

1. Outline the types of document categories;
2. List who has authority to execute for each category;

COMMENT:

Council's existing policy for Execution of Documents and use of Common Seal is found to be unclear in determining the various types of documents and which execution format applies. The Administration Officer has completed a full review of legislation and procedures to enable an update to the policy giving staff and Council clarity.

CONSULTATION:

Chief Executive Officer
WALGA

STATUTORY ENVIRONMENT:

Local Government Act 1995

- s.9.49A Execution of Documents
- s2.7(2)(b) Role of Council

POLICY IMPLICATIONS:

Existing policy C19 will be updated.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: 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	Incorrect execution of Shire documents resulting in unenforceable/invalid decision.
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)	Approved updated policy as presented.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-069

Moved: Cr Neil Morrell

Seconded: Cr Graeme Peirce

That Council, pursuant to section 2.7(2)(b) of the Local Government Act 1995, approve the amendments to Policy C19 – Execution of Documents and use of Common Seal as presented.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

Policy Title	C19 – Execution of Documents and Use of Common Seal
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

~~The purpose of this Policy is to provide clear guidance as to this Policy establishes a clear and compliant framework for the execution of documents on behalf of the Shire, authorising and applying the Shire's Common Seal and, ensuring that the Shire can demonstrate proper authority to third parties, where required in accordance with the provisions of the Act.~~

Scope

~~This Policy applies to Shire of West Arthur employees preparing documents for execution and/or who have been authorised through the provisions of this Policy to execute documents on behalf of the Shire.~~

~~documents that bind, or may bind, the Shire (including contracts, deeds, instruments, and Landgate dealings) and documents that require formal execution pathways (including use of the common seal).~~

~~This Policy does not govern routine administrative and operational correspondence that an officer signs in the ordinary discharge of their duties (for example: routine letters, notices, emails, and day-to-day administrative communications), unless those communications themselves constitute a binding commitment or legal instrument. These matters should instead be addressed through internal administrative guidance (e.g., delegations, templates, Executive Instructions and procedures).~~

~~Where uncertainty exists as to whether a document binds the Shire or requires formal execution, officers must seek advice from the CEO (and where appropriate, legal advice).~~

Definitions

~~Act means Local Government Act 1995 (WA)~~

~~Authorised person means a person authorised under s.9.49A(4) (or other lawful authority) to sign on behalf of the Shire.~~

~~Common Seal means the official seal of the Shire.~~

~~Document includes contracts, agreements, deeds, instruments, transfers, forms, and Landgate dealings.~~

~~Execute includes signing, sealing, witnessing/attesting, and any other step required to make a document effective.~~

~~Document includes contracts, agreements, deeds, instruments, transfers, forms, and Landgate dealings.~~

~~Landgate dealings includes forms/instruments lodged with Landgate.~~

~~Authorised person means a person authorised under s.9.49A(4) (or other lawful authority) to sign on behalf of the Shire.~~

Legislative and Governance Framework

~~Local Government Act 1995 (WA) – s.9.49A~~

- s.9.49A(2): The common seal must not be affixed unless Council has authorised its use by resolution.
- s.9.49A(3): When the seal is affixed it is to be attested by the Shire President and the CEO (or persons acting in those positions).
- s.9.49A(4): Council may, by resolution, authorise the CEO, another employee or an agent to sign documents on behalf of the local government, either generally or subject to conditions/restrictions.

This Policy is intended to operate consistently with Council resolutions, the Shire's Delegations Register, procurement and financial policies, and recordkeeping requirements

Policy Statement

For the purposes of this Policy, Documents commonly executed by the Shire are grouped into three categories. The way in which a document is to be executed and who has the authority to execute a Document is based upon its category.

This policy defines those categories and the Shire employees who are authorised to execute listed documents. Employees who sign documents are also restricted to any applicable delegations of authority as listed in the Shire's Delegations Register.

An employee authorised through this Policy to execute documents is to ensure that they have a full understanding of the document.

Category 1(A) – ~~Specific Council decision~~ + Common Seal and a Specific Council decision required

Category 1(A) documents are those that require the Shire's Common Seal to be validly affixed in accordance with section 9.49A(2) – (3) of the Act, and requires that Council has specifically authorised by resolution:

- to enter into the transaction; and
- the execution of the document by the Shire; and
- the affixing of the Common Seal to the document in accordance with section 9.49A(2); and
- attested by the Shire President and CEO (or acting in those roles) s.9.49A(3).

<u>Description</u>
<u>Local Laws – Made and Amended</u>
<u>Local Planning Scheme and Amendments</u>
<u>Landgate documents;</u>
i. <u>Restrictive Covenants under s129B of the <i>Transfer of Land Act 1893</i></u>
ii. <u>Transfer of land documents where the Shire is transferring land (including for sale of property for non-payment of rates)</u>
iii. <u>Strata Title</u>
<u>Documents required by another party to be duly executed by Common Seal</u>
<u>Mortgages, Loans and Debentures</u>
<u>Documents of a Ceremonial Nature of Council's choice</u>
<u>Any other documents where the law requires the Common Seal to be affixed.</u>

Where possible, Documents requiring the Common Seal, must be duly executed by the other counterparties prior to being submitted to the Shire for execution.

Category 2 – ~~No Common Seal (signing under s.9.49A(4) authorisation)~~

Category 2 documents are binding documents that do not require execution under common seal and may be signed by an authorised person, subject to Council authorisation and any conditions.

~~Standing authorisation to sign (s.9.49A(4)):-~~

By adopting this Policy, Council authorises the CEO (and any employee/agent the CEO sub-authorises in accordance with the Delegations Register and internal instruments) to sign Category 2 documents on behalf of the Shire subject to:-

- compliance with Council resolutions and policies;
- compliance with procurement/financial controls; and
- any limits imposed by the Delegations Register or Council decisions.

Examples (non-exhaustive):-

- Routine contracts and purchase orders within approved budgets and delegations.
- Agreements where the counterparty does not require seal and legal advice does not indicate seal is necessary.
- Landgate documents other than transfer of land documents, where the document and Landgate requirements permit signing by an authorised person and authority can be evidenced.

Category 2 Execution Clause:-

EXECUTED as a DEED by the SHIRE OF WEST ARTHUR (ABN 96 9123 207 95) in accordance with s.9.49a of the Local Government Act 1995 (WA) by its authorised officers.

Signature of Chief Executive Officer

Name (please print)

Date

5.43 (ha)

Category 3 Documents-Category 2 – No Common Seal – Officers authorised by Council

Category 3-2 documents are documents that do not require the affixing of the Shire's Common Seal.

Standing authorisation to sign s.9.49A(4):

By adopting this Policy, in accordance with section 9.49A(4) of the Act, Council authorises the Chief Executive Officer to sign any documents that are necessary or appropriate to enable them to carry out their functions under any written law.

Further, the Officers additionally listed in the table below are also authorised to sign documents on behalf of the Shire of West Arthur subject to limits imposed by the Delegations Register and internal instruments such as procurement and financial controls, policies and Council decisions.

Description	Authority to Execute	Example of Documents
Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land.	• Chief Executive Officer • Responsible Manager	➤ Standard REIWA terms ➤ Special conditions of offer ➤ Contracts of sale
Documents required to enact a	• Chief Executive Officer	➤ Contractual documents

decision to award a tender	• Responsible Manager	resulting from a tender process
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Description	Authority to Execute	Example of Documents
General deeds, legal agreements (not otherwise listed)	• Chief Executive Officer • Responsible Manager	➤ Settlements and/or releases ➤ Confidentiality and non-disclosure
Memorandums of Understanding and other statements of intent and terms and conditions	• Chief Executive Officer • Responsible Manager	
Grant Funding and Sponsorship Agreements	• Chief Executive Officer • Responsible Manager	
Leases, licences and associated documents	• Chief Executive Officer • Responsible Manager	➤ Agreements ➤ Variations
Documents required when the City owns land or manages land under a management order	• Chief Executive Officer • Responsible Manager	➤ Subdivision applications ➤ Development applications ➤ Building applications ➤ Agreement for access and indemnity
Documents prepared for registration at Landgate (other than those specified in Category 1 of this Policy)	• Chief Executive Officer • Responsible Manager	➤ Restrictive covenants ➤ Caveats ➤ Memorials ➤ Covenants ➤ Easements ➤ Rights of carriageway ➤ Notification on title as required by a condition of approval, etc
Other documents required to enact a decision of Council	• Chief Executive Officer • Responsible Manager	

Category 3 Documents-Category 3 – No Common Seal – Officers defined in Policy

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an officer's position in a manner consistent with Shire policies and procedures. These documents are to be executed by the CEO, a Manager, or a Shire officer where the authority and accountability has been extended through an authorisation, policy, procedure, or a position description.

Category 3 documents include but are not limited to the following:

Description
Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies.
General correspondence required to discharge the duties of your position.
Regular hire arrangements.

Common Seal Register and Recordkeeping

A Common Seal Register must be maintained to record:

- date of sealing;
- document title/description;
- counterparty;

- authority (Council resolution reference, or Category 1(B) standing authorisation under this Policy);
- attesting officers (President/CEO or acting); and
- storage location in the Shire's records system.

A scanned copy of the executed document and supporting authority must be captured into the Shire's official recordkeeping system.

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Controls and Escalation

If a document is unusual/high risk, involves disposal/acquisition of land, departs from standard conditions, or a counterparty insists on a particular execution form, the CEO must determine whether legal advice and/or Council decision is required prior to execution.

History	25/05/2023 24/08/2023 25/06/2026
Delegation	Nil
Relevant Legislation	<i>Local Government Act 1995</i>
Related Documentation	

11.6 PRE-APPROVAL OF EXPENDITURE FOR DEVELOPMENT OF LOT 309 BURROWES STREET WEST AND LOT 186 BURROWES STREET, DARKAN

File Ref:	ADM854
Location:	Lot 309 Burrowes Street West and Lot 186 Burrowes Street, Darkan
Applicant:	Not Applicable
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	17/06/2026
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider approving the following expenditure in advance from the 2026-2027 annual budget. This request aims to allow these projects to continue and be completed as soon as possible, without having to waiting for formal adoption of the full budget:

- Water Corporation for the construction of water reticulation works to service the proposed residential subdivision - \$64,880.25 (ex GST)
- Western Power for subdivision energisation - \$125,373.05 (ex GST)
- WCP Civil for the civil works associated with the subdivision \$2,031,741 (ex GST)
- David Wills and Associates for the civil design and documentation, tender document administration, site inspections and electrical and communications design for 186 Burrowes Street – \$33,063.63 (ex GST)

BACKGROUND:

The development of Lot 309 Burrowes Street West and Lot 186 Burrowes Street (the old Bowling Green) has been funded through the Housing Support Program Round 2. A total of \$2,992,014 has been provided by the Federal Government to be expended by June 2027.

COMMENT:

Quotes have been obtained from the following :

- Water Corporation for the construction of water reticulation works to service the proposed residential subdivision - \$64,880.25 (ex GST)
- Western Power for subdivision energisation - \$125,373.05 (ex GST)
- WCP Civil for the civil works associated with the subdivision \$2,031,741 (ex GST)
- David Wills and Associates for the civil design and documentation, tender document administration, site inspections and electrical and communications design for Lot 186 Burrowes Street – \$33,063.63 (ex GST)

Pre-approval for the above budget items is requested prior to full annual budget being accepted by Council to enable the Project to progress in a timely manner.

CONSULTATION:

CEO – Vin Fordham Lamont
Manager of Corporate Services – Rajinder Sunner
Manager of Financial Reporting – Melinda King
Finance Officer – Kylie Whitaker

STATUTORY ENVIRONMENT:

Local Government Act 1995

s6.2 Local government to prepare annual budget

s6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

If Council approves, the requested funds will be included in the 2026/2027 annual budget.

STRATEGIC IMPLICATIONS:

Theme - Local Economy – Stable and sustainable agricultural industry and a dynamic and growing business sector

Outcome 2.2 – A growing, diverse business community

Theme - Leadership and Management – inspirational, dynamic, transparent

Outcome 4.3 – Establish and maintain sound business and governance structures

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence 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	The subdivision of Lot 309 Burrowes Street West and the development of Lot 186 Burrowes Street fall behind schedule and funding cannot be expended within the required grant approval time frame.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Inadequate project or change management
Risk Action Plan (Controls or Treatment Proposed)	Approve advance requests from the 2026-2027 budget to complete project on time.

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION OCM-2026-070

Moved: Cr Graeme Peirce

Seconded: Cr Russell Prowse

That Council, by absolute majority and pursuant to s6.8 of the *Local Government Act 1995*, approve the following budget expenditure relating to Lot 309 Burrowes St West and Lot 186 Burrowes St in Darkan in advance from the 2026-2027 Shire of West Arthur annual budget:

- Water Corporation for the construction of water reticulation works to service the proposed subdivision - \$64,880.25 (ex GST);
- Western Power for subdivision energisation - \$125,373.05 (ex GST);
- WCP Civil for the civil works associated with the subdivision \$2,031,741 (ex GST);
- David Wills and Associates for the civil design and documentation, tender document administration, site inspections and electrical and communications design for Lot 186 Burrowes Street – \$33,063.63 (ex GST).

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

12 CORPORATE SERVICES

12.1 MONTHLY FINANCIAL REPORTS - MAY 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. May 2026 Monthly Financial Report

SUMMARY:

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

BACKGROUND:

The financial reports for the period ending 31 May 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:

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

Risk Matrix:

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

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

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-071

Moved: Cr Helen Lubcke
 Seconded: Cr Natalie O'Neill

That Council accept the financial reports for the period ending 31 May 2026.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill,
 Helen Lubcke

Against: Nil

CARRIED 6/0

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 May 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 MAY 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	2,253,147	663	0.03%	
Grants, subsidies and contributions	13	1,668,654	1,616,254	1,663,969	47,715	2.95%	▲
Fees and charges		406,331	361,202	394,242	33,040	9.15%	▲
Interest revenue		122,314	95,659	87,135	(8,524)	(8.91%)	
Other revenue		139,059	53,008	117,056	64,048	120.83%	▲
Profit on asset disposals	6	14,292	8,292	5,194	(3,098)	(37.36%)	▼
		4,603,134	4,386,899	4,520,743	133,844	3.05%	
Expenditure from operating activities							
Employee costs		(2,273,833)	(2,124,765)	(2,041,926)	82,839	3.90%	▲
Materials and contracts		(1,668,570)	(1,344,387)	(1,234,770)	109,617	8.15%	▲
Utility charges		(119,390)	(109,450)	(92,766)	16,684	15.24%	▲
Depreciation		(3,676,619)	(3,370,202)	(3,451,856)	(81,654)	(2.42%)	▼
Finance costs		(23,952)	(17,437)	(17,437)	0	0.00%	
Insurance		(157,053)	(157,053)	(158,967)	(1,914)	(1.22%)	
Other expenditure		(83,800)	(39,799)	(31,937)	7,862	19.75%	▲
Loss on asset disposals	6	(27,554)	0	(5,107)	(5,107)	0.00%	
		(8,030,771)	(7,163,093)	(7,034,766)	128,327	1.79%	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	3,298,450	3,390,153	91,703	2.78%	▲
Amount attributable to operating activities		262,244	522,256	876,130	353,874	67.76%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	937,046	899,351	(37,695)	(4.02%)	▼
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	1,009,991	967,842	(42,149)	(4.17%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(4,028,421)	(755,420)	(809,752)	(54,332)	(7.19%)	▼
Payments for construction of infrastructure	5	(1,662,428)	(1,177,520)	(1,152,513)	25,007	2.12%	▲
		(5,690,849)	(1,932,940)	(1,962,265)	(29,325)	(1.52%)	
Amount attributable to investing activities		(1,068,812)	(922,949)	(994,423)	(71,474)	(7.74%)	
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)	(18,464)	(1,822)	(10.94%)	▼
		(1,047,839)	(86,152)	(87,973)	(1,822)	(2.11%)	
Amount attributable to financing activities		(31,812)	23,849	22,027	(1,822)	(7.64%)	
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	522,256	876,130	353,874	67.76%	▲
Amount attributable to investing activities		(1,068,812)	(922,949)	(994,423)	(71,474)	(7.74%)	▼
Amount attributable to financing activities		(31,812)	23,849	22,027	(1,822)	(7.64%)	
Surplus or deficit after imposition of general rates		0	461,536	763,755	302,220		▲

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 MAY 2026**

	Supplementary Information	30 June 2026 \$	31 May 2026 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,863,502	5,138,444
Trade and other receivables		554,984	100,047
Other financial assets		32,059	8,114
Inventories	8	102,097	102,097
TOTAL CURRENT ASSETS		3,552,642	5,348,702
NON-CURRENT ASSETS			
Other financial assets		276,008	276,008
Property, plant and equipment		19,859,864	19,927,808
Infrastructure		112,232,866	110,630,872
TOTAL NON-CURRENT ASSETS		132,368,738	130,834,688
TOTAL ASSETS		135,921,380	136,183,390
CURRENT LIABILITIES			
Trade and other payables	9	396,377	82,352
Other liabilities	12	30,198	2,177,106
Borrowings	11	91,151	21,642
Employee related provisions	12	372,217	375,525
TOTAL CURRENT LIABILITIES		889,943	2,656,625
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	3,340,311
NET ASSETS		134,457,751	132,843,079
EQUITY			
Retained surplus		6,638,093	5,004,957
Reserve accounts	4	2,219,793	2,238,257
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		134,457,751	132,843,079

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

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 June 2026

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2025	Closing 30 June 2025	31 May 2026
Current assets		\$	\$	\$
Cash and cash equivalents	3	2,863,502	2,863,502	5,138,444
Trade and other receivables		487,562	554,984	100,047
Other financial assets		32,059	32,059	8,114
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	0
		3,489,156	3,552,642	5,348,702
Less: current liabilities				
Trade and other payables	9	(354,531)	(396,377)	(82,352)
Other liabilities	12	(30,198)	(30,198)	(2,177,106)
Borrowings	11	(91,151)	(91,151)	(21,642)
Employee related provisions	12	(366,876)	(372,217)	(375,525)
		(842,756)	(889,943)	(2,656,625)
Net current assets		2,646,400	2,662,699	2,692,077
Less: Total adjustments to net current assets	Note 2(c)	(1,808,020)	(1,802,678)	(1,928,322)
Closing funding surplus / (deficit)		838,380	860,021	763,755

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget	YTD Actual
		\$	(a)	(b)
Adjustments to operating activities				
Less: Profit on asset disposals	6	(14,292)	(8,292)	(5,194)
Add: Loss on asset disposals	6	27,554	0	5,107
Add: Depreciation		3,676,619	3,370,202	3,451,856
Movement in current employee provisions associated with restricted cash		0	(63,460)	(61,616)
Total non-cash amounts excluded from operating activities		3,689,881	3,298,450	3,390,153

(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.

Adjustments to net current assets		Adopted Budget	Last Year	Year to Date
		Opening 30 June 2025	Closing 30 June 2025	31 May 2026
		\$	\$	\$
Less: Reserve accounts	4	(2,219,793)	(2,219,793)	(2,238,257)
Less: Financial assets at amortised cost - self supporting loans	8	(32,059)	(32,059)	(8,114)
- Current financial assets at amortised cost - self supporting loans				0
- Land held for resale		(79,118)	(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	91,151	21,642
- Employee Benefit Provision		431,799	437,141	375,525
Total adjustments to net current assets	Note 2(a)	(1,808,020)	(1,802,678)	(1,928,322)

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 MAY 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	47,715	2.95%	▲
ESL grant received for 2024/2025 ESL overexpenditure \$44,892			
Cultural activity contribution \$1,927			
Fees and charges	33,040	9.15%	▲
Seniors meals income greater than budget \$5,896			
Cemetery charges greater than budget. \$6,358			
Town planning fees are greater than budget. \$11,154			
Caravan park fees are greater than budget. \$7,690			
Sale of standpipe water is below budget \$9,879 - offset by lower utility expenditure			
Pool fees greater than budget \$4,353			
Interest revenue	0	0.00%	
Interest income will be greater than budget. Municipal funds invested.			
Other revenue	64,048	120.83%	▲
Workers compensation reimbursement received \$30,010		Permanent	
Sustainable development reimbursement received \$5,206		Permanent	
Reimbursement of employee costs received \$9,692		Timing	
Legal cost reimbursement received \$9,242. Timing variance		Timing	
Profit on asset disposals	(3,098)	(37.36%)	▼
No material variance expected.			
Expenditure from operating activities			
Employee costs	82,839	3.90%	▲
Employee costs are below budget due to staff changeover.			
Building maintenance officer budgeted as wages currently employed as contractor.			
Materials and contracts	109,617	8.15%	▲
Ranger services are \$15,533 greater than expected year to date. Budget amendment approved additional \$12,500.			
Plant operating costs are \$22,656 greater than budget. Fuel greater by \$55,306. Budget amendment approved.			
Compliance expense below budget - \$21,826			
Medical services below budget - \$13,968			
Rates collection and valuation expense below budget - timing variance \$20,339			
Bushfire expenditure below budget \$39,446 - timing variance			
Refuse expenditure below budget \$12,321 - timing variance			
Lake Towerrinning exp below budget \$13,908 - funded project will not be completed this year			
Other accounting functions below budget \$5817			
Bridge expenditure below budget - \$10,110			
Verge maintenance below budget - \$10,087			
Road maintenance expenditure below budget \$11,571			
Street tree expenditure below budget \$7,500 - timing variance			
Museum expenditure below budget \$8,440			
Crime prevention greater than budget \$10,928 - budgeted timing in June			
Joint venture housing expense greater than budget - funded			
Utility charges	16,684	15.24%	▲
Standpipe water below budget \$16,890			
Depreciation	(81,654)	(2.42%)	▼
Depreciation on new assets added to register including CCTV, plant, housing, infrastructure additions.			

Other expenditure	7,862	19.75%	▲
No material variance			
Non-cash amounts excluded from operating activities	91,703	2.78%	▲
Non cash depreciation variance as above			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(37,695)	(4.02%)	▼
WSFN funding will be below budget - offset by lower project cost			
Outflows from investing activities			
Payments for property, plant and equipment	(54,332)	(7.19%)	▼
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.			
Additional cost to develop industrial land. Council approved budget amendment.			
Payments for construction of infrastructure	25,007	2.12%	▲
R2R projects will be reallocated from Stewart Street project to Trigwell Bridge project			
WSFN project will be below budget this year. Grant income will not be received.			
Inflows from financing activities			
Proceeds from new debentures	0	0.00%	
Council decision approved loan to fund Western Power connection Industrial land in Growden Place.			
Outflows from financing activities			
Transfer to reserves	(1,822)	(10.94%)	▼
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	302,220	0.00%	▲
Due to variances described above			

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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	\$0.46 M	\$0.76 M	\$0.30 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables		Receivables	
	\$5.14 M	% of total		\$0.08 M	% Outstanding	
Unrestricted Cash	\$2.90 M	56.4%	Trade Payables	\$0.00 M		
Restricted Cash	\$2.24 M	43.6%	0 to 30 Days		40.3%	
			Over 30 Days		59.7%	
			Over 90 Days		59.7%	
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables		Refer to 7 - Receivables	

	\$0.03 M	% Collected
Rates Receivable	\$0.07 M	92.4%
Trade Receivable	\$0.03 M	% Outstanding
Over 30 Days		52.2%
Over 90 Days		41.1%

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.26 M	\$0.52 M	\$0.88 M	\$0.35 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$2.25 M	% Variance	YTD Actual	\$1.66 M	% Variance	YTD Actual	\$0.39 M	% Variance
YTD Budget	\$2.25 M	0.0%	YTD Budget	\$1.62 M	3.0%	YTD Budget	\$0.36 M	9.1%
Refer to 10 - Rate Revenue			Refer to 13 - Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.07 M)	(\$0.92 M)	(\$0.99 M)	(\$0.07 M)
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.04 M	%	YTD Actual	\$1.15 M	% Spent	YTD Actual	\$0.90 M	% Received
Adopted Budget	\$0.16 M	27.6%	Adopted Budget	\$1.66 M	69.3%	Adopted Budget	\$4.43 M	20.3%
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

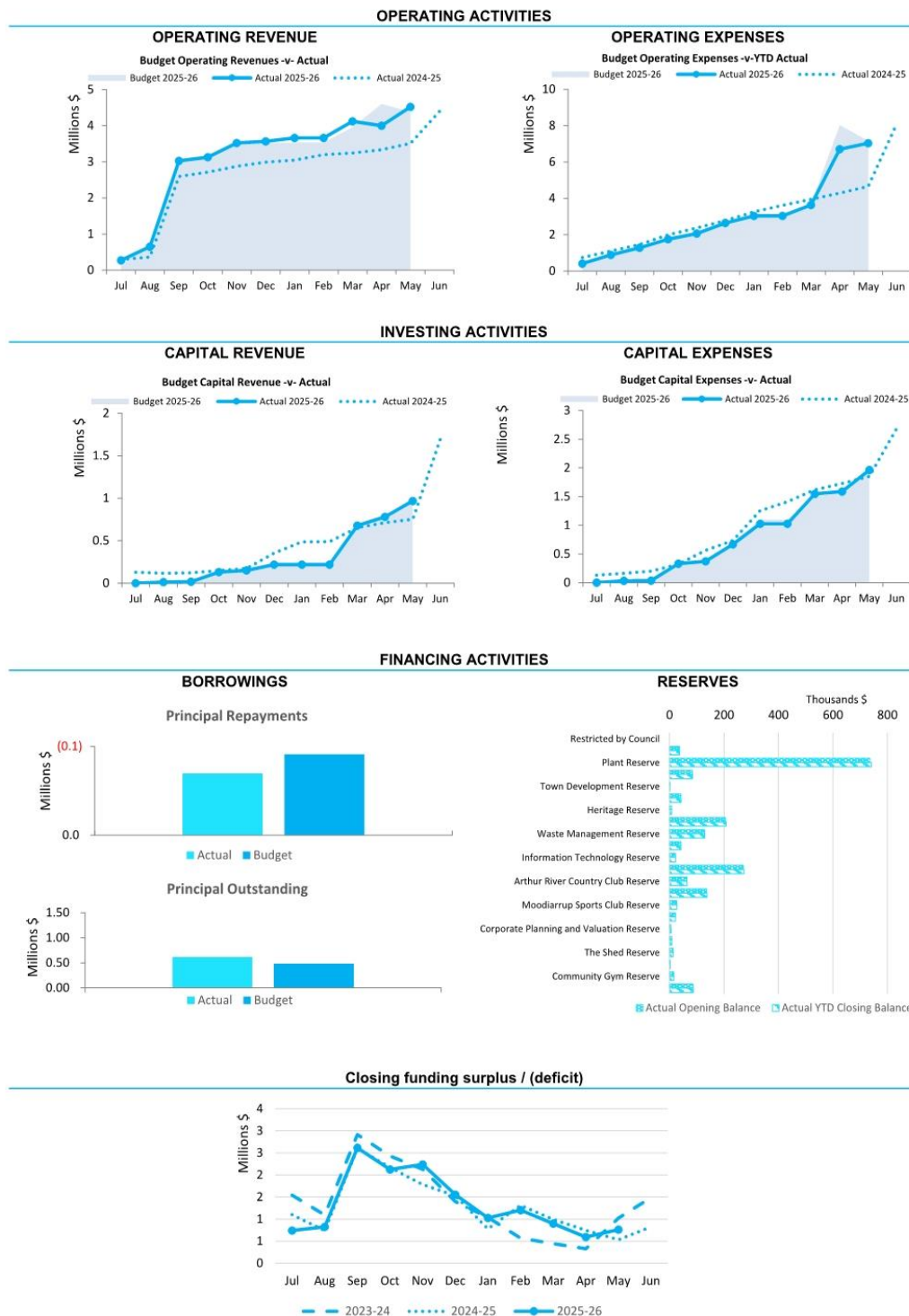
Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.03 M)	\$0.02 M	\$0.02 M	(\$0.00 M)
Refer to Statement of Financial Activity			

Borrowings		Reserves	
Principal repayments	(\$0.07 M)	Reserves balance	\$2.24 M
Interest expense	(\$0.02 M)	Interest earned	\$0.02 M
Principal due	\$0.62 M		
Refer to 11 - Borrowings		Refer to 4 - Cash Reserves	

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

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

2 KEY INFORMATION - GRAPHICAL



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 MAY 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	497,006	0	497,006	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	53,081	0	53,081	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	176	176	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		2,900,187	2,238,257	5,138,444	0			
Comprising								
Cash and cash equivalents		2,900,187	2,238,257	5,138,444	0			
		2,900,187	2,238,257	5,138,444	0			

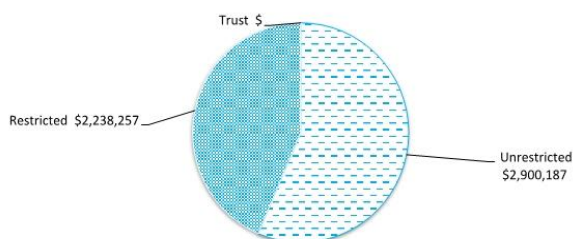
KEY INFORMATION

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 MAY 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	6,117	0	0	741,573
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	18,464	0	0	2,238,257

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	3,164,890	124,000	216,105	92,105
Buildings - non-specialised	114,525	50,000	54,083	4,083
Buildings - specialised	0	0	40,566	40,566
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	581,420	498,998	(82,422)
Acquisition of property, plant and equipment	4,028,421	755,420	809,752	54,332
Infrastructure - roads	1,337,741	1,023,200	1,001,228	(21,972)
Infrastructure - Other	324,687	154,320	151,285	(3,035)
Acquisition of infrastructure	1,662,428	1,177,520	1,152,513	83,657
Total capital acquisitions	5,690,849	1,932,940	1,962,265	137,989
Capital Acquisitions Funded By:				
Capital grants and contributions	4,428,614	937,046	899,351	(37,695)
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	946,894	908,368	(38,526)
Capital funding total	5,690,849	1,932,940	1,962,265	29,325

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.

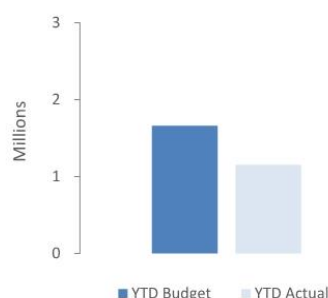
Initial recognition and measurement for assets held at cost

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 MAY 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

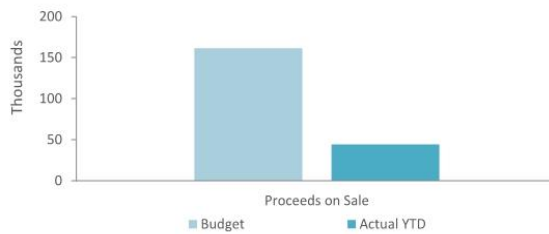
		Adopted		Variance
Account Description		Budget	YTD Budget	(Under)/Over
		\$	\$	\$
Furniture				
 Replace Printer/Copier		(6,000)	0	0
Land & Buildings				
 Staff house - King Street completion		(114,525)	(50,000)	(51,431)
 Station Masters House completion of transfer		0	0	(2,652)
 Housing project head works HSP 1		(145,876)	(83,000)	(83,166)
 Housing project head works HSP 2		(2,992,014)	(14,000)	(14,108)
 Industrial Land Growden Place - Budget amendment to approve power connection		(27,000)	(27,000)	(118,831)
 Shed at golf course - Darkan District Sports Club budget amendment to approve		0	0	(40,566)
Infrastructure				
 Point to Point wireless - Darkan Hall		(9,954)	(9,954)	(10,622)
 Darkan Town Dam tank upgrade		(42,036)	(42,036)	(39,076)
 SOWA building water catchment		(37,438)	0	0
 Disaster ready - Darkan Town Hall		(91,371)	0	0
 Standpipe card readers		(86,242)	(80,000)	(79,735)
 Niche wall - Darkan Cemetary		(20,000)	(12,000)	(12,034)
 Darkan Gym replacement equipment		(10,000)	(8,330)	(7,736)
 Truck Parking Bay - Survey design		(10,743)	0	0
 Burrowes - Hillman back lane drainage		(16,903)	(2,000)	(2,082)
Plant & Equipment				
 6 Wheeler 3 way Tip and dolly		(349,420)	(349,420)	(308,665)
 Ute replacement		(50,000)	(50,000)	(42,726)
 Works manager vehicle replacement		(65,000)	(65,000)	(52,896)
 MCS vehicle replacement		(41,586)	0	0
 Roller		(90,000)	(90,000)	(82,865)
 Pip Jeter trailer		(120,000)	0	0
 Road counters		(27,000)	(27,000)	(11,846)
Roads				
 Bowelling Duranillin Road - RRG		(348,838)	(251,000)	(251,858)
 Boyup Brook Road (Arthur River-Dinninup Road) - RRG		(265,203)	(205,000)	(203,929)
 Moodiarrup Changerup Road - RRG		(105,000)	(105,000)	(112,396)
 Darkan Williams Road - WSNF		(49,121)	(49,121)	(18,568)
 Bridge works Bokal North Road - R2R		(71,248)	(59,000)	(58,576)
 Bridge work Hughes Mill Road - R2R		(71,247)	(47,000)	(46,494)
 Bridge work Boyup Brook Arthur River Road - R2R		(8,460)	(8,460)	(10,206)
 Trigwell Bridge - R2R		(168,619)	(168,619)	(193,578)
 Stewart Street Memorial Drive - R2R		(94,751)	(45,000)	(19,384)
 Bokal North Road - R2R		(155,254)	(85,000)	(86,239)
		(5,690,849)	(1,932,940)	(1,962,265)
				29,325

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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	44,198	39,091	0	(5,107)
	Cherry Picker	327	2,000	1,673	0	261	5,455	5,194	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)	44,459	44,546	5,194	(5,107)



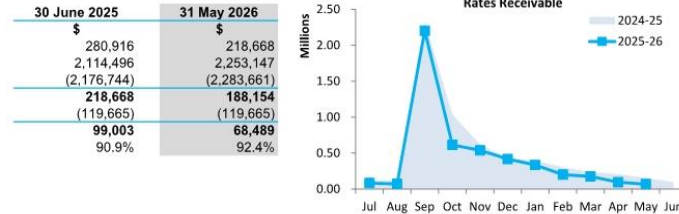
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2025	31 May 2026
Opening arrears previous years	280,916	218,668
Levied this year	2,114,496	2,253,147
Less - collections to date	(2,176,744)	(2,283,661)
Gross rates collectable	218,668	188,154
Allowance for impairment of rates receivable	(119,665)	(119,665)
Net rates collectable	99,003	68,489
% Collected	90.9%	92.4%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	15,085	3,057	450	12,966	31,558
Percentage	0.0%	47.8%	9.7%	1.4%	41.1%	
Balance per trial balance						
Trade receivables						31,558
Total receivables general outstanding						31,558

Amounts shown above include GST (where applicable)

KEY INFORMATION

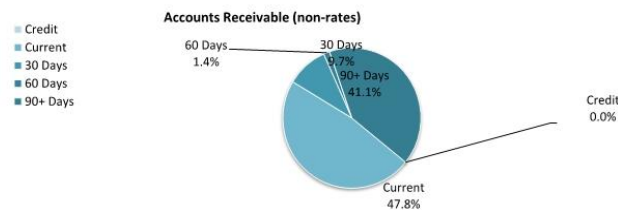
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 MAY 2026**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	\$	\$	\$	\$
Other current assets				
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
Total other current assets	134,156	0	(23,945)	110,211
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 MAY 2026**

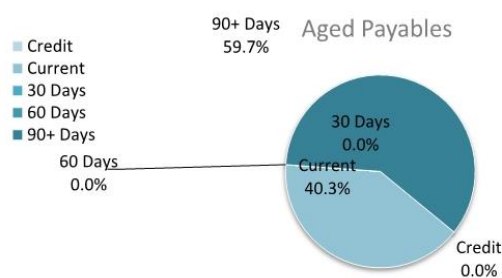
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	33,175	0	0	49,177	82,352
Percentage	0.0%	40.3%	0.0%	0.0%	59.7%	
Balance per trial balance						
Sundry creditors						618
ATO liabilities						8,870
Other payables						50,067
Prepaid rates						18,556
Collections						4,241
Total payables general outstanding						82,352
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 MAY 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	Interim	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	966	2,032,838
Sub-Total		496	706,304,950	2,149,187	0	2,149,187	2,149,187	1,185	2,150,372
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			2,248,981
Ex-gratia rates						4,166	0	0	4,166
Total general rates						2,252,484			2,253,147

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

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
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 30 June 2025	Borrowed During Year	Expended During Year	Unspent Balance 31 May 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 MAY 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 May 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		30,198	0	3,103,022	(956,114)	2,177,106
Total other liabilities		30,198	0	3,103,022	(956,114)	2,177,106
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		7,687	0	3,308	0	10,995
Total Provisions		372,217	0	3,308	0	375,525
Total other current liabilities		402,415	0	3,106,330	(956,114)	2,552,631

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 MAY 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	31 May 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General (WALGGC)	0	0	0	0	0	328,274	328,274	328,274
Grants Commission - Roads (WALGGC)	0	0	0	0	0	356,592	356,592	356,592
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	674,000	674,000
Governance								
National Australia Day Grant	0	0	0	0	0	0	0	2,000
DFES Grant - Operating	0	59,550	(56,763)	2,787	2,787	58,000	58,000	56,763
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 - Lotterywest funding	0	0	0	0	0	20,000	0	0
Lake Towerrinning - water planning grant	0	20,000	0	20,000	20,000	0	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	89,550	(56,763)	32,787	32,787	1,668,454	1,616,254	1,661,909
Contributions								
Contributions Minor	0	0	0	0	0	200	0	2,060
	0	0	0	0	0	200	0	2,060
TOTALS	0	89,550	(56,763)	32,787	32,787	1,668,654	1,616,254	1,663,969

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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 May 2026	31 May 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	427,368	(414,477)	23,180	23,180	569,579	415,000	414,477
Regional Road Group	0	310,366	(292,225)	18,141	18,141	479,361	295,000	292,225
WSFN	19,909	(6,458)	(13,451)	0	0	49,121	49,121	13,451
Economic Services								
Dwer Community Water	0	29,425	(29,425)	0	0	29,425	29,425	29,425
DWER Community Water tanks	0	13,014	0	13,014	13,014	26,026	0	0
DWER Standpipe readers		48,000	(48,000)	0		59,338	48,000	48,000
Housing Support Program Stream 1	0	92,848	(83,166)	9,682	9,682	145,876	82,000	83,166
Housing Support Program Stream 2	0	2,094,409	(14,107)	2,080,302	2,080,302	2,992,014	14,000	14,107
	30,198	3,013,472	(899,351)	2,144,319.00	2,144,319.00	4,428,614	937,046	899,351

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

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
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 industrial land 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 Nangip Crescent, Darkan. Reserve price not disclosed.	OCM-2026-016	Capital revenue		0	0	95,530
Construction of shed at Darkan District Sports Club 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
Increase Department of Water grant funding for Lake Towerinning project design	OCM-2026-040	Operating revenue		38,790		134,320
Increase material expenditure Lake Towerinning project design	OCM-2026-040	Operating expenses			(38,790)	95,530
				447,957	(352,427)	95,530

12.2 ACCOUNTS FOR PAYMENT LISTING - MAY 2026

File Ref:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	21/05/2026
Disclosure of Interest:	Nil
Attachments:	1. Accounts For Payment Listing - 1 May 2026 - 31 May 2026 2. Corporate Card Summary Statement - 25 April to 25 May 2026

SUMMARY:

Council is requested to endorse payments of accounts for May 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

RESOLUTION OCM-2026-072

Moved: Cr Neil Morrell
Seconded: Cr Graeme Peirce

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 May 2026 Municipal Fund vouchers 14052026.1-14052026.45, 28052026.1-28052026.31, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$528,549.58 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 25 April 2026 to 25 May 2026.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

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

Date	Reference	Detail	Amount
7/05/2026	Bpay	Australian Taxation Office	22,526.00
		Apr 26 BAS	
28/05/2026	Bpay	Dept of Transport	47.70
		Jetty Renewal Fee 26/27	
28/05/2026	Bpay	Western Power	736.12
		Product & Services charge - Growden Pl, Darkan	
28/05/2026	Bpay	Australian Taxation Office	20,310.00
		Mar 26 BAS	
1/05/2026	Directdebit	Water Corporation	840.35
		Horwood St Standpipe 28/1 - 27/3/26 Supply Charge	
4/05/2026	Directdebit	Aware Super Clearing House	575.98
		Councillor extra super for President allowance	
7/05/2026	Directdebit	Aware Super Clearing House	12,438.31
		Fortnightly Superannuation Contributions	
13/05/2026	Directdebit	Synergy	541.50
		CRC Supply Charge & consumption 17/3 - 20/4/26	
15/05/2026	Directdebit	Rentfind Technologies Pty Ltd	22.00
		Rent Find Monthly Fee Apr 26	
18/05/2026	Directdebit	National Australia Bank	42.99
		Connect Fee	
21/05/2026	Directdebit	Aware Super Clearing House	12,872.01
		Fortnightly Superannuation Contributions	
21/05/2026	Directdebit	Telstra	45.00
		Mobile, Landlines & Data for Shire facilities to 1/5/26	
22/05/2026	Directdebit	Bond Administrator	720.00
		8 Hillman St Bond	
25/05/2026	Directdebit	Telstra	2,864.23
		Mobile, Landlines & Data for Shire facilities to 1/5/26	
27/05/2026	Directdebit	NAB Credit Card	1,161.35
		See attached statement	
27/05/2026	Directdebit	Synergy	1,588.47
		Streetlights Consumption 25/3 - 24/4/26	
28/05/2026	Directdebit	Synergy	3,791.01
		Depot, 22 Hillman, Admin office, 6 Hillman, L162 Moodiarrup Rd, 10 King, Darkan Hall, Arthur River Hall, The Shed, Arthur River Historical Site, Hull Park, 10 Gibbs, Darkan Fire Shed Supply & Consumption 5/3 - 6/5/26	
29/05/2026	Directdebit	National Australia Bank	162.77
		Merchant Fee	
29/05/2026	Directdebit	National Australia Bank	40.00
		Account Fee 086724 508314385	

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

Date	Reference	Detail	Amount
29/05/2026	Directdebit	National Australia Bank	10.00
		Account Fee 50-831-4406	
29/05/2026	Directdebit	Motorpass	13.54
		Management Fees - Darkan & Arthur River Brigades Fuel Card	
29/05/2026	Directdebit	Synergy	2,404.26
		Caravan Park, Rail Reserve, Lake, Moodiarrup Hall, Info Bay Supply Charge & Consumption 7/3 - 6/5/26	
7/05/2026	Eft	Salaries and Wages	60,970.48
		Payroll	
21/05/2026	Eft	Salaries and Wages	64,005.96
		Payroll	
14/05/2026	14052026.1	Air Liquide	57.28
		Cylinder Fees	
14/05/2026	14052026.2	AMPAC Debt Recovery (WA)	555.50
		Rate Recovery Costs A2685, A985, A986	
14/05/2026	14052026.3	Ashantra Pty Ltd atf The Nicholas Family Trust	52.00
		Seniors Meals - fish	
14/05/2026	14052026.4	Australia Post	314.00
		Boxes of A4 paper for photocopier & 2 sheets of stamps	
14/05/2026	14052026.5	B & J Catalano Pty Limited	1,194.88
		20mm aggregate rock for Burrowes-Hillman Back Lane	
14/05/2026	14052026.6	Bell Sharon	623.34
		Reimbursement for accommodation for astrotourism event, seniors meals groceries, catering for staff member farewell	
14/05/2026	14052026.7	Blueforce	1,031.80
		CCTV - Video Software Licence - May 2026	
14/05/2026	14052026.8	Bookeasy Australia Pty Ltd	220.00
		Caravan Park Booking System - April 2026	
14/05/2026	14052026.9	Broad Electrical & Air Conditioning	2,327.11
		CRC security lights faulty, chalet outdoor sensor light faulty, disconnect power pole at pool, 6 Hillman st flickering light in lounge room, check bbq area fuses at reserve	
14/05/2026	14052026.10	Bullivants	407.76
		8mm hook, Concrete lifting eye 1.3T Rig, Round sling endless 3T 4M	
14/05/2026	14052026.11	Coastal Freightlines Pty Ltd	171.27
		Delivery to Pathwest	
14/05/2026	14052026.12	Compac Marketing Australia Pty Ltd	3,707.00
		Burrowes Street West Sign Design, Burrowes Street West Sign Manufacture, Burrowes Street West Sign Delivery	

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

Date	Reference	Detail	Amount
14/05/2026	14052026.13	Country Water Solutions	4,664.29
		Supply & install new Southern cross pump	
14/05/2026	14052026.14	David Wills and Associates	9,539.75
		Electrical & communications design, civil design & documentation, tender documentation - Burrowes St West, external supplier fees & scoping of network upgrade - old bowling green	
14/05/2026	14052026.15	Dept of Biodiversity Conservation & Attractions	944.37
		Lease 1984/97 Lake Towerinning 1/10/24-30/9/25, 1/10/23-30/9/24 & 1/10/25-30/9/26	
14/05/2026	14052026.16	Dept of Local Govt, Industry Regulation & Safety	633.63
		April 2026 BSL Remittance	
14/05/2026	14052026.17	E W & R J Pugh	1,016.00
		Caravan Park - empty dump point	
14/05/2026	14052026.18	Everlon	6,618.70
		7 plot granite dark grey, sea freight & local freight, left & right end cap tiles	
14/05/2026	14052026.19	Exurban Rural and Regional Planning	4,571.94
		Town Planning Consultancy Services April 26	
14/05/2026	14052026.20	Fleays Store	44.82
		Office refreshments - April 2026	
14/05/2026	14052026.21	Fordham Lamont Vin	59.00
		Reimbursement for Optus Monthly Broadband - CEO Home Internet	
14/05/2026	14052026.22	Fuel Distributors of WA	11,493.00
		Depot fuel & fuel for executive vehicles	
14/05/2026	14052026.23	Fulton Hogan	74,111.40
		Two coat 14/10mm stone 7200m2 Arthur River Dinninup Road, fuel levy increase	
14/05/2026	14052026.24	G & M Detergents	1,442.65
		Choicechem gentle touch - caravan park, Darkan hall, shire office, CRC. Biosan mould - Darkan Hall. Choicechem Disinfectant - Darkan Hall. Bin liners - Shire office. Choicechem command 20L - Darkan Hall. Deb hand wash azure foam - Caravan Park, Rail Reserve toilet, Darkan Hall	

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

Date	Reference	Detail	Amount
14/05/2026	14052026.25	Jason Signmakers	2,334.73
		TD2 Ring Bracket, TD1 Ring bracket, Reduce speed corflute, parking symbol, speed limit area, Stewart St blade, Horley Rd blade, Gibbs Rd blade, Sandalwood Rd blade, Trigwell Bridge Rd blade, Mcalinden Rd Blade, W Tree Gull Rd blade, Hillman Arthur Back Lane, Burrowes Hillman back lane, rural road numbers, pallet transport, Morrell Rd blade	
14/05/2026	14052026.26	Kelley Contracting Pty Ltd	5,407.60
		Supply & Install retaining wall - 10 King St	
14/05/2026	14052026.27	Landgate	232.65
		investigation work to locate gravel	
14/05/2026	14052026.28	Magiq Software Limited	1,010.64
		import 2025-2026 budget upload	
14/05/2026	14052026.29	Mcleods Lawyers Pty Ltd	879.80
		Advice Disbursement: Sale - Part Lot 9001 Growden Pl	
14/05/2026	14052026.30	Mike's Trade Services	1,677.30
		Pull up pavers at footy oval septic tank, remove & replace damaged tap & assess faulty power pole at Pool, repair gate at REED, Arthur River toilets broken, clean graffiti off signs at park, CRC gutter repairs, caravan Park site 4 broken tap	
14/05/2026	14052026.31	Morton Craig	50.00
		Reimbursement for fuel	
14/05/2026	14052026.32	QHSE Integrated Solutions Pty Ltd T/As Skytrust	218.90
		Skytrust intelligence System 11/6-11/7/26	
14/05/2026	14052026.33	Scavenger Fire & Safety	4,293.30
		Striker 38mm Mon Short Handle Vehicle Mount, black out nozzle, shut off valve nozzle x 2, 1.5" male camlock, fire truck monitor nozzle tip	
14/05/2026	14052026.34	SOS Office Equipment	308.85
		Photocopier Billing Job April 2026	
14/05/2026	14052026.35	South Rebecca	174.95
		Reimbursement for work boots	
14/05/2026	14052026.36	SPM Assets	1,540.00
		Build Plus set up of house room template for shire houses	
14/05/2026	14052026.37	Sprys Meat Market	79.85
		Seniors Meals - meat	
14/05/2026	14052026.38	St Luke's Family Practice	2,310.00
		Darkan Clinic Doctor Service & travel fees - April 2026	
14/05/2026	14052026.39	Team Global Express	140.50
		VBFB Equipment from Scavenger Fire	

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

Date	Reference	Detail	Amount
14/05/2026	14052026.40	Truckline	2,043.90
		Clutch kit e-z rider & freight	
14/05/2026	14052026.41	Wallace Chris	54.77
		Caravan park refund	
14/05/2026	14052026.42	Warren Blackwood Waste	5,197.84
		Recycling, domestic & commercial waste services April 2026	
14/05/2026	14052026.43	West Arthur Community Resource Centre	5,359.45
		Library & medical Funding 1/4-30/6/2026 & laminating	
14/05/2026	14052026.44	Western Stabilisers	65,758.00
		Boyup Brook Arthur Road, water care hire, mobilisation	
14/05/2026	14052026.45	Zone 50 Engineering Surveys Pty Limited	3,696.00
		Survey design setout - Bowelling Duranillin Rd, Spot & barrier mark post seal - Boyup Brook Arthur Rd	
28/05/2026	28052026.1	Bell Sharon	600.48
		Reimbursement for seniors meals groceries	
28/05/2026	28052026.2	Broad Electrical & Air Conditioning	3,521.61
		CRC foyer lights - look at lights to see if bulbs can be replaced, replace foyer lights at CRC to LED downlights , 8 Hillman St replace broken hot water system	
28/05/2026	28052026.3	Chem Centre	220.00
		Lake Samples 4/5/26	
28/05/2026	28052026.4	City of Kalamunda	515.11
		Building Services Mar 2026	
28/05/2026	28052026.5	Coastal Freightlines Pty Ltd	110.88
		Pathwest Delivery	
28/05/2026	28052026.6	Dept of Fire and Emergency Services	7,009.20
		25/26 ESLB 4th Qtr Contribution	
28/05/2026	28052026.7	DKM Workplace Solutions	213.40
		June 2026 workplace subscription	
28/05/2026	28052026.8	E W & R J Pugh	1,999.00
		Clear septic at footy oval	
28/05/2026	28052026.9	Fuel Distributors of WA	20,920.12
		Depot fuel & fuel for executive vehicles	
28/05/2026	28052026.10	Geofabrics Australasia Pty Ltd	820.88
		A44G300125 geo textile 3m x 125m Burrowes-Hillman back lane	
28/05/2026	28052026.11	Hersey's Safety Pty Ltd	636.24
		Solder iron, radiator cleaning wand, 15kg bag of rags, heat shrink kit, spray & mark white, freight	

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

Date	Reference	Detail	Amount
28/05/2026	28052026.12	Hopkins Sonja	53.50
		Caravan Park Refund	
28/05/2026	28052026.13	Infinitum Technologies Pty Ltd	6,588.44
		Managed Service Agreement - Gold May 2026	
28/05/2026	28052026.14	Jason Signmakers	4,108.61
		CHS steel post galv 600D XL 3.6M, TD1 ring bracket, bracket two piece, street sign L clamp bracket, GP 60 street sign bracket	
28/05/2026	28052026.15	Kelley Contracting Pty Ltd	5,407.60
		Supply & Install retaining wall - 10 King St	
28/05/2026	28052026.16	King Janice Ann	26.50
		Reimbursement for 1 x clear tub for football photos & tags	
28/05/2026	28052026.17	Magiq Software Limited	360.94
		Assets GL Reconciliation	
28/05/2026	28052026.18	Moore Australia (WA) Pty Limited	3,795.00
		Financial Reporting Workshop & 26/27 budget workshop	
28/05/2026	28052026.19	Narrogin Ford	1,472.60
		New tyres & wheel alignment	
28/05/2026	28052026.20	Officeworks	1,148.25
		Office supplies	
28/05/2026	28052026.21	P & S Griggs Plumbing	3,477.78
		8 Hillman St - replace broken hot water system, reserve men's toilet - flush not working	
28/05/2026	28052026.22	PFD Food Services Pty Ltd	589.10
		Seniors Meals - containers	
28/05/2026	28052026.23	Sanitair Albany	7,851.80
		Air Conditioner Services	
28/05/2026	28052026.24	Sheridans Badges and Engraving	1,279.80
		Cast Bronze Plaque & express post	
28/05/2026	28052026.25	Shire of Narrogin	172.50
		Regional Environmental Health Officer Apr 2026	
28/05/2026	28052026.26	SOS Office Equipment	190.33
		Photocopier Billing Job May 2026	
28/05/2026	28052026.27	Sprys Meat Market	844.75
		Seniors Meals - meat	
28/05/2026	28052026.28	Team Global Express	47.56
		SOS Office Freight for Shire	
28/05/2026	28052026.29	The Great Awakening Cafe	330.00
		Catering April OCM - 12 People	

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

Date	Reference	Detail	Amount
28/05/2026	28052026.30	Thompson Surveying Consultants	8,937.50
		Burrowes St West Surveying & documentation	
28/05/2026	28052026.31	West Arthur Community Resource Centre	22.75
		x13 A4 Lamination for office	
MUNICIPAL FUND		VOUCHERS	
		BPAY	43,619.82
		DIRECT DEBIT	40,133.77
		EFT	124,976.44
		14052026.1-14052026.45	228,570.52
		28052026.1-28052026.31	83,272.23
		LICENSING MAY 2026 TRANSFERS	7,976.80
		TOTAL	528,549.58

12.3 ADOPTION OF REPORTABLE VARIANCE FOR 2026-2027 FINANCIAL YEAR

File Ref: ADM130
Location: N/A
Applicant: N/A
Author: Rajinder S Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 17/06/2026
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

Council is requested to review its reportable variance figure and percentage for the 2026/2027 financial year.

1. Operating transactions the greater of +/- 10% or \$10,000
2. Capital transactions the greater of +/- 10% or \$25,000

BACKGROUND:

Council must adopt a percentage and/or value each financial year for reporting variances in the Statement of Financial Activity.

COMMENT:

The reportable material variance threshold is reviewed annually as part of Council's financial reporting requirements.

The current thresholds applied to monthly financial statements are:

- operating transactions: the greater of +/- 10% or \$10,000; and
- capital transactions: the greater of +/- 10% or \$25,000.

It is recommended that Council adopt these same reportable variance thresholds for the 2026/2027 financial year.

CONSULTATION:

Chief Executive Officer

Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995

s6.4 Financial Report

Local Government (Financial Management) Regulations 1996

Reg. 34(5) Financial activity statement required each month

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no direct financial implications arising from the adoption of the proposed variance percentage and value thresholds.

STRATEGIC IMPLICATIONS:

Nil

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (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	Failure to include variances in the monthly financial statements may limit Council's oversight of 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)	Adopt the reportable material variance thresholds and disclose variances by way of a note to the monthly financial statements.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-073

Moved: Cr Russell Prowse

Seconded: Cr Graeme Peirce

That Council, pursuant to *Local Government (Financial Management) Regulations* Reg. 34(5), adopt the reportable variance figure and percentage for the 2026/2027 Financial Year as follows:

1. Operating Expenses and Income the greater of +/- 10% or \$10,000
2. Capital Expenses and Income the greater of +/- 10% or \$25,000

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

12.4 ELECTED MEMBER FEES AND ALLOWANCES FOR 2026-2027

File Ref: ADM498
Location: N/A
Applicant: N/A
Author: Rajinder S Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 16/06/2026
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

Council is requested to consider and set the Elected Member sitting fees and allowances for the 2026/27 financial year within the ranges determined by the Salaries and Allowances Tribunal (SAT).

BACKGROUND:

The *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, grant elected members the right to receive a sitting fee for attending Council and Committee meetings. On 2 April 2026, the Salaries and Allowances Tribunal (SAT) made slight adjustments to the allowance rates/ranges from the previous determination applicable to Shire of West Arthur. The newly adjusted rates/ranges will come into effect on 1 July 2026.

COMMENT:

SAT determines the range of payments and allowances within which local governments set the actual amount. The Shire of West Arthur is a Band 4 Council. All figures presented within this item apply to Band 4 Councils.

- The following table shows the Annual Allowance for a Mayor or President of a local government.

LG Band	Minimum	Maximum
4	\$596	\$23,257

- The following table shows elected member Council Sitting fees per meeting.

Elected Council Member			Elected Council Member – Mayor or President	
LG Band	Minimum	Maximum	Minimum	Maximum
4	\$109	\$280	\$109	\$570

- The following table shows elected member Committee meeting and Prescribed meeting fee per meeting.

Elected Council member		
LG Band	Minimum	Maximum
4	\$57	\$140

- The following table shows Committee meeting and prescribed meeting fee per meeting for independent committee member.

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$466

- The following table shows Committee meeting and prescribed meeting fee per meeting for independent committee member of the Audit, Risk and Improvement Committee Member.

Independent Audit, Risk and Improvement Committee Member		
Bands	Minimum	Maximum
1 – 4	\$110	\$1,215

Annual allowances in lieu of reimbursement of expenses - ICT

As per the SAT determination of 4 April 2025, ICT expenses (Information & Communication Technology) mean:

- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- any expenses, including the purchase costs, of ICT hardware provided to elected members.”

SAT has determined that the minimum annual allowance for ICT expenses is \$500, and the maximum annual allowance is \$3,500.

Reimbursement for travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers’ (Western Australia) Award 2021 (Award) as at the date of this determination (5 April 2025) as per determination 8.2 (5).

CONSULTATION:

Chief Executive Officer

STATUTORY ENVIRONMENT:

- Salaries and Allowances Tribunal Determination 02 April 2026
- Sections 5.98 – 5.100 of the Local Government Act 1995
- Regulation 30 of the Local Government (Administration) Regulations 1996
- Section 30.6 of the Local Government Officers’ (Western Australia) Award 2021

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Council sitting fees, travel reimbursement, ICT allowance, President’s/Deputy President’s allowances, independent committee member, and Independent Audit, Risk and Improvement Committee Member fees will be included in the 2026/27 budget at the endorsed levels.

STRATEGIC IMPLICATIONS:

Nil

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Failure to Fulfill Statutory, Regulatory or Compliance Requirements.
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	Compliance

Risk Action Plan (Controls or Treatment Proposed)	Adopt the Elected members' fees and Allowances for 2026-27 as per Officer Recommendation.
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VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION OCM-2026-074

Moved: Cr Neil Morrell
 Seconded: Cr Helen Lubcke

That Council, by absolute majority, adopt the following Elected Members' Fees and Allowances for 2026-2027:

- Pursuant to section 5.98(1)(b) of the *Local Government Act 1995*, for payment of elected members' individual council meeting attendance fees:

President	\$215 per meeting
Councillors	\$215 per meeting
- Pursuant to section 5.98(1)(b) and section 5.98(2A)(b) of the *Local Government Act 1995* and regulation 30 (3A) of the *Local Government (Administration) Regulations 1996*, for payment of elected members' individual committee or prescribed meeting attendance fees:

Elected Members	\$110 per meeting
-----------------	-------------------
- Pursuant to section 5.100(2)(b), and section 5.100(3)(a) of the *Local Government Act 1995* and regulation 30 (3A) of the *Local Government (Administration) Regulations 1996*, for payment of independent committee member fees:

Independent Committee Member	\$215 per meeting
------------------------------	-------------------
- Pursuant to section Sections 5.100(4), (5) and (6) of the LG Act, for payment of independent ARIC member fees:

Independent ARIC Member	\$215 per meeting
-------------------------	-------------------
- Pursuant to section 5.98(5)(b) and section 5.98A of the *Local Government Act 1995*, the following annual local government allowance in addition to the individual meeting attendance fees:

President	\$6,400 per annum
Deputy President	\$1,600 per annum
- Pursuant to section 5.99A of the *Local Government Act 1995*, the following annual local government allowance in addition to the annual meeting allowance:

ICT Allowance	\$535 per annum
---------------	-----------------
- Determine that travel expenses for Councillors and committee members be paid at a rate commensurate with the Local Government Officers (Western Australia) Award 2021 and any subsequent amendments or regulations.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

12.5 RATES WRITE OFF - 14 HORLEY STREET AND 16 HORLEY STREET, DURANILLIN

File Ref: A985, A986
Location: Nil
Applicant: Nil
Author: Rajinder S Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 21/05/2026
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

The purpose of this report is for Council to consider writing off rates for the assessments A985 and A986, being 14 Horley Street Duranillin WA 6393 (~~\$31,131.05~~)(**\$30,453.33**), and 16 Horley Street Duranillin WA 6393 (~~\$28,322.20~~)(**\$27,644.48**).

BACKGROUND:

Due to the continued non-payment of rates on both properties, the Shire pursued recovery action against the respective property owners in accordance with the relevant provisions of the *Local Government Act 1995*, including the sale of land for unpaid rates.

Both properties were sold at Auction in April 2026 and settled in the period May-June 2026.

COMMENT:

An auction for both properties was held in April 2026 as part of the Shire's recovery action for outstanding rates in accordance with the relevant provisions of the *Local Government Act 1995*. Following the auction process, both properties were sold and subsequently settled during May and June 2026.

As the net proceeds from the sale of each property are insufficient to fully discharge the outstanding rates, legal fees and interest, the remaining balance after the application of the sale proceeds will need to be written off using Provision for Doubtful Debt (A011210).

A985 – 14 Horley Street:

Outstanding Rates, legal fees and Interest	\$48,298.86
Less: Net Proceed from Auction Sale	(\$17,167.81) (\$17,045.53)
Auction Sale Price	\$25,000.00
Less: Selling Expenses	(\$7,832.19) (\$7,154.47)
Balance Write Off	\$31,131.05 \$30,453.33

A986 – 16 Horley Street:

Outstanding Rates, legal fees and Interest	\$50,285.16
Less: Net Proceed from Auction Sale	(\$21,962.96) (\$22,640.68)
Auction Sale Price	\$29,500.00
Less: Selling Expenses	(\$7,537.04) (\$6,859.32)
Balance Write Off	\$28,322.20 \$27,644.48

CONSULTATION:

AMPAC
 Palisade Legal
 Chief Executive officer
 Manager Financial Reporting

Finance Officer

STATUTORY ENVIRONMENT:

Section 6.12(1)(c) of the *Local Government Act 1995* states that a local government can write off any amount of money which is owed to the local government.

Section 6.39(2) of the *Local Government Act 1995* states that a local government is required to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the Act.

The power to write off debts under the *Local Government Act 1995* only applies to amounts owing to the local government (i.e. rates, fees and charges). The Emergency Services Levy is statutorily excluded because it is collected on behalf of the State.

POLICY IMPLICATIONS:

Council Policy F28 – Revenue Collection, provides guidance in the collection of all outstanding revenues owed to the Shire to ensure timely cash flow and to minimise bad debts.

FINANCIAL IMPLICATIONS:

The Shire's provision for doubtful debts (A011210) had a balance of \$83,692.96 as at the end of May 2026. Following the proposed write-off of ~~\$59,453.25~~ **\$58,097.81**, comprising ~~\$31,131.05~~ **\$30,453.33** for A985 and ~~\$28,322.20~~ **\$27,644.48** for A986, the remaining balance in the provision for doubtful debts will be ~~\$24,239.71~~ **\$25,595.15**.

STRATEGIC IMPLICATIONS:

Community Strategic Plan – West Arthur Towards 2031

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

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	Non-compliance with legislative requirements may result in financial, legal and reputational risk
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (15)
Principal Risk Theme	Regulatory compliance
Risk Action Plan (Controls or Treatment Proposed)	Manage this risk through regular reviews of outstanding rates and ongoing legislative compliance.

VOTING REQUIREMENTS:

Absolute Majority

Note:

Prior to Council considering the item, Councillors were advised by the Author, that a review of the settlement statements for both properties identified that GST had been included in the settlement amounts. As the Shire is entitled to claim a GST refund of \$677.72, the write-off amount has been reduced accordingly.

OFFICER RECOMMENDATION:

That Council:

Approve the write-off of outstanding rates, legal fees and interest totalling \$59,453.25, as detailed below:

1. A985 – 14 Horley Street, Duranillin WA 6393: \$31,131.05.
2. A986 – 16 Horley Street, Duranillin WA 6393: \$28,322.20.

RESOLUTION OCM-2026-075

Moved: Cr Russell Prowse

Seconded: Cr Graeme Peirce

That Council:

Approve the write-off of outstanding rates, legal fees and interest totalling \$58,097.81, as detailed below:

1. A985 – 14 Horley Street, Duranillin WA 6393: \$30,453.33.
2. A986 – 16 Horley Street, Duranillin WA 6393: \$27,644.48.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

12.6 ADOPTION OF POLICY F36 - PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS)

File Ref:	ADM015
Location:	Shire of West Arthur
Applicant:	Shire of West Arthur
Author:	Amy White, Records Officer
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	10/06/2026
Disclosure of Interest:	Nil
Attachments:	1. F36 - Privacy and Responsible Information Sharing (PRIS) Policy

SUMMARY:

Council is requested to consider the adoption of F36 – Privacy and Responsible Information Sharing (PRIS) Policy.

BACKGROUND:

With the new state legislation of the *Privacy and Responsible Information Sharing Act 2024*, all public entities, including Councils, where personal information is held and stored to carry out services, were given a timeline to have a policy and procedures in place by 1 July 2026. The attached policy outlines what information may be collect from stakeholders to carry out services; the use and disclosure of the information to customers and stakeholders, and what safeguarding measures are in place to ensure the safety of the information stored.

COMMENT:

The Privacy and Responsible Information Sharing Policy will give a strong framework for Shire staff to adhere to when implementing the requirements of the *Privacy and Responsible Information Sharing Act 2024*.

CONSULTATION:

Manger Corporates Services
Chief Executive Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995
Privacy and Responsible Information Sharing Act 2024
State Records Act 2000

POLICY IMPLICATIONS:

Should the policy be adopted it will apply to all communications where personal information is collected and stored. This includes written communication (emails, forms, letters), verbal communication (phone calls, In person), recorded footage and audio (council meetings, CCTV), online activity (website and social media). The following documents and policies are related to this proposed policy

- Freedom of Information Statement
- Privacy Statement
- C23 – Public Questioning Time
- F12 – Customer Service, Presentations, Deputations and Petitions Policy
- F17 – Record Keeping
- F26 - Acceptable Use policy will be

FINANCIAL IMPLICATIONS:

The financial implications to the Council would be significant if a breach was to occur and the Council was found to be non-complaint with the Act it would result in a fine from the Office of Information Commissioner.

STRATEGIC IMPLICATIONS:Shire of West Arthur Community Strategic Plan 2025-2031

Outcome 5.1 Councillors represent the community and are well trained

- Council process is open and transparent to the general community.

Outcome 5.2 - Shire staff are well trained, motivated and customer focused

- Continuously strive to be customer focused and serve Council and the community

Outcome 5.3 - Established and maintain sound business and governance structures

- Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with the community.
- Comply with regulations and best practices 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
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- 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	Non-compliance with PRIS legislation
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
Risk Action Plan (Controls or Treatment Proposed)	Adopt F36 – Privacy and Responsible Information Sharing (PRIS)

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-076

Moved: Cr Neil Morrell
Seconded: Cr Natalie O'Neill

That Council adopt the Privacy and Responsible Information Sharing (PRIS) Policy as presented and direct the CEO to add it to Council's Policy Manual.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke
Against: Nil

CARRIED 6/0

Policy Title	F36 - Privacy and Responsible Information Sharing (PRIS) Policy
Policy Type	Corporate and Community Services
Responsible Officer	Chief Executive Officer



Purpose

To provide clear guidelines for the responsible management of data, ensuring the Shire of West Arthur (Shire) handles personal information lawfully and ethically. The policy aligns with privacy laws and supports public administration while protecting individual privacy.

The policy also outlines how information is collected, stored and managed, as well as providing guidance for responding to and preventing breaches, supporting responsible information sharing to enhance services and community outcomes.

Scope

This policy applies to all Council members, employees, external partners, contracted service providers, and volunteers who have access, and are responsible, for the management of information on behalf of the Shire.

Definitions

Shire means Shire of West Arthur.

Personal Information refers to both Personal Information and Sensitive Information as defined below;

Personal Information: Any information or opinion about an identifiable individual, regardless of its truth or format.

Sensitive Information: A subset of Personal information, including details about an Individual's:

- (a) Racial or ethnic origin.
- (b) Political opinions or affiliations.
- (c) Religious or philosophical beliefs.
- (d) Membership in associations or unions.
- (e) Sexual orientation or practices.
- (f) Criminal record.
- (g) Health, genetic, or biometric information (e.g., biometric templates or data used for verification).

Cookies means a small data file stored on a device's browser. Its purpose is to help a website keep track of the user's visits and activity.

Unique Identifiers means numbers, codes or data used to identify and track an individual, entity, or object within a system such as:

- Personal Identifiers (Tax File number, Driver's License Number, Passport Number).
- Digital Identifiers (IP Address, MAC address).
- Organisational Identifiers (Employee ID, Customer ID).

- Object and Asset Identifiers (Barcode, QR Code, VIN {Vehicle Identification Number}).
- Health Identifiers (Pension Concession number, Senior Card Number, Medicare).

Automated Decision-making means the process where systems or algorithms make decisions based on data and predefined criteria, without human involvement, often used to improve efficiency and service delivery.

De-identification means the process of removing personal details or replacing them with alpha-numerical codes, allowing data to be used for analysis while protecting privacy.

Policy Statement

Information and Data Collection

The Shire collects information to deliver services and meet operational needs, including:

- Contact details (name, email, phone, addresses).
- Physical details (signature, image, voice).
- Identification details (birth certificates, passports, driver's licence, Medicare and concession information).
- Electronic details (bank information, Tax File Numbers, police clearance and workplace medicals).
- Vehicle and licensing data (as an agent of Department of Transport).

Information is gathered in different formats when engaging with the Shire for business purposes, including:

- Information provided in forms, applications, emails and feedback channels.
- Data on customer interactions with the Shire's website and online services.
- Audio and visual content including phone calls, voicemails, CCTV, recorded meetings and transcripts.

Information is collected only when necessary and with legal justification. The Shire notifies individuals that providing information is voluntary, and that withholding non-essential information does not affect access to services.

System-generated Information

The Shire's website uses cookies to collect anonymous traffic data to improve user experience. By accessing the website, individuals consent to receiving electronic messages at their provided contact address.

The Shire may review collected data and statistics to assess server activity, access to individual pages, and applications, with the aim of improving the delivery of information to its visitors. No effort is made to identify users or trace their online behaviour, except in the rare case of an investigation or to address issues related to a security breach or inappropriate activity.

The Shire's website may also include links to external sites that may be owned and controlled by third parties. Links to these sites do not indicate affiliation or endorsement by the Shire. Accessing third-party sites may be subject to terms and conditions that differ from those of the Shire, and using these links is at each individual user's own risk.

Information collected when interacting with the Shire-managed social media accounts, may be used to compile statistics that help focus communications. Users should be aware that these platforms handle personal information according to their own privacy policies and are encouraged to familiarise themselves with these policies.

Use and Disclosure

The Shire uses personal information exclusively for the purpose it was collected, or for purposes that can be lawfully anticipated, including:

- Managing assessment records (rates) and other local government documentation.
- Providing and sharing information about the Shire's current and future services and facilities.
- Overseeing processes such as approval submission, animal registration, financial administration, land use evaluations, and compliance with local laws and regulations.

The Shire may disclose customer and stakeholder information to third parties under specific circumstances including legal requirements, consent, or public interest. Disclosure may occur for law enforcement, research, service improvement, or to fulfill the intended purpose of the information. Information may also be shared to prevent serious threats to individuals or public safety, address family violence, or comply with child protection obligations.

The Shire takes reasonable steps to ensure that any third party receiving personal information adheres to privacy and confidentiality requirements.

The Shire uses personal information in automated decision-making to improve services, operations, or provide targeted content within the community, ensuring these processes are transparent, fair, and compliant with legal requirements.

Unique Identifiers

The Shire manages unique identifiers securely and only collects them when necessary to perform its functions or meet legal requirements with access limited to authorised personnel.

When the Shire generates unique identifiers, it uses them exclusively for internal purposes and ensures they are neither shared nor applied beyond the systems where they are created.

When identifiers are no longer required, the Shire de-identifies personal information by removing or replacing details with codes or general data. This ensures privacy while allowing the data to be used for analysis or other purposes.

Data Storage and Protection

The Shire is committed to securely storing and protecting personal information, ensuring it is accessed only for approved purposes. The Shire actively works to safeguard against misuse, loss of unauthorised access, and disclosure, with storage and protection methods complying with the *WA State Records Act 2000* and relevant standards.

When personal information is no longer needed, the Shire takes appropriate steps to securely destroy or de-identify it, unless required by law to retain it. Personal information is kept only as long as necessary to fulfill its purpose and legal requirements, after which it is securely destroyed or anonymised.

If personal information is transferred or stored outside Australia, the Shire ensures it is protected using secure methods such as encryption and compliance with relevant data protection laws. Any third parties involved are also required to adhere to strict privacy standards to safeguard the information and prevent unauthorised access.

Safeguarding Transactions

Security measures employed by the Shire include encryption, multi-factor authentication, and risk assessments, put in place to protect information.

The Shire website may contain links to third-party websites which are outside of the Shire's control and are therefore not covered by these conditions. The Shire accepts no responsibility for the security, content accuracy, or privacy practices of external sites.

Whilst the Shire takes all reasonable steps to protect details held, as with all information transmitted over the internet, complete security is not guaranteed.

Accessing Personal Information

To manage access to personal information, the Shire implements strict controls, ensuring only authorised personnel can view or handle the data. Access is granted based on roles and responsibilities, with regular reviews to ensure compliance with privacy policies. Security measures such as encryption and secure login protocols are also in place to protect personal information.

The Shire, in line with Australian privacy law, allows individuals to request amendments to their personal information if it is deemed inaccurate, outdated, incomplete, irrelevant, or misleading. This includes updating superseded details or rectifying inaccuracies, deficiencies, or false information. Individuals can also request annotations to clarify or challenge their records.

All requests are to be submitted in writing and may require formal identification before changes are made. Requests and applications can be directed to the Freedom of Information Officer (FOI):

- By email: shire@westarthur.wa.gov.au
- By Post: PO Box 112 Darkan WA 6392
- In Person: 31 Burrowes Street Darkan WA 6392

Further information can be obtained from the Shire's Freedom of Information Statement, which can be found on the Shire's website or requested from the Shire office.

Complaints and Breaches

The Shire addresses complaints promptly, following established procedures to resolve them, and ensures privacy law compliance if personal information is involved. The designated FOI officer manages and records complaints, committed to responding promptly once all necessary information is received. Any unavoidable delays should be communicated to the complainant.

The Chief Executive Officer oversees compliance with privacy obligations and ensures the Shire meets statutory requirements, reinforcing the commitment to privacy protection and transparent responses.

The Shire acts swiftly to minimise harm and protect affected individuals during a data breach, notifying them immediately and investigating the cause. The Shire strengthens data protection measures and ensures compliance with relevant laws to prevent future breaches.

A privacy interference may lead to a notifiable breach, including unauthorised access, disclosure, or loss of information. Individuals can escalate concerns to the Information Commissioner of Western Australia, who assists in submitting privacy complaints. Contact information is as follows:

Address: Albert Facey House, 469 Wellington Street, Perth, WA, 6000
Phone: 08 6551 7888
Email: info@oic.wa.gov.au

Compliance and Review

The Shire will regularly review and update this policy to ensure ongoing compliance with the relevant legislation and best privacy practices.

History	
Delegation	
Relevant Legislation	<i>Local Government Act 1995</i> <i>Privacy and Responsible Information Sharing Act 2024 (PRIS)</i>
Related Documentation	Freedom of Information Statement Privacy Statement F26 - Acceptable Use Policy C23 – Public Questioning Time, Presentations, Deputations and Petitions Policy F12 – Customer Service F17 - Record keeping

12.7 AMENDMENT TO POLICY F5 - INVESTMENT OF SURPLUS FUNDS

File Ref: ADM015
Location: Nil
Applicant: Nil
Author: Rajinder S Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 17/06/2026
Disclosure of Interest: Nil
Attachments: 1. F5 - Investment of Surplus Funds

SUMMARY:

Council is requested to consider the adoption of amended policy – F5 Investment of Surplus Funds.

BACKGROUND:

The existing F5 Investment of Surplus Funds Policy has been reviewed as part of Council's ongoing policy review process. The review identified that the current policy no longer adequately supports the Shire's contemporary investment requirements, as it prescribes fixed percentage limits for investment allocations. This has presented practical challenges throughout the year, particularly in managing surplus funds efficiently while responding to changing cashflow requirements, interest rate movements and available investment opportunities. An amended policy is therefore proposed to provide a more flexible and operationally suitable framework, while continuing to support prudent financial management and legislative compliance.

COMMENT:

The proposed amendment to Policy F5 – Investment of Surplus Funds is intended to address the practical limitations identified through the administration of the current policy. The existing requirement to maintain fixed percentage allocations has restricted the Shire's ability to manage investments in a flexible and responsive manner, particularly where cashflow needs, term deposit maturities, interest rate movements and available investment products vary throughout the year.

While the intent of the existing policy is to ensure prudent diversification and appropriate oversight of surplus funds, the fixed percentage approach has not always aligned with operational requirements or market conditions. The amended policy seeks to retain appropriate controls and risk management principles, while providing sufficient flexibility to maximise investment returns and ensure funds remain available to meet the Shire's financial obligations.

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995 – Section 6.14;
The Trustees Act 1962 – Part III Investments;
Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C;
Australian Accounting Standards.

POLICY IMPLICATIONS:

Existing policy F5 will be amended and the Policy Manual updated accordingly.

FINANCIAL IMPLICATIONS:

The proposed amendment is expected to have a positive financial impact by allowing the Shire to manage surplus funds more flexibly in response to cashflow needs, term deposit maturities, interest rate changes and available investment opportunities. This flexibility may improve investment returns while ensuring sufficient funds remain available for operational and capital expenditure commitments. All investment activities will continue to comply with legislative requirements, approved policy parameters and prudent financial management principles.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – Inspirational, dynamic, transparent.

Outcome 4.3 – Establish and maintain sound business and governance structure.

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence 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	Not adequately supporting compliant, prudent and flexible management of surplus funds, potentially limiting investment returns or affecting cashflow management.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (16)
Principal Risk Theme	Compliance
Risk Action Plan (Controls or Treatment Proposed)	Adopt amended F5-Investment of Surplus Funds as presented.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-077

Moved: Cr Russell Prowse

Seconded: Cr Graeme Peirce

That Council adopt the amended Policy F5 – Investment of Surplus Funds, as presented, and direct the Chief Executive Officer to update the Council Policy Manual accordingly.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED 6/0

Policy Title	F5 - Investment of Surplus Funds
Policy Type	Corporate Services
Responsible Officer	Manager Corporate Services



Purpose

To adopt a prudent approach to investments, in full compliance with all statutory requirements.

Scope

This Policy applies to funds surplus to cash flow requirements, including operating accounts, investment accounts and funds managed under a trust.

Definitions

Authorised institution:

- a. An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- b. The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Policy Statement

The Shire of West Arthur's investment management strategy is to invest funds surplus to immediate requirements with an authorised institution.

Investments shall be restricted to term deposits or commercial bills offered by Authorised Deposit Taking Institutions.

Investments shall be spread across at least two institutions; to ensure that no single institution holds more than 70% of the Shire's invested funds.

1. Consideration

While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return on investment.

- a. Preservation of capital is the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- b. The investment portfolio should ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated break of the investment.

- c. The investment is expected to achieve a predetermined market average rate of return that considers the Shire's risk tolerance. Any additional return target set by the Shire should also consider the risk limitation and prudent investment principles.
- d. The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the funds in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- e. Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

2. Approved Investments

Investments are limited to:

- a. State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- b. Fixed term deposits placed with an authorised institution for a term not exceeding 12 months;
- c. Interest bearing deposits placed with an authorised institution.

3. Prohibited Investments

This Policy prohibits any investment carried out for speculative purposes including the following:

- a. Derivative based instruments;
- b. Principle only investments or securities that provide potentially nil or negative cash flow;
- c. Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.
- d. The use of leverage (borrowing to invest) of any investment.
- e. Investment in a foreign currency.

4. Report and Review Compliance Requirements

- a. A summary of investments, including amount, maturity date and interest rate is contained within the Monthly Financial Statement presented at the Ordinary Meetings of Council.
- b. Documentary evidence is held for each investment and details thereof maintained in the Investment Register.
- c. Certificates are obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

History	Amended: 25 June 2026 Adopted: 25 May 2023
Delegation	1.1.20 Power to Investment and Manage Investments
Relevant Legislation	<i>Local Government Act 1995 – Section 6.14;</i> <i>The Trustees Act 1962 – Part III Investments;</i> <i>Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C;</i> <i>Australian Accounting Standards.</i>
Related Documentation	Nil

12.8 FINAL ALLOCATION OF RESERVE ACCOUNT TRANSFERS FOR 2025-2026

File Ref: ADM367
Location: N/A
Applicant: N/A
Author: Melinda King, Manager Financial Reporting
Authorising Officer: Rajinder S Sunner, Manager Corporate Services
Date: 18/06/2026
Disclosure of Interest: Nil
Attachments: 1. Reserve Transfers 2025-2026

SUMMARY:

Council is requested to approve the transfer to various Reserve Accounts for 2025-2026 as presented

BACKGROUND:

At the time the Shire adopted the 2025-2026 budget in August 2025, reserve transfers to various accounts were budgeted as listed below:

Opening balance	\$ 2,219,793
Transfer to Reserve	\$ 882,212
Estimated Interest	\$ 74,476
Transfer From Reserve	(\$ 1,016,027)
Closing Balance	\$ 2,160,454

COMMENT:

Council approval is required to allocate funds to the Shire's reserve accounts, reflecting variations in expenditure and the finalisation of reserve transfer requirements for the 2025–2026 financial year.

Plant purchases were below budget, resulting in a reduced requirement for transfers from the Plant Reserve. An additional transfer to the Leave Reserve is required due to contributions received to fund long service leave obligations. Transfers from the Building Reserve to fund project costs in the current year will be re-budgeted in 2025–2026.

Special project bridge funding of \$674,000 was received in 2025–2026. At the time the budget was adopted, the timing and location of the bridge works were not known; therefore, the funds were budgeted for transfer to reserve, offset by a \$94,788 reduction in budgeted Financial Assistance Grants income. The bridge works have now been completed and will be invoiced in the 2025–2026 financial year.

The works were carried out by Main Roads Western Australia and funded jointly through the Financial Assistance Grant allocation of \$674,000 and State Government funding allocation of \$374,000. There was no cost to the Shire for these works.

The net result is that the Shire will process the following reserve account transactions:

Opening balance	\$ 2,219,793
Transfer to Reserve	\$ 326,947
Estimated Interest	\$ 83,711
Transfer From Reserve	(\$ 960,852)
Closing Balance	\$ 1,669,600

CONSULTATION:

Chief Executive Officer
 Manager Corporate Services

STATUTORY ENVIRONMENT:

Local Government Act 1995

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

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Shire will be transferring \$502,226 less to reserve accounts for the financial year 2025-2026 to various reserve accounts.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – Inspirational, dynamic, transparent.

Outcome 4.3 – Establish and maintain sound business and governance structure.

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
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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	Not being compliant with current audit requirements.
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 Requirements
Risk Action Plan (Controls or Treatment Proposed)	Approve transfer to various reserve accounts to ensure compliance.

VOTING REQUIREMENTS:

Absolute Majority

Note:

The Manager Corporate Services amended the financial year in the recommendation prior to moving the motion.

RESOLUTION OCM-2026-078

Moved: Cr Graeme Peirce

Seconded: Cr Helen Lubcke

That Council, by absolute majority, approve the amended budgeted transfers of \$502,266 less to be transferred from the Reserve Accounts for the financial year 2025-2026 for various reserve accounts held by the Shire based on the following movements:

Opening balance	\$ 2,219,793
Transfer to Reserve	\$ 326,947
Estimated Interest	\$ 83,711
Transfer From Reserve	(\$ 960,852)
Closing Balance	\$ 1,669,600

That Council, by absolute majority, approve the budget amendment to increase capital bridge expenditure (GL 1999263801 – WIP Bridges) by \$674,000.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

RESERVE ACCOUNTS MOVEMENT 2025-2026

	2025-26 Budget						2025-26 Actual					Explanation of variance
	2025-26 Actual Opening Balance	2025-26 Budget Interest Earned	2025-26 Budget Transfer In (+)	2025-26 Budget Transfer Out (-)	2025-26 Budget Closing Balance		2025-26 Actual Opening Balance	2025-26 Actual Interest Earned	2025-26 Actual Transfer in (+)	2025-26 Actual Transfer Out (-)	2025-26 Actual Closing Balance	
Leave reserve	37,034	1,243	40,000		78,277		37,034	1,397	63,947		102,378	Additional transfer for reimbursement received/staff resignation
Plant reserve	735,456	24,675	200,000	(652,420)	307,711		735,456	27,735	200,000	(573,117)	390,074	6 wheeler, road counters, vehicles below budget
Building reserve	83,703	2,808		(80,000)	6,511		83,703	3,157		(60,000)	26,860	Expenditure below budget CEO house, to be completed in 26/27
Town development reserve	1,728	58			1,786		1,728	65			1,793	
Recreation reserve	41,676	1,398		(16,000)	27,074		41,676	1,572		(16,000)	27,248	
Heritage reserve	7,437	250			7,687		7,437	280			7,717	
Community housing reserve	205,439	6,893	12,000		224,332		205,439	7,747	12,000		225,186	
Waste management reserve	128,158	4,300			132,458		128,158	4,833			132,991	
Darkan swimming pool reserve	41,361	1,388		(10,000)	32,749		41,361	1,560		(10,000)	32,921	
Information technology reserve	22,166	744			22,910		22,166	836			23,002	
Darkan Sport and Community Centre reserve	270,835	9,087	40,000		319,922		270,835	10,213	40,000	(70,637)	250,411	Approved via Council decision
Arthur River Country Club reserve	64,240	2,155	6,000		72,395		64,240	2,423	6,000		72,663	
Museum reserve	136,563	4,582		(5,000)	136,145		136,563	5,150		(5,000)	136,713	
Moodiarrup Sports Club reserve	26,680	895	5,000		32,575		26,680	1,006	5,000		32,686	Will be confirmed after club AGM
Landcare reserve	21,626	726		(8,000)	14,352		21,626	816		0	22,442	Approved via Council decision
Corporate planning and valuation reserve	5,034	169			5,203		5,034	190			5,224	
Kids Central reserve	7,971	267			8,238		7,971	301			8,272	
The Shed reserve	13,455	451			13,906		13,455	507			13,962	
Recreation trails reserve	2,827	95			2,922		2,827	107			2,934	
Community Gym reserve	15,098	507		(10,000)	5,605		15,098	569		(2,903)	12,764	Memberships offset expenditure
Economic development reserve	86,456	3,303		(50,927)	38,832		86,456	3,260		(39,515)	50,201	SOWA building water project carried to 26/27
												\$579,212 budgeted transfer is FAGS special projects Bridge funding - will be paid in June 2026.
												Total project \$674,000. Balance of \$94,788 to allocate per Council decision OCM 2025 136
Road reserve	264,850	8,482	579,212	(183,680)	668,864		264,850	9,988	0	(183,680)	91,158	
	2,219,793	74,476	882,212	(1,016,027)	2,160,454		2,219,793	83,711	326,947	(960,852)	1,669,600	

13 WORKS AND SERVICES

13.1 SHIRE OF WEST ARTHUR ROAD HIERARCHY AND CONSTRUCTION STANDARDS

File Ref:	ADM384
Location:	Not applicable
Applicant:	Not applicable
Author:	Gary Rasmussen, Manager Works and Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	15/06/2026
Disclosure of Interest:	Nil
Attachments:	1. Road Hierarchy and Construction Standards

SUMMARY:

The purpose of this report is to present the consolidated Road Hierarchy and Construction Standards document to Council for acceptance and adoption. The document combines the Shire's existing road hierarchy, priority setting, levels of service and technical construction requirements into a single reference document intended to support consistent planning, design, construction, maintenance and investment decisions across the Shire road network.

BACKGROUND:

The attached document has been prepared as a consolidated reference that retains the Shire's road hierarchy, priority framework and levels of service as the strategic basis for decision-making, while incorporating detailed road construction and design requirements as the operative standards to be applied by staff, contractors and developers.

The document states that its objectives are to: provide a safe, efficient and effective road system; define minimum standards for road construction, maintenance and associated civil works; provide a rational basis for upgrades and developer contributions; guide staff, contractors and developers; and support consistent levels of service across the Shire road network.

One of the Chief Executive Officer's Key Performance Indicators (KPIs) for 2026 is to develop a Road and Bridge Strategy that addresses:

- a road hierarchy (priority ranking) for sealed and unsealed roads;
- a bridge hierarchy (priority ranking);
- the establishment of appropriate financial reserves and identification of the current reserve funding gap for roads and bridges; and
- identification of potential funding sources.

The attached document directly contributes to the achievement of this KPI by establishing a consolidated and clearly defined road hierarchy and associated standards, thereby addressing the first component of the required Road and Bridge Strategy.

The *Local Government Act 1995* provides that the Council governs the local government's affairs and that its governing role includes determining the local government's policies, planning strategically for the future of the district, determining the services and facilities to be provided, and making decisions on the basis of evidence, on the merits and in accordance with the law while taking account of the local government's finances and resources.

COMMENT:

The attached document establishes a clear hierarchy for roads under Shire control, namely Regional Distributor, Local Distributor, and Access Roads, and Town Streets, while recognising Primary Distributor roads as Main Roads Western Australia assets outside the Shire's maintenance responsibility except for interface and emergency coordination matters. It also includes a consolidated road classification register, a maintenance and emergency response priority order, minimum construction standards, drainage standards, service levels, bridge prioritisation principles and development/subdivision requirements.

Adoption of the document will provide Council and administration with a clearer and more consistent basis for future road investment, maintenance prioritisation, technical design decisions and discussions with developers regarding road upgrading contributions and subdivision works. It should also reduce ambiguity for staff and external parties by replacing overlapping source material with one consolidated standard.

From a governance perspective, preparing Council reports and recommendations in a structured manner that supports effective decision-making is consistent with the Department's guidance on agendas and minutes and broader local government operational guidance on contemporary good practice.

CONSULTATION:

Chief Executive Officer
Manager Corporate Services
Main Roads WA

STATUTORY ENVIRONMENT:

Under section 2.7 of the *Local Government Act 1995*, the Council's role includes governing the local government's affairs, determining the local government's policies, planning strategically for the future of the district, determining the services and facilities to be provided, and providing strategic direction to the CEO.

Section 3.1 of the *Local Government Act 1995* provides that the general function of a local government is to provide for the good government of persons in its district, and that this function is to be performed having regard to sustainability, long-term consequences, future generations and collaboration where relevant.

Section 1.3 of the *Local Government Act 1995* states that the Act is intended to promote better decision-making, greater accountability and more efficient and effective local government.

POLICY IMPLICATIONS:

If adopted, the Road Hierarchy and Construction Standards document will operate as the Shire's consolidated internal policy/technical standard for road hierarchy, construction requirements and associated operational expectations.

FINANCIAL IMPLICATIONS:

Adoption of the document does not of itself commit the Shire to a particular capital expenditure program. However, the document is intended to inform future planning, works programming, prioritisation, upgrades, maintenance responses and developer contribution discussions. The document also contains specific provisions regarding defects bonds, supervision fees and possible developer-funded or developer-contributed road upgrades associated with subdivision and development.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Built Environment – well maintained roads and infrastructure which reflects our identity

Outcome: Our road network is well maintained

Strategy: Regularly review and update our long term road construction and maintenance program

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Inconsistent decision-making, duplication, uncertainty in project scoping, and inconsistent expectations for staff, contractors and developers.
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	Inadequate Asset Management
Risk Action Plan (Controls or Treatment Proposed)	Adopt the standards and hierarchy as presented

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-079

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

That Council:

1. accept the attached Road Hierarchy and Construction Standards as presented;
2. adopt the attached Road Hierarchy and Construction Standards as the Shire of West Arthur's consolidated document for road hierarchy, construction standards and associated operational requirements; and
3. authorise the Chief Executive Officer to make minor administrative, formatting and editorial amendments to the document, provided such amendments do not materially alter the intent of the document adopted by Council.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill,
Helen Lubcke

Against: Nil

CARRIED 6/0



Shire of West Arthur

Road Hierarchy and Construction Standards

2 June 2026

1. Introduction

The Shire of West Arthur manages an extensive network of local roads that support the agricultural economy, connect communities, and enable safe and efficient transport across the district. This consolidated document brings together the road hierarchy, construction standards and associated operational requirements into a single reference to support consistent planning, design, construction, maintenance, and investment decisions.

This consolidated version has been structured to remove duplication between the two source documents. The road hierarchy, priority setting and levels of service have been retained as the strategic framework, while the detailed technical sections from the road construction standards have been incorporated as the operative construction and design requirements.

2. Objectives

- Provide a safe, efficient, and effective road system for the Shire;
- Define minimum standards for road construction, maintenance and associated civil works;
- Provide a rational and consistent basis for road upgrades and any financial contributions required from developers;
- Guide staff, contractors and developers when preparing work programs, designs, and construction proposals;
- Support consistent levels of service across the Shire road network.

3. Road Hierarchy Framework

For consistency, this consolidated document adopts five road hierarchy categories. Primary Distributor roads are non-Shire roads managed by Main Roads Western Australia. Shire-controlled roads are classified as Regional Distributor, Local Distributor, Access, and Town Streets.

Category	Function / Description	Notes
Primary Distributor	State-controlled roads managed by Main Roads, WA.	Not a Shire maintenance responsibility except emergency coordination/interface matters.
Regional Distributor	High-order Shire roads carrying through traffic and strategic freight movements.	Generally sealed roads and highest Shire priority for maintenance and renewal.
Local Distributor	Roads distributing traffic between local areas, rural properties and regional routes.	Includes roads of regional significance where designated.
Access	Roads providing direct access to rural properties, local farms and low-volume movements.	Includes gravel track access where a lower standard is appropriate.

Town Streets	Urban/townsite streets including residential, industrial, commercial and rural residential streets.	Standards vary by street function and context.
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4. Road Classification Register

The road classification register below consolidates the road lists contained in the existing hierarchy document and removes duplicate entries.

Regional Distributor

Regional Distributor		
ARTHUR RIVER-DINNINUP RD	DARKAN-MOODIARRUP RD	PIESSEVILLE-TARWONGA RD
WILLIAMS DARKAN RD	MOODIARRUP-CHANGERUP RD	

Local Distributor

Local Distributor		
BEAUFORT RD	BOKAL EAST ARTHUR RD	BOKAL RD NORTH
BOSCABEL CHITTINUP RD	BOWELLING MCALINDEN RD	BOWELLING-DURANILLIN RD
CAPERCUP NORTH RD	CAPERCUP SOUTH RD	CARYMUNNA RD
CLARKE RD	COLLIE SOUTHEAST RD	CORDERING NORTH RD
CORDERING SOUTH RD	DARDADINE SOUTH RD	DARKAN SOUTH RD
EULIN CROSSING RD	GIBBS RD	GLENORCHY SOUTH RD
HILLMAN DARDADINE RD	HILLMAN RD	HOWIE RD
HUGHES MILL RD	MOODIARRUP WEST RD	QUILL RD
QUINDANNING-DARKAN RD	SANDALWOOD RD	TRIGWELL BRIDGE RD

Access

Access		
ABBOTT RD	MARSH'S ACCESS RD	ADCOCK RD
MCALINDEN EAST RD	AIRLIE RD	MCDONALD RD
ANDERSON RD	MERCER RD	ANGEL RD
MOODIARRUP SOUTH RD	BALLOCK RD	MOORE ROGERS RD
BEER BOTTLE RD	MORRELL RD	BELLOTTI RD
NOBLE RD	BOKAL SIDING RD	NUNENDINE RD
BOKAL SOUTH RD	O'CONNELL RD	BROWN RD
O'CONNOR RD	BUNCE KING RD	OLD COALFIELDS RD
BURNETT RD	OLD COLLIE RD	LLOYD RD
PEDERICK RD	CAPERCUP SOUTHWEST RD	PERRY RD
CARBERDINE POOL RD	POLLARD RD	CLIFTON RD
PROWSE RD	COBEN SOAK RD	QUARTERMAINE RD
COCHRANE RD	RAJANDER RD	COLTART RD
BANKSIA ST	CRAIGIE RD	REAPER RD
CUSACK RD	REES RD	CUTHBERT RD
REID RD	D. BROWN RD	RHODESDALE RD
DARLING RD	ROAD NO 002 (MWS TRYING TO LOCATE)	DAWSON RD

ROBINS RD	DELLA RD	RUTHERFORD RD
DELLYANINE RD	RYAN RD	DON RD
SCHINZIG BULLER RD	DOYLE RD	SCOTT RD
DUNLEATH RD	SHEILD RD	EARNSHAW RD
SLOAN RD	FARRELL RD	SMITH RD
FERRARI RD	SOUTH RD	FLEAYS RD
SPENCER RD	GIBBS RD NORTH	STEDDY RD
GIBBS SIDING RD	STEWART RD	GORN RD
LAKE TOWERINNING RD	GROWDEN PL	STRICKLANDS RD
GROWDEN RD	TELFER RD	HALL RD
TRIGWELL RD	HAMERSLY RD	UNNAMED RD (OFF BOKAL RD NORTH TO THE WEST AT SLK 7.60
HEBB RD	VANZETTI RD	
VARIS RD	HULSE RD	W-TREE GULLY RD
JACKSON RD	WAYS RD	JOHNSTON DR
WEIR RD WEST	KINGS RD	WEIR RD EAST
KNAPP RD	WIRELESS STATION RD	KNIGHT RD
WOOLDRIGE RD	KYLIE CATCHMENT RD	WRIGHT RD
KYLIE SIDING RD	WUNNENBERG RD	HORLEY RD

Town Streets

Town Streets		
ARTHUR ST	BURROWES ST	EWING ST
FISHER ST	GIBBS ST	BUTLER ST
HIBBLE ST	HILL ST	HILLMAN ST
HORLEY ST	HORWOOD ST	HULL ST
KING ST	MEMORIAL DR	NANGIP CR
PERRY ST	ROELANDS LAKE KING RD (CAR PARK)	THOMPSON ST
WILLIAM ST	STEWART ST	

5. Priority for Construction, Maintenance and Emergency Response

Where budget, resource availability, weather or other operational constraints prevent the Shire from fully achieving minimum service levels, equivalent road needs or risks should be prioritised in the following order:

Priority	Road Classification
1	Regional Distributor
2	Local Distributor
3	Access
4	Town Streets
5	Primary Distributor / interface issues, with Shire roads prioritised first in a declared event or emergency response context

6. Construction Standards Summary

The table below reflects the detailed technical standards as the operative minimums for new construction unless otherwise approved by the CEO.

Category	Formation / Reserve	Running Surface / Seal	Shoulders / Footpaths	Vegetation Management
Regional Distributor	Minimum 10m gravel formation	Minimum 7.2m sealed running surface	Target 1.5m shoulders each side (may reduce to 1.0m where constrained)	Minimum 15m
Local Distributor	Minimum 9m gravel formation	Minimum 7.0m running surface; if ADT is 90 or above, consider 7.2 m seal	Target 1.5m shoulders where applicable	Minimum 10m
Access	Minimum 8m gravel formation	Minimum 7.0m paved/gravel running surface	No standard sealed shoulder requirement	Minimum 8m
Gravel Track Access	Minimum 7m gravel formation	Minimum 6.0m running surface	No standard sealed shoulder requirement	Minimum 8m
Town Access Streets	Minimum 20m road reserve	Minimum 10m between kerbs	Concrete / asphalt footpath on at least one side; cul-de-sac min 18m diameter; T-heads not permitted	Context specific
Town Streets – Industrial / Commercial Thoroughfares / Rural Residential	Minimum 20m road reserve	Industrial/commercial thoroughfares: minimum 10m between kerbs; rural residential: minimum 7m pavement width	Unsealed or sealed footpaths as determined by context and connection needs	Context specific

The Shire recognises Main Roads WA Specification 501 for pavement construction.

7. Detailed Design Standards

7.1 Flexible Pavement Structure

A typical flexible pavement may comprise the following layers (top down), subject to site conditions, design and Main Roads WA requirements:

- Surface course / running surface: typically, 10mm asphalt stone mix with extra fines, generally 30–50mm thick. A 7mm surfacing may be used for very quiet roads to a maximum thickness of 28mm.
- Binder course: typically, 14mm asphalt stone mix, generally 50–100mm thick. A 14mm mix may also be used as a running surface where appropriate.
- Base course: typically asphalt or compacted road base / gravel / 20mm road base rock; commonly around 300mm compacted, potentially in two 150 mm layers depending on roller capacity.
- Sub-base: commonly natural gravel or rock-type gravel, approximately 300mm compacted.
- Compacted subgrade: suitable selected material, compacted and proof-rolled; unsuitable material to be removed and replaced.
- Natural subgrade: must be tested for deflection. Where deflection exceeds 10 mm, treatment is required.

7.2 Subgrade Treatment Guide

Where soft subgrade is encountered, excavation should generally not exceed 900mm. Geofabric may be placed at the base with backfill using selected lower-layer material. Each 300mm layer is to be compacted, and the final layer checked for deflection using a multi-tyre roller.

7.3 Gravel Roads

- Compacted subgrade thickness: minimum 150mm of natural in-situ material, clear of vegetation.
- Compacted gravel pavement thickness: minimum 150mm.
- Crossfall: generally, 4–6% for unsealed roads; 3% for sealed roads; superelevation may range to 6–8% on curves.
- Shoulders: future sealed roads should ideally provide 1.5m shoulders on each side, which may reduce to 1.0m on minor dual-lane roads.

8. Drainage Works

8.1 Table Drains

- On higher order roads (RAV Type 5 ADT 101–500 and Type 4 roads as applicable), table drains should generally be a minimum of 600mm below the road crown.
- On RAV Type 3 roads (ADT 31–50), table drains should generally be a minimum of 300mm below the road crown.
- Drains are to be kept free of vegetation and obstructions to maintain hydraulic performance and sight distance.

8.2 Culverts and Headwalls

- On new works or widening, culverts more than 20 years old should be replaced rather than extended, subject to assessment and Main Roads standards.
- Culvert bedding should comprise cement-stabilised gravel or sand in a minimum compacted thickness of 150mm.
- Backfill should generally be cement-stabilised gravel in maximum 150mm compacted layers.
- Box culverts are to have a continuous concrete slab base.
- All culverts and headwalls are to be concrete or grouted stone pitched headwalls with wingwalls, aprons and cut-off walls. Culverts greater than 750mm diameter/height are to have steel reinforcement in headwalls.

8.3 Batters and Benches

- Cut batters should generally be no steeper than 3H:1V.
- For embankments or cuttings exceeding 10m vertical height, or unstable material, benches should be considered for stability, scour control and maintenance.

9. Levels of Service

Service Activity	Minimum Standard
Condition / asset data capture	Regional Distributor: Annual. Local Distributor: bi-annual. Access Roads and Town Streets: bi-annual.
Road serviceability inspections	Regional Distributor: minimum 4 per year. Local Distributor: minimum 4 per year. Access Roads and Town Streets: minimum 1 per year.
Road resealing	Typically, every 18–25 years, subject to traffic volumes, pavement conditions, and funding.
Grading	The Shire is divided into six grading areas with graders rotating through areas on a cyclical basis. Regional Distributors receive shoulder grading approximately once every three years; Local Distributors receive at least two grades per year and as required; Access Roads receive up to two grades per year and as required following inspection.
Reported maintenance issues	Repairs within 5 working days of notification, or through the grading cycle where appropriate.
Reported hazards	Initial safety response within 4 hours where practicable, with rectification as soon as availability and practicality allow.
Roadside vegetation	Managed within the maintenance zone using mechanical treatment and herbicide spraying in accordance with program priorities and environmental requirements.

10. Bridges

Bridges are critical assets that interconnect the road network. Prioritization and maintenance programming are to reflect network criticality, traffic significance and safety risk, with Regional Distributor bridges generally taking precedence, followed by Local Distributor and Access Road bridges.

11. Development and Subdivision Requirements

11.1 Road Upgrading Contributions

The Shire may require a developer to contribute to, or fully fund, the upgrade of an existing road where a subdivision or development increases traffic demand or relies upon a road connection that is not of an adequate standard. Where an unsealed road services a proposed development, the Council may require contribution toward road construction or upgrade to the nearest sealed road, together with any associated drainage or services.

11.2 Provision of Subdivisional Roads and Civil Works

- Detailed design drawings and supporting information must be submitted to the CEO for approval before works commence.
- Designs are to be prepared by a consulting engineer, a suitably qualified practicing civil engineer, or another appropriately qualified person approved by the CEO.
- The subdivider is responsible for engaging a contractor with capacity to complete the works to the approved standard.
- A defects bond equal to 7.5% of the total cost of the work is to be provided for the first 12 months after clearance of the relevant condition(s).
- Council supervision fees apply: 1.5% of estimated construction cost where day-to-day supervision is provided by the consulting engineer/site supervisor, or 3% where it is not.
- Public access is not permitted until a completion certificate is issued by the consulting engineer and accepted by the CEO.
- Where works remain incomplete, security may be negotiated at the CEO's discretion, generally based on the value of incomplete works plus 20%.

11.3 Outline Specification for Bitumen Construction

Bitumen construction is to be undertaken in accordance with best accepted engineering practice, Main Roads WA specifications and approved design drawings. As a guide, reference may be made to local government subdivisional development guidelines. Designs are to include plans, longitudinal sections, cross sections, levels, drainage details and pavement structure. Surface treatment and seal design require CEO approval prior to application.

11.4 Outline Specification for Unsealed Construction

Unsealed road construction is to follow approved design drawings, with drainage, earthworks, formation and pavement design appropriate to the site and traffic task. Crossfalls are to be not less than 4% and the compacted road base depth is not to be less than 200 mm unless otherwise approved or justified by testing.

11.5 Minimum Internal Road Standards

Road Type	Minimum Standard
Minimum Gravel Track	Farm gate situation servicing 1–4 rural properties: 7m gravel formation, 6m running surface, vegetation cleared to minimum 8m.
Standard Gravel Road	Typical rural road servicing 5–10 rural properties: 8m gravel formation, 7m running surface, vegetation cleared to minimum 9m.
Bitumen – 6 m without kerbs	Minimum main internal road for special rural subdivision; kerbing for drainage, traffic control and entry only.
Bitumen – 6 m with kerbs	Minimum residential standard and minimum special residential standard.
Bitumen – 7.4 m with / without kerbs	Main internal distributor / feeder road standard for larger special rural, special residential or residential subdivisions.

12. Ancillary Standards and Operational Requirements

12.1 Crossovers

Council may require owners or occupiers to make or repair crossovers in accordance with the Local Government Act 1995 and applicable local specifications. Council may subsidise up to 50% of the cost of a standard 4.0m urban or 6.0m rural crossover, capped at \$1,000 reimbursement, subject to approval and inspection. Maintenance of the crossover remains the owner's responsibility.

12.2 Footpaths

Footpaths and dual-use paths are to be provided in accordance with the Shire's footpath planning priorities and relevant Austroads standards.

12.3 Verge Clearing and Vegetation Management

Road reserve clearing, construction and maintenance are to be undertaken in accordance with environmental legislation, applicable permits and the Shire maintenance corridor approach. Clearing should be minimised where practicable and any dangerous vegetation may be removed following inspection and in accordance with applicable requirements.

12.4 Services and Utilities

Service alignments should minimise impacts on roadside vegetation. Utility providers are expected to liaise with the Shire on service locations, trench reinstatement and rehabilitation of disturbed areas.

12.5 Signs

Directional and other signs on Shire-controlled road reserves are to comply with Shire sign standards regarding mounting, visibility, colour, size, location and overall number

of signs. Signs are generally to be mounted on metal plates supported by galvanised pipe posts and installed to maintain visibility and road safety.

12.6 Gravel Supplies and Rehabilitation

Gravel extraction is to be managed through written agreement with landowners, fair compensation, site management planning and rehabilitation. The source document records a preferred payment rate of \$2.20 (incl. GST) per compacted cubic metre removed from private property, charged to the relevant works program. Gravel pits are to be rehabilitated progressively and managed in accordance with environmental obligations.

12.7 Clearing of Vegetation for Road Construction

Before major road construction clearing commences, adjoining owners should be advised of proposed clearing and the Shire should endeavour to reach agreement on the extent of clearing, while maintaining safe sight distance and unobstructed access at intersections and along roads.

Appendix 1

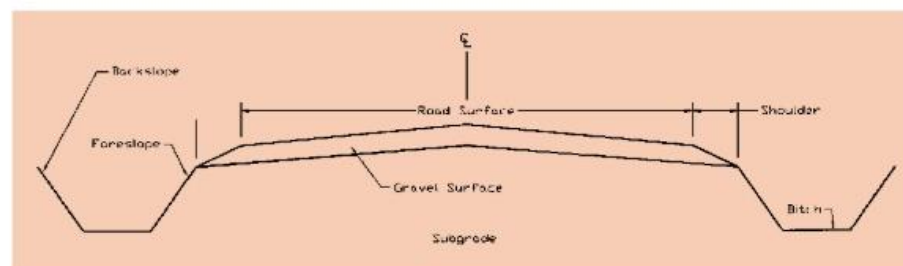
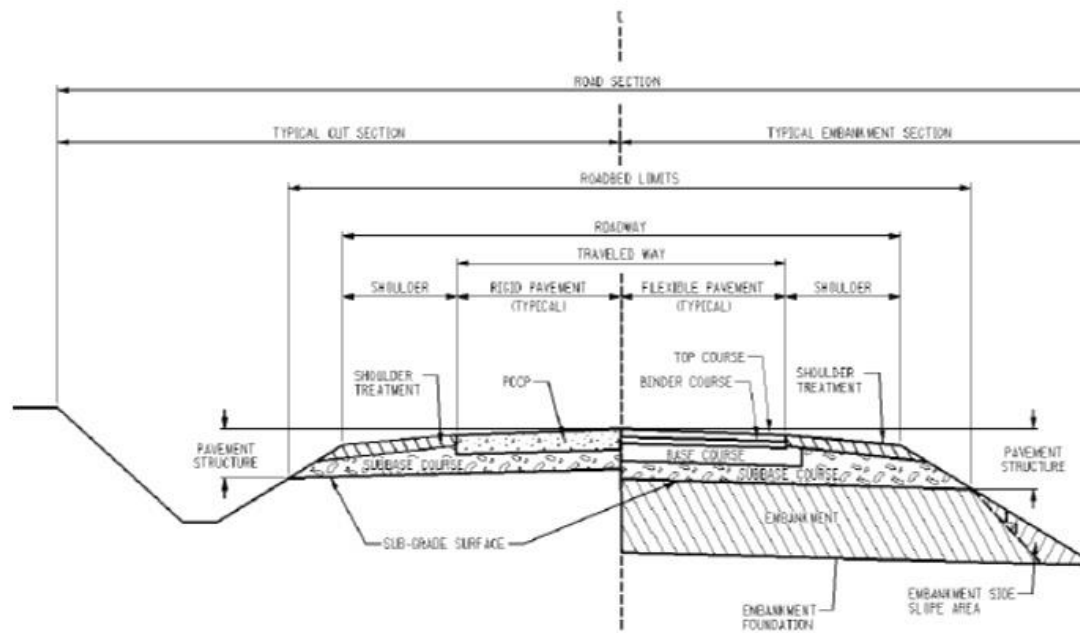
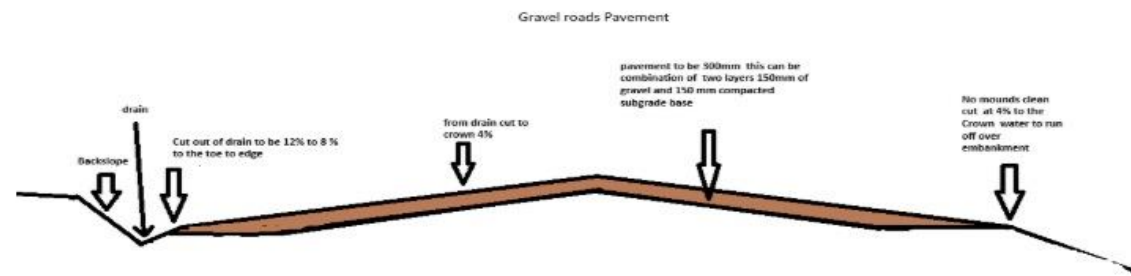


Figure 1: The components of the roadway cross section.

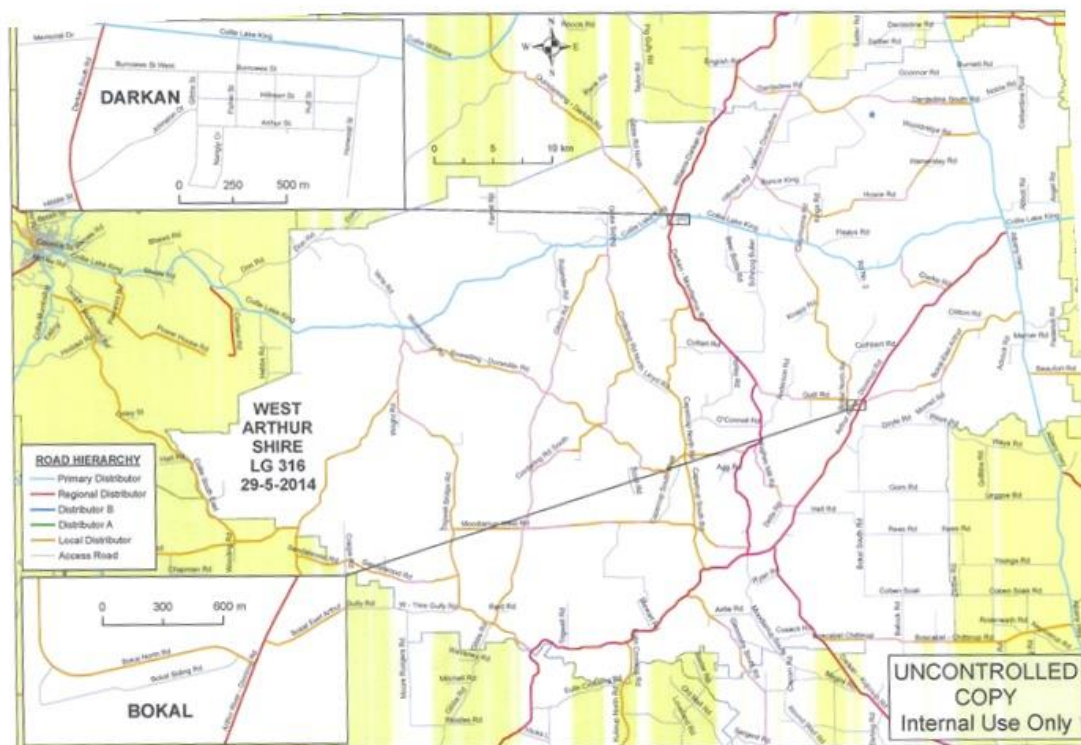
Appendix 2



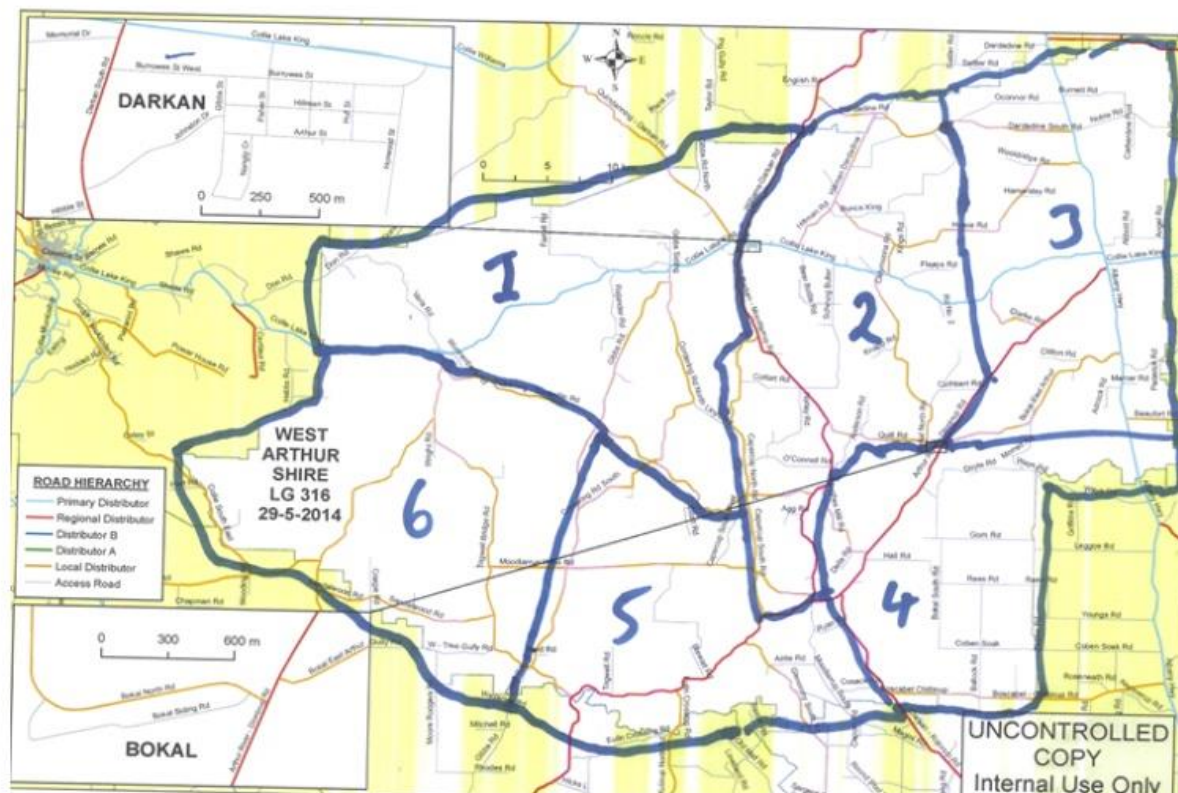
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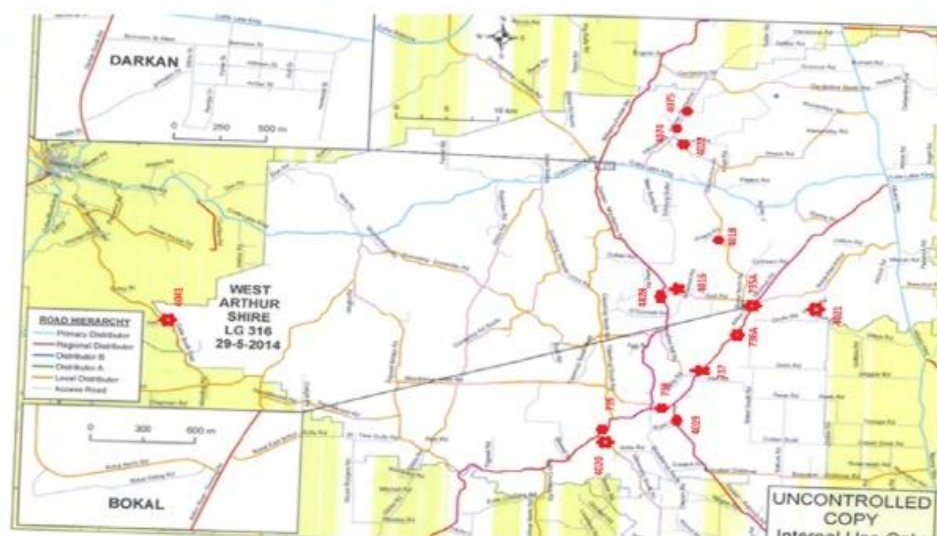
Appendix 4



Appendix 5



Appendix 6



14 REGULATORY SERVICES

14.1 APPLICATION TO CAMP AT 59 HILLMAN RD, DARKAN

File Ref:	ADM383
Location:	59 Hillman St, Darkan
Applicant:	Dan Reinhold
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/06/2026
Disclosure of Interest:	Nil
Attachments:	1. Application (Confidential) 2. Application - Property Owner Signature Page (Confidential) 3. Approval (Confidential)

SUMMARY:

Council is requested to determine an application for approval to camp other than at a caravan park at 59 Hillman Street, Darkan, being a residentially zoned property within the Shire of West Arthur.

BACKGROUND:

The application is for occupation of one bus/caravan on the land, and the supporting material indicates that the application is being made due to a lack of available housing. The material also indicates that the applicant has previously obtained approval for this arrangement and that property owner consent has been provided.

The current legislative framework allows a local government to approve camping on private land for a period of up to 24 consecutive months, subject to mandatory safety and health conditions and any other conditions imposed by the local government. Before giving approval, Council must be satisfied the land is suitable for camping, particularly in relation to safety, health and access to services.

The application identifies the premises as residential, notes that previous approvals have been received for camping on the property and states the reason for the application as “no housing available”. The application also notes that adjacent occupiers have been notified in writing and that the applicant intends to continue searching for rental accommodation and reapply if accommodation is not secured.

COMMENT:

The application was forwarded to the Shire’s Environmental Health Officer for a recommendation. The EHO considered the application on the basis that previous similar applications by the applicant have been approved. The draft approval letter attached was provided by the CEO for signing by the CEO.

The draft letter sets out a condition framework that is broadly consistent with *Caravan Parks and Camping Grounds Regulations 1997* regulations 11A, 13 and 14 and current departmental guidance, including requirements for potable water, sanitary facilities, wastewater disposal, refuse management, site maintenance, nuisance control, no additional structures without approval, and a clear statement that the approval does not override any separate planning, building or plumbing requirements.

It is also relevant that the CEO sought advice from the Minister’s Office about the likelihood of the Minister approving this application if Council declined it. The response was that, if nothing had changed since the

previous time the Minister approved this application, there was no reason for the Minister not to make the same decision this time.

On balance, and subject to conditions, the application can be supported because the legislative framework now expressly enables local governments to approve this form of temporary accommodation, provided Council is satisfied as to safety, health and access to services.

CONSULTATION:

Environmental Health Officer

John Gangell – Senior Policy Advisor to the Local Government Minister

Liam O'Neill - Senior Policy Advisor to the Local Government Minister

STATUTORY ENVIRONMENT:

Under regulation 11 of the *Caravan Parks and Camping Grounds Regulations 1997*, a person may camp for more than 5 nights in any period of 28 consecutive days on land the person owns or has a legal right to occupy only with the written approval of either the local government under regulation 11A or the Minister under regulation 11B.

Under regulation 11A:

- a person may apply in writing to the local government for approval to camp on land the person owns or has a legal right to occupy within the district;
- the local government may approve camping for a period not exceeding 24 consecutive months;
- the approval is subject to conditions that any caravan or camp not be a hazard to safety or health, that the land remain suitable for camping, particularly in relation to safety, health and access to services, and any further conditions specified by the local government; and
- the local government may revoke the approval if satisfied a condition has been breached, subject to the notice and show cause process in regulation 11A(6).

Regulation 13 requires that, before approval is given, the local government be satisfied that the land is a suitable place for camping, especially with respect to safety and health and access to services.

Regulation 14 requires a person camping in a caravan or camp to maintain it such that it is not a hazard to safety or health.

The Department's current guidance also confirms that local governments can approve temporary accommodation on private land for up to 24 months, may impose health and safety conditions, and that the Minister retains a role where a local government does not approve or revokes an approval.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil direct financial implication, other than normal administrative and compliance monitoring costs.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

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 1	Minor 2	Moderate 3	Major 4	Catastrophic 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	There is a risk of non-compliance with the Caravan Parks and Camping Grounds Regulations 1997 if Council approves the application without clearly defining the approved period, occupancy limit and site conditions, or if the approved arrangement is not monitored for ongoing compliance. This could result in occupation occurring in a manner that is inconsistent with the statutory requirements relating to safety, health and access to services, or inconsistent with Council's approval.
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	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Support the officer recommendation with conditions as presented.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION OCM-2026-080

Moved: Cr Graeme Peirce

Seconded: Cr Natalie O'Neill

1. That Council, pursuant to regulations 11, 11A, 13 and 14 of the *Caravan Parks and Camping Grounds Regulations 1997*, approve the application by Mr Dan Reinhold to camp other than at a caravan park at 59 Hillman Street, Darkan, subject to the following conditions:
 - a) Approval period – the approval is valid from 31 May 2026 to 30 November 2026, after which it will lapse unless further approval is granted by the Shire.
 - b) Occupancy – occupation of the bus/caravan is limited to a maximum of one (1) person at any one time.
 - c) Water supply – a continuous supply of potable water must be provided and maintained for the duration of the approval.
 - d) Sanitary facilities – existing ablution facilities within the dwelling, including toilet and shower facilities, must be available for use and maintained in a clean, sanitary and serviceable condition at all times.
 - e) Greywater disposal – all greywater generated from the bus/caravan must be disposed of via an approved wastewater disposal system and must not be discharged onto the ground or allowed to pool or create a nuisance.
 - f) Blackwater disposal – any blackwater generated from the bus/caravan must be contained within an approved holding facility and disposed of at an approved disposal point. Disposal to the ground or to any unauthorised system is prohibited.

- g) Refuse disposal – all rubbish must be properly contained and managed at all times and disposed of via an approved waste collection service, with no accumulation or nuisance on site.
- h) Site maintenance – the camping area must be maintained in a clean, safe and sanitary condition at all times.
- i) Nuisance – the occupation must not create a nuisance, including by noise, smoke, odour, wastewater discharge or any other matter likely to adversely affect neighbouring properties.
- j) Additional structures – no additional accommodation units, annexes, structures or buildings associated with the camping arrangement are to be erected without prior approval from the Shire.
- k) Other approvals – this approval does not remove or replace any separate requirements under planning, building, plumbing or any other applicable legislation.
- l) Revocation – the Shire may revoke this approval if any condition of approval is breached, subject to the requirements of regulation 11A.

2. That Council note that the CEO sought advice from the Minister’s Office regarding the likelihood of Ministerial approval if Council were to decline the application, and was advised that, if nothing had changed since the previous occasion on which the Minister approved the application, there was no reason for the Minister not to make the same decision again.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill,
Helen Lubcke

Against: Nil

CARRIED 6/0

CONFIDENTIAL ATTACHMENT
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15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

RESOLUTION OCM-2026-081

Moved: Cr Helen Lubcke
Seconded: Cr Russell Prowse

That Council accept the Late Item - 16.1 Amendment of Fees and Charges 2026-2027.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, and Helen Lubcke
Against: Nil

CARRIED 6/0**16.1 AMENDMENT OF FEES AND CHARGES 2026-2027**

File Ref: ADM130
Location: N/A
Applicant: N/A
Author: Rajinder S Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 25/06/2026
Disclosure of Interest: Nil
Attachments: 1. FER Email 2026-27 Fees
2. SoWA Fees and Charges 2026-2027 Updated 1

SUMMARY:

Council is requested to consider adopting the attached amended Schedule of Fees and Charges for 2026-2027, effective 1 July 2026.

BACKGROUND:

The Shire of West Arthur is registered with the Fines Enforcement Registry (FER) to upload unpaid fines and infringement notices to assist with the recovery of outstanding monies.

The Shire received correspondence from the Fines Enforcement Registry on 24 June 2026 advising of new fees and charges applicable from 1 July 2026. The Shire had previously adopted its Fees and Charges for the 2026-2027 financial year at the Ordinary Council Meeting held on 28 May 2026. As the updated Fines Enforcement Registry fees were received after Council's adoption of the 2026-2027 Fees and Charges, an amendment is required to ensure the Shire's adopted schedule reflects the current prescribed fees effective from 1 July 2026.

Also, under the Plant Hire section of the adopted 2026-2027 Schedule of Fees and Charges, no fee was included for the use of an additional trailer. The Shire recently completed a private works job that required an additional trailer to complete the works. To ensure appropriate cost recovery and provide a clear fee for future private works requiring this equipment, Council is required to adopt a new fee for the hire of an additional trailer.

COMMENT:

Under Fines, Penalties and Infringement Notices Enforcement Regulations 1994, Fine Regs Schd 2

	Adopted Fees	Amended Fees
Issuing Final Demand	\$27.60	\$28.30
Preparing Enforcement Certificate	\$23.50	\$24.10
Registration of Infringement Notice	\$88.50	\$90.50
Additional Trailer	\$85.00 per hour	

CONSULTATION:

Chief Executive Officer
Manager Works and Service
Manager Finance Operation

STATUTORY ENVIRONMENT:

Fines, Penalties and Infringement Notices Enforcement Regulations 1994

Fine Regs Schd 2

Local Government Act 1995

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* Absolute majority required

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

(a) under section 5.96; or

(b) under section 6.16(2)(d); or

(c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

(4) *Regulations may —*

(a) prohibit the imposition of a fee or charge in prescribed circumstances; or

(b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

(1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*

(a) determine an amount that is inconsistent with the amount determined under the other written law; or

(b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Adopting fees and charges enables the Council to charge appropriate fees from 1 July 2026. Revenue raised from fees and charges set by the Council will contribute to its ability to provide services and facilities for the 2026-2027 financial year and into the future.

STRATEGIC IMPLICATIONS:

There is no reference to this report in the Council's Strategic Community Plan.

RISK IMPLICATIONS:

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

Risk Themes:

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

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management

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

Risk Matrix:

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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	Inability to charge fees before the adoption of the budget if not adopted.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt and charge fees in accordance with the schedule of fees and charges 2026-2027 as presented.

VOTING REQUIREMENTS:Absolute Majority

RESOLUTION OCM-2026-082

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

That Council, by absolute majority, adopt the amended 2026-2027 Schedule of Fees and Charges as attached to:

1. Amend the following fees under *Fines, Penalties and Infringement Notices Enforcement Regulations 1994*, Fine Regs Schd 2.

	Amended Fees
Issuing Final Demand	\$28.30
Preparing Enforcement Certificate	\$24.10
Registration of Infringement Notice	\$90.50

2. Include a new fee for Additional Trailer hire at \$85.00 per hour.

In Favour: Crs Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill,
Helen Lubcke

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Rajinder S Sunner

From: Prosecuting Authority <ProsecutingAuthority@justice.wa.gov.au>
Sent: Wednesday, 24 June 2026 12:06 PM
To: Prosecuting Authority
Subject: Fines Enforcement Registry - Registration Fee Increase 2026-2027 - Confirmed

OFFICIAL

Good afternoon,

The Fines Enforcement Registry (FER) have received confirmation of a fee increase for the 2026-2027 Financial Year.

Please see the new fees for the registration of an infringement with FER outlined below:

Fee for issuing a Final Demand:	\$28.30
Fee for an Enforcement Certificate:	\$24.10
Fee for registering an Infringement Notice:	\$90.50

The new fees have been published in the *Attorney General Regulations Amendment (Fees and Charges) Regulations 2026* and will be effective as of **1 July 2026**.

Thank you, and if you have any queries please don't hesitate to contact our office.

Kind regards,

Rachael | A/Team Leader - Client Liaison | Fines Enforcement Registry
Department of Justice | GPO Box X2293, PERTH, WA, 6847 |
t: 9235 0235 | **w:** <https://ecourts.justice.wa.gov.au/eCourtsPortal/ViewMyCases>



Elder Spirits Circling Landscape is by a Whadjuk Noongar artist in the care of the Department of Justice.

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Schedule of Fees and Charges 2026-2027

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



Effective: 1 July 2026		Amended:	25-June-2026	Adopted OCM: 28 May 2026		
		Amended:				
		Amended:				
COA/T#	ITEM	Statutory Fees	Details	2025/26	2026/27	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
GENERAL PURPOSE FUNDING						
	Rates					
I031714	Administration Fee - Rates Instalments per instalment (Per Notice, <i>Excluding first Notice</i>)	LG Act 1995 S6.45	Per Instalment	7.25	10.00	N
I031732	Combined Statement/Confirmation	LG Act 1995 S6.16	Per Request	135.00	180.00	Y
I033020	Credit Card Surcharge for Payment of Rates, ESL or Rubbish charge			0.75%	0.00%	Y
	Penalty Interest			7.00%	11.00%	N
	Instalment Interest			3.00%	5.50%	N
GOVERNANCE						
	Photocopying					
I043003	Photocopy (Black and White) A4	LG Act 1995 S6.16	Per Copy	0.80	0.85	Y
	Photocopy (Colour) A4		Per Copy	1.25	1.35	Y
	Photocopy (Black and White) A3		Per Copy	1.25	1.35	Y
	Photocopy (Colour) A3		Per Copy	2.10	2.25	Y
	<i>(Copy of Shire documents only. General Photocopying Service Available at CRC)</i>					
	Postage					
	Printing, Binding, Postage of Council Reports as per request		Per Document	30.00	33.00	Y
	(Agenda, Minutes, Annual Report, Strategic Documents)					
	Freedom of Information					
	<i>Fees are Prescribed in the Freedom of Information Act Regulations 1993</i>					
	Application Fees Non Personal - Per enquiry		Per Enquiry	30.00	33.00	N
	Application Fees Personal - Per enquiry					
	Charge for Time Dealing with the Application		Per Hour	30.00	30.00	N
	Access Time Supervised by Staff		Per Hour	30.00	30.00	N
	Photocopying Staff Time		Per Hour	30.00	30.00	N
	Per Photocopy - A4		Per Copy	0.25	0.20	N
	Transcribing from Tape, Film or Computer		Per Hour	31.00	30.00	N
	Duplicating a Tape, Film or Computer Information		Actual Cost	At Cost	At Cost	
	Delivery, Packaging and Postage		Actual Cost	At Cost	At Cost	



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COA/T#	ITEM	Statutory Fees	Details	2025/26	2026/27	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	Per Map	25.00	25.00	Y
	Dog Registration - Per Dog		1 Nov - 31 Oct			
	** Registration fees are Prescribed in the Dog Act Regulations 1976					
	^^ Registrations after 31 May are only 50% of the fees below					
	** Concession of 50% available to eligible PENSIONERS					
	** Concession of 75% available for WORKING DOGS					
I052120	Sterilised dog for 1 year	Dog Regs 2013 R17	Per Dog	20.00	20.00	N
	Sterilised dog for 3 years		Per Dog	42.50	42.50	N
	Sterilised dog for Lifetime		Per Dog	100.00	100.00	N
	Unsterilised dog for 1 year		Per Dog	50.00	50.00	N
	Unsterilised dog for 3 years		Per Dog	120.00	120.00	N
	Unsterilised dog for Lifetime		Per Dog	250.00	250.00	N
	Cat Registration - Per Cat					
	** Registration fees are prescribed in the Cat Act Regulations 2012					
	^^ Registrations after 31 May are only 50% of the fees below					
	** Concession of 50% available to eligible PENSIONERS					
I052130	Sterilised cat for 1 year	Cat Regs 2012 Sch 3	Per Cat	20.00	20.00	N
	Sterilised cat for 3 years		Per Cat	42.50	42.50	N
	Sterilised cat for Lifetime		Per Cat	100.00	100.00	N
	Approval to Breed cats - 1 year		Per Breeding	100.00	100.00	N
	Fines and Penalties - Per animal					
	** Fines are as Prescribed in Dog Act 1976, and Cat Act 2011					
I052110	Seizure and Impounding of a Dog/Cat		Per Animal	75.00	75.00	N
	Daily Sustenance		Per Animal/Per day	30.00	30.00	Y
	Destruction of Dog/Cat		Per Animal	100.00	100.00	N
	Miscellaneous					
	Kennel License	Dog Regs 2013 R17	Per annum	200.00	200.00	N
	Kennel Inspection Fees		Per annum	100.00	100.00	Y
	Microchipping - Dog/Animal		Per Animal	65.00	65.00	Y
	Microchipping - Cat/Animal		Per Animal	65.00	65.00	Y
	Bond - Animal Trap			65.00	65.00	N
	Trap Hire Fee	First 7 days free then daily rate apply		1.35	1.35	Y
	Replacement Tags			5.00	5.00	Y



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		Amended:				
		Amended:				
COA/T#	ITEM	Statutory Fees	Details	2025/26	2026/27	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
Fines Enforcement (Applicable to all infringement) - Fines, Penalties and Infringement Notices Enforcement Regulations 1994						
I051125	Issuing Final Demand	Fine Regs Schd 2		27.60	28.30	N
	Preparing Enforcement Certificate			23.50	24.10	N
	Registration of Infringement Notice			88.50	90.50	N
Fire Control						
I051125	Firebreaks - Cost Recovery	BFA 1954 s33(5)		at cost	at cost	N
	Infringements			at cost	at cost	N
Impounding Vehicles						
I051125	Impound Fees			140.00	150.00	N
	Impound Fee Per Day			21.00	23.00	N
	Towing Expense as Per Service			at cost	at cost	N
EDUCATION AND WELFARE						
Kids Central Membership						
I064010	Kids Central Yearly Family Membership (Pro-rata below 6 months)	LG ACT 1995 S6.16	Per Membership	40.00	43.00	Y
	Electric Swipe Key (Authorised for Kids Central)		Per Key	22.00	27.00	Y
Meal Services						
I061011	Main Meal	LG ACT 1995 S6.16	Per Meal	8.00	10.00	N
	Dessert		Per Dessert	3.50	5.00	N
HEALTH						
Wastewater Treatment System						
I071115	Apparatus for the Treatment of Sewage (e.g. septic tank) Application	R4 TS		118.00	118.00	N
	Permit to use Apparatus for the Treatment of Sewage (e.g. septic tank)	R4 TS		118.00	118.00	N
	Health Department of WA application fee to Construct or Install Apparatus for the Treatment of Sewage, Chief Health Officer approval is required (With Local government report - not a LG Fee)	R4A		93.00	93.00	N



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COA/T#	ITEM	Statutory Fees	Details	2025/26	2026/27	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	Food Business	<i>Refer to Health Department Scale of Fees</i>				
	New Food Business Notification - Charitable			Nil		N
	New Food Business Notification/Registration Form			115.00	123.00	N
	Food Business Surveillance/Inspection Fee					
	Very Low risk or Charitable			Nil		
	Low risk - At least 1 Inspection Annually			115.00	123.00	N
	Medium risk - At least 2 Inspection Annually			200.00	214.00	N
	High risk - At least 3 Inspection Annually			300.00	321.00	N
	Low Risk - Inspection Fee			30.00	32.10	N
	Medium Risk - Inspection Fee			80.00	85.60	N
	High Risk - Inspection Fee			145.00	155.00	N
	Temporary Food Stall/Vendor Permits					
	Annual Temporary Food Vendor/Stallholder			Nil	Nil	N
	Temporary Food Vendor/Stallholder per day			Nil	Nil	N
	Temporary Food Vendor/Stallholder Charitable			Nil	Nil	N
	Public Building					
	Public Building Fee - Licence premises (Commercial) Annually	s6.16 LGA	2 Inspections Per Year	140.00	150.00	N
	Public Building Fee - Non Licence premises (Commercial) Annually	s6.16 LGA	1 Inspections Per Year	70.00	75.00	N
	Public Building Fee - (Not for profit)	s6.16 LGA		Nil		
HOUSING						
	Community Housing	LG Act 1995 S6.16				
1091110	Unit 1/10 Hillman Street		Per Week	135.00	150.00	N
	Unit 3/12 Hillman Street		Per Week	150.00	165.00	N
	Unit 4/12 Hillman Street		Per Week	135.00	150.00	N
	25 Nangip Crescent		Per Week	155.00	170.00	N
	18 Gibbs Street		Per Week	155.00	170.00	N
	Shire Houses by Non-Staff (Rental by Non Shire staff will be 200% of the applicable charge - See Staff Housing Rent - Page 12)	LG Act 1995 S6.16				
1091111	52 Hillman Street - Used by Shire Staff		Per Week	0.00	0.00	N
	10 Gibbs Street - Staff House Under Renovation		Per Week	0.00	0.00	N
	31 Arthur Street - Used by Shire Staff		Per Week	0.00	0.00	N
	7 Hillman Street - Pool Manager (Available for use by the Pool Contractor for the term of the Agreement)		Per Week	0.00	0.00	N
	8 Hillman Street - Used by Shire Staff		Per Week	0.00	0.00	N
	GROH Housing	LG Act 1995 S6.16				
	11 King Street -	GROH Lease	Per Week	590.00	650.00	N
	Unit 2/10 Hillman Street	GROH Lease	Per Week	320.00	400.00	N



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		Amended:				
		Amended:				
COA/T#	ITEM	Statutory Fees	Details	2025/26	2026/27	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
COMMUNITY AMENITIES						
I102160	Asbestos Disposal - (Include Cost of Staff Time and Equipment per Hour)	LG Act 1995 S6.16	Per Cubic Meter	105.00	113.00	Y
	<i>Free access for rate payers and residents who deliver capacities less than 1m3 to the refuse site, subject to proof of ratepayer or residential status in the Shire of West Arthur with proof being demonstrated via an acceptable process such as, Shire of West Arthur registration plates, rate notice or driver's licence.</i>					
	<i>* NOTE: Quantities are per cubic metre or part thereof</i>					
	Commercial Waste per cubic metre (Greater than 1m3)	LG Act 1995 S6.16	Per Cubic Meter	17.50	18.75	Y
	Replacement or a new key or FOB for rubbish Tips	LG Act 1995 S6.16	Per key or FOB	35.00	37.50	Y
	Rubbish Bins	LG Act 1995 S6.16				
I101110	Rubbish Collection	Per Service - Refuse and Recycle		355.00	405.00	N
	NEW Replacement Bins - Recycle		240L	125.00	135.00	Y
	NEW Replacement Bins - Waste		240L	125.00	135.00	Y
	Bin Parts - New Wheels		Each	55.00	60.00	Y
	Bin Parts - New Lid		Each	55.00	60.00	Y
	Cemetery Fees	LG Act 1995 S6.16				
I107140	Reopening of Existing Grave (Companion Plot)			1,256.00	1,345.00	Y
	Grave Exhumation - Fees plus Contractors used at Cost			1,256.00	1,345.00	Y
	Interment (up to 2.1m deep) - Machine			1,000.00	1,070.00	Y
	Interment (up to 2.1m deep) - By Hand			1,500.00	1,605.00	Y
	Additional depth 0.3M			360.00	385.00	Y
	Reservations (Gravesite and Niche Wall)					
	Grant of Right - 25 Years		per person	85.00	90.00	N
	Grant of Right - Renewals		per person	48.00	52.00	N
	Grant of Right - Transfer		per person	48.00	52.00	N
	Monumental Work					
	Permission to Erect a Headstone - Monument or Name Plate			62.00	67.00	N
	Removal and Replacement of Headstones, Kerbing or Monuments			at cost	at cost	Y
	Niche Wall					
	Interment of Ashes in Niche Wall - Single			70.00	75.00	Y
	Interment of Ashes in Niche Wall - Double			140.00	150.00	Y
	Niche Wall - Re-Open			70.00	74.00	Y
	Administration Fee - Niche Wall Plaque			78.00	85.00	Y
	Niche Wall Plaque - At Cost from Supplier			at cost	at cost	Y
	License					
	Funeral Directors - Annual License Fee			220.00	235.00	Y
	Single Funeral permit			110.00	120.00	Y
	Monumental Mason - Annual License			220.00	235.00	Y
	Single Monumental mason Permit			90.00	96.00	Y



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Statutory fees and charges cannot be modified by Council but may be subject to change						
	Miscellaneous					
	Internment of Ashes in a Grave			250.00	267.00	Y
	Town Planning					
	<i>** Fees are Prescribed in the Planning and Development Regulations 2009</i>					
1106390	Town Planning Scheme					
	Application for Town Planning Scheme Amendments, Local Structure Plans and Development Plans			At Cost - estimate to be provided.	At Cost - estimate to be provided.	N
	Development Applications					
	a) No more than \$50,000			147.00	147.00	N
	b) More than \$50,000 but no more than \$500,000		0.32% of estimated development cost	as per schedule	as per schedule	N
	c) More than \$500,000 but no more than \$2.5m		\$1,700 PLUS 0.257% for every \$1 in excess of \$500,000	as per schedule	as per schedule	N
	d) More than \$2.5m but no more than \$5.0m		\$7,161 PLUS 0.206 % for every \$1 in excess of \$2.5m	as per schedule	as per schedule	N
	e) More than \$5.0m but no more than \$21.5m		\$12,633 PLUS 0.123 % for every \$1 in excess of \$5.0m	as per schedule	as per schedule	N
	f) More than \$21.5m			34,196.00	34,196.00	N
	<i>** If the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under items (a) (b) (c) (d) (e) or (f) above is payable. **</i>					
	Determining an application to amend or cancel development approval.			295.00	295.00	N
	Providing a subdivision clearance for not more than 5 lots.			73.00 per Lot	73.00 per Lot	N
	Providing a subdivision clearance for more than 5 lots but not more than 195 lots.			73.00 per lot for the first 5 lots and then \$35 per lot.	73.00 per lot for the first 5 lots and then \$35 per lot.	N
	Providing a subdivision clearance for not more than 195 lots.			73.00 per lot for the first 5 lots and then \$35 per lot.	73.00 per lot for the first 5 lots and then \$35 per lot.	N
	Providing a subdivision clearance for not more than 195 lots.			7,393.00	7,393.00	N
	Public advertising of development applications, scheme amendments, Structure Plans, Activity Centre Plans or Development Plans.			At cost	At cost	N
	Extractive Industry - Development Applications					
	# Not Commenced - Determining a development application for an extractive industry where the development has not commenced or been carried out.		as per regs	739.00	739.00	N
	# Commenced - Determining a development application for an extractive industry where the development has not commenced or been carried out.		as per regs	2,217.00	2,217.00	N



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	Extractive Industry License					
	Initial Application		per year	550.00	550.00	N
	Renewal Application - less than 5 Hectares		per year	550.00	550.00	N
	Renewal Application - More than 5 Hectares		per year	750.00	750.00	N
	**This refers to the area under the extractive industry licence and not the planning consent, which may cover a greater area. **					
	Bond (Sand)		Per hectare	TBA	TBA	N
	Bond (Stone or Gravel)		Per hectare	TBA	TBA	N
	Road Contribution			TBA	TBA	N
	Transfer of license fee - per application			300.00	300.00	N
L01280	DAP - Fees of Applications					
	** Planning and Development (Development Assessment Panels) Regulations 2011 (Paid direct to DAP)					
	1. A DAP application where the estimated cost of the development is (FORM 1: New Application):					
	(a) less than \$2 million	Sch 1 r.10,17 PDR	Each	5,475	5,475	N
	(b) not less than \$2 million and less than \$7 million	Sch 1 r.10,17 PDR	Each	6,322	6,322	N
	(c) not less than \$7 million and less than \$10 million	Sch 1 r.10,17 PDR	Each	9,760	9,760	N
	(d) not less than \$10 million and less than \$12.5 million	Sch 1 r.10,17 PDR	Each	10,620	10,620	N
	(d) not less than \$12.5 million and less than \$15 million	Sch 1 r.10,17 PDR	Each	10,922	10,922	N
	(f) not less than \$15 million and less than \$17.5 million	Sch 1 r.10,17 PDR	Each	11,226	11,226	N
	(g) not less than \$17.5 million and less than \$20 million	Sch 1 r.10,17 PDR	Each	11,530	11,530	N
	(h) not less than \$20 million and less than \$50 million	Sch 1 r.10,17 PDR	Each	11,833	11,833	N
	(i) not less than \$50 million or more	Sch 1 r.10,17 PDR	Each	17,097	17,097	N
	2. An Application under regulation 17 (Form 2: Amendment)			271	271	N
	<i>Note: The estimated cost of development is calculated exclusive of GST.</i>					
	<i>Example: if an application is received with a cost of development, exclusive of GST, valued at \$10 million, the associated fee is item 1(d). The application does not fall into lower threshold of item 1(b) as the estimated cost is not 'less than \$10 million'.</i>					
	Application for Home Occupation					
	Home Occupation License - Initial Applications			222.00	222.00	N
	** If home occupation has commenced an additional amount of twice the fee by way of penalty is payable. **					
	Home Occupation License - Renewal Fee			73.00	73.00	N
	** If application for renewal of home occupation license is made after the approval has expired, an additional amount of twice the renewal fee by way of penalty is payable. **					



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Application for change of use or for an alteration or extension or change of a non-conforming use to which a development application does not apply:-						
	Application Fee			295.00	295.00	N
** If alteration, extension or change has commenced an additional amount of twice the fee by way of penalty is payable. **						
	Issue of Zoning Certificate			73.00	73.00	N
	Reply to a Property Settlement questionnaire			73.00	73.00	N
	Issue of Written Planning Advice			73.00	73.00	N
** Development Application Fees do not Apply for Not for Profit Community Groups. **						
** All other Planning Fees - Maximum fees allowed by Department of Planning. **						
RECREATION AND CULTURE						
I111110	Darkan Town Hall	LG Act 1995 S6.16				
	Hire of Main Hall and Kitchen		Full Day Hire	135.00	145.00	Y
	Hire of Main Hall and Kitchen		Half Day Hire	90.00	95.00	Y
	Hire of Kitchen Only		Full Day Hire	95.00	100.00	Y
	Hire of Kitchen Only		Half Day Hire	65.00	70.00	Y
	Hire of Main Hall Only		Full Day Hire	65.00	70.00	Y
	Hire of Main Hall Only		Half Day Hire	35.00	38.00	Y
	Hire of Pioneer Hall and Kitchen		Full Day Hire	105.00	112.00	Y
	Hire of Pioneer Hall and Kitchen		Half Day Hire	55.00	59.00	Y
	Hire of Pioneer Hall Only		Full Day Hire	45.00	48.00	Y
	Hire of Pioneer Hall Only		Half Day Hire	25.00	27.00	Y
	Community Activities		Per Hire	35.00	38.00	Y
	Bond for Main Hall and Kitchen		Per Hire	200.00	214.00	N
	Bond for Main Hall ONLY		Per Hire	100.00	107.00	N
	Bond for Kitchen ONLY		Per Hire	100.00	107.00	N
** Local Community Groups and Not for Profit Groups have free use of Darkan Town Hall, but pay a bond of \$100.00.						
	** Hire of Chairs (only the old orange style hall chairs). **		Per Item	0.50	0.55	Y
	Hire of Tables - Darkan Town Hall		Per Item	11.00	11.80	Y
	Hire of Chairs - Darkan Town Hall		Per Item	2.20	2.35	Y
	Set up fees		Per Hour	60.00	65.00	Y
	Cleaning Fees (Failure to Clean and Tidy Venue and Equipment)		Per Hour	60.00	65.00	Y
I111110	Arthur River Hall	LG Act 1995 S6.16				
	Hire of Hall		Per Hire	130.00	140.00	Y
** Local Community Groups and Not for Profit Groups have free use of Arthur River Hall, but pay a bond of \$100.00.						



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I112110	Darkan Swimming Pool					
	Single Membership		Per Season	120.00	130.00	Y
	Family Membership (2 Adults plus 2 Children, or 1 Adult + 3 Children)		Per Season	200.00	215.00	Y
	Children (4-16 years)/Pensioner/Concession		Per Season	50.00	55.00	Y
	Individual Adult		Per Visit	5.00	5.50	Y
	Spectators Adult		Per Visit	1.00	1.10	Y
	Children (4-16 years)/Pensioner/Concession		Per Visit	4.00	4.30	Y
I113140	Community Gym Membership					
	Casual Daily Pass		Per Person	10.00	11.00	Y
	Gym Fees - 1 Months Adult		Per Person	25.00	27.00	Y
	Gym Fees - 12 Months Adult		Per Person	120.00	130.00	Y
	Gym Fees - 6 Months Adult		Per Person	75.00	80.00	Y
	Gym Fees - 12 Months Student/Concession		Per Person	75.00	80.00	Y
	Gym Fees - 6 Months Student/Concession		Per Person	40.00	43.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 12 Months		2 Persons	200.00	215.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 6 Months		2 Persons	100.00	107.00	Y
	FOB Key for Gym	LG Act 1995 S6.16	Per FOB	35.00	38.00	Y
	** No children under the age of 18 years are permitted to use Gym Equipment. **					
	All NEW gym members are required to undertake a gym induction prior to first use of Gym.					
I116110	History Books					
	Hard Cover			30.00	30.00	Y
	Paper Back			22.00	22.00	Y
	Postage			at cost	at cost	
I147120	The Shed					
	Membership - Yearly (Pro-rata below 6 months)		Per Person	62.00	67.00	Y
	Membership - Pensioner/Seniors Concession		Per Person	42.00	45.00	Y
	Locker Hire			11.00	11.80	Y
	Hourly Rate		Per Hour	35.00	38.00	Y
	Social Membership		Per Person	5.00	5.35	Y
ECONOMIC SERVICES						
	Scheme Standpipe Water					
I134130	Community Standpipe Water 25mm - (Growden Place Tank, Depot Horwood Street)	LG Act S6.16	Per Kilolitre	3.50	5.00	N
	Commercial Standpipe Water 50mm - (Growden Place Overhead)	LG Act S6.16	Per Kilolitre	12.50	15.00	N
	Minimum Fees		Per Month	10.00	18.00	N
	Standpipe Smart Controller:					
	Swipe Card Bond (Refundable) - Non residents			25.00	27.00	N
	New Swipe Card and Replacement Swipe Card including Admin fees			66.00	70.00	Y



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	Building Control					
	<i>** Fees are prescribed in the Building Act regulations 2012 - Schedule 2 . **</i>					
I133110	Application for Building Permits and Demolition Permits					
	<i>Certified Application for a building permit (Section 16(1)) .</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure	0.19% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N	
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure	0.09% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N	
	Uncertified Application for a Building Permit for a Class 1A Only or Class 10 Building or Incidental structure	0.32% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N	
	<i>Application for a Demolition Permit</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure			110.00	110.00	N
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure	Per Storey of the Building		110.00	110.00	N
	<i>Application to extend the time during which a Building or Demolition Permit has effect (section 32 (3) (f))</i>					
				110.00	110.00	N
	<i>Application for an Occupancy Permit for a Completed Building (section 46)</i>					
				110.00	110.00	N
	<i>Application for a Temporary Occupancy Permit for an Incompleted Building (section 47)</i>					
				110.00	110.00	N
	<i>Application for Modification of an Occupancy Permit for additional use of a Building on a Temporary basis (section 48)</i>					
				110.00	110.00	N
	<i>Application for Replacement Occupancy Permit for Permanent change of the Building use or Classification (section 49)</i>					
				110.00	110.00	N
	Application for an Occupancy Permit for a Building in respect of which Unauthorised work has been done (section 51 (2))	0.18% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	N	
	Application for a Building Approval Certificate for a Building in respect of which Unauthorised work has been done (section 51 (3))	0.38% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	N	
	<i>Application to Replace Occupancy Permit for existing Building (section 52 (1))</i>					
				110.00	110.00	N
	<i>Application for a Building Approval Certificate for an existing Building where Unauthorised work has not been done (section 52 (2))</i>					
				110.00	110.00	N
	<i>Application to Extend the time during which an Occupancy Permit or Building Approval Certificate has effect (section 65 (3) (a))</i>					
				110.00	110.00	N
	<i>BA19 Building Application Amendment Plans (Per Application)</i>					
				110.00	110.00	N
	<i>Application as Defined in Regulation 31 (For each building standard in respect of which a declaration is sought)</i>					
				2160.15	2160.15	N
	<i>Application for approval of Battery powered smoke alarm as per Building Regulation 2012 - Reg 61</i>					
				179.40	179.40	N



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	Construction Training Fund Levy					
	Building Service Levy					
L01265	BSL - Levy on Building or Demolition Permit		0.137% of the value of the Construction with minimum fee of \$61.65 (Includes \$5.00 commission to be retained by SOWA)	as per schedule	as per schedule	N
I133120	BSL - Commission			5.00	5.00	N
L01265	Occupancy Permit or Building Approval Certificate for Approved Building work under sections 47, 49, 50 or 52 of the Building Act			61.65	61.65	N
L01265	Occupancy Permit or Building Approval Certificate for Unauthorised Building work under section 51 of the Building Act		0.274% of the value of the Construction with minimum fee of \$123.30 (Includes \$5.00 commission to be retained by SOWA)	as per schedule	as per schedule	N
	Other Licenses and Fees					
I13314015	Swimming Pool Periodic Inspection fees (Regs 53A(3))	Building Regulations 2012, r.53A(3)		58.45	58.45	N
I13315015	Application for Grant or renewal (Caravan Park or Camping Ground) of License (Regs 45)	Caravan Park and Camping Grounds Regulations 1997	\$6 per long/short stay site \$3 per Campsite \$1.50 per overflow or minimum \$200	200.00	200.00	Y
	Darkan Caravan Park					
I132040	Powered Site (2 persons)		Per Night	27.00	30.00	Y
	Powered Site Extra Person		Per Night	7.50	8.00	Y
	Un-Powered Site (2 persons)		Per Night	22.00	25.00	Y
	Un-Powered Site Extra Person		Per Night	5.50	6.00	Y
	Casual Shower - Daily per person		Per Day	7.50	8.00	Y
	Powered Site (2 persons) - Weekly		Per Week	162.00	175.00	Y
	Powered Site Extra Person - Weekly		Per Week	45.00	50.00	Y
	Un-Powered Site (2 persons) - Weekly		Per Week	132.00	145.00	Y
	Un-Powered Site Extra Person - Weekly		Per Week	33.00	35.00	Y
	Chalet (2 Persons) Staying one Night Only		Per Night	175.00	190.00	Y
	Chalet (2 Persons) two or more nights		Per Night	145.00	155.00	Y
	Chalet (2 Persons) - Weekly		Per Week	870.00	930.00	Y
	Chalet Extra person per night		Per Night	22.00	24.00	Y
	Chalet Extra person - Weekly		Per Week	132.00	145.00	Y
	Washing Machine		Per Cycle	5.00	5.50	Y
	Dryer		Per Cycle	3.00	3.50	Y
	Nissen Hut		Per Night	75.00	80.00	Y
	Nissen Hut - Weekly		Per Week	450.00	480.00	Y
All Cancellations that require refunds will be less service provider fees.						
	7 days Notice or less					
	Administration Fee			27.50	30.00	Y
	Less than 48 Hours Prior to check in					
	Administration Fee			27.50	30.00	Y
	Plus: One Night Booking fee			at cost	at cost	Y



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OTHER PROPERTY AND SERVICES						
	Private Works					
	** Deposit of 50% to be paid prior to commencement of works. Hire time commences from mobilisation of plant item. Penalty rates will apply for Weekends and Public Holidays. **					
1141110	Graders		Per Hour	260.00	280.00	Y
	Prime Mover only or Six Wheeler		Per Hour	190.00	205.00	Y
	Prime Mover with One Trailer		Per Hour	260.00	280.00	Y
	Additional Trailer		Per Hour	0.00	85.00	Y
	Truck - 5 Tonne		Per Hour	170.00	180.00	Y
	Truck - 10 Tonne		Per Hour	190.00	205.00	Y
	JCB Backhoe		Per Hour	200.00	215.00	Y
	Excavator Including attachment- CASE 20T		Per Hour	0.00	255.00	Y
	Loader		Per Hour	260.00	280.00	Y
	Rollers		Per Hour	195.00	210.00	Y
	Tractor		Per Hour	115.00	125.00	Y
	Tractor with Implement		Per Hour	145.00	155.00	Y
	Bobcat		Per Hour	145.00	155.00	Y
	Kubota Zero Turn Lawnmower		Per Hour	0.00	75.00	Y
	Road Broom (Ute and one operator included)		Per Hour	150.00	160.00	Y
	Tree Saw (Includes loader and one operator)		Per Hour	300.00	320.00	Y
	** All plant items above include operator. **					
	Labour (Labourer/operator)		Per Hour	80.00	85.00	Y
	Works Manager		Per Hour	140.00	150.00	Y
	Labour (time & 1/2)		Per Hour	120.00	130.00	Y
	Labour (Double time)		Per Hour	155.00	165.00	Y
	Ute		Per km	1.50	1.60	Y
	Compactor		Per Day	80.00	85.00	Y
	** Gravel or sand supplied to ratepayers will be at cost plus plant and labour. Cartage to be charged at private works cost. **			at cost plus		
	Second Hand Grader Blades (or sold with scrap metal)			6.00	6.50	Y
	Staff Housing	(Rental by Non Shire staff will be 200% of the applicable charge)				
	15 Nangip Crescent		Per Week	104.00	112.00	N
	52 Hillman Street		Per Week	104.00	112.00	N
	10 Gibbs Street - Under Renovation		Per Week	104.00	112.00	N
	22 Hillman Street		Per Week	as per Contract	as per Contract	N
	31 Arthur Street		Per Week	85.00	91.00	N
	6 Hillman Street		Per Week	as per Contract	as per Contract	N
	10 King Street		Per Week	as per Contract	as per Contract	
	7 Hillman Street		Per Week	71.00	76.00	N
	8 Hillman Street		Per Week	90.00	97.00	N
1141035	Special Series - AW Number Plates					
	DPI Fee			at cost	at cost	N
	Shire additional fee			50.00	55.00	Y



17 MATTERS BEHIND CLOSED DOORS

Nil

18 CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 8.16pm.