AGENDA

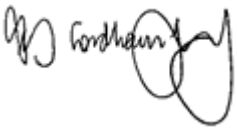
Shire of West Arthur
Ordinary Council Meeting
Thursday 26 November 2026

NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** meeting of the Shire of West Arthur will be held on Thursday 26 November 2026 in the Council Chambers commencing at 7.30pm.

Vin Fordham Lamont
CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

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

Shire of West Arthur

Notice of Ordinary Council Meeting

In accordance with the Local Government Act 1995 and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2025 to December 2025, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

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

* December meeting third Thursday to avoid Christmas

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".

2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".

3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.

4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of West Arthur.

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

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

Questions From The Public

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

Name			
Name of Organisation Representing *(if applicable)*			
Email Address			
Residential Address			
Postal Address(if different)			
Home Telephone No		Mobile No	

Agenda Item Number *(if applicable see below)*		Meeting Date	

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings.

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

Please see Notes on Public Question Time on Pages 3 and 4 above.

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

Signature _____ Date _____

Application For Leave of Absence

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

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

(1) A council may, by resolution, grant leave of absence to a member.
(2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
(3) The granting of the leave is to be recorded in the minutes of the meeting.
(4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
    (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
    (b) if the non-attendance occurs while –
        (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
        (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
        (iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
        (iv) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
    (c) If the non-attendance occurs during a period for which the member is entitled to parental leave under subsection (5B).

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

_____

_____

_____

Signature _____ Date _____

Request to Attend Meeting by Electronic Means

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

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

Surname _____ **Other Names** _____

Date of Meeting _____

Type of Meeting
(Please tick one)

☐ Ordinary Council Meeting
☐ Committee Meeting
☐ Special Council Meeting

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

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

Signature _____ Date _____

Please send this form to the Chief Executive Officer who will complete the member's attendance section and forward to the Shire President or the Council for consideration.
In the event of the request being submitted by the Shire President, the Deputy Shire President, pursuant to s5.34 of the Local Government Act 1995, is able to authorise the request

OFFICE USE ONLY

MEMBERS ATTENDANCE

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

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

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

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

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

☐ Yes ☐ No

Council/Shire President's Consideration

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

LOCATION

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

EQUIPMENT AND ELECTRONIC MEANS

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

Is the Location and Equipment Deemed Suitable?

☐ Yes ☐ No

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

☐ Yes ☐ No

Signature _____ Date _____

Written Declaration of Interest in Matter Before Council

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

NOTE: USE ONE FORM PER DECLARATION

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

(2) _____

(3) Agenda item _____

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

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

☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995.

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

☐ Impartiality pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021

(5) The nature of my interest is

_____

_____

_____

(6) The extent of my interest is

_____

_____

_____

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

_____

DECLARATION BY

Signature _____ Date _____

RECEIVED BY

Signature _____ Date _____

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

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

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

5.60A – Financial Interest
For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

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

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

5.60B – Proximity Interest

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

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

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

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

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

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

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

22 – Disclosure of interest

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

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

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the person did not know –
   (a) That they had an interest in the matter; or
   (b) That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
   (a) Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
   (b) At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.

(6) Subclause (7) applies in relation to an interest if –
   (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
   (b) Under subclause (5)(b) notice of the interest is bought to the attention of the persons present at a meeting.

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

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

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

(1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter –
   (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
   (b) may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
      (i) the disclosing member also discloses the extent of the interest; and
      (ii) those members decide that the interest –
         (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
         (II) is common to a significant number of electors or ratepayers.

(2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

(3) This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open.

The Presiding Member advises all attendees that this meeting is being audio recorded by the Shire of West Arthur. Attendance at this meeting may involve the collection of personal information, including an individual's voice, and any statements made. Recordings are made for the purpose of maintaining accurate records, enabling transparency in decision-making and fulfilling the legislative requirement of the Local Government Act 1995, and regulations 14F-14I of the Local Government (Administration) Regulations 1996. Recordings are published and made available to the public in accordance with applicable legislation. Personal information is managed in accordance with applicable privacy legislation and the Shire of West Arthur's Privacy and Responsible Information Sharing Policy.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS:	Karen Harrington	(Shire President)
	Duncan South	(Deputy Shire President)
	Neil Morrell	(Elected Member)
	Graeme Peirce	(Elected Member)
	Russell Prowse	(Elected Member)
	Natalie O'Neill	(Elected Member)
	Helen Lubcke	(Elected Member)
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Kylie Caley	(Deputy Chief Executive Officer)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)
	Cassandra Squires	(Works Administration)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3 ANNOUNCEMENTS OF PRESIDING MEMBERS

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 DISCLOSURE OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD

9.1 ORDINARY MEETING OF COUNCIL 22 OCTOBER 2026

File Ref: **ADM378**

Author: **Renee Schinzig, Administration Officer**

Authorising Officer: **Vin Fordham Lamont, Chief Executive Officer**

Date: **11/11/2026**

Statutory Environment:

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 22 October 2026 be confirmed as true and correct.

10 REPORTS FROM COUNCILLORS

Cr Karen Harrington (Shire President)

Cr Duncan South (Deputy Shire President)

Cr Neil Morrell

Cr Graeme Peirce

Cr Russell Prowse

Cr Helen Lubcke

Cr Natalie O'Neill

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER

11.1 4WDL COMMERCIAL AND INDUSTRIAL LAND ACTIVATION PLAN

File Ref:	**ADM332**
Location:	**Not applicable**
Applicant:	**Not applicable**
Author:	**Vin Fordham Lamont, Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**08/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. Urbis Proposal (Confidential)**
	2. Bluesalt Proposal (Confidential)
	3. Keston and Edge Proposal (Confidential)

SUMMARY:
The purpose of this report is for Council to consider participating in the 4WDL Commercial and Industrial Land Activation Plan and to authorise unbudgeted expenditure of **$15,000 excluding GST** as the Shire of West Arthur's contribution towards the engagement of Urbis.

The project will assess commercial and industrial land demand across the 4WDL region, identify barriers to land development and prepare an evidence-based activation plan and investment roadmap. The work will include the assessment of one priority commercial or industrial land opportunity within each participating local government area.

As no provision was included in the Shire's 2026/27 Annual Budget for this project, Council approval by absolute majority is required before the expenditure is incurred.

BACKGROUND:
4WDL is a voluntary regional organisation of councils comprising the Shires of Dumbleyung, Lake Grace, Wagin, Williams, West Arthur and Woodanilling. The group collaborates on shared regional priorities and advocates on matters affecting its member local governments.

At its meeting held on 28 July 2026, 4WDL resolved that its Secretary prepare a scope of works and obtain quotations for an analysis and environmental scan of commercial and industrial land development opportunities and the barriers affecting their activation across member local government areas.

The scope was distributed to seven potential service providers. Three submissions were received:

- Keston Economics, in association with Edge Planning & Property;
- Urbis, in association with Edgeloe Engineering; and
- BlueSalt Consulting.

Five of the six member local government Chief Executive Officers subsequently reviewed the submissions. The participating Chief Executive Officers reached a consensus that the Urbis proposal represented the most advantageous offer, although they requested a revised option focused on the assessment of one site in each member local government area.

The revised Urbis proposal provides for a total fee of **$90,000 excluding GST**, equivalent to **$15,000 excluding GST per participating local government**.

At its meeting held on 21 October 2026, 4WDL resolved to support the revised Urbis proposal, subject to each member Council approving its respective financial contribution.

COMMENT:
The availability of appropriately located, serviced and development-ready commercial and industrial land is important to supporting business investment, employment growth and economic diversification across the 4WDL region.

In regional communities, the cost of planning, servicing and developing commercial or industrial land can exceed the value recoverable through subsequent land sales. This can prevent strategically important land from being brought to market without government assistance. The proposed work is intended to identify and quantify these barriers and provide an evidence base for engagement with DevelopmentWA and other State and Australian Government agencies.

The revised Urbis methodology includes:

- a review of existing planning, economic development, infrastructure and servicing information;
- an assessment of regional economic drivers and commercial and industrial land demand;
- targeted stakeholder engagement and market sounding;
- a high-level review of potential commercial and industrial land opportunities;
- selection and more detailed assessment of one priority site in each member local government area;
- identification of planning, infrastructure and servicing constraints;
- preparation of order-of-magnitude activation costs;
- consideration of the gap between activation costs and likely market value;
- preparation of a regional prioritisation framework and activation pipeline; and
- preparation of investment-ready opportunity profiles identifying economic benefits, possible government interventions, funding pathways and recommended next steps.

For the Shire of West Arthur, the project provides an opportunity to obtain an independent assessment of a priority commercial or industrial land opportunity and to better position that opportunity for future government funding and private sector investment. This is particularly relevant given prospective investment associated with renewable energy development, construction activity, agribusiness, value-adding, logistics and supporting service industries.

The project is strategic in nature. It will not provide detailed engineering design, survey, geotechnical or environmental investigations, formal valuations, statutory planning approvals or detailed feasibility modelling. Any priority project identified through the study may therefore require further investigations and separate Council consideration before implementation.

Participation also depends upon the other five 4WDL member local governments approving their respective contributions. The project cannot proceed on the proposed regional scope and fee unless there is sufficient participation and agreement across the group. The Shire's commitment should therefore be conditional upon the project proceeding substantially in accordance with the revised proposal and the agreed $15,000 excluding GST contribution not being exceeded without further Council approval.

The officer recommendation does not approve any subsequent land development or capital works. It authorises participation in, and the Shire's financial contribution towards, the regional strategic assessment only.

CONSULTATION:
Deputy Chief Executive Officer
Shire President

STATUTORY ENVIRONMENT:
Local Government Act 1995
Section 2.7 – Role of council
Council is responsible for governing the local government's affairs, overseeing the allocation of its finances and resources and determining the local government's policies.

Section 6.8 – Expenditure from municipal fund not included in annual budget
Section 6.8 provides that a local government must not incur expenditure from its municipal fund for an additional purpose for which no expenditure estimate is included in the annual budget unless the expenditure is authorised in advance by Council resolution. A resolution authorising such expenditure requires an absolute majority.

The proposed expenditure was not included in the Shire's adopted 2026/27 Annual Budget. Council is therefore required to authorise the expenditure before the Shire commits to the project.

POLICY IMPLICATIONS:
The procurement and engagement process should be administered in accordance with the Shire's Purchasing Policy and any applicable procurement procedures.

The 4WDL Secretariat obtained and assessed three competitive submissions. The revised Urbis proposal was identified as the most advantageous offer following consideration by member local government Chief Executive Officers and 4WDL.

FINANCIAL IMPLICATIONS:
The $15,000 (ex GST) expenditure is proposed to be funded from General Ledger account E13911012 – Sustainable Development.

The total Urbis fee is $90,000 excluding GST, comprising $6,900 for project inception and strategic review, $24,700 for the economic, industry and market assessment, $39,000 for site assessment, activation-gap analysis and prioritisation, and $19,400 for priority opportunity profiles and investment rationale.

Any additional work outside the agreed scope, or any increase above the Shire's contribution of $15,000 excluding GST, would require further approval in accordance with the Shire's purchasing requirements, adopted budget and delegated authority framework.

STRATEGIC IMPLICATIONS:
West Arthur Towards 2031
Theme: Economy and Environment
Outcome: A vibrant and sustainable economy
Strategy: Support business development, economic diversification and opportunities that strengthen the local and regional economy.

Theme: Leadership and Management
Outcome: Establish and maintain sound business and governance structures
Strategies:
- Ensure that the local community is provided with value for money through the prudent expenditure of rates.
- Provide informed decision-making based on strategic directions and legal requirements.

- Work collaboratively with regional partners and advocate for investment that benefits the West Arthur community.

The project also supports evidence-based planning for commercial and industrial land required to accommodate emerging industries, renewable energy supply chains, agribusiness, logistics, manufacturing and other employment-generating activities.

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	Poor consultant or contract management results in incomplete or unsuitable deliverables
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Inadequate supplier/contract management
Risk Action Plan (Controls or Treatment Proposed)	Establish agreed deliverables, milestones, review points and consolidated feedback arrangements through the 4WDL Secretariat

Description of Key Risk	Project costs exceed the approved contribution
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Inadequate project or change management
Risk Action Plan (Controls or Treatment Proposed)	Cap the Shire's contribution at $15,000 excluding GST and require further Council approval for any increase or material scope variation.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, **BY ABSOLUTE MAJORITY**:

1. **SUPPORT** the Shire of West Arthur participating in the 4WDL Commercial and Industrial Land Activation Plan to be undertaken by Urbis substantially in accordance with the proposal dated October 2026;
2. **AUTHORISE**, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, unbudgeted expenditure of **$15,000 excluding GST** as the Shire of West Arthur's contribution towards the project;
3. **APPROVE** the expenditure being funded from **General Ledger account E13911012 - Sustainable Development** and authorises the corresponding amendment to the 2026/27 Annual Budget;
4. **CONDITION** the Shire's financial commitment upon:
    a. the project proceeding substantially in accordance with the revised Urbis scope and regional methodology;
    b. sufficient participation by the other 4WDL member local governments for the project to proceed within the quoted total fee of $90,000 excluding GST; and
    c. the Shire of West Arthur's contribution not exceeding $15,000 excluding GST without further Council approval; and
5. **AUTHORISE** the Chief Executive Officer to:
    a. confirm the Shire's participation to the 4WDL Secretariat;
    b. nominate the Shire of West Arthur priority commercial or industrial land opportunity to be assessed through the project;
    c. provide relevant planning, infrastructure, economic and servicing information; and
    d. participate in project governance, consultation and review processes on behalf of the Shire.

CONFIDENTIAL ATTACHMENT

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11.2 POLICY W11 HEAVY VEHICLE COST RECOVERY

File Ref:	**ADM015**
Location:	**Not applicable**
Applicant:	**Not applicable**
Author:	**Vin Fordham Lamont, Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**08/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. WALGA Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads** **2. WALGA User Guide - Estimating the Incremental Cost Impact on Sealed Local Roads** **3. WALGA User Guide - Estimating the Incremental Cost Impact on Unsealed Local Roads** **4. Policy W11 - Heavy Vehicle Cost Recovery**

SUMMARY:
Council is requested to consider adopting draft Policy W11 – Heavy Vehicle Cost Recovery.

The proposed Policy establishes a framework for the Shire to identify, assess and recover the additional costs imposed on Shire roads by extraordinary heavy vehicle freight tasks. It is particularly relevant having regard to existing and anticipated forestry, renewable energy, construction and other project-related heavy vehicle movements within the district.

The Policy is based on WALGA guidance and its current 2025 sealed and unsealed road cost recovery methodologies. It provides for the Shire to obtain freight-task information from proponents, assess the incremental impact on affected roads, calculate an appropriate cost-recovery amount, and negotiate a formal agreement with the proponent or freight generator.

BACKGROUND:
The Shire maintains an extensive local road network that primarily supports agricultural activity, local residents and normal commercial traffic. The emergence and expansion of other industries and major projects, including forestry activities and renewable energy development, has the potential to generate substantial additional heavy vehicle movements on roads that may not have been designed or constructed for that intensity of loading.

Additional heavy vehicle traffic can accelerate pavement deterioration, increase grading and routine maintenance requirements, shorten resealing or resheeting intervals, reduce pavement life and potentially require rehabilitation or reconstruction earlier than would otherwise have occurred.

On 26 June 2026, WALGA advised the Shire that it would be beneficial for Council to adopt an overarching policy to guide its engagement with freight generators, specifically identifying forestry businesses and wind farm developers as examples. WALGA's recommended process is to first establish a policy framework, then obtain details from each freight generator concerning the type and volume of heavy vehicle activity, calculate the incremental road-wear cost and negotiate an agreement dealing with the amount to be recovered and the parties' respective responsibilities.

WALGA has updated its technical guidance for both sealed and unsealed local roads. The Version 2.0 guides, issued in May 2025 with assistance from the National Transport Research Organisation (NTRO), update the earlier methodologies and unit rates and are supported by the WALGA Road Wear Cost Calculator.

The WALGA methodology is based on estimating the **marginal cost** of additional road wear, being the difference between the cost of maintaining a road under its normal or base traffic loading and the cost with the additional freight task. For sealed roads the methodology principally assesses Equivalent Standard Axles (ESA), road category, cost zone, distance and duration. For unsealed roads it principally assesses two-way axle passes, road distance, cost zone, gravel quality and maintenance costs.

A draft Policy W11 – Heavy Vehicle Cost Recovery has consequently been prepared for consideration by Council.

COMMENT:

The purpose of draft Policy W11 is to establish a transparent, consistent and defensible framework for recovering extraordinary road costs attributable to defined heavy vehicle freight tasks rather than requiring the general community and ratepayers to absorb costs generated by individual commercial or project activities.

The Policy applies to sealed and unsealed Shire roads and may apply to freight tasks associated with:

- extractive industries;
- mining or resource projects;
- forestry, timber and plantation haulage;
- renewable energy, construction and infrastructure projects;
- significant Restricted Access Vehicle movements;
- planning or development approvals; and
- other commercial freight tasks capable of materially increasing road wear.

Traditional broadacre agricultural activities such as grain, fertiliser and livestock transport would not ordinarily be captured unless the scale, intensity, vehicle configuration, route or other circumstances create extraordinary impacts beyond those normally expected on the relevant road.

Proposed approach

Adoption of the Policy would not establish a generic heavy vehicle charge applying automatically to all operators.

Instead, the proposed approach is project and road specific. Where a potentially extraordinary freight task is identified, the Shire would:

1. obtain information from the proponent or freight generator on vehicle configuration, expected tonnage, payload, number of movements, route, distance and duration;
2. identify the Shire roads and road sections affected;
3. assess whether the proposed traffic constitutes an extraordinary loading having regard to the existing road function, condition and design capacity;
4. apply the current WALGA/NTRO methodology and Road Wear Cost Calculator, or another suitable engineering methodology where the WALGA model is not appropriate;
5. determine the estimated incremental cost attributable to the freight task;
6. negotiate the appropriate contribution, road upgrade or other treatment with the proponent;
7. document the agreed arrangements through a formal road-use or cost-recovery agreement; and
8. monitor vehicle movements, road condition, actual costs and compliance for the duration of the activity.

This reflects the approach recommended by WALGA to the Shire.

Sealed and unsealed roads
An important feature of the draft Policy is that it covers both surface types.

For sealed roads, the WALGA/NTRO methodology assesses additional pavement consumption predominantly through ESA (Equivalent Standard Axle) loading and calculates the annual marginal cost by reference to road category, geographical cost zone, loading and task duration. The current guide recognises that the methodology is an estimate and that unusual pavement condition, very weak subgrades, substantial initial upgrades, bridges and other associated infrastructure may require a separate or first-principles assessment.

For unsealed roads, the methodology recognises that deterioration is strongly influenced by vehicle trips and axle passes, gravel quality, climate and maintenance costs. Loaded and unloaded movements are therefore relevant to calculating the two-way axle passes. The methodology also permits adjustment using actual local resheeting costs where reliable information is available.

This distinction is particularly important for West Arthur given the nature and extent of its rural road network.

Agreements and Council oversight
The Policy contemplates formal agreements dealing with matters including approved routes, vehicle configurations, tonnage and movement assumptions, duration, calculation and payment of contributions, indexation, reporting and audit requirements, road-condition monitoring, operational conditions and treatment of funds following completion of the freight task.

This approach is consistent with section 132(4) of the *Road Traffic (Administration) Act 2008*, which expressly permits a person against whom heavy-traffic expenses are or may be recoverable to enter into an agreement with the road authority for payment in respect of that traffic.

Draft Policy W11 provides authority for the Chief Executive Officer to administer the Policy and negotiate and enter agreements, subject to the Shire's Delegations Register, adopted budget, statutory requirements and any matter requiring Council approval.

For significant projects, Council would therefore establish the overarching policy position, while the detailed cost assessment and negotiations could occur administratively. Matters presenting material financial, contractual, strategic, legal or community implications could still be referred to Council.

Strategic relevance
The Policy has particular relevance to the anticipated cumulative impacts of major projects in and around the Shire.

The Shire's emerging strategic planning identifies its large road and asset network relative to its rate base as a key challenge and specifically identifies protecting assets through developer agreements as a strategic response. It also identifies major renewable energy development and cumulative impacts as a significant issue requiring cost recovery and road agreements.

Adopting the Policy now provides a consistent framework before significant freight tasks are negotiated, rather than attempting to establish cost-recovery principles after additional road use has commenced.

CONSULTATION:
The development of the draft Policy has had regard to:

- WALGA;
- WALGA/NTRO heavy vehicle road-wear cost recovery guidance;
- WALGA Road Wear Cost Calculator;
- Shire of Murray Policy W19 – Heavy Vehicle Cost Recovery;
- City of Greater Geraldton Policy 2.7 – Heavy Haulage Cost Recovery; and

- Shire of Dandaragan Policy 7.10 – Heavy Haulage Cost Recovery.

WALGA has offered to assist the Shire in working through individual freight-task assessments and application of the methodology.

No public consultation is considered necessary before adoption because the proposal is an overarching Council policy rather than the imposition of a specific charge upon an identified operator. Engagement with affected proponents would occur when the Policy is applied to a particular freight task.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 2.7 provides that Council governs the local government's affairs and that its governing role includes overseeing the allocation of finances and resources and **determining the local government's policies**. Council decisions must be made on the evidence, on their merits and in accordance with law, taking account of the local government's finances and resources.

Accordingly, adoption of Policy W11 is appropriately a decision of Council.

Road Traffic (Administration) Act 2008

Section 132 provides the principal statutory basis relevant to recovery of extraordinary expenses arising from heavy traffic.

Under section 132(2), where extraordinary expenses have been incurred by a road authority in repairing road infrastructure because of damage caused by heavy traffic, the road authority may recover expenses proven to have been incurred because of that traffic. Section 132(3) provides for recovery from a person by, or in consequence of whose directions, the heavy traffic has been conducted.

Importantly, section 132(4) expressly permits an agreement to be entered into for payment in respect of heavy traffic.

The statutory cause of action in section 132 and a negotiated agreement should nevertheless be distinguished. The Policy is intended principally to establish an evidence-based framework for proactive negotiation and agreement, rather than relying on retrospective legal proceedings after road damage has occurred.

Planning and Development Act 2005 / State Planning Policy 3.6

State Planning Policy 3.6 establishes Western Australia's infrastructure-contributions framework and expressly recognises developer agreements as one means through which infrastructure contributions may be established.

The Policy should therefore be applied having regard to the legal basis available in each particular case, especially where a contribution is proposed through a planning or development approval process rather than through a separately negotiated heavy-vehicle agreement.

POLICY IMPLICATIONS:

Adoption will establish a new Council Policy:

W11 – Heavy Vehicle Cost Recovery

The Shire's Policy Manual describes Council policies as standing instructions to the CEO, employees and officers concerning how specified matters are to be administered, subject to legislation, local planning schemes, local laws, Council resolutions and delegations.

The Policy should be reviewed if WALGA/NTRO materially updates its cost-recovery methodologies or calculator, if relevant legislation changes, or otherwise in accordance with the Shire's normal policy review cycle.

FINANCIAL IMPLICATIONS:

There is no material immediate financial cost associated with adopting the Policy.

Implementation will, however, involve staff time and potentially external engineering, traffic, pavement, legal or other specialist assistance when assessing individual freight tasks. Draft Policy W11 provides for appropriate assessment, engineering, monitoring and agreement-related costs to be incorporated into project-specific cost-recovery arrangements where legally and contractually appropriate.

The more significant financial implication is positive risk mitigation. Without an appropriate cost-recovery framework, accelerated maintenance, resheeting, resealing, rehabilitation or reconstruction generated by extraordinary freight tasks may otherwise fall to the Shire's existing road budget and ultimately its ratepayers.

Any recovered funds are to be accounted for and applied consistently with the relevant agreement, statutory requirements and the affected road infrastructure.

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.

Relevant strategies include:

- comply with regulations and best-practice standards to support good decision-making; and
- provide informed decision-making based on strategic directions and legal requirements.

The Policy also supports the management and protection of the Shire's road network and the long-term financial sustainability of infrastructure provision.

The Shire's current strategic planning work specifically identifies the scale of the road network, renewable energy development, cumulative infrastructure impacts and the use of road/developer agreements as significant considerations for the district.

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	Extraordinary heavy vehicle freight movements cause accelerated deterioration or premature failure of Shire roads without the Shire recovering an appropriate proportion of the resulting additional costs
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 asset management
Risk Action Plan (Controls or Treatment Proposed)	Adopt Policy W11 – Heavy Vehicle Cost Recovery and implement a documented process requiring relevant freight generators to provide sufficient traffic and vehicle information for assessment using the applicable WALGA/NTRO methodology. Where extraordinary impacts are identified, establish an appropriate cost-recovery, upgrade or maintenance arrangement through a formal agreement before the freight task commences wherever practicable. Adopting the Policy reduces, but does not eliminate, this risk. Individual assessments will remain dependent upon the quality of traffic information, condition and design information for

	affected roads, correct application of the relevant methodology and the enforceability of individual agreements.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, **ADOPT** the attached Policy W11 – Heavy Vehicle Cost Recovery;
2. **AUTHORISE** the Chief Executive Officer to make minor administrative and formatting amendments to Policy W11 that do not alter its intent or substance; and
3. **REQUEST** the Chief Executive Officer, where a proposed or existing freight task may constitute an extraordinary load, to obtain sufficient vehicle, tonnage, movement, route and duration information from the relevant proponent or freight generator and assess the incremental road-wear cost using the current WALGA/NTRO guidance and Road Wear Cost Calculator, or another appropriate engineering methodology where necessary.



Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads

Contact:

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WALGA

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Background

The serviceable life of a road is dependent on the quantity and type of heavy vehicle passes. A road will typically be designed to last for a defined time period (typically between 20 to 50 years) during which time it will be subjected to a predicted quantity of heavy vehicle passes. The road is designed and constructed to fit its intended purpose. If an industry or mining operation proposes a transport task that increases the volume of heavy vehicles well above the quantity that it was designed and constructed to carry, then the life of the road will be consumed at a much higher rate than anticipated. The road will require additional maintenance and may fail prematurely leaving the local government with the cost to reconstruct the road. It is unreasonable for the community to bear this additional cost and the proponent should be charged at a fair rate to offset the cost of additional maintenance and reduction in the life of the road.

Objective

The objectives of this policy are to present a methodology and framework for heavy vehicle charging for a defined task on a sealed Local Government Road. This includes the calculation of heavy vehicle charges, qualifying scenarios, funding administration and development of agreements.

Definitions

Agreement: An agreement between the Local Government and a proponent defining the conditions of access including charges for a defined transport task

Proponent: The party that is requesting to use a Local Government road for a defined freight task

Equivalent Standard Axle (ESA): The number of standard axle loads which are equivalent in damaging effect on a pavement to a given vehicle or axle loading. Every vehicle combination can be expressed as a number of ESA.

Annual Design ESA (ADESA): The predicted annual ESA that was used to design a road pavement structure. If this is unknown it may be estimated based on the average annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.

Extraordinary Load: An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to extraordinary expenses as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.

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Routine maintenance: Unplanned activities that maintain the serviceability of the road e.g. repairing potholes, cleaning drainage structures, repairing edge breaks and sweeping pavements.

Preservation: Planned maintenance and rehabilitation that are designed to preserve or extend the serviceable design life of the road e.g. crack sealing, resealing with a bituminous sprayed seal, rehabilitation of gravel shoulders and replacing culverts and kerbs

Statutory Power

- Road Traffic (Administration) Act 2008 Part 7, s.132 & s.136 ; Road authority may recover expenses of damage caused by heavy traffic.

  In particular; s.132 (2) states: *"Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic."*

  and s.132(4) states*: "A person against whom expenses are or may be recoverable under this section may enter into an agreement with the road authority for payment to it in respect of heavy traffic, and on making the payment as agreed the person is not to be subject to any proceedings under this section."*

- Revised State Planning Policy 3.6 – Development Contributions for Infrastructure, developed under the authority of Planning and Development Act 2005, Section 26.

- Local Government Act 1995 Part 6 – Financial Management, Div 5 – Financing Local Government Activities, Subdivision 2 – Fees and charges, 6.16 – Imposition of fees and charges.

Application

This policy applies to any party that plans to run a defined vehicle freight task on a Local Government Road(s). The task must be deemed to be of such a volume (extraordinary load) that it is likely to cause damage resulting in "extraordinary expenses", which is damage that is well beyond what would normally be anticipated for the category of road(s) concerned.

If the Local Government considers that the defined freight task is likely to also effect roads in adjacent Shire(s) it will notify them accordingly.

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Extraordinary Load

An Extraordinary Load is defined as a task that will result in a significant increase in the Annual Design ESA (ADESA) and will result in damage to the pavement and reduction in the structural design life of the road leading to extraordinary expenses.

An Extraordinary Load is assigned a nominal value of an annual ESA that is greater than 50% of the ADESA for the category of road concerned. The Local Government may decide that a different percentage is more appropriate depending on the individual circumstances. A lower percentage or a sliding scale may be deemed appropriate in circumstances where it is clear that the task is likely to cause damage resulting in extraordinary expenses.

The ADESA shall be determined using one of the following methods:

1. Historical pavement design information.
2. Engineering assessment based on traffic counts, pavement structure and condition performance.
3. From figures provided in Table 1

Table 1: Nominal 50% ADESA for sprayed sealed Local Government roads[1]

Road Category	50% ADESA
Access road	400
Local distributor	2000
Regional distributor	12000
District distributor	40000

[1]WALGA & ARRB 2015, adapted from Table C.1

Cost Calculation

The relevant charge shall be calculated using the User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks (WALGA & ARRB 2015). The Proponent shall provide the following information to the Local Government:

1. The type and axle configuration of the vehicles to be used for the task.
2. The annual freight tonnage for the task and the vehicle payload.
3. The number daily vehicle passes.
4. The duration of the task.
5. The task routing and distance.

The total annual ESA used to calculate the charge shall be the proposed annual ESA minus the applicable 50% ADESA or other appropriate percentage.

Note that this method was designed for sprayed sealed roads. Asphalt roads will require a modified or different approach.

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Negotiation

The following conditions may necessitate negotiation with the Proponent to adjust the calculated charge or to use an alternative methodology:

1. If the Category of road has been purposely constructed to a level that is markedly different to the ADESA in Table 1, then an appropriate ADESA shall be determined using available engineering data and judgement. The road category shall also be appropriately adjusted for the determination of cost from the User Guide.
2. If the road is in a very poor or failed condition then the Local Government shall negotiate with the proponent on a strategy and cost to bring the road to a serviceable condition before calculating an annual charge.
3. If the magnitude of the freight task is of such a volume that the road is likely to experience structural failure in a short period, then the Local Government shall negotiate an appropriate strategy and charge to upgrade the structural capacity of the road in advance. This will result in an increased ADESA which will then be used to calculate the ongoing charges.
4. The rates in the User Guide are current for 2015 and the Local Government and the proponent shall agree on a suitable method to calculate escalation.
5. If the proposed ESA are excessively above the limits in the User Guide or if for any other reason this method is deemed inappropriate then the Local Government may elect to calculate the charge using an alternative method.

Funding and Service

Funds collected from the Proponent shall be placed into a dedicated fund and shall only be used for routine maintenance, preservation and structural strengthening activities on the section of road concerned. The Local Government shall keep records of all works and costs. The Local Government will contribute a portion of the cost of works out of its own funds according to what they would have reasonably allocated to the road if the proponents activities were not present. After termination or expiry of an agreement, any remaining funds shall be kept for a period of 12 months (or other agreed time period) after which the road will be inspected and the remaining funds shall be used to repair any defects so that the road is in a similar condition to when the agreement began. Any remaining funds shall then be returned to the Proponent.

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Agreement

The Local Government and the proponent shall enter into an Agreement that includes the following:

- The type and axle configuration of the vehicles to be used for the task.
- The annual quantity of vehicle passes and the payload tonnage. If seasonal then this must be described
- The routing including return journeys
- The duration of the task
- The annual and unit rate charge and method of calculation
- Payment terms and conditions
- The obligations of the parties including works records, expenditure, evidence and audit requirements in relation to the determination of actual payload tonnages and notifications of changes to vehicles, payload or routing
- Conditions on expiry of the agreement
- Hours and conditions of operation
- Breaches and terms of remedy for the Local Government and Proponent
- Duties of Local Government and the Proponent

Duties of Local Government

The Local Government will take all reasonable steps to keep the road in a serviceable condition for the duration of the agreement. The Local Government will keep proper records to ensure transparency of expenditure of all collected charges.

Duties of the proponent

The proponent will provide timely (to be determined by the Local Government in Agreement) notification to the Local Government if there are any changes to the type of vehicles and axle configurations, annual payload and routing.

Authority

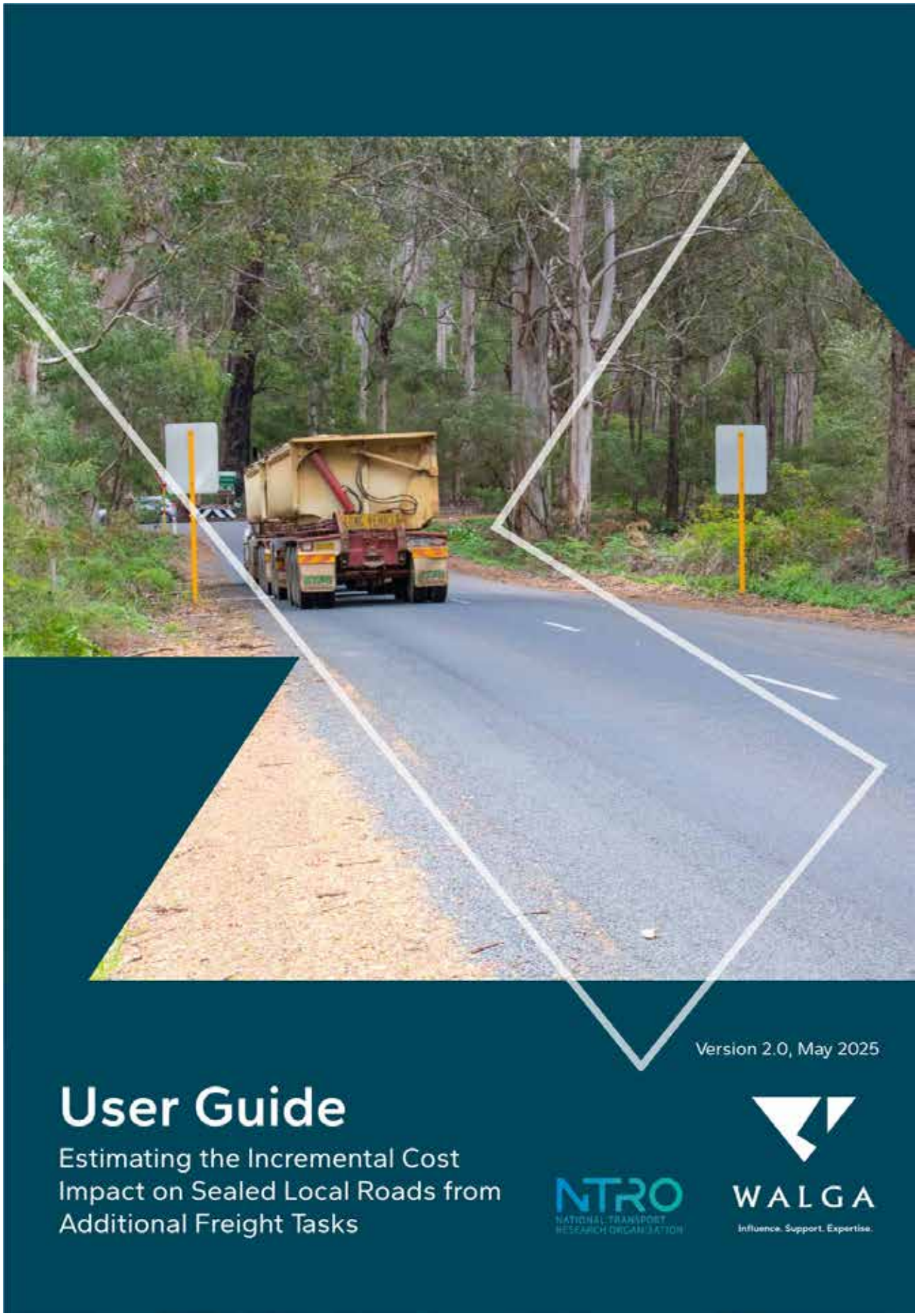
The authority to enter into an agreement with a Proponent under this policy shall be approved by Council.

Review

This policy shall be reviewed ..... intervals.

References

1. WALGA & ARRB 2015, User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks, WALGA, Perth, Western Australia.
2. ARRB Group 2015, Technical Basis for Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks, ARRB Group Project 009335 for WALGA, Perth, Western Australia


Version 2.0, May 2025
User Guide
Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks
NTRO
NATIONAL TRANSPORT RESEARCH ORGANISATION
WALGA
Influence. Support. Expertise.



Mutton Bird Road, Ellala

Acknowledgements

Acknowledgement of Traditional Owners

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Nyoongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

This guideline has been prepared by the Western Australian Local Government Association (WALGA) with the assistance of the National Transport Research Organisation (NTRO).

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Version	Revision Date	Author	Summary of changes
1	2015	WALGA/ARRB Group	This version represents the initial Guide
2	2025	WALGA/NTRO	Revised content and Unit rates

Front Cover: Bushby Road, Karridale

Introduction

Western Australian local governments face significant costs from road wear as a consequence of unforeseen heavy vehicle traffic triggered by projects, typically in the resources industry. The impacts of additional heavy vehicle traffic on shortening road life and increasing maintenance requirements are greater for roads that were not designed and constructed for this purpose, which is the case for most local government roads.

This guide provides local governments with a tool to quantify the cost of additional wear and damage to affected roads for a defined freight task. It can be used as the basis for negotiation of cost recovery from industry, to ensure that the local community does not bear the costs imposed by private businesses, and to adjust long term financial plans. Substantial cost escalation has occurred since 2015, necessitating a review of the unit rates and calculated marginal costs resulting in the publication of this revised Version 2 (2025).

Methods previously used to estimate the cost impact often required detailed input data, specialised engineering evaluation and modelling skills which are not readily available to local governments. This user guide presents a method for estimating the cost of road wear using simple input parameters. The technical basis is provided in a separate report, *'Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks' (ARRB 2016) and addendum 'Updates to the Incremental Cost Guides on Sealed and Unsealed Local Roads'* (NTRO 2025).

Users of this guide will require a basic understanding of the Western Australian road classification system and will be assisted to select appropriate parameters based on the situation and freight task. The guide is designed to be applied to sealed roads only. Estimating the cost of additional heavy vehicle traffic on unsealed roads is covered by the separate guideline *'Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks'* (WALGA 2025).

Development background

The guide has been developed around the concept of a marginal cost of road wear. The marginal cost of road wear is the difference in cost of maintaining a road in a serviceable condition, between a base traffic loading and an increased traffic loading, comprising the base and additional loading. Analysis has shown that the marginal cost is mostly dependent on:

- the magnitude and duration of the additional loading
- the structural strength of the road
- the cost of road maintenance activities

Using these variables, a catalogue of charts has been developed to represent the spectrum of scenarios that are likely to be encountered on local government roads across the State.

The marginal cost for each scenario was modelled by using a custom software tool developed by Austroads in 2015 called the 'Freight Axle Mass Limits Investigation Tool' (FAMLIT) and adapted for Western Australian Local Government conditions. FAMLIT models the life of the road based on deterioration curves that were developed by monitoring numerous different types of roads over many years. As the defined road condition and structure deteriorates under specific loading conditions, the model triggers maintenance interventions that are required to keep the road serviceable. FAMLIT then calculates the difference in costs incurred between the base, or normal loading and the base plus the additional loading.

The scenarios are presented by graphs showing marginal cost (in cents per equivalent standard axle repetition) versus load duration. The user needs to define their scenario in terms of the vehicle type undertaking the task, annual tonnage and road category and the guide will then lead the user to the applicable graph. Detailed information on how to use the guide is provided in the following section.

What are the limitations of the guide?

The marginal costs presented in the guide have been developed by modelling a road network intended to represent the majority of scenarios likely to be encountered in WA. **There are many factors that can influence the cost of road wear and the calculated values are only an estimate.** The local situation and scenario may include factors that render the estimate inaccurate. In such cases a 'first principles' approach may be necessary involving specialist assistance.

The guide may be unsuitable when:

- The road has been constructed to a level that is markedly different to the road class design assumptions employed (see Table C.1)
- The road is in a very poor or failed condition and requires an initial capital upgrade to support the proposed traffic volumes.
- Sections of the road are subject to unusual conditions, e.g. flooding or very weak subgrades.
- The scenario factors are well beyond those presented in this guide, e.g. loading durations which exceed 10 years, and more than 200,000 standard axle repetitions per year.

The limitations of the guide are:

- Associated infrastructure such as bridges, culverts and guardrails are not included.
- The calculations assume that the initial condition is suitable to carry the proposed traffic. Initial capital upgrades would be subject of a separate calculation.
- Where the scenario factors lie between or near the given values the user should use the nearest loading scenario and duration.
- The guide is only applicable to sealed local roads comprising sprayed seal unbound granular pavements.
- The unit rates are current for 2024. Practitioners will need to apply escalation factors in future years and accounting for any variation to these to ensure consistency with costs in local government.
- The guide has been developed for the WA local government road network and the catalogue of solutions (and underlying assumptions) may not be valid in other jurisdictions.
- Due to the large range of heavy vehicle configurations, users may need to refer to the Main Roads WA Vehicle Estimated Equivalent Standard Axles (ESA) Tool at https://ravat.au/esa to determine the correct vehicle parameters.

WALGA Road Wear Cost Calculator as an alternative

A calculator has been developed in an Excel spreadsheet that follows the process, described in *How to use this guide* which can be used as an alternative to the manual chart based method also provided in this guide. Practitioners are able to download the calculator here, and input the variables associated with their loading scenario.

Instructions for accessing and using the calculator are provided in Appendix D.

How to use this guide

The guide is structured around a simple stepped process. Figure 1 presents the eight step procedure to be followed.



Figure 1: Process for calculating the marginal cost estimate and total annual cost

Details for completing each step are given below. This is followed by a series of typical worked examples.

What information is required?

The user will need the following information:

1. The type of vehicles to be used for the task
2. The annual freight tonnage for the task
3. The duration of the task
4. The task routing and distance.

The following sections outline the sequential steps to determine a marginal cost for a particular additional loading task. Users are able to manually calculate from the guide or use the WALGA Road Wear Cost Calculator tool.

Setup as a downloadable spreadsheet, the WALGA Road Wear Cost Calculator tool follows the steps in the guide and is self-explanatory. The tool is available for download here

STEP 1: Determine the Vehicle Type Undertaking the Task

The first step is to determine the type of vehicle or vehicles that will be used to undertake the task. The vehicle type will typically be supplied by the freight generator. The vehicle type must then be matched to a Main Roads WA heavy vehicle RAV category and configuration. The RAV types are provided from Main Roads WA in Appendix A.

STEP 2: Determine the Annual Freight Loading, Distance and Duration

To determine the annual freight loading, a good appreciation of the total freight task needs to be gained. This will usually involve discussions with the freight generator to determine the duration of the additional loading and the total loading to be applied. Typically, such requests are well structured, with the proponent possibly having a lease on a mine or similar to extract a certain amount of product over a defined period of time.

An example of a typical total load and duration is shown below:

Iron ore extraction – 600,000 tonnes over 3 years.

In this case, the annual tonnage is determined by dividing the total freight tonnage by the duration:

600,000/3 = 200,000 tonnes per year.

The distance is defined as the road distance to be traversed by the loaded vehicles.

STEP 3: Select the Cost Zone

The appropriate cost zone must be selected from one of the four cost zones shown in Figure 2.

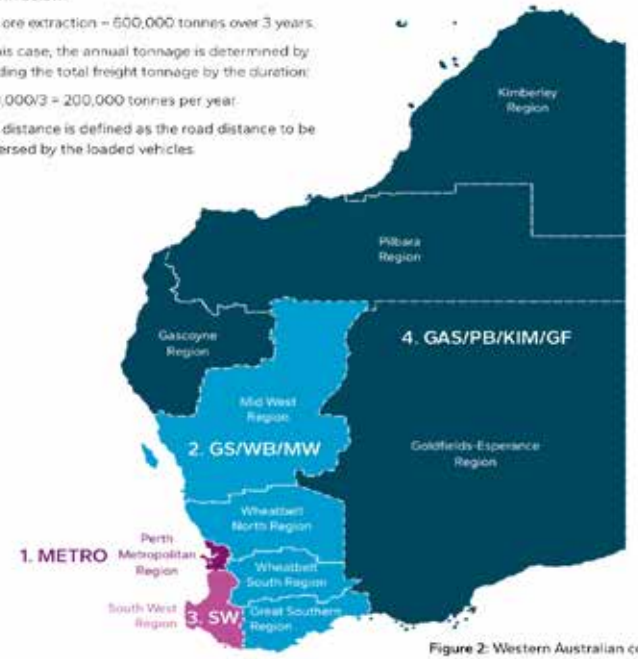


Figure 2: Western Australian cost zones

The cost zones were determined with reference to unit rates collected from a survey conducted by the Department of Local Government in 2011 and 2024.

STEP 4: Select the Road Category

The user must select the road category from the list below:

- access road
- local distributor
- regional distributor
- district distributor.

The road categories are based on the Main Roads WA classification system.

Because of the variability in performance of these four road categories, due in part to design factors and location, users need to determine the exact route associated with the additional freight task. Where the route is well-defined and constrained to only one road category, the analysis produces one cost estimate as demonstrated in *Example Calculations, Worked Example #1*. If the task traverses more than one road category then each section of road must be assessed separately as demonstrated in *Example Calculations, Worked Example #2*.

Appendix C.3 provides details of the design traffic that was assigned to each of these categories for model development. Some roads may be constructed to levels that are markedly different to the road category design assumptions and users must adjust their choice accordingly.

In this step the user must determine the ESA per payload tonne from Figure 4 and then multiply by the annual tonnage to determine the ESA per year. Alternatively the user can determine the ESA and payload per vehicle from Table 1 or Figure 3. Calculate the number of vehicle movements required to move the annual tonnage and multiply by the ESA per vehicle.

STEP 5: Calculate Equivalent Standard Axles

In this step the user must determine the Equivalent Standard Axles (ESA) per vehicle and multiply this by the annual number of vehicle movements to obtain the ESA per year in the loaded direction.

The road wear caused by the movement of a quantity of freight will differ depending on the types of heavy vehicles that are used for the task. That is why the load equivalencies of all heavy vehicles need to be expressed in a common measure that is related to the amount of road wear.

The road wear caused by the passage of a heavy vehicle is proportional to the number and type of axle groupings (e.g. single, double or tri-axle) and the load carried by each of the axle groups. The allowable load on an axle group is strictly controlled in Western Australia and is termed the Regulation Mass Limit (RML). Some vehicles may operate under the Accredited Mass Management Scheme (AMMS) which allows for up to an additional 3.5 tonnes per tri-axle combination and 1.0 tonne per tandem axle combination. The damage caused to the pavement per payload tonne will therefore differ depending on the type of vehicle that is used and the loading scheme that is applied. For design and evaluation purposes, all heavy vehicle loadings are converted to ESA.

Table 1 gives the ESA per vehicle for different vehicle configurations and loads. The values have been extracted from the Main Roads WA Vehicle Estimated Equivalent Standard Axles (ESA) Tool (https://ravlat.au/esa). Actual tare weights and loads vary across vehicle configurations and loading schemes and users may choose to use the closest vehicle and load in Table 1 for their calculations, or derive the ESA for their vehicle by referencing the Main Roads WA tool. The ESA per vehicle is shown graphically in Figure 3 and ESA per payload tonne for a range of vehicles is given in Figure 4.

For instance, a fully loaded RAV category 7A operating at RML, has an ESA per vehicle of 10.44. A full list of RAV descriptions is given in Appendix A.

Table 1: Examples of ESA for common RAV configurations

Cat.	Configuration	Max. payload RML (t)	Max payload AMMS 3 (t)	ESA empty	ESA at half load	ESA for RML at max. load	ESA for AMMS 3
1A	Rigid truck, ≤ 12.5 m 	11.6	12.1[1]	0.51	1.27	5.04	5.30[1]
2A	Prime mover and trailer, ≤ 20.0 m 	25.6	30.1	1.14	2.19	6.39	8.14
2C	B-Double ≤ 27.5 m 	39.6	47.6	1.17	2.49	7.74	10.73
3A	A-Double (prime mover, trailer, dog trailer), ≤ 27.5 m 	50.1	59.1	1.4	2.89	9.80	13.35
4A/6A	A-Double (prime mover, trailer, 6-axle dog trailer), ≤ 27.5 m / 36.5 m 	53.6	65.1	1.39	2.79	9.09	13.30
7A	AB-Triple (prime mover, trailer, B-Double), ≤ 36.5 m 108.5 t 	67.6	82.6	1.4	2.98	10.44	15.88
10A	A-Triple (prime mover, trailer, 2 dog trailers), ≤ 53.5 m 	83.6	102.1	1.44	3.27	11.79	18.45

Source: Values extracted from Main Roads WA 'Vehicle Estimated Equivalent Standard Axles (ESA) Tool' at https://ravlat.au/esa
Note: All values are estimates based on options chosen for each configuration. To identify the specific ESA for a vehicle configuration, refer to the Vehicle Estimated Equivalent Standard Axles (ESA) Tool.
[1] Showing AMMS level 2 values for category 1A vehicles.

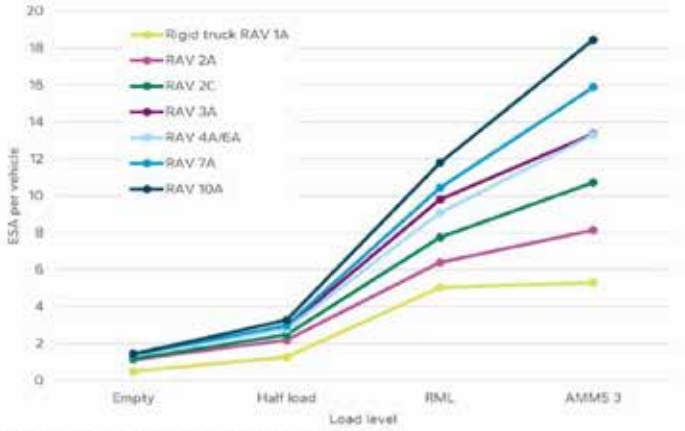


Figure 3: ESA per vehicle for common RAV configurations

Note: The AMMS has three levels. The displayed values are for Level 3. If the vehicle is operating at a lower level then select a proportionate value between the RML value and the AMMS L3 value.

The ESA per payload tonne is provided in Figure 4 for some common vehicle combinations.

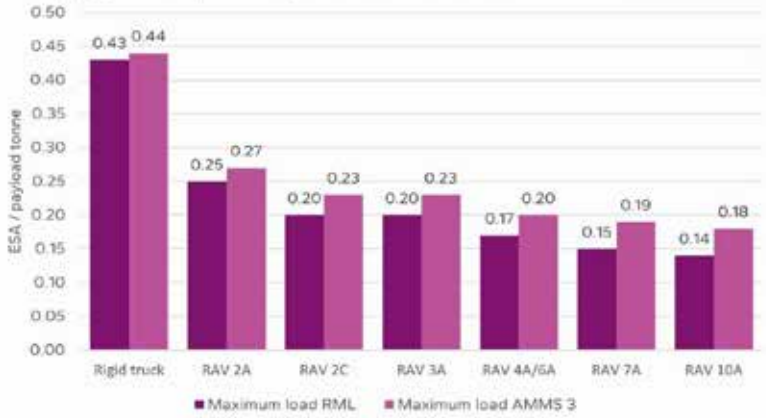


Figure 4: ESA per payload tonne for common RAV configurations

Note: The AMMS has three levels. The displayed values are for Level 3. If the vehicle is operating at a lower level then select a proportionate value between the RML value and the AMMS L3 value.

STEP 6: Select the Marginal Cost Graph

There are 64 output charts representing four cost zones, four road categories and four loading scenarios. Users must select the chart or charts that are relevant to the scenario that is being assessed.

The charts are structured in order of cost zone, then by road category and finally by the modelled loading scenarios. Table 2 facilitates easy access to the generated charts with a series of links to each of the relevant figures. The user must select the loading scenario that is closest to their actual scenario.

Table 2: Table of marginal cost graphs

From STEP 3 Cost Zone	From STEP 4 Road Class	From STEP 5 Loading Scenario (ESA/year)	Refer to Chart
1	Access road	20,000	Figure B 1.1
		60,000	Figure B 1.2
		100,000	Figure B 1.3
		200,000	Figure B 1.4
	Local distributor	20,000	Figure B 2.1
		60,000	Figure B 2.2
		100,000	Figure B 2.3
		200,000	Figure B 2.4
	Regional distributor	20,000	Figure B 3.1
		60,000	Figure B 3.2
		100,000	Figure B 3.3
		200,000	Figure B 3.4
	District distributor	20,000	Figure B 4.1
		60,000	Figure B 4.2
		100,000	Figure B 4.3
		200,000	Figure B 4.4
2	Access road	20,000	Figure B 5.1
		60,000	Figure B 5.2
		100,000	Figure B 5.3
		200,000	Figure B 5.4
	Local distributor	20,000	Figure B 6.1
		60,000	Figure B 6.2
		100,000	Figure B 6.3
		200,000	Figure B 6.4
	Regional distributor	20,000	Figure B 7.1
		60,000	Figure B 7.2
		100,000	Figure B 7.3
		200,000	Figure B 7.4
	District distributor	20,000	Figure B 8.1
		60,000	Figure B 8.2
		100,000	Figure B 8.3
		200,000	Figure B 8.4

From STEP 3 Cost Zone	From STEP 4 Road Class	From STEP 5 Loading Scenario (ESA/year)	Refer to Chart
3	Access road	20,000	Figure B 9.1
		60,000	Figure B 9.2
		100,000	Figure B 9.3
		200,000	Figure B 9.4
	Local distributor	20,000	Figure B 10.1
		60,000	Figure B 10.2
		100,000	Figure B 10.3
		200,000	Figure B 10.4
	Regional distributor	20,000	Figure B 11.1
		60,000	Figure B 11.2
		100,000	Figure B 11.3
		200,000	Figure B 11.4
	District distributor	20,000	Figure B 12.1
		60,000	Figure B 12.2
		100,000	Figure B 12.3
		200,000	Figure B 12.4
4	Access road	20,000	Figure B 13.1
		60,000	Figure B 13.2
		100,000	Figure B 13.3
		200,000	Figure B 13.4
	Local distributor	20,000	Figure B 14.1
		60,000	Figure B 14.2
		100,000	Figure B 14.3
		200,000	Figure B 14.4
	Regional distributor	20,000	Figure B 15.1
		60,000	Figure B 15.2
		100,000	Figure B 15.3
		200,000	Figure B 15.4
	District distributor	20,000	Figure B 16.1
		60,000	Figure B 16.2
		100,000	Figure B 16.3
		200,000	Figure B 16.4

Figure B 1.1 to Figure B 16.4 are located in Appendix B. An example is presented in Figure 5.

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

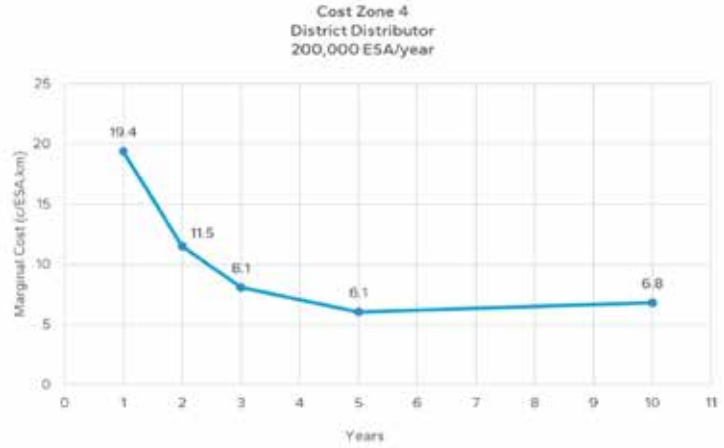


Figure 5: Example chart of estimated marginal costs

It is likely that the requested additional loading calculated in Step 5 will not match one of the four loading scenarios presented in this guide. The user must select the loading scenario that is closest to their calculated value.

For instance, a calculated value of 185,000 ESA/year would result in the selection of a loading scenario of 200,000 ESA/year from Table 1 as this is the closest matching available scenario.



STEP 7: Determine the Annual Marginal Cost of the Additional Task

Using the chart selected in STEP 6, the marginal cost of the additional loading can be determined. An example of how the chart is to be used is presented in Figure 6, which has been selected for a district distributor in cost zone 4 with an additional loading of 200,000 ESA/year.

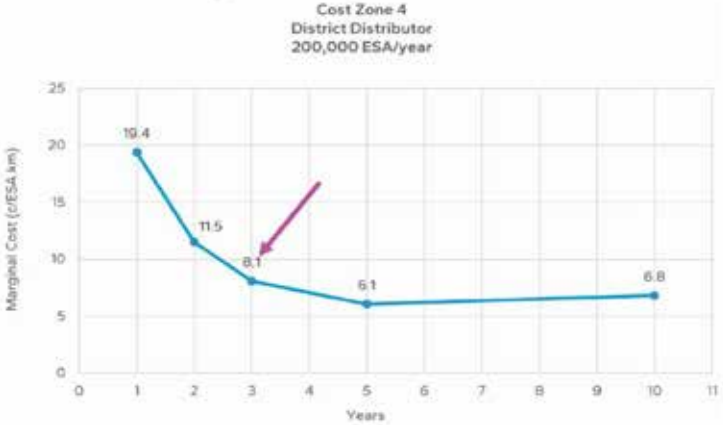


Figure 6: Marginal cost chart of a district distributor in cost zone 4 with an additional 200,000 ESA/year

To evaluate the marginal cost of a particular task, the duration of the task is required. For example in Figure 6, a loading duration of 3 years has been selected, and therefore the annual marginal cost is 8.1 cents per ESA.km/year or represented in dollars as $0.081 per ESA.km/year.

STEP 8: Calculate the Annual Cost

The annual total cost is calculated using the annual marginal cost. The relevant equations are as follows:

Annual Cost = Annual Marginal Cost x ESA per year x Distance

Annual Marginal Cost in cents/ ESA.km is determined from Step 7.

ESA per year is the actual ESA per year from Step 5.

Distance is the road distance in kilometres.

This can converted back to a cost per tonne as follows:

Cost per tonne = Annual Cost / (Annual Tonnage x Distance)

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000.

The calculated costs are based on 2024 rates with forecasting for future years' costs. If the evaluation is undertaken from 2025 onwards, the user will need to consider applying indexation to update the base rates.

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Example Calculations

Worked Example #1

A mining company is developing a mine site in the Mid West and proposes to transport 2 million tonnes of iron ore over a five year period along a local government road to access the state road network. They will be using a prime mover and semi-trailer towing two six axle dog trailers with a concessional loading permit at AMMS 3. The road is a local distributor and is 64 km long.

Calculate the annual cost of road wear resulting from this additional freight task.

Solution:

1. **Determine the vehicle type:**

   Go to Appendix A and select the applicable RAV Configuration.

   A prime mover and semi-trailer towing two six axle dog trailers under AMMS 3 is a RAV 10A, with maximum payload of 102.1 t (Table 1).

2. **Determine the annual tonnage, distance and duration:**

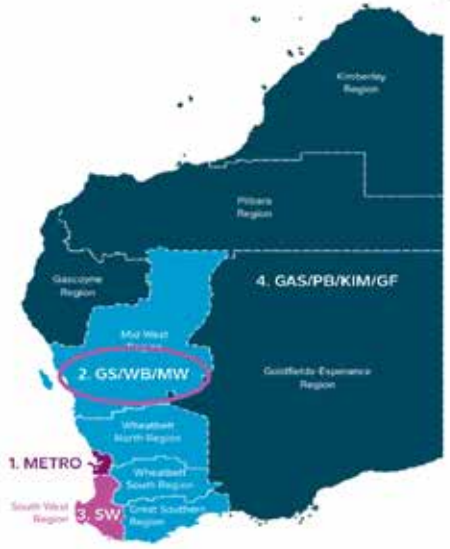
   The annual tonnage is 2,000,000 / 5 = 400,000 tonnes per year.

   The distance is 64 km.

   The duration is 5 years.

3. **Select the cost zone:**

   Go to Figure 2 and select cost zone 2.



4. **Select the road class:**

   As stated , the task is to be undertaken on a local distributor.

5. **Calculate the ESA per year:**

   With reference to Table 1, a RAV category 10A at AMMS 3 has a payload of 102.1 t and ESA of 18.45 per vehicle.

   Carrying 400,000 tonnes per year will require 400,000 / 102.1 = 3,918 trips.

   The total ESA is 3,918 * 18.45 = 72,287 per year.

6. **Select the marginal cost graph:**

   Based on the calculated task of 72,287 ESA/year, the 60,000 ESA/year loading scenario is the closest available value to be applied in this calculation. Therefore all of the required parameters to select a marginal cost graph are available, including:

   Cost zone = 2, road class = local distributor, applicable load = 60,000 ESA/year and specified period of additional loading = 5 years.

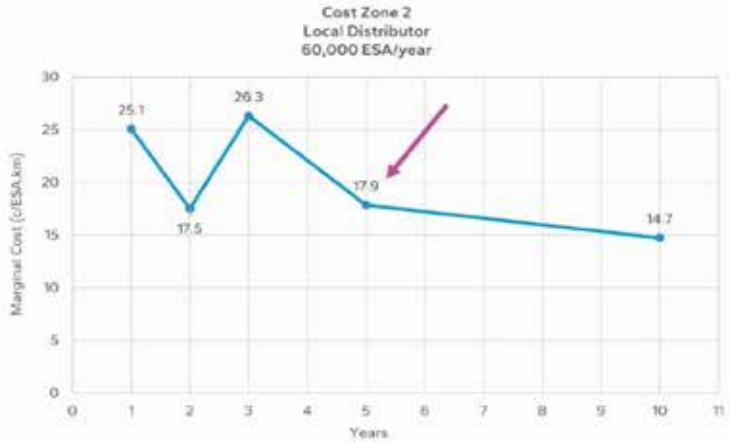
   Using these values, Table 1 will lead you to the applicable marginal cost graph.

2	Access road	20,000	Figure B 5.1
		60,000	Figure B 5.2
		100,000	Figure B 5.3
		200,000	Figure B 5.4
	Local distributor	20,000	Figure B 6.1
		60,000	Figure B 6.2
		100,000	Figure B 6.3
		200,000	Figure B 6.4
	Regional distributor	20,000	Figure B 7.1
		60,000	Figure B 7.2
		100,000	Figure B 7.3
		200,000	Figure B 7.4
	District distributor	20,000	Figure B 8.1
		60,000	Figure B 8.2
		100,000	Figure B 8.3

With all of the required criteria determined, select the required marginal cost chart from Appendix B. For this example, this is Figure B 6.2 and is shown in Step 7 below.

7. **Determine the marginal cost:**

   With the appropriate marginal cost graph selected in Step 6, read off the marginal cost for the task duration.



Therefore, from the graph, the marginal cost is 17.9 cents per ESA km/year or $0.179 per ESA km/year.

8. **Calculate annual cost:**

   The annual cost can now be calculated from all of the above information.

   The total loading task is 72,287 ESA/ year being applied over 64 km, so the total annual cost can be determined by multiplying these together.

   Total Annual Cost = 0.179 x 72,287 x 64 = $828,120 per year, say $828,000.

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000 as shown.

The cost can be converted into cents per tonne km.

Cost = $828,000 x 100 / (400,000 x 64) = 3.23 cents per tonne km.

Note 1: This is the estimated cost for the first year of the operation. Increases in the annual charge should be considered during discussions with the freight generator.

Note 2: The Road Wear Cost Calculator uses the ESA/tonne km rates, which may lead to a small difference in output values when compared with a manual calculation using the ESA per vehicle.

Worked Example #2

A mining company has decided to open up a mine site in the Kimberley region and wishes to transport 3.5 million tonnes of ore over a 5 year period along a Local Government road to access the state road network. Accessing the state road network consists of travelling along a district distributor for 40 km and a regional distributor for another 15 km. They are to use a prime mover and semi-trailer towing a B-double combination operating under the Accredited Mass Management Scheme Level 3.

Calculate the annual cost of road wear resulting from this additional freight task.

Solution:

1. **Determine the vehicle type:**

   Refer to Appendix A for an outline of all defined vehicles in WA.

   A prime mover and semi-trailer towing a B-double under AMMS 3 is a RAV 7A with a maximum payload of 82.6 t (Table 1).

2. **Determine the annual tonnage, distance and duration:**

   The annual tonnage is 3,500,000 / 5 = 700,000 tonnes per year.

   The distances are 40 km and 15 km.

   The duration is 5 years.

3. **Select the cost zone:**

   Go to Figure 2 and select cost zone 4.



4. **Select the road class:**

   As outlined previously, both district distributor and regional distributor roads are selected.

5. **Calculate the ESA per year:**

   With reference to Table 1, a RAV category 7A at AMMS 3 has a maximum payload of 82.6 t and ESA of 15.88 per vehicle.

   Carrying 700,000 tonnes per year will require 700,000 / 82.6 = 8,475 trips.

   The total ESA is 8,475 * 15.88 =134,583 per year.

6. **Select the marginal cost graph:**

   Using the calculated task of 134,583 ESA/year, the 100,000 ESA/year loading scenario is the closest value to be applied in this calculation. Therefore all of the required parameters to select a marginal cost graph are available, including:

   Cost zone = 4, road classes = district distributor and regional distributor, applicable load = 100,000 ESA/year and specified period of additional loading = 5 years.

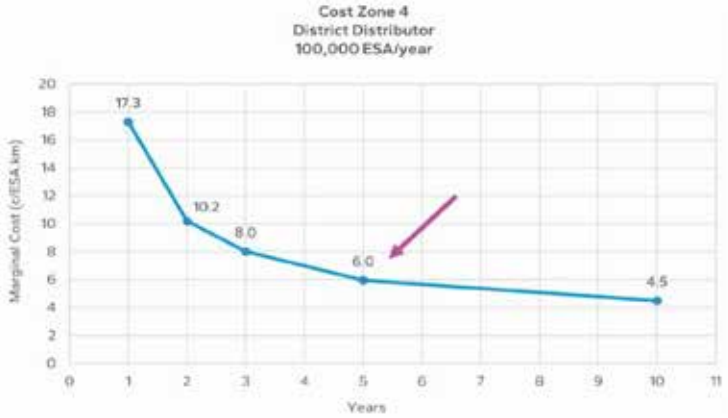
   Using these values, Table 1 will lead you to the applicable marginal cost graphs.

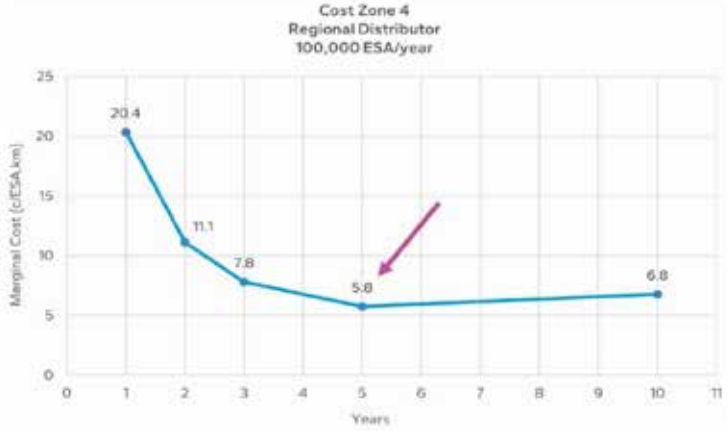
4	Access road	20,000	Figure B 13.1
		60,000	Figure B 13.2
		100,000	Figure B 13.3
		200,000	Figure B 13.4
	Local distributor	20,000	Figure B 14.1
		60,000	Figure B 14.2
		100,000	Figure B 14.3
		200,000	Figure B 14.4
	Regional distributor	20,000	Figure B 15.1
		60,000	Figure B 15.2
		100,000	Figure B 15.3
		200,000	Figure B 15.4
	District distributor	20,000	Figure B 16.1
		60,000	Figure B 16.2
		100,000	Figure B 16.3
		200,000	Figure B 16.4

With all of the required criteria determined, select the required marginal cost chart from Appendix B. For this example, this is Figure B 16.3 for the district distributor and Figure B 15.3 for the regional distributor, as shown in Step 7 below respectively.

7. **Determine the marginal cost:**

With the appropriate marginal cost graphs selected in Step 6, read off the marginal cost for the task duration.





From the graphs, the marginal cost is 6.0 cents per ESA.km/year for the district distributor and 5.8 cents per ESA.km/year for the regional distributor.

8. **Calculate annual cost:**

The annual cost can now be calculated from all of the above information.

The total loading task of 134,583 ESA/year will be applied to the district distributor for 40 km and then to the regional distributor for another 15 km, therefore the total annual cost can be determined as follows:

0.060 x 134,583 x 40 = $322,999 per year (for the district distributor)

0.058 x 134,583 x 15 = $117,087 per year (for the regional distributor)

The total annual cost is therefore $440,086 per year, say $440,000.

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000 as shown.

The cost can be converted into cents per tonne.km:

Cost = $322,999 x 100 / (700,000 x 40) = 1.15 cents per tonne km (for the district distributor)

$117,087 x100 / (700,000 x 15) = 1.12 cents per tonne.km (for the regional distributor)

Note 1: These are the estimated costs for the first year of the operation. Increases in the annual charge should be considered during discussions with the generator.

Note 2: The Road Wear Cost Calculator uses the ESA/tonne km rates, which may lead to a small difference in output values when compared with a manual calculation using the ESA per vehicle.

Worked Example #3

A sand quarry in the Metropolitan area is applying to transport an estimated 75,000 tonnes per year using a prime mover and triple axle trailer operating under the regulation mass limit (RML). The task route will follow an access road for 1.3 km and then a regional distributor for 2.5 km to access the state road network. The quarry will operate for five years.

Calculate the annual cost of road wear resulting from this additional freight task.

Solution:

1. **Determine the vehicle type:**

   A prime mover and semi-trailer within the RML is a category 2A vehicle with a maximum payload of 25.6 t (Table 1). If not provided by the generator, the loading values need to be identified by using the Main Roads WA *Vehicle Estimated Equivalent Standard Axles (ESA) Tool*.

2. **Determine the annual tonnage, distance and duration:**

   The annual tonnage is 75,000 tonnes per year.

   The distances are 1.3 km and 2.5 km.

   The duration is 5 years.

3. **Select the cost zone:**

   Go to Figure 2 and select cost zone 1.



4. **Select the road class:**

   As given, both an access road and a regional distributor are to be used in the calculation.

5. **Calculate the ESA per year:**

   From Figure 4, the ESA per payload tonne for a RAV 2A at RML is 0.25.

   The ESA is therefore 0.25 x 75,000 = 18,750 per year.

   Alternatively using Table 1, the prime mover and trailer has a maximum payload of 25.6 t and ESA of 6.39 per vehicle.

   Carrying 75,000 tonnes per year will require 75,000 / 25.6 = 2,930 trips.

   The total ESA is 2,930 x 6.39 =18,723 per year.

6. **Select the marginal cost graph:**

   Based on the calculated task of 18,723 ESA/year, the 20,000 ESA/year loading scenario is the closest value to be applied in this calculation. Therefore all of the required parameters to select a marginal cost graph are available, including:

   Cost zone = 1, road classes = access road and regional distributor, applicable load = 20,000 ESA/year and specified period of additional loading = 5 years.

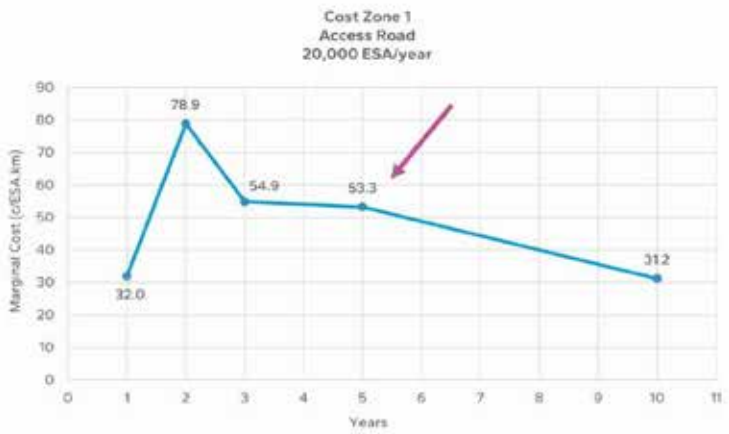
   Using these values, Table 1 will lead you to the applicable marginal cost graphs.

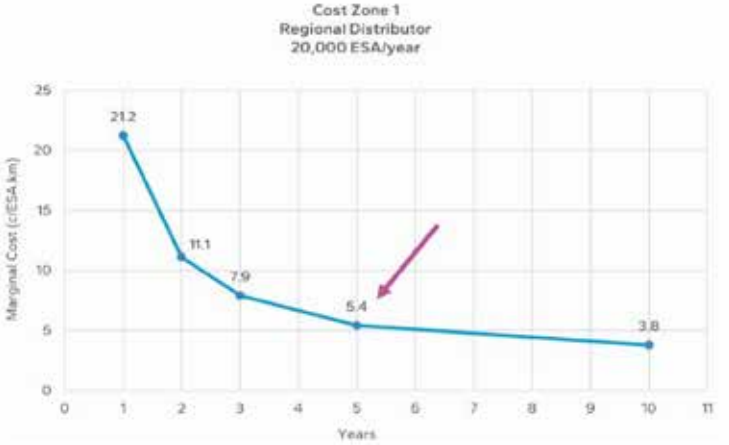
1	Access road	20,000	Figure B 1.1
		60,000	Figure B 1.2
		100,000	Figure B 1.3
		200,000	Figure B 1.4
	Local distributor	20,000	Figure B 2.1
		60,000	Figure B 2.2
		100,000	Figure B 2.3
		200,000	Figure B 2.4
	Regional distributor	20,000	Figure B 3.1
		60,000	Figure B 3.2
		100,000	Figure B 3.3
		200,000	Figure B 3.4
	District distributor	20,000	Figure B 4.1
		60,000	Figure B 4.2
		100,000	Figure B 4.3

With all of the required criteria determined, select the required graphs from Appendix B. For this example, this is Figure B 1.1 for the access road and Figure B 3.1 for the regional distributor, as shown in Step 7 below respectively.

7. **Determine the marginal cost:**

With the appropriate marginal cost graphs selected in Step 6, read off the marginal cost for the task duration.





From the graphs, the marginal cost is 53.3 cents per ESA km/year for the access road and 5.4 cents per ESA km/year for the regional distributor.

8. **Calculate annual cost:**

The annual cost can now be calculated from all of the above information.

The total loading task is 18,723 ESA/year being applied to the access road for 1.3 km and then to the regional distributor for 2.5 km, so the annual cost can be determined as follows:

0.533 x 18,723 x 1.3 = $12,973 per year (for the access road)

0.054 x 18,723 x 2.5 = $2,528 per year (for the regional distributor)

The total annual cost is therefore $15,501 per year, say $16,000.

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000 as shown.

The cost can be converted into cents per tonne.km:

Cost per tonne = $12,973 x 100/ (75,000 x 1.3)
= 13.3 cents per tonne km (for the access road)

$2,528 x 100 / (75,000 x 2.5) = 1.3 cents per tonne.km (for the regional distributor)

Note: These are the estimated costs for the first year of the operation. Increases in the annual charge should be considered during discussions with the generator.

Worked Example #4

A new mining company has decided to open up a mine site in the Gascoyne region. In this case however they are constrained by the number of vehicles they have at their disposal and have calculated that within a year they can deliver 10,000 trips to the site while using only prime movers with a semi-trailer towing two six axle dog trailers. The company is operating their vehicles under the Accredited Mass Management Scheme Level 3. The life of the mine is forecast as 6 years. The company would like access to a 30 km long regional distributor that is managed by the Local Government.

Calculate the annual cost of road wear resulting from this additional freight task.

Solution:

1. **Determine the vehicle type:**

   Refer to Appendix A for an outline of all defined vehicles in WA.

   A prime mover and semi-trailer towing two six axle dog trailers under AMMS 3 is a RAV category 10A with maximum payload of 102.1 t (Table 1).

2. **Determine the annual tonnage, distance and duration:**

   As outlined above, the annual freight loading is unknown but the number of trips with a RAV 10A is estimated to be 10,000 per year.

   The distance is 30km.

   The duration is 6 years.

3. **Select the cost zone:**

   Go to Figure 2 and select cost zone 4.



4. **Select the road class:**

   As outlined previously, the task is to operate on a regional distributor.

5. **Calculate the ESA per year:**

   Referring to Table 1, an A-Triple (prime mover, semi trailer and 2 dog trailers) under AMMS level 3 has an ESA per vehicle of 18.45.

   The total ESA per year is therefore 18.45 x 10,000 trips = 184,500 ESA/year.

6. **Select the marginal cost graph:**

   Based on the calculated task of 184,500 ESA/year as outlined Step 5, the 200,000 ESA/year loading scenario is the closest value to be applied in this calculation. Therefore all of the required parameters to select a marginal cost graph are available, including:

   Cost zone = 4, road class = regional distributor, applicable load = 200,000 ESA/year and specified period of additional loading = 6 years.

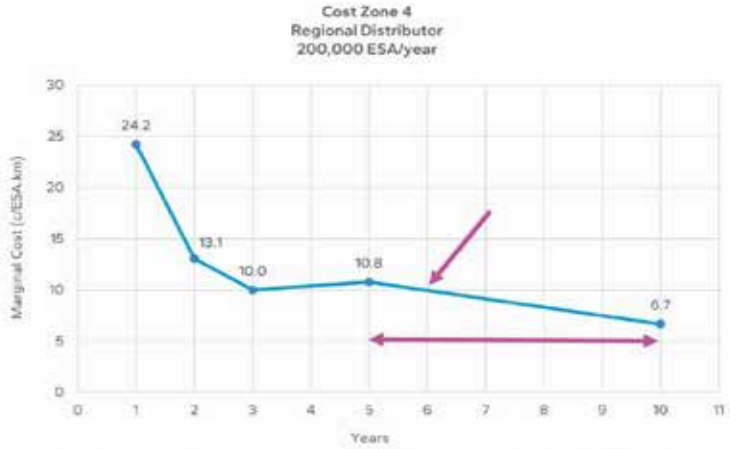
   Using these values, Table 1 will lead you to the applicable marginal cost graph as follows.

4	Access road	20,000	Figure B 13.1
		60,000	Figure B 13.2
		100,000	Figure B 13.3
		200,000	Figure B 13.4
	Local distributor	20,000	Figure B 14.1
		60,000	Figure B 14.2
		100,000	Figure B 14.3
		200,000	Figure B 14.4
	Regional distributor	20,000	Figure B 15.1
		60,000	Figure B 15.2
		100,000	Figure B 15.3
		200,000	Figure B 15.4
		20,000	Figure B 16.1
		60,000	Figure B 16.2

With all of the required criteria determined, select Figure B 15.4 from Appendix B.

7. **Determine the marginal cost:**

With the appropriate marginal cost graph selected in Step 6, read off the marginal cost for the task duration.



Interpolating from the graph, the annual marginal cost is 10.0 cents per ESA.km (10.8-(10.8-6.7)/5).

8. **Calculate annual cost:**

The annual cost can now be calculated from all of the above information.

The total loading task was 184,500 ESA/year being applied over 30 km, so the total marginal cost can be determined by multiplying these together.

0.1 x 184,500 x 30 = $553,500 per year, say $554,000.

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000 as shown.

With the total marginal cost determined, the cost per trip can be calculated:

Cost per trip = $554,000 / 10,000 = $55.40 per trip

Note: These are the estimated costs for one year of operation. Increases in the cost per trip charge should be considered during discussions with the generator for each year of operation.

References

ARRB Group 2015, 'Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks', ARRB Group Contract Report 009335 for Western Australia Local Government Association, Perth, Western Australia.

Bartlett, D, Michell, N, Toole, T 2025, 'Updates to the Incremental Cost Guides for Additional Freight Tasks on Sealed and Unsealed Roads – Technical Basis', National Transport Research Organisation, Melbourne, VIC.

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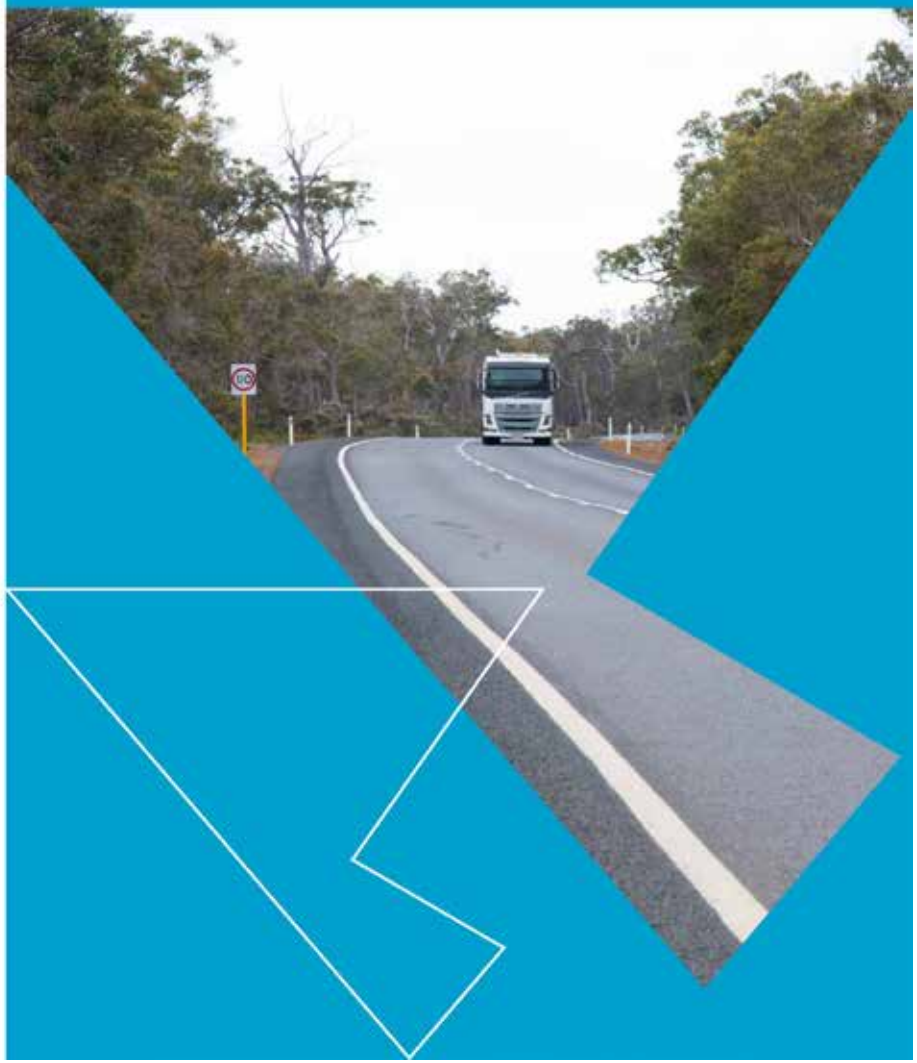
Appendices



User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix A

Restricted Access Vehicle Classes and Configurations in WA

Heavy Vehicle Services
May 2022

Accredited Mass Management Scheme (AMMS)
Tandem Drive Prime Mover, Trailer Combinations
Restricted Access Vehicle (RAV) Categories

mainroads

RAV Category	RAV Description		Max. Length	Max. Mass & Approved Network		
				Level 1	Level 2	Level 3
Category 1	1A – Prime Mover & Semi Trailer		19 m	50 t	-	-
				M1.1	-	-
Category 2	2A – Prime Mover & Semi Trailer 2B – Prime Mover, Semi Trailer & Pig Trailer or Dolly 2C – B-double	2A	20 m	50.5 t	51.5 t	53 t
		2B	27.5 m	68.5 t	69.5 t	71 t
		2C	27.5 m	72 t	74 t	76.5 t
		All	-	M2.1	M2.2	M2.3
Category 3	3A – A-double		27.5 m	89 t	91 t	94 t
				M3.1	M3.2	M3.3
Category 4	4A – A-double		27.5 m	93.5 t	96.5 t	100 t
				M4.1	M4.2	M4.3
Category 5	5A – B-Double towing a Dolly 5B – A-Double 5C – A-Double towing a Dolly 5D – B-Triple	5A	27.5 m + Dolly	72 t + Dolly	74 t + Dolly	76.5 t + Dolly
		5B / 5D	36.5 m	89 t	91 t	94 t
		5C	27.5 m + Dolly	89 t + Dolly	91 t + Dolly	94 t + Dolly
		All	-	M5.1	M5.2	M5.3
Category 6	6A – A-double 6B – B-Triple 6C – A-Double towing a Dolly	6A / 6B	36.5 m	93.5 t	96.5 t	100 t
		6C	27.5 m + Dolly	93.5 t + Dolly	96.5 t + Dolly	100 t + Dolly
		All	-	M6.1	M6.2	M6.3
Category 7	7A – AB-Triple 7B – BA-Triple		36.5 m	115 t	119 t	123.5 t
				M7.1	M7.2	M7.3
Category 8	There are no Category 8 RAVs for AMMS					
Category 9	9A – A-Triple 9B – A-Double towing a Dolly 9C – AB-Triple 9D – BA-Triple	9A	53.5 m	127.5 t	130.5 t	135 t
		9B	36.5 m + Dolly	89 t + Dolly	91 t + Dolly	94 t + Dolly
		9C / 9D	45 m	115 t	119 t	123.5 t
		All	-	M9.1	M9.2	M9.3
Category 10	10A – A-Triple 10B – A-Double towing a Dolly 10C – Double B-Double 10D – ABB-Quad 10E – AAB-Quad	10A / 10C / 10D	53.5 m	136.5 t	145.5 t	147 t
		10B	36.5 m + Dolly	93.5 t + Dolly	96.5 t + Dolly	100 t + Dolly
		10E	53.5 m	158 t	164 t	170.5 t
		All	-	M10.1	M10.2	M10.3

Source: Reprinted with permission from Main Roads WA *Accredited Mass Management Scheme Tandem Drive Prime Mover, Trailer Combinations* (2022).

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix A

Restricted Access Vehicle Classes and Configurations in WA

Heavy Vehicle Services
May 2022

Accredited Mass Management Scheme (AMMS)
Tandem Drive Truck, Trailer Combinations
Restricted Access Vehicle (RAV) Categories

RAV Category	RAV Description		Max. Length	Max. Mass & Approved Network		
				Level 1	Level 2	Level 3
Category 1	1A – Rigid Truck  1B – Rigid Truck towing a Pig Trailer or Dolly 	1A	12.5 m	29 t	29 t	-
		1B	20 m	47 t	47 t	-
		AB	-	N1.1	N1.1	-
Category 2	2A – Rigid Truck  2B – Rigid Truck towing a 4 or 5 Axle Dog Trailer  2C – Rigid Truck towing a 5 Axle Dog Trailer 	2A	12.5 m	-	-	29.5 t
		2B	25 m	67.5 t	68.5 t	70.5 t
		2C	25 m	72 t	74 t	76.5 t
		AB	-	N2.1	N2.2	N2.3
Category 3	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 4	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 5	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 6	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 7	7A – Rigid Truck Towing two Dog Trailers 		36.5 m	115 t	119 t	123.5 t
				N7.1	N7.2	N7.3
Category 8	There are no Category 8 RAVs for AMMS					
Category 9	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 10	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					

Source: Reprinted with permission from Main Roads WA *Accredited Mass Management Scheme Tandem Drive Prime Mover Trailer Combinations* (2022)

Appendix B
Marginal Cost Charts

B.1 Cost Zone 1

B.1.1 Cost Zone 1 – Access roads

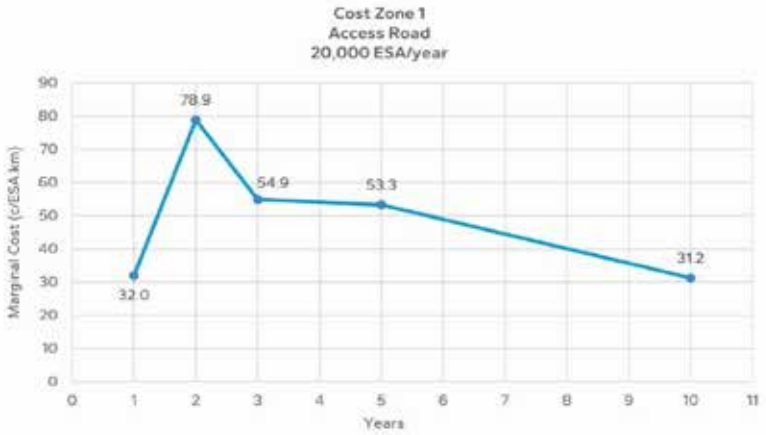


Figure B 1.1: Marginal cost chart for cost zone 1 access roads with 20,000 ESA/year loading



Figure B 1.2: Marginal cost chart for cost zone 1 access roads with 60,000 ESA/year loading

Appendix B
Marginal Cost Charts

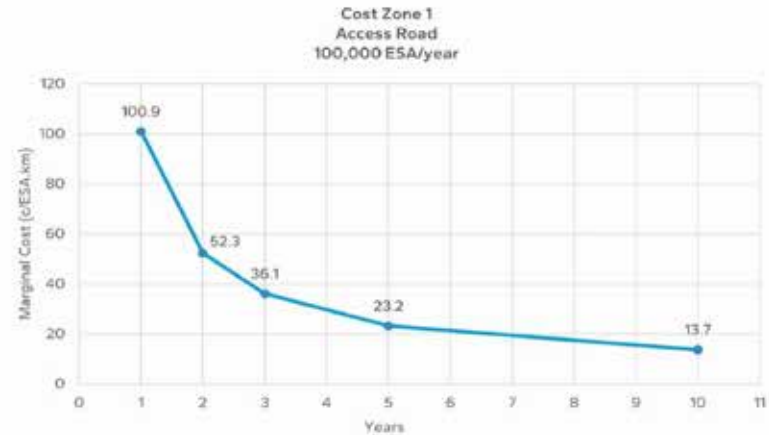


Figure B 1.3: Marginal cost chart for cost zone 1 access roads with 100,000 ESA/year loading

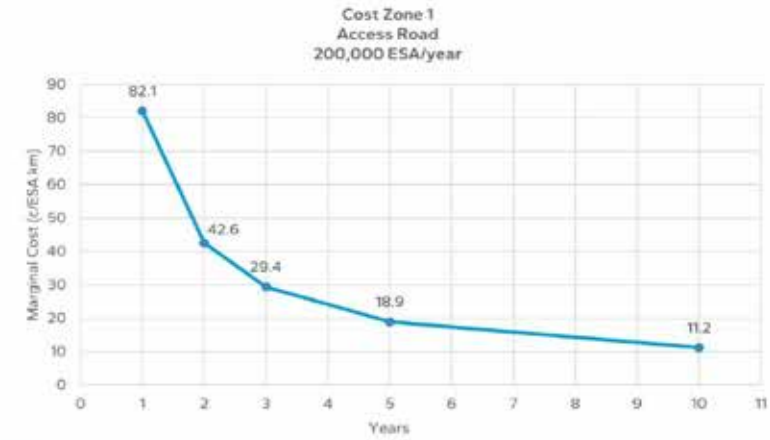


Figure B 1.4: Marginal cost chart for cost zone 1 access roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B1.2 Cost Zone 1 – Local distributor



Figure B 2.1: Marginal cost chart for cost zone 1 local distributor roads with 20,000 ESA/year loading



Figure B 2.2: Marginal cost chart for cost zone 1 local distributor roads with 60,000 ESA/year loading

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix B
Marginal Cost Charts

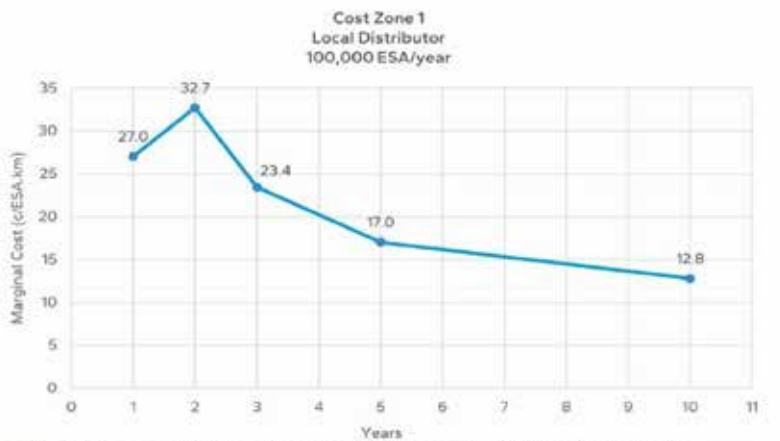


Figure B 2.3: Marginal cost chart for cost zone 1 local distributor roads with 100,000 ESA/year loading

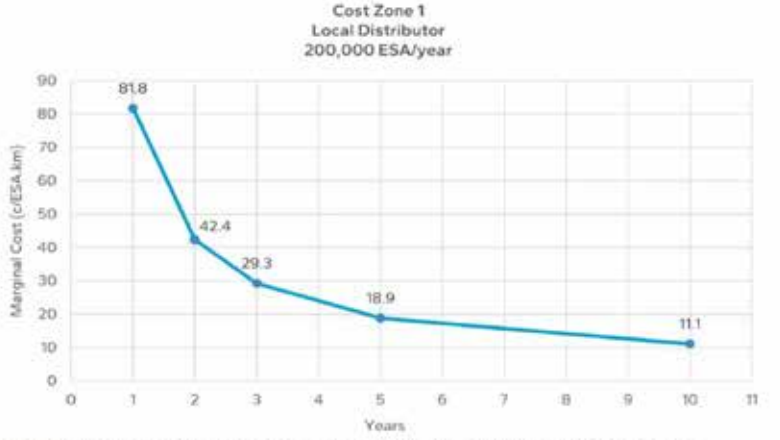


Figure B 2.4: Marginal cost chart for cost zone 1 local distributor roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B1.3 Cost Zone 1 – Regional distributor

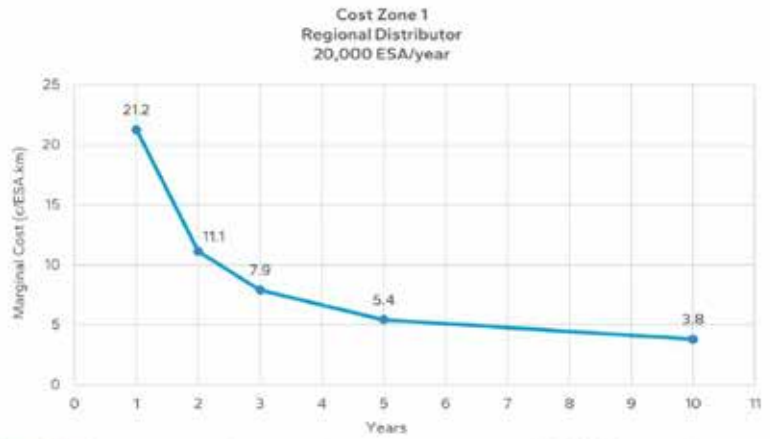


Figure B 3.1: Marginal cost chart for cost zone 1 regional distributor roads with 20,000 ESA/year loading

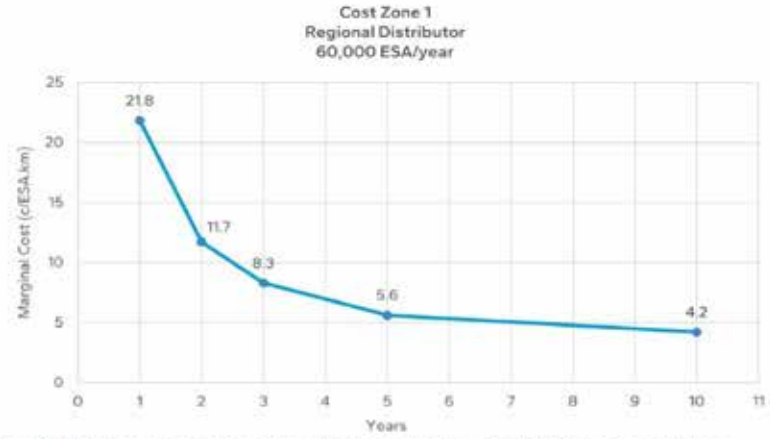


Figure B 3.2: Marginal cost chart for cost zone 1 regional distributor roads with 60,000 ESA/year loading

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix B
Marginal Cost Charts

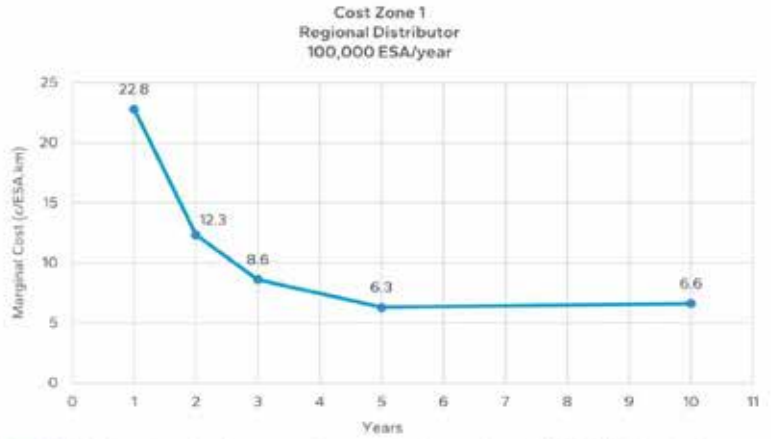


Figure B 3.3: Marginal cost chart for cost zone 1 regional distributor roads with 100,000 ESA/year loading

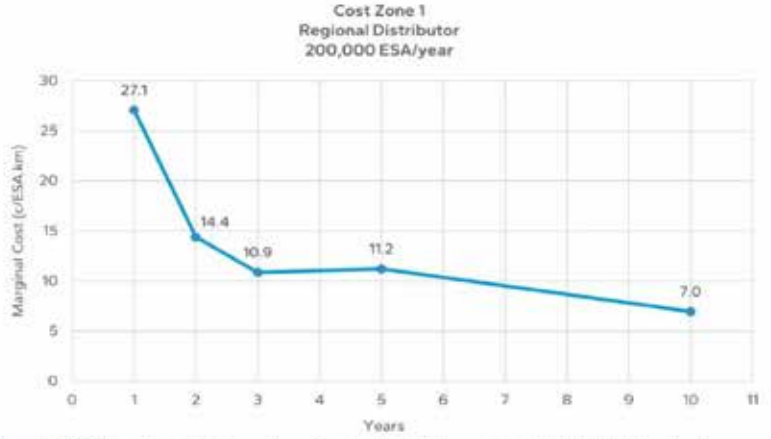


Figure B 3.4: Marginal cost chart for cost zone 1 regional distributor roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B1.4 Cost Zone 1 – District distributor

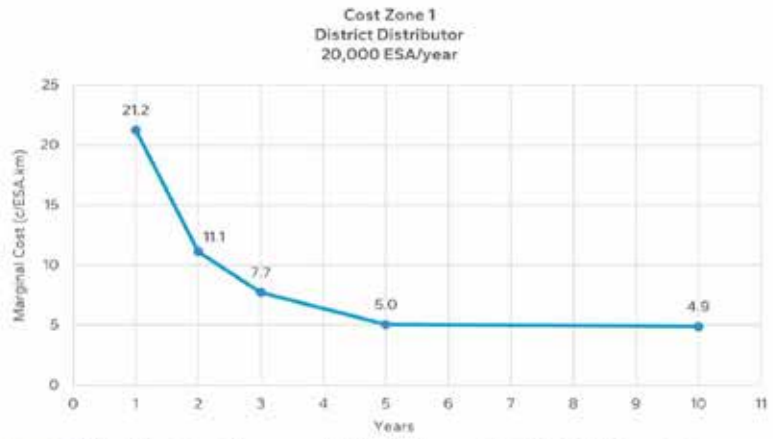


Figure B 4.1: Marginal cost chart for cost zone 1 district distributor roads with 20,000 ESA/year loading

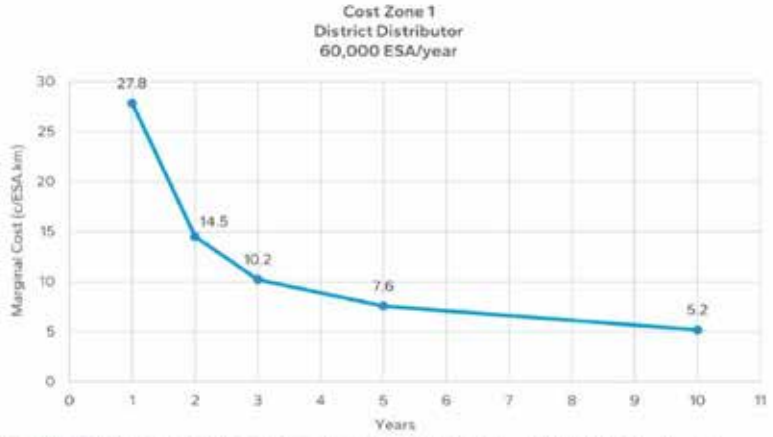


Figure B 4.2: Marginal cost chart for cost zone 1 district distributor roads with 60,000 ESA/year loading

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix B
Marginal Cost Charts

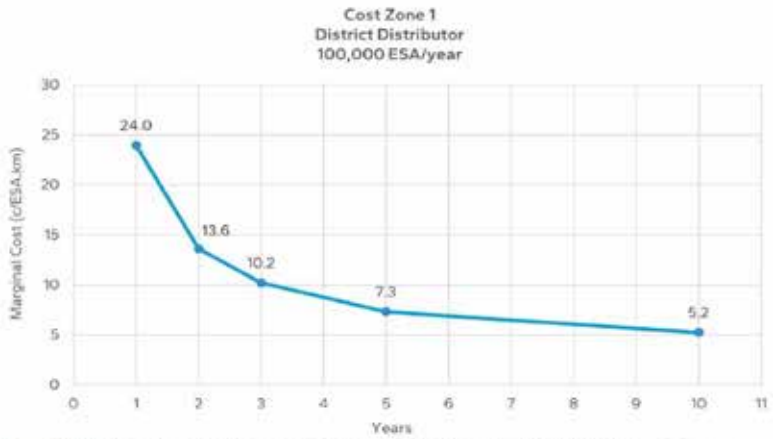


Figure B 4.3: Marginal cost chart for cost zone 1 district distributor roads with 100,000 ESA/year loading

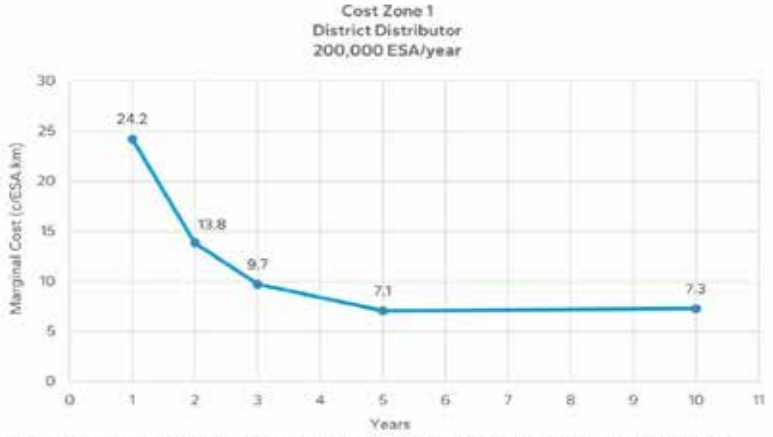


Figure B 4.4: Marginal cost chart for cost zone 1 district distributor roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B.2 Cost Zone 2

B.2.1 Cost Zone 2 – Access roads



Figure B 5.1: Marginal cost chart for cost zone 2 access roads with 20,000 ESA/year loading

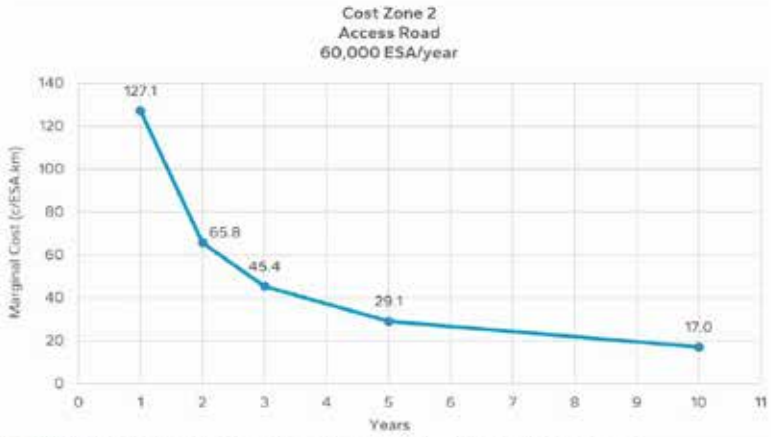


Figure B 5.2: Marginal cost chart for cost zone 2 access roads with 60,000 ESA/year loading

Appendix B
Marginal Cost Charts

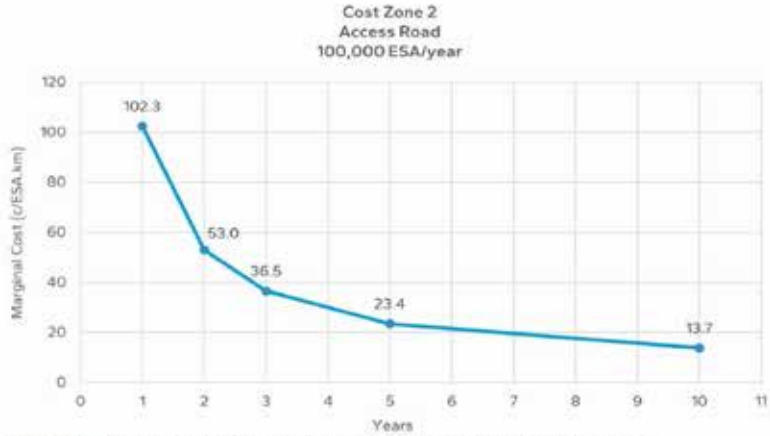


Figure B 5.3: Marginal cost chart for cost zone 2 access roads with 100,000 ESA/year loading

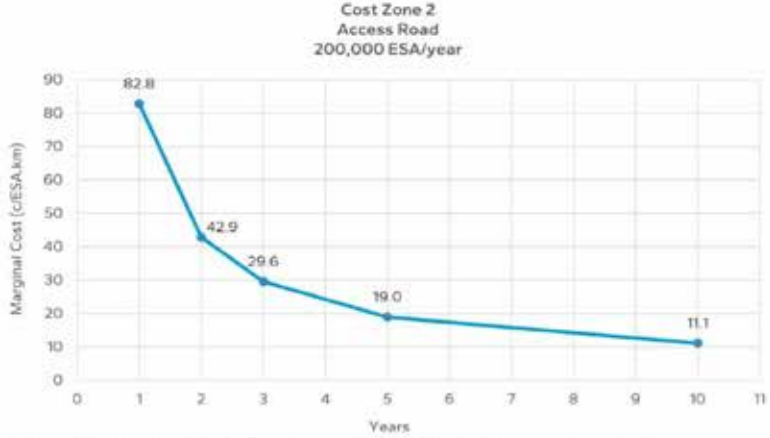


Figure B 5.4: Marginal cost chart for cost zone 2 access roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B.2.2 Cost Zone 2 – Local distributor

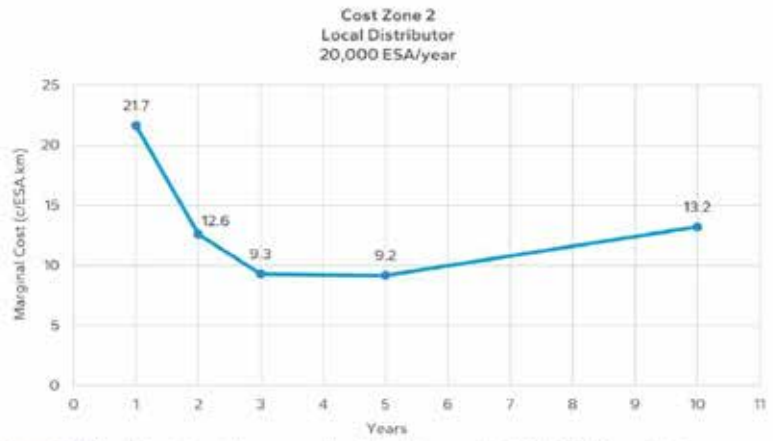


Figure B 6.1: Marginal cost chart for cost zone 2 local distributor roads with 20,000 ESA/year loading



Figure B 6.2: Marginal cost chart for cost zone 2 local distributor roads with 60,000 ESA/year loading

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Marginal Cost Charts



Figure B 6.3: Marginal cost chart for cost zone 2 local distributor roads with 100,000 ESA/year loading

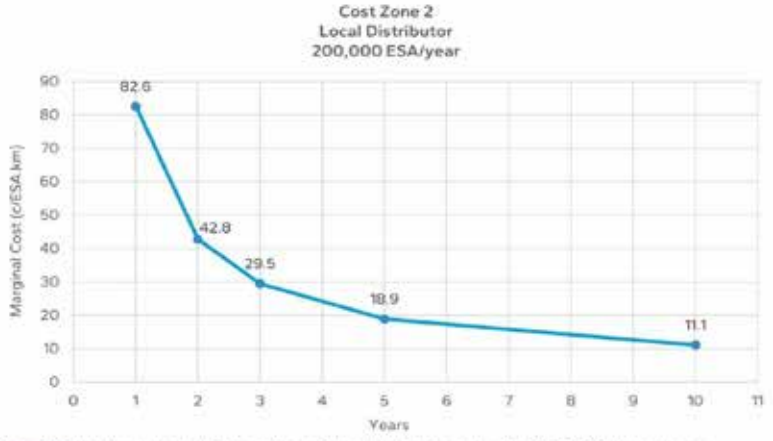

Figure B 6.4: Marginal cost chart for cost zone 2 local distributor roads with 200,000 ESA/year loading

Appendix B
Marginal Cost Charts

B.2.3 Cost Zone 2 – Regional distributor

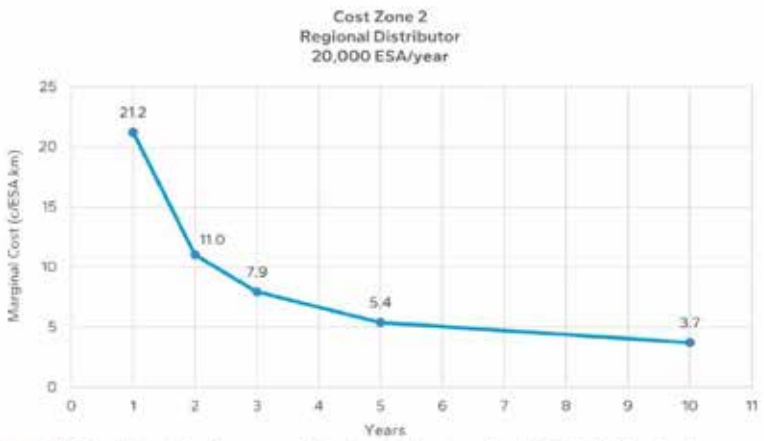

Figure B 7.1: Marginal cost chart for cost zone 2 regional distributor roads with 20,000 ESA/year loading

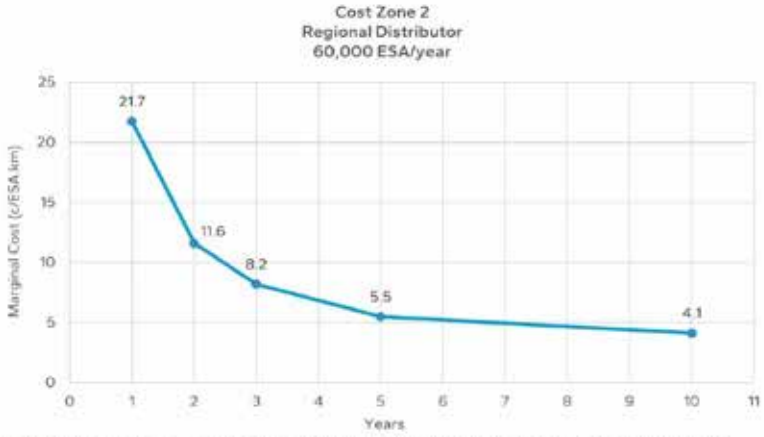

Figure B 7.2: Marginal cost chart for cost zone 2 regional distributor roads with 60,000 ESA/year loading

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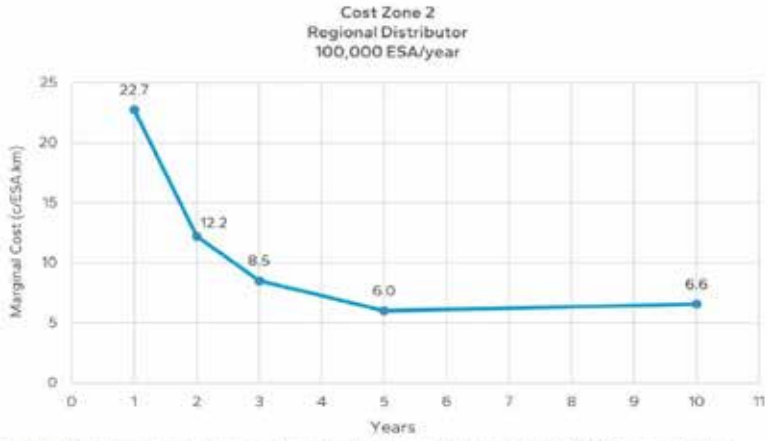

Figure B 7.3: Marginal cost chart for cost zone 2 regional distributor roads with 100,000 ESA/year loading

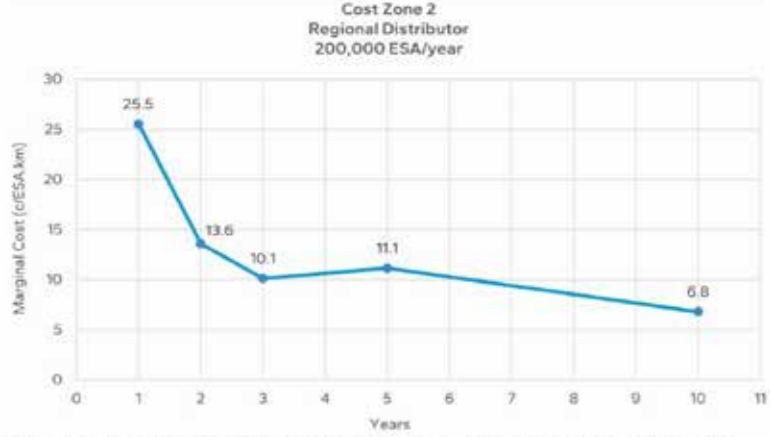

Figure B 7.4: Marginal cost chart for cost zone 2 regional distributor roads with 200,000 ESA/year loading

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B.2.4 Cost Zone 2 – District distributor

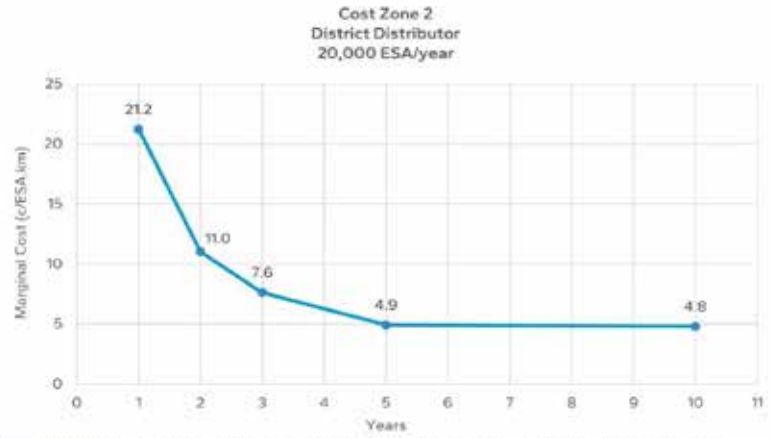

Figure B 8.1: Marginal cost chart for cost zone 2 district distributor roads with 20,000 ESA/year loading

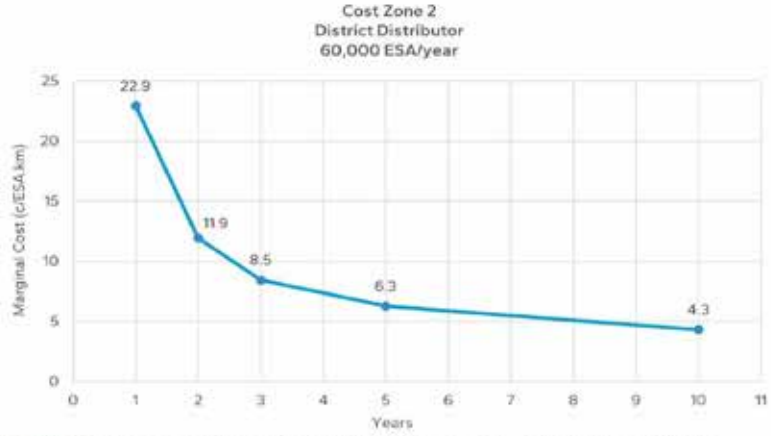

Figure B 8.2: Marginal cost chart for cost zone 2 district distributor roads with 60,000 ESA/year loading

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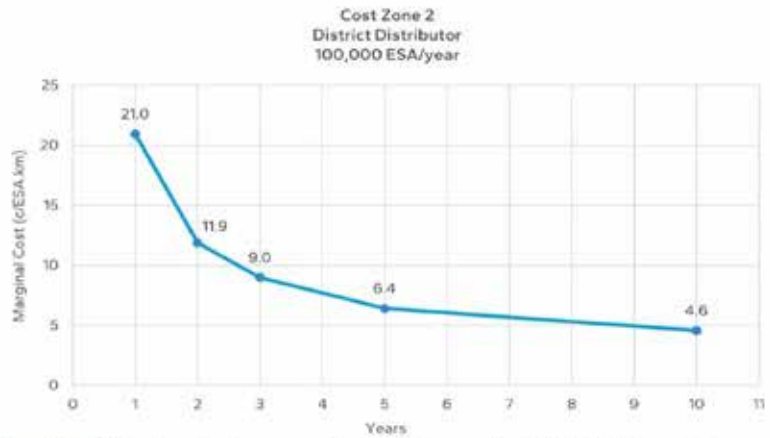

Figure B 8.3: Marginal cost chart for cost zone 2 district distributor roads with 100,000 ESA/year loading

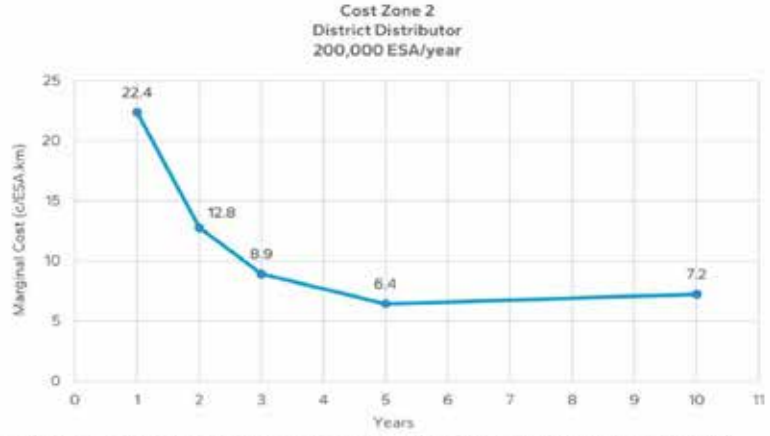

Figure B 8.4: Marginal cost chart for cost zone 2 district distributor roads with 200,000 ESA/year loading

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B.3 Cost Zone 3

B.3.1 Cost Zone 3 – Access roads



Figure B 9.1: Marginal cost chart for cost zone 3 access roads with 20,000 ESA/year loading

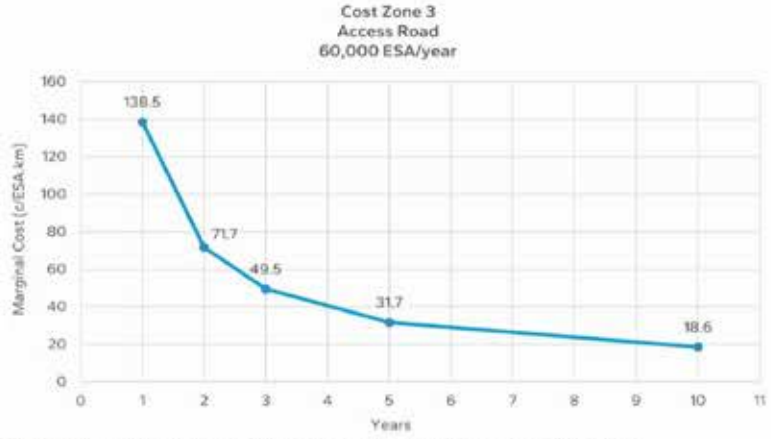

Figure B 9.2: Marginal cost chart for cost zone 3 access roads with 60,000 ESA/year loading

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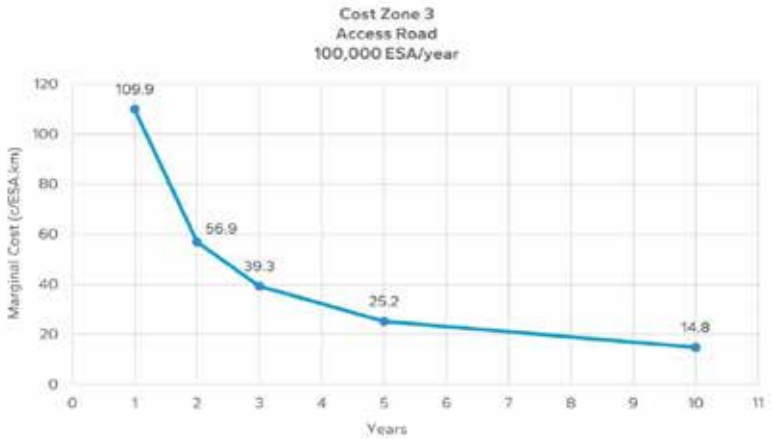

Figure B 9.3: Marginal cost chart for cost zone 3 access roads with 100,000 ESA/year loading

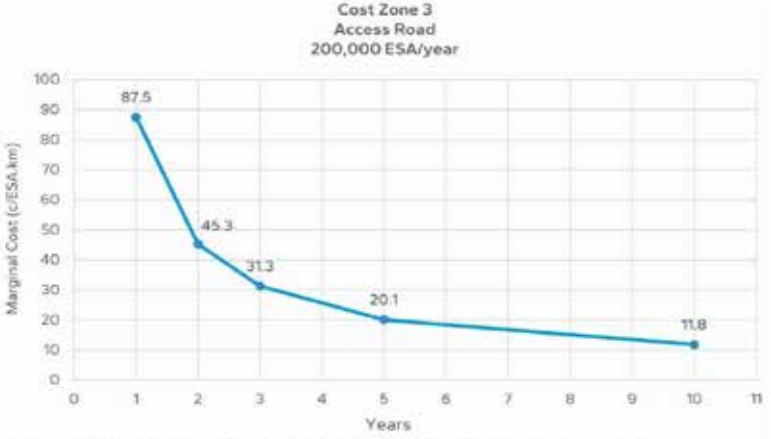

Figure B 9.4: Marginal cost chart for cost zone 3 access roads with 200,000 ESA/year loading

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B.3.2 Cost Zone 3 – Local distributor

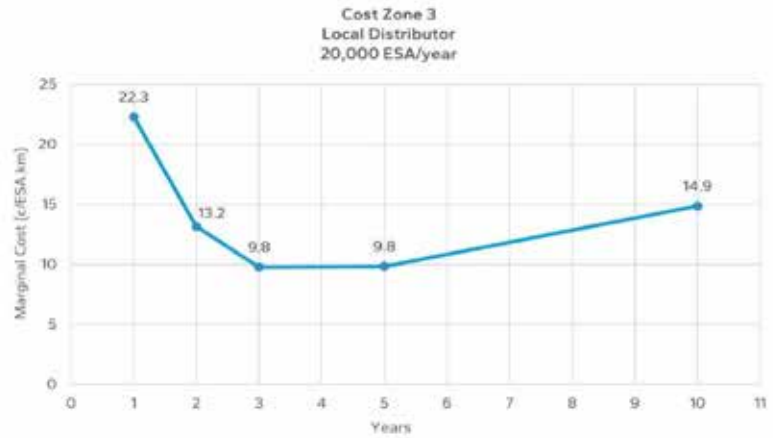

Figure B 10.1: Marginal cost chart for cost zone 3 local distributor roads with 20,000 ESA/year loading

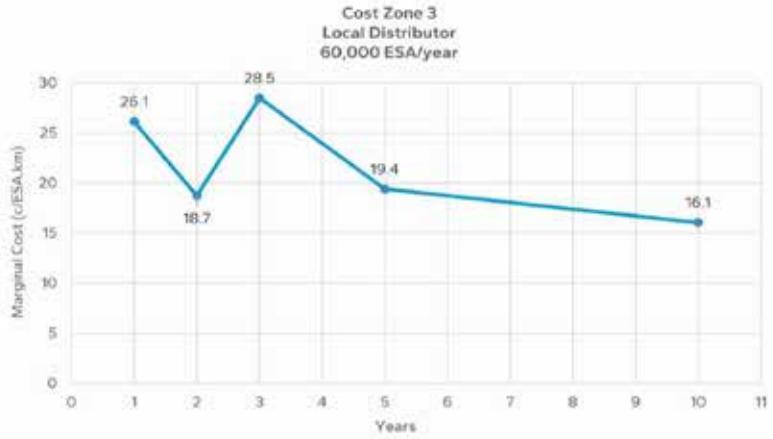

Figure B 10.2: Marginal cost chart for cost zone 3 local distributor roads with 60,000 ESA/year loading

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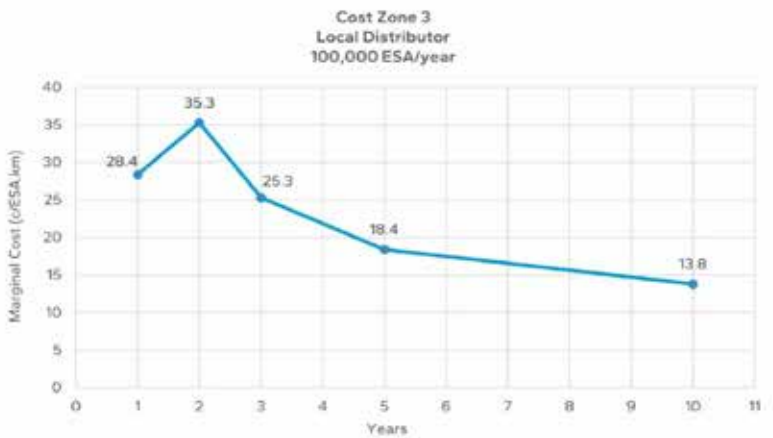

Figure B 10.3: Marginal cost chart for cost zone 3 local distributor roads with 100,000 ESA/year loading

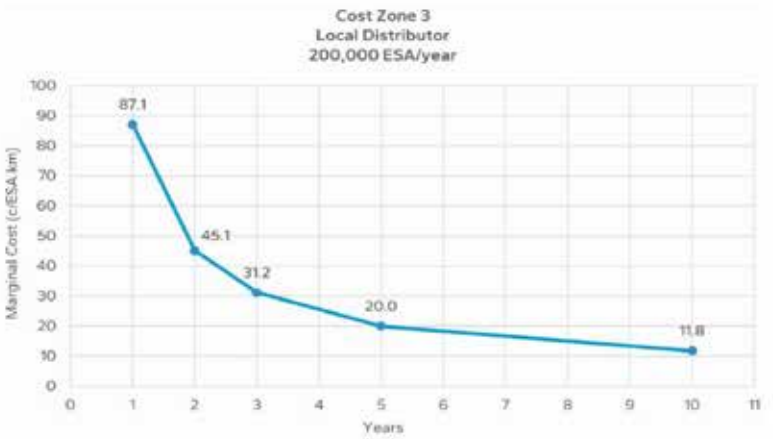

Figure B 10.4: Marginal cost chart for cost zone 3 local distributor roads with 200,000 ESA/year loading

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B.3.3 Cost Zone 3 – Regional distributor

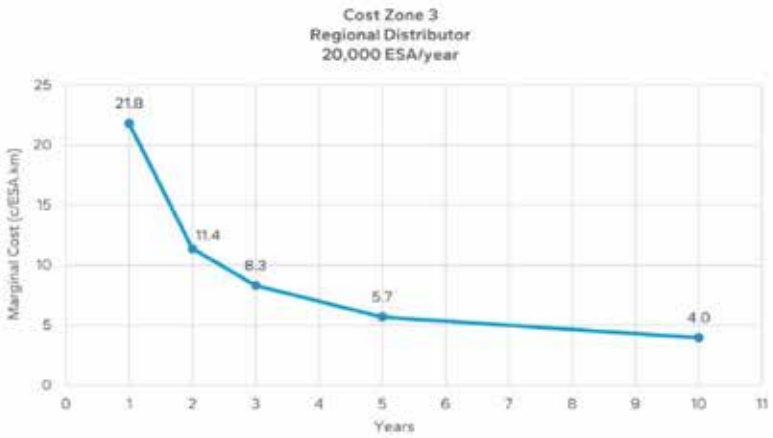

Figure B 11.1: Marginal cost chart for cost zone 3 regional distributor roads with 20,000 ESA/year loading

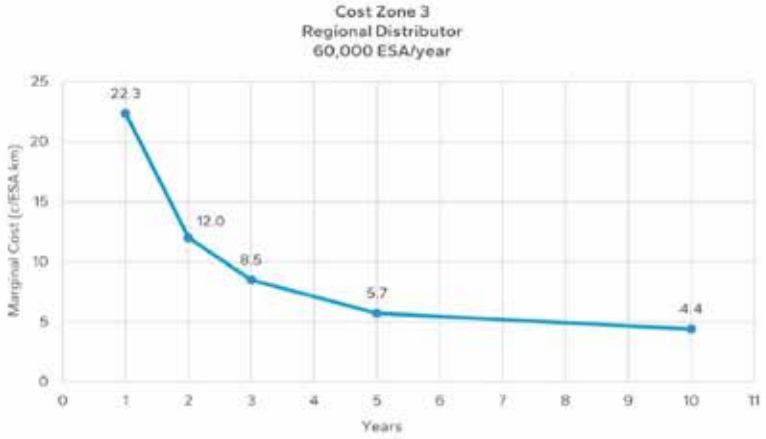

Figure B 11.2: Marginal cost chart for cost zone 3 regional distributor roads with 60,000 ESA/year loading

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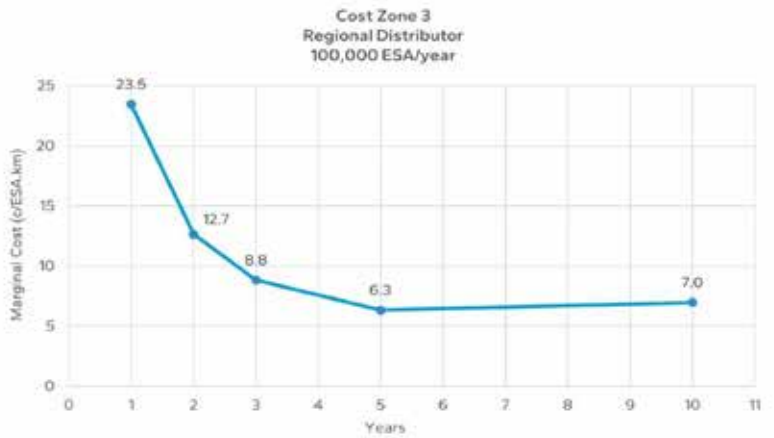

Figure B 11.3: Marginal cost chart for cost zone 3 regional distributor roads with 100,000 ESA/year loading

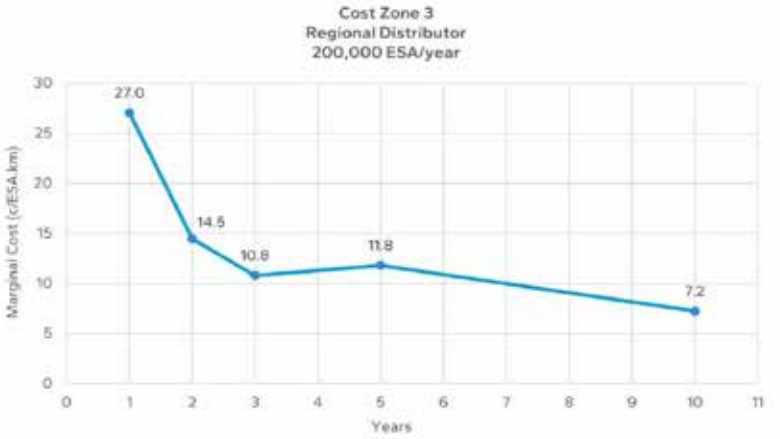

Figure B 11.4: Marginal cost chart for cost zone 3 regional distributor roads with 200,000 ESA/year loading

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Marginal Cost Charts

B.3.4 Cost Zone 3 – District distributor

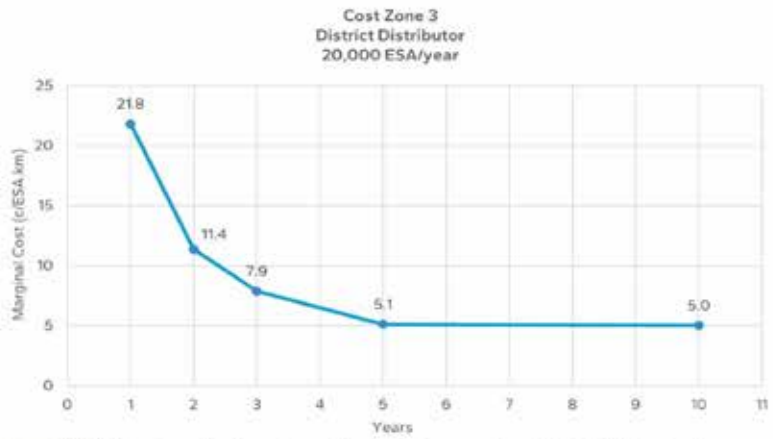

Figure B 12.1: Marginal cost chart for cost zone 3 district distributor roads with 20,000 ESA/year loading

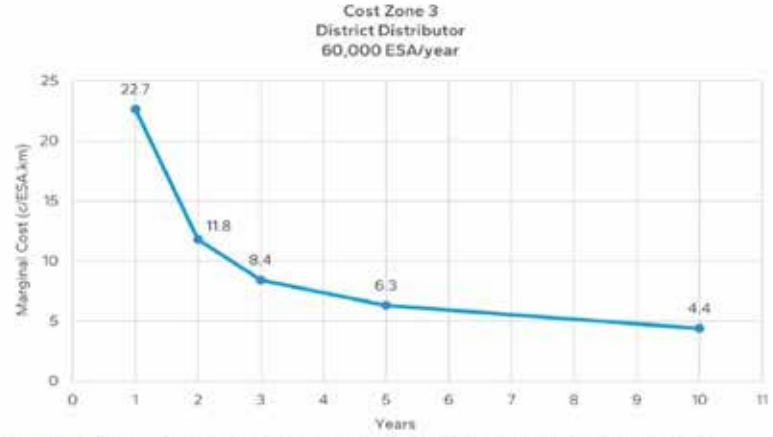

Figure B 12.2: Marginal cost chart for cost zone 3 district distributor roads with 60,000 ESA/year loading

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Marginal Cost Charts

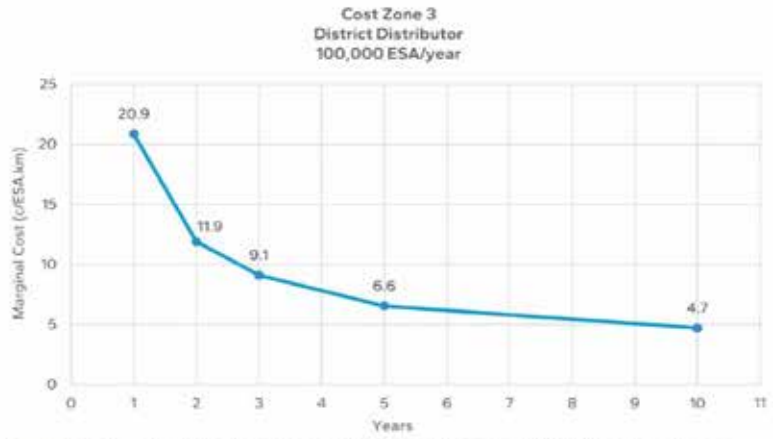

Figure B 12.3: Marginal cost chart for cost zone 3 district distributor roads with 100,000 ESA/year loading

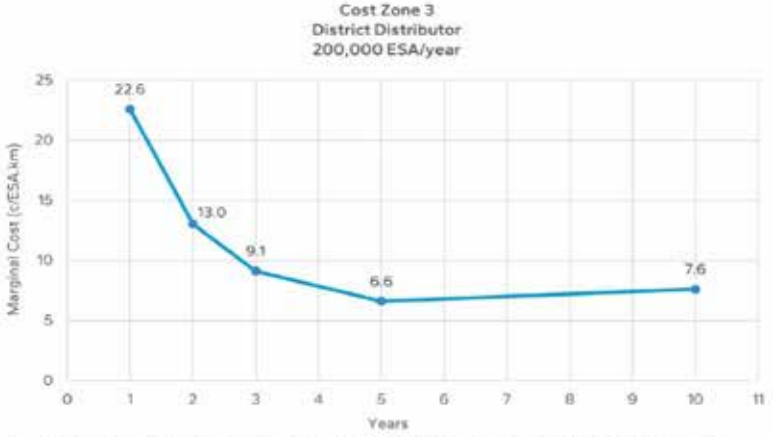

Figure B 12.4: Marginal cost chart for cost zone 3 district distributor roads with 200,000 ESA/year loading

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B.4 Cost Zone 4

B.4.1 Cost Zone 4 – Access roads

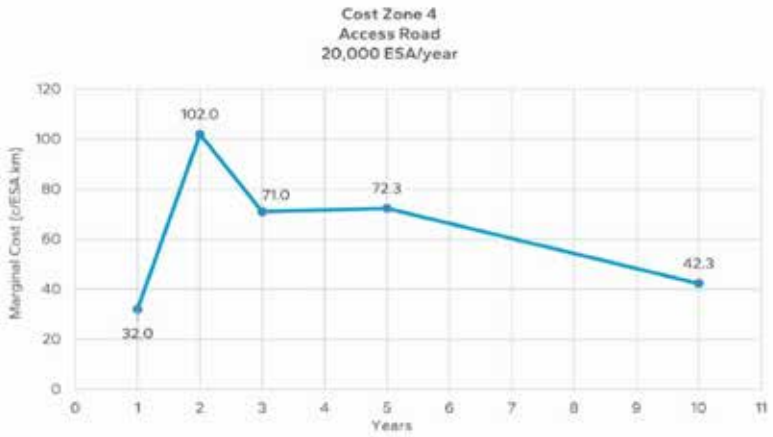

Figure B 13.1: Marginal cost chart for cost zone 4 access roads with 20,000 ESA/year loading

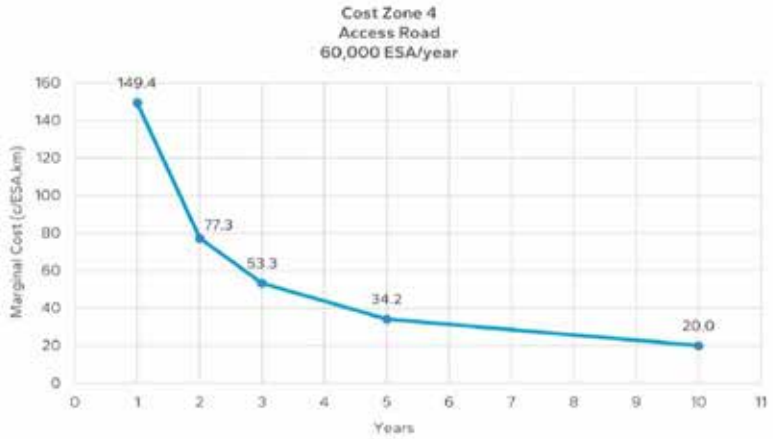

Figure B 13.2: Marginal cost chart for cost zone 4 access roads with 60,000 ESA/year loading

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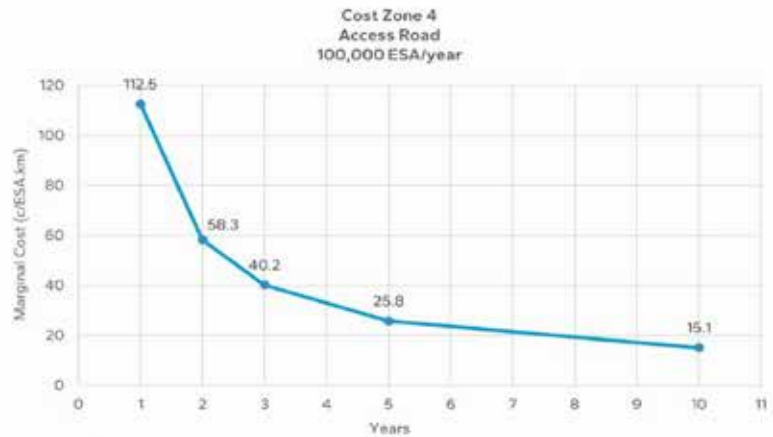

Figure B 13.3: Marginal cost chart for cost zone 4 access roads with 100,000 ESA/year loading

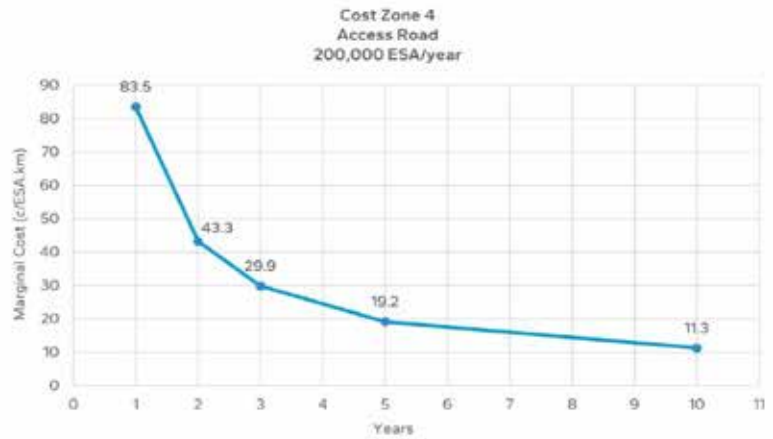

Figure B 13.4: Marginal cost chart for cost zone 4 access roads with 200,000 ESA/year loading

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B.4.2 Cost Zone 4 – Local distributor

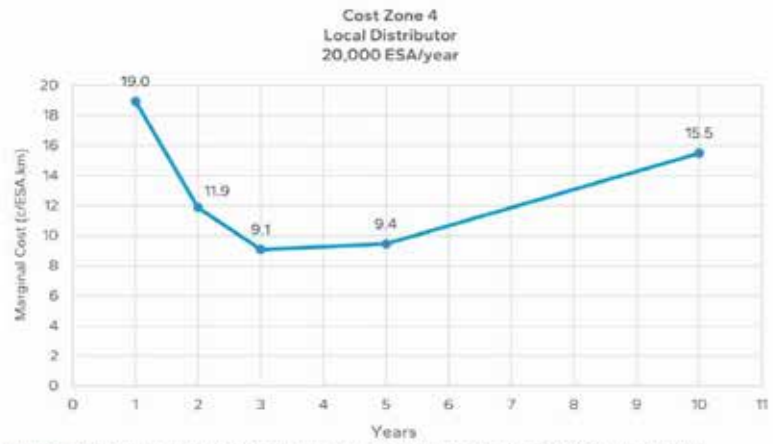

Figure B 14.1: Marginal cost chart for cost zone 4 local distributor roads with 20,000 ESA/year loading



Figure B 14.2: Marginal cost chart for cost zone 4 local distributor roads with 60,000 ESA/year loading

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Figure B 14.3: Marginal cost chart for cost zone 4 local distributor roads with 100,000 ESA/year loading

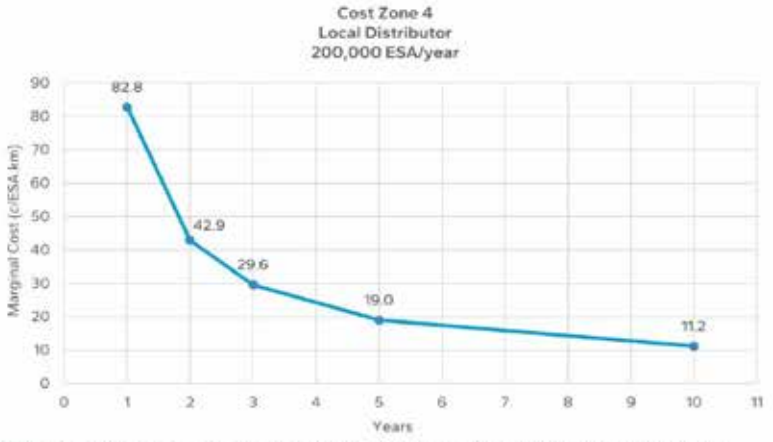

Figure B 14.4: Marginal cost chart for cost zone 4 local distributor roads with 200,000 ESA/year loading

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B.4.3 Cost Zone 4 – Regional distributor

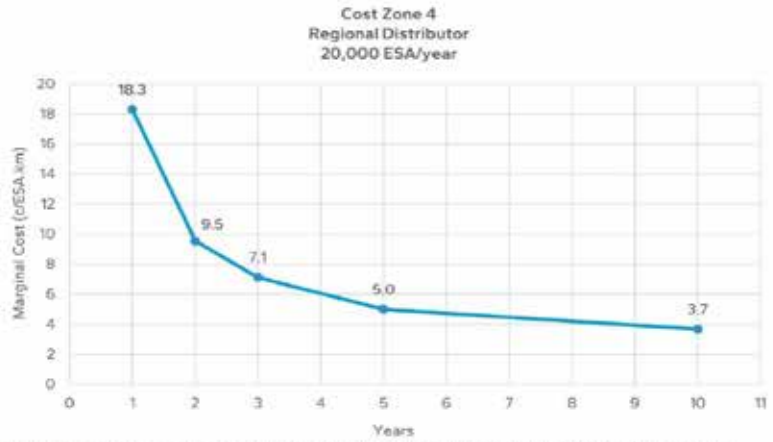

Figure B 15.1: Marginal cost chart for cost zone 4 regional distributor roads with 20,000 ESA/year loading

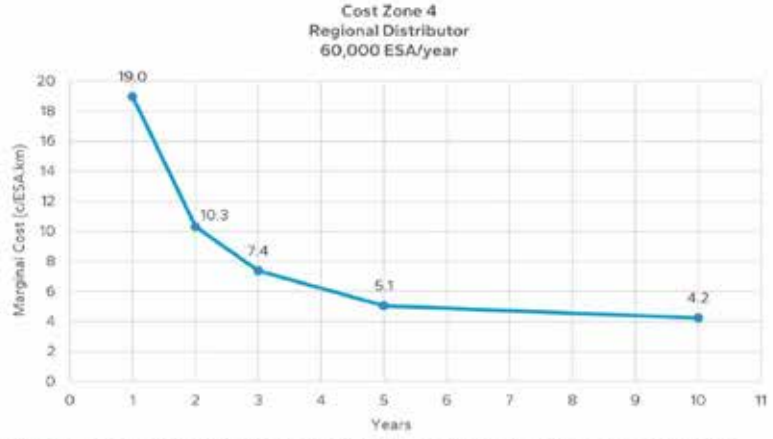

Figure B 15.2: Marginal cost chart for cost zone 4 regional distributor roads with 60,000 ESA/year loading

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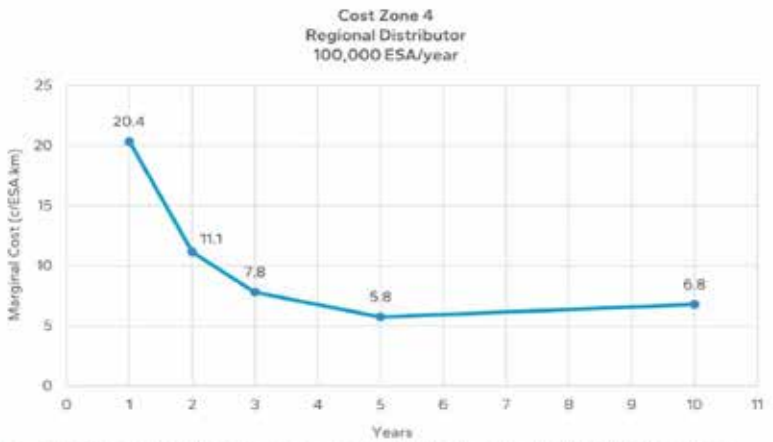

Figure B 15.3: Marginal cost chart for cost zone 4 regional distributor roads with 100,000 ESA/year loading

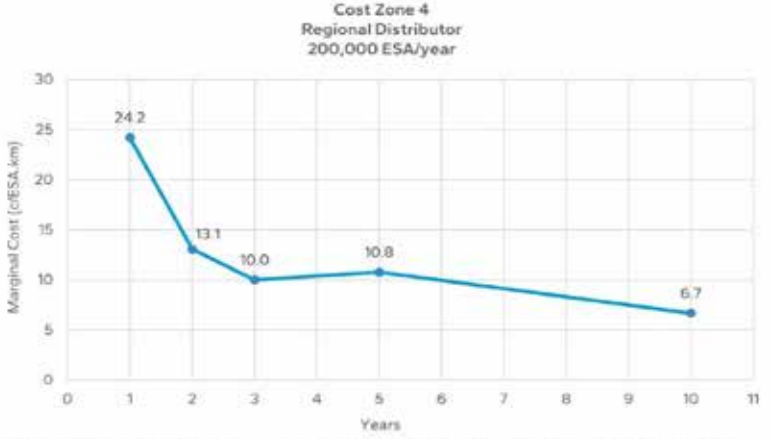

Figure B 15.4: Marginal cost chart for cost zone 4 regional distributor roads with 200,000 ESA/year loading

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B.4.4 Cost Zone 4 – District distributor

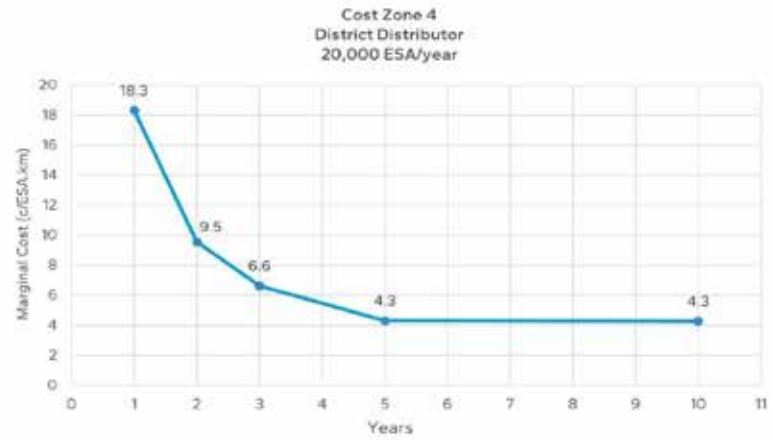

Figure B 16.1: Marginal cost chart for cost zone 4 district distributor roads with 20,000 ESA/year loading

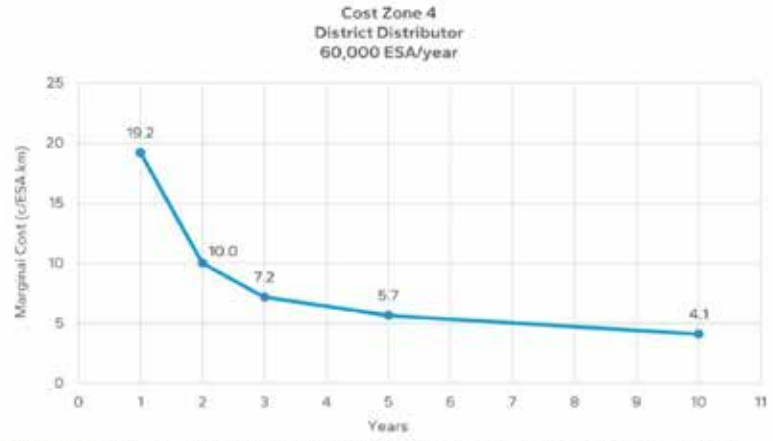

Figure B 16.2: Marginal cost chart for cost zone 4 district distributor roads with 60,000 ESA/year loading

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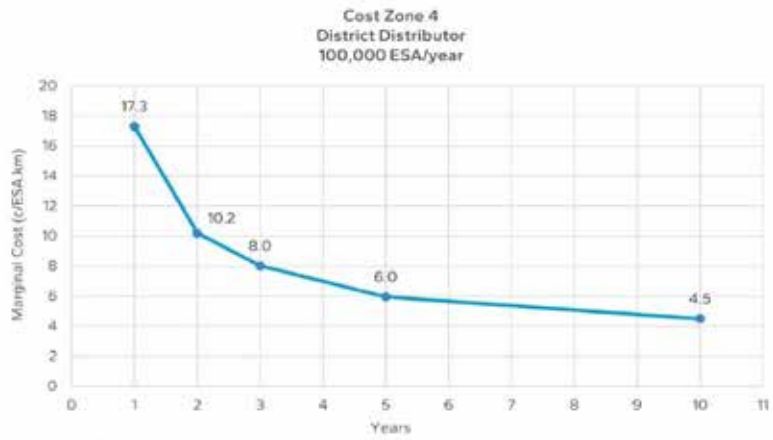


Figure B 16.3: Marginal cost chart for cost zone 4 district distributor roads with 100,000 ESA/year loading

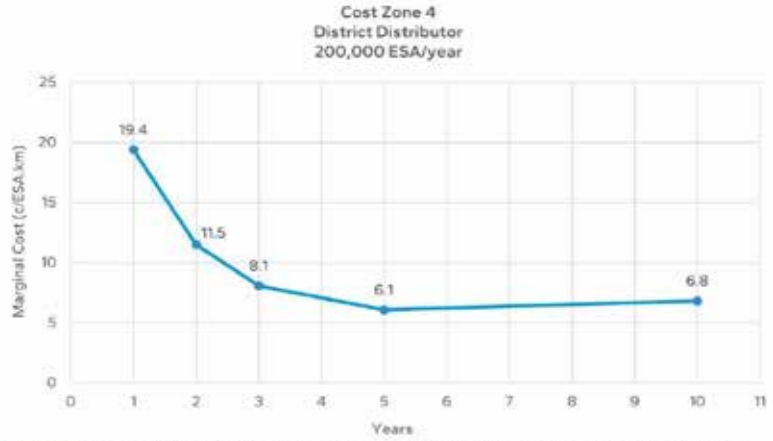


Figure B 16.4: Marginal cost chart for cost zone 4 district distributor roads with 200,000 ESA/year loading



Appendix C
Technical Background and Explanations

This appendix outlines some of the more relevant technical background that is associated with the development of the content presented in this user guide.

C.1 What is an ESA?

An Equivalent Standard Axle (ESA) is a measure which standardises the damage done to a road pavement by an axle group of a heavy vehicle.

For simplicity, design traffic loading is often described as the number of Standard Axle Repetitions (SAR) that a pavement structure will carry. To calculate the design SAR for a pavement, the damage associated with each axle group of each vehicle configuration is estimated in terms of Standard Axle Repetitions.

A standard axle is a single axle with dual tyres (referred to as SADT) applying an axle load of 80 kN (approximately 8.16 tonne) to the pavement. The number of SARs that an axle group with a certain load applies to a pavement can be determined using Equation 1:

$$SARm_{ij} = \left[\frac{L_{ij}}{SL_j}\right]^m$$

where

$SARm_{ij}$ = number of Standard Axle Repetitions (or passages of the Standard Axle) which causes the same amount of damage as a single passage of axle group type j with load L_{ij} where the load damage exponent is m

SL_j = Standard Load for axle group type j

L_{ij} = ith load magnitude on the axle group type j

m = load damage exponent for the damage type

The SAR calculated with a load damage exponent of 4 is commonly referred to as an ESA and is applied to granular pavements with a thin bituminous surfacing designed using an empirical methodology, which forms the basis for the examples in this guide. Throughout this guide ESA are used, but if the type of pavements differs from that used in this guide the SAR should be determined using an alternative load exponent of 5 for asphalt surfaced pavements and 12 for cement stabilised pavements. It is evident therefore that, axle mass applications in excess of standard axle masses have an exponentially increasing effect on pavement wear.

For different axle configurations, the Austroads *Guide to Pavement Technology Part 2: Pavement Structural Design* shows how to convert the different loadings into a unit that is equivalent across all axle groups.

C.2 What is a Marginal Cost?

Marginal costs are associated with the difference in expenditure required to maintain a pavement under different loading. The base traffic represents a traffic volume that would consume the structural capacity of the selected pavement structures over a 50 year period, i.e. the pavement's service life. A road may be subjected to a defined period of additional loading (see Figure C.1). This user guide has been developed by modelling the effect of four typical additional loading scenarios.

The effects of this additional loading on costs to the agency to meet and deliver the same levels of services as determined for the base traffic are estimated by modelling the structural performance of the road over time. The costs included provision for routine maintenance, resurfacing, and pavement rehabilitation and reconstruction activities to be undertaken by the road agency to deliver these levels of service.

Appendix C

Technical Background and Explanations

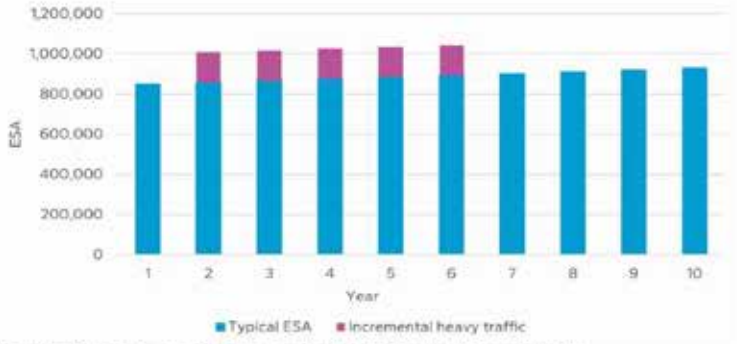


Figure C.1: Traffic load versus time showing a typical additional load for a set duration

The marginal cost of road wear in this context, is defined as the difference in cost of maintaining a road in a serviceable condition, between an increased load of traffic and a base traffic load.

C.3 Road Category Definitions

The road categories applied in this analysis have been nominally designed to accommodate a range of traffic loadings relative to their different service levels. Therefore, the higher order roads should be capable of accommodating larger cumulative loading than the lower order road types. Table C.1 shows the different design traffic ranges anticipated on these road categories and the mid-point cumulative design ESA for each of the road types that were selected for inclusion in the analyses.

Table C.1: Design ESA and adopted mid-point ESA

Road Category	Design traffic (ESA x 10^6)	Adopted design traffic (ESA x 10^6)
Access road	< 0.08	0.04
Local distributor	0.08 – 0.4	0.2
Regional distributor	0.4 – 2.0	1.2
District distributor	2.0 – 6.0	4.0

In some cases, a road may have been designed and constructed to a level that is different to the adopted design traffic and the user should then adjust the selected category accordingly.

Appendix D

User Guide for the WALGA Road Wear Cost Calculator

D.1 Accessing the Calculator

To effectively use the newly released WALGA Marginal Cost Calculator v1.0, users are recommended to download a copy here.

This file should be saved to a known location, users should check the link to ensure it is the current version of the tool.

D.2 Enabling the Macros

The WALGA MC Calculator consists of some Visual Basic Applications (VBA) code to enable the various functionality and features that are contained within the tool. These need to be **enabled** on the computer for the tool to work correctly.

If the MC Calculator has been sourced from an email or as a download from the WALGA website, based on general IT protocols to protect users, files with Macros may be automatically blocked to prevent malicious software from operating.

When a file sourced from the internet is opened, such as from an email attachment, and that file contains macros, the following message is generally displayed:



The 'Learn More' button will open an article that explains the security risk of enabling Macros, safe practices to prevent any malicious activity and instructions on how to enable these Macros (if it is needed). The article is available through this link:

https://support.microsoft.com/en-us/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216

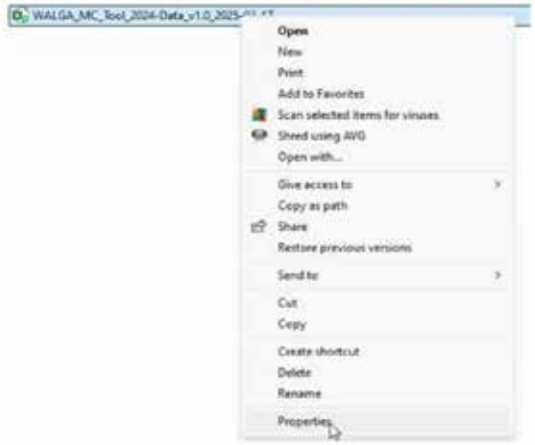
D.3 Unblocking the File

For files that are blocked, the most common way to unblock the file is by modifying the properties of the file as follows:

1. Open Windows File Explorer and go to the folder where the file is saved.
2. Right-click the file and choose 'Properties' from the context menu.

Appendix D

User Guide for the WALGA Road Wear Cost Calculator



3. At the bottom of the 'General' tab, select the 'Unblock' checkbox and select 'OK'.



Once the file is unblocked, it will then become a trusted source, and users of the file will not be required to complete this step again.

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix D

User Guide for the WALGA Road Wear Cost Calculator

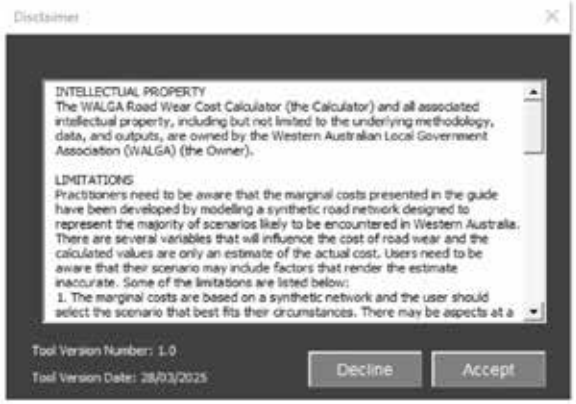
D.4 Opening the Tool

With an unblocked file, opening the MC Calculator is like opening any standard Excel file.

If the following message appears below the Excel ribbon, select 'Enable Editing'.



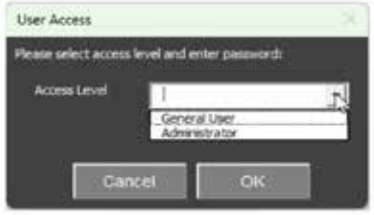
Once the file is opened in Excel, users will be presented with the WALGA Road Wear Cost Calculator disclaimer as shown.



To gain access to the tool, users will need to accept the disclaimer.

Declining the disclaimer will automatically close the Excel application and it will need to be restarted/re-launched to progress to undertake an analysis.

Once accepted, users will be prompted with a 'User Access' interface as shown.



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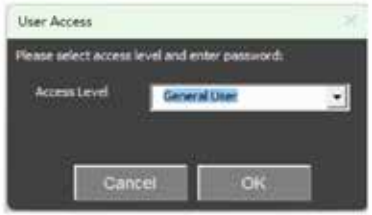
User Guide for the WALGA Road Wear Cost Calculator

Select "General User" from the Access Level drop down menu

Note that a password is not required to gain access to the tool as as general user



Once 'General User' is selected, press 'OK' to continue to launch the application.

If 'Cancel' is pressed at this point, users will not be authenticated, and the workbook will close automatically.

To ensure that users can undertake their desired analysis, each time the application is opened, users are prompted to select the type of analysis they are undertaking i.e., either for a sealed road or for an unsealed road analysis as shown



Once the analysis type is selected, the tool will display the appropriate menu to guide the user through the analysis as shown.

Appendix D

User Guide for the WALGA Road Wear Cost Calculator

Sealed Roads



Unsealed Roads



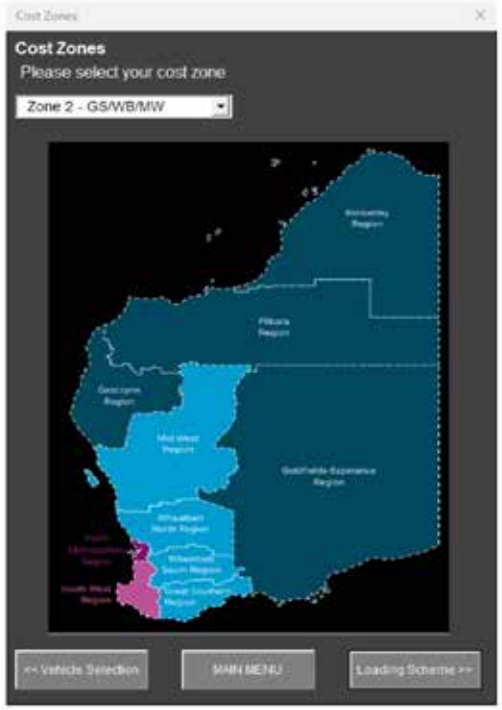
D.5 Running an Analysis

The WALGA MC Calculator has been developed to digitise the hardcopy form of the updated user guides for both sealed roads and unsealed roads, being *Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks* and *Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks*.

The simple user menu created in the tool facilitates logical data entry and user selections that are aligned with the manual processes defined in the relevant User Guide. Navigation through the various menu and data entry forms is facilitated through the easy click buttons provided at the bottom of the form.

Appendix D

User Guide for the WALGA Road Wear Cost Calculator



Users of the WALGA MC Calculator are recommended to familiarise themselves with the appropriate User Guide to confirm data entry and user selection requirements to generate an analysis outcome.

D.6 General Guidance for File Management

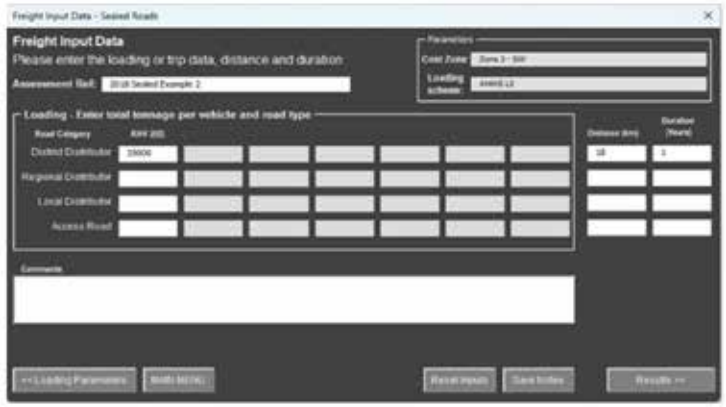
The WALGA MC calculator is a standalone Excel Application and so it is recommended that users apply the following good practices in terms of both file management and naming convention, to ensure that multiple analyses undertaken are organised and managed adequately:

1. Always keep a blank tool as a backup
2. Adopt clear file naming conventions to differentiate between files/analyses.
3. Always use the blank tool to create a new analysis.
4. Ensure to always document the substance of the analysis undertaken in the "Comments" section provided in the Input Data form of the analysis setup for either sealed or unsealed analyses.

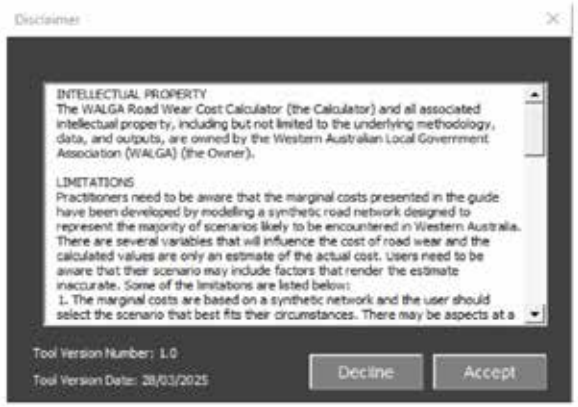
User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks

Appendix D

User Guide for the WALGA Road Wear Cost Calculator



5. Always check the currency of the version and release date to ensure that the most up to date tool is being applied (visible on the Disclaimer and the Welcome page).



Appendix D

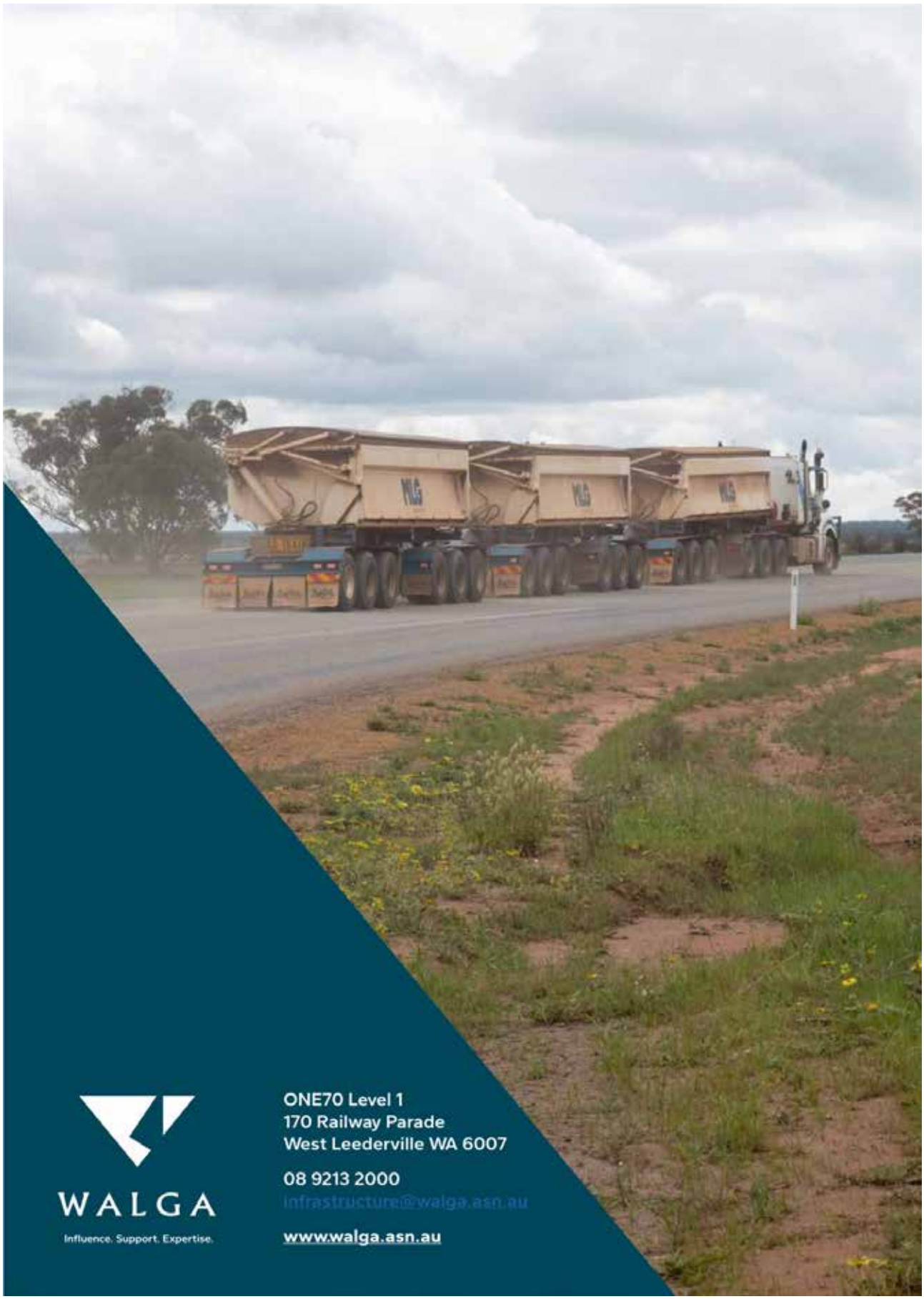
User Guide for the WALGA Road Wear Cost Calculator

WALGA Road Wear Cost Calculator

Version 1.0
Release 19/05/2025

Run

User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks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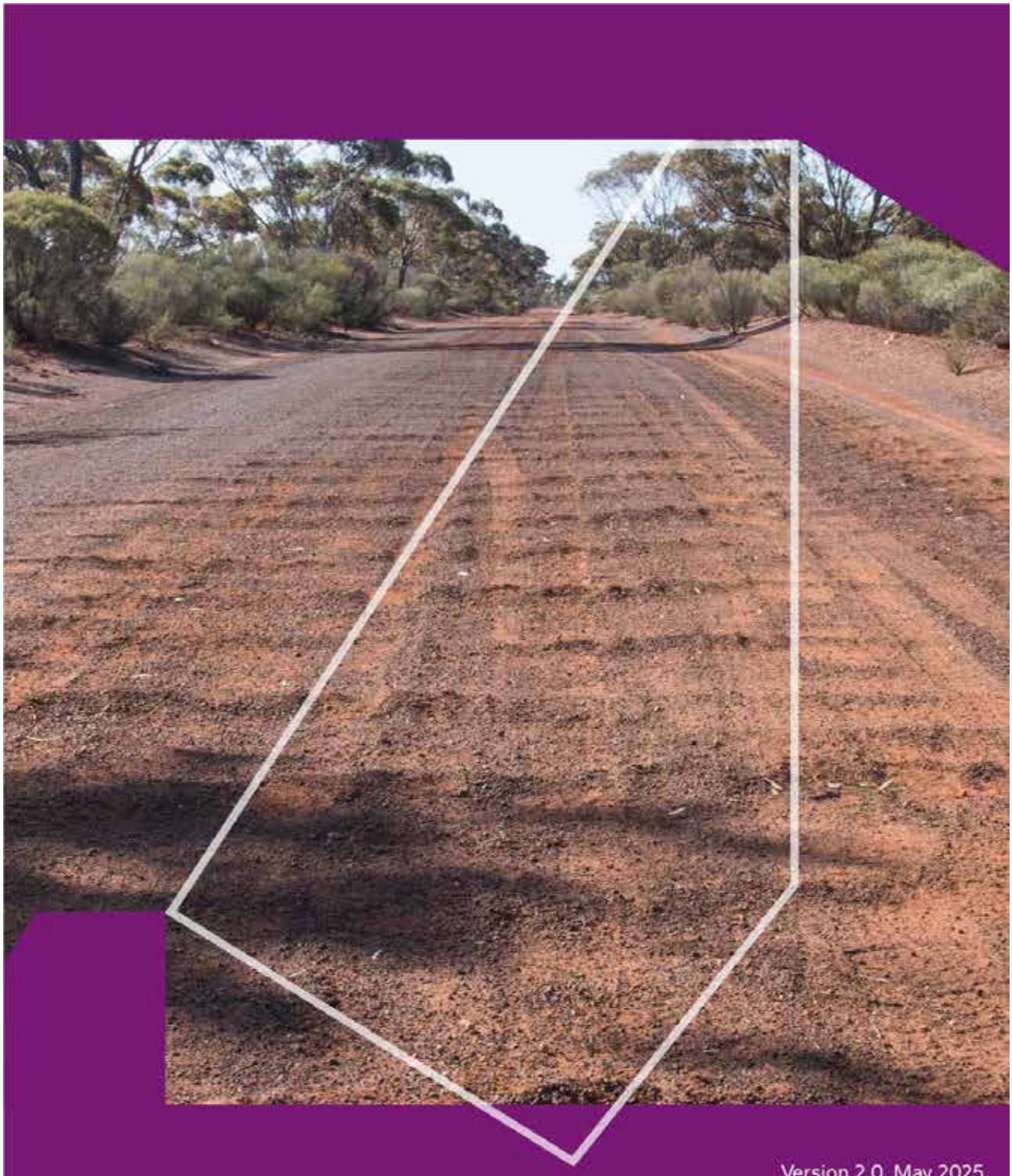

Version 2.0, May 2025

User Guide

Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

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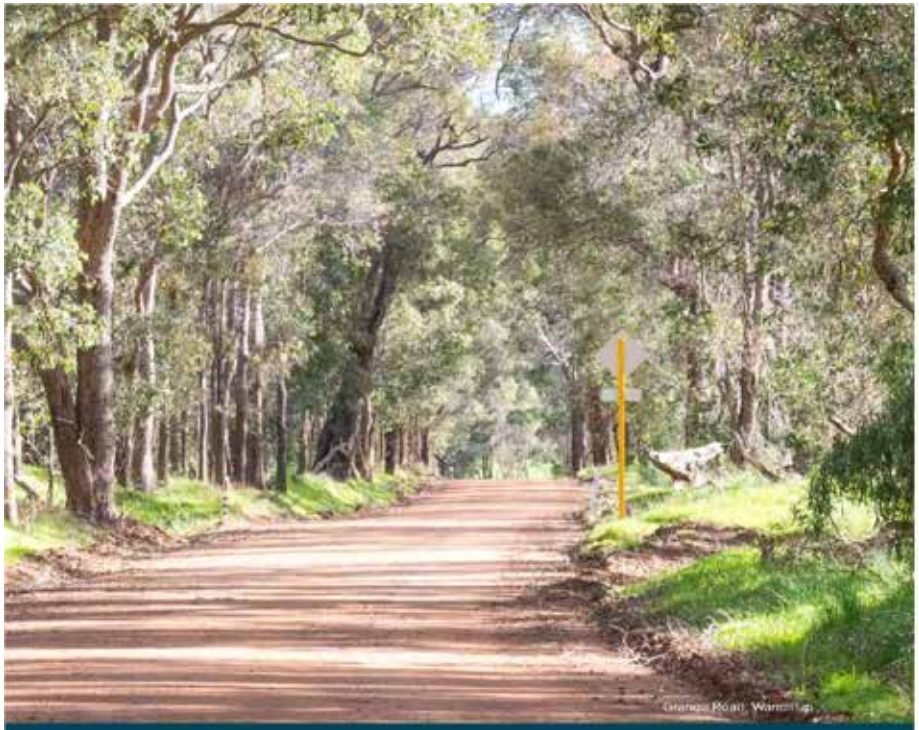

Grange Road, Warmullup

Acknowledgements

Acknowledgement of Traditional Owners

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Nyoongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

This guideline has been prepared by the Western Australian Local Government Association (WALGA) with the assistance of the National Transport Research Organisation (NTRO)

Disclaimer

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Version	Revision Date	Author	Summary of changes
1	2019	WALGA/ARRB	This version represents the initial Guide
2	2025	WALGA/NTRO	Revised content and Unit rates

Introduction

Western Australian Local Governments face significant costs from road wear as a consequence of unforeseen heavy vehicle traffic triggered by projects, typically in the resources industry. The impacts of additional heavy vehicle traffic on shortening road life and increasing maintenance requirements are greater for roads that were not designed and constructed for this purpose, which is the case for most local government roads. In 2015, WALGA published the *User Guide, Estimating the Incremental Cost Impact on Sealed Roads from Additional Freight Tasks* (WALGA, ARRB 2015). Subsequently many Local Governments requested that WALGA develop a similar tool for unsealed roads leading to the publication of the *User Guide, Estimating the Incremental Cost Impact on Unsealed Local Roads for Additional Freight Tasks* (WALGA, ARRB 2019). Substantial escalation has occurred since 2019, necessitating a review of the unit rates and calculated marginal costs resulting in the publication of this revised Version 2 (2025).

This guide provides Local Governments with a tool to quantify the cost of additional wear and damage to affected unsealed roads for a defined freight task. It can be used as the basis for negotiation of cost recovery from industry, to ensure that the local community does not bear the costs imposed by private businesses, and to adjust long term financial plans. The detailed development of the guide is provided in a separate report, *"Technical Basis for Estimating the Cost of Road Wear on Unsealed Local Government Roads in Western Australia (ARRB 2019)"*, and addendum *'Updates to the Incremental Cost Guides on Sealed and Unsealed Local Roads'* (NTRO 2025), available from the WALGA website.

Users of this guide will require a basic understanding of gravel material properties and unsealed road maintenance treatments. Input parameters required to estimate the cost of road wear include the quantity and the type of heavy vehicles that will be used for the task to be assessed, the length of the affected road segment and the quality of the gravel wearing course. The guide is designed to be applied to unsealed roads only. Estimating the cost of additional heavy vehicle traffic on sealed roads is covered by the separate guideline *'Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks'* (WALGA 2025).

Development background

The guide has been developed using the concept of a marginal cost of road wear. The marginal cost of road wear in this context, is defined as the difference in cost of maintaining a road in a serviceable condition with an increased load of traffic and a base traffic load. The marginal cost is expressed in dollars per axle pass for one kilometre of road. Analysis has shown that the marginal cost for unsealed roads is mostly dependent on:

- the quality of surfacing materials
- climate
- the number of axle passes
- the cost of road maintenance activities

Using these variables, a catalogue has been developed to represent the spectrum of scenarios that are likely to be encountered on unsealed local government roads across the state.

The marginal cost for each scenario was modelled by using a custom-built spreadsheet developed by the Australian Road Research Board (ARRB). The model generates a life cycle cost analysis of the road based on deterioration curves that predict gravel loss as a function of the time since grading, traffic, precipitation and material properties. The deterioration curves were developed from a long-term monitoring program across Australia and further calibrated to represent the scenarios likely to be encountered in Western Australian. As the defined road deteriorates under specific loading conditions, the model triggers maintenance interventions required to keep the road serviceable. The marginal costs are then calculated by accounting for the difference in costs incurred between the additional load and the normal load cases.

Deterioration is primarily in terms of gravel loss and therefore an annual asset consumption- based method of costing has been used. Apart from cost escalation, there is no change to the annual task to maintain an unsealed road in the base case.

The scenarios are represented by bar charts which show the marginal cost for a range of granular surfacing material compliance levels in cents per axle pass for one kilometre lengths of road. The user needs to define their relevant scenario in terms of the vehicle type undertaking the task, the number of trips and the quality of the gravel wearing course. The guide will then lead the user to the applicable graph. Detailed information on how to use the guide is provided in the following section.

What are the limitations of the guide?

The marginal costs presented in the guide have been developed by modelling a road network intended to represent the majority of scenarios likely to be encountered in WA. **There are many factors that can influence the cost of road wear and the calculated values are only an estimate**. The local situation and scenario may include factors that render the estimate incorrect.

The guide may be unsuitable when:

- The road is in a very poor or failed condition and requires an initial capital upgrade to support the proposed traffic volumes.
- Sections of the road are subject to unusual conditions, e.g. flooding or very weak subgrades.
- The scenario factors are well beyond the modelled limits.

The limitations of the guide are:

- Associated infrastructure such as bridges, culverts and guardrails are not included.
- The calculations assume that the initial condition is suitable to carry the proposed traffic. Initial capital upgrades would be subject to a separate calculation.
- Where the scenario factors lie between or near the given model values the user will need to interpolate accordingly.
- The guide is only applicable to unsealed local roads.
- The unit rates are current for 2024. Practitioners may need to apply escalation factors in future years and account for any variation to these to ensure consistency with costs in local government. The guide provides an option to enter actual costs if these are available.
- The guide has been developed for the WA local government road network and the catalogue of solutions (and underlying assumptions) may not be valid in other jurisdictions.
- Intersections may be subject to accelerated gravel loss due to turning movements which may warrant a separate assessment.
- Due to the large range of heavy vehicle configurations, users may need to refer to Appendix A to determine the number of axles for the proposed vehicle.

WALGA Road Wear Cost Calculator as an alternative

A calculator has been developed in an Excel spreadsheet that follows the process described in *How to use this guide*. Practitioners are able to download the calculator for free here, and input the variables associated with their loading scenario.

Instructions for accessing and using the calculator are provided in Appendix C.

How to use this guide

The guide is structured around a simple stepped process. Figure 1 presents the nine step procedure to be followed.



Figure 1: Process for calculating the marginal cost estimate and total annual cost

Details for completing each step are given below. This is followed by a series of typical worked examples.

What information is required?

The user will need the following information:

1. The type of vehicles to be used for the task
2. The annual freight tonnage for the task or the quantity of vehicle passes
3. The duration of the task
4. The task routing and distance
5. The quality of the gravel wearing course

The following sections detail the sequential steps to determine the cost impact for a defined loading task. Users are able to manually calculate from the guide or use the WALGA Road Wear Cost Calculator tool.

Setup as a downloadable spreadsheet, the WALGA Road Wear Cost Calculator tool follows the steps in the guide and is self-explanatory. The tool is available for download here.

STEP 1: Determine the Tonnage, Distance and Duration

The User will need to gain a good appreciation of the freight task that is being assessed. This will usually involve discussions with the freight generator to determine the duration of the freight task, the total freight tonnage and routing. Typically, these tasks are well structured, with the proponent possibly having a lease on a mine or similar to extract a certain amount of product over a defined period of time.

The modelling has been based on the use of an annual asset consumption-based method of costing. Discounting escalation and duration beyond the first year does not affect the annual marginal cost. Therefore the following steps are all performed based on annual task parameters.

The annual freight tonnage is required to calculate the number of vehicle passes which is the critical input variable.

The distance is defined as the road distance to be traversed on a defined route by the loaded vehicles.

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

STEP 2: Determine the Vehicle Type

The next step is to determine the type of vehicle or vehicles that will be used to undertake the task. The vehicle type will typically be supplied by the freight generator. The vehicle type must then be matched to a Main Roads WA restricted access vehicle (RAV) category or corresponding configuration. The RAV types and configurations are provided from Main Roads WA in Appendix A.

STEP 3: Calculate the Number of One-Way Trips and Axle Passes (AP)

The total number of one-way trips may be supplied by the freight generator or it can be calculated by dividing the annual freight tonnage by the vehicle payload to calculate the loaded trips. The vehicle payload will typically be supplied by the freight generator or alternatively it can be estimated using Table 1 that gives typical payload tonnages for a range of vehicles commonly used in WA.

The quantity of axles per vehicle is given in Table 1. For other vehicles, the practitioner must ask the freight generator to supply the number of axles per vehicle. If the RAV category is known, then the number of axles per vehicle can be determined from the diagrams in Appendix A.

Table 1: Estimated payloads and axle quantities for common RAV configurations

Cat.	Configuration	Max. payload RML (t)	Max payload AMMS 3 (t)[1]	Total Axles[2]
1A	Rigid truck, ≤ 12.5 m	11.6	12.1	3
2A	Prime mover and trailer, ≤ 20.0 m	25.6	30.1	6
2C	B-Double ≤ 27.5 m	45.0	47.6	9
3A	A-Double (prime mover, trailer, dog trailer), ≤ 27.5 m	50.1	59.1	11
4A/6A	A-Double (prime mover, trailer, 6-axle dog trailer), ≤ 27.5 m / 36.5 m	53.6	65.1	12
7A	AB-Triple (prime mover, trailer, B-Double), ≤ 36.5 m 108.5 t	67.6	93.0	15
10A	A-Triple (prime mover, trailer, 2 dog trailers), ≤ 53.5 m	83.6	102.1	18

Source: Values extracted from Main Roads WA 'Vehicle Estimated Equivalent Standard Axles (ESA) Tool' at https://ravnet.au/esa
Note: These figures have been estimated using typical WA vehicle combinations and tare weights. Actual tare weights may vary across vehicle models resulting in slight differences in payload tonnage.
[1]The Accredited Mass Management Scheme (AMMS) allows up to an additional 3.5 tonnes per tri-axle combination and 1.0 tonne per tandem axle combination. The AMMS has three loading levels. If a lower level is applicable then use a proportionate value between regulation mass limit (RML) and AMML L3.
[2]Assumes a single front axle. Adjust total axles for other configurations.

As material loss is similar for both loaded and unloaded trips (ARRB 2019) the AP is calculated for the total two-way trips. An example follows.

The proponent supplies the following information:

Total payload = 300,000 tonnes per annum

Vehicle Type = Prime Mover +semi-trailer + 6 axle dog trailer operating at AMMS L3

From Appendix 1 the vehicle type is a R4V 6A

From Table 1, the payload is 651 tonnes and there are 12 axles per vehicle

Therefore, the number of annual loaded one way trips is 300,000 / 651 = 4,608

The AP for one-way trips = 4,608 x 12 = 55,296 AP

The total AP for two-way trips = 55,296 x 2 = 110,592 AP

STEP 4: Select the Cost Zone

The appropriate cost zone must be selected from Figure 2.

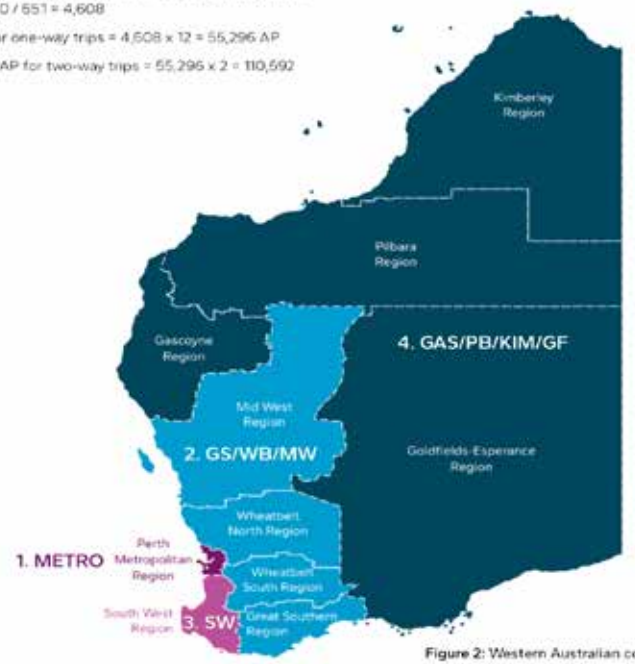


Figure 2: Western Australian cost zones

The cost zones were determined with reference to unit rates collected from a survey conducted by the Department of Local Government in 2011 and 2024.

STEP 5: Select the Gravel Compliance Level

Gravel compliance refers to the materials characteristics relative to a gravel that has optimum characteristics that minimise gravel loss and deformation under traffic. The **material grading** and **plasticity** are the two most important performance criteria.

Select the appropriate gravel compliance level from Table 2. If there are sections of the road with distinctly different gravel quality characteristics, then it may be appropriate to assess these sections independently. In most cases an experienced practitioner will be able to select the appropriate level from a visual inspection. However if grading and linear shrinkage testing results can be obtained then Table 2 can be used together with Figure 3 to assist in selecting the most appropriate level.

Table 2: Indicative compliance level and performance of unsealed road granular surfacing materials

Indicative compliance level	Materials and performance attributes
Non-compliant below	High rate of material loss (> 20 – 40 mm per year per 100 AADT) with surface ravelling and corrugations under traffic. Shrinkage Product (SP) below 100, whereas the Grading Coefficient (GC) may vary widely. Uniformly graded fine materials with a low GC display low resistance to erosion and coarsely graded higher GC materials tend to ravel badly and are generally unsuitable
Borderline below	Moderate rate of material loss (10 – 20 mm per year per 100 AADT), with the surface tending to loosen and corrugate under the action of traffic but may remain tolerable to heavy traffic at low to moderate speeds. SP below 200, whereas GC may vary widely. Performance can improve with regular grading/ cushioning operations.
Compliant	Low rate of material loss, typically less than 5 – 10 mm per year per 100 AADT, with a well-knit surface resulting from a mechanically stable particle size distribution with few weak particles and containing a sufficient quantity of plastic fines. Ideal materials typically have a SP greater than 200 with an upper limit of 600 depending on the proportion of heavy traffic and tolerance of dust, and a GC of between 20 and 30. Arm-chair type (or gap) gradings are acceptable with concretionary materials, such as calcretes and laterites.
Borderline above	Moderate rate of material loss (10 – 20 mm per year per 100 AADT), with the surface tending to rut and become slippery in the wet but may remain tolerable to heavy traffic under wet conditions. SP above 600, whereas GC may vary widely. Performance can improve with regular grading/cushioning operations.
Non-compliant above	Moderate to high rate of material loss (> 20 mm per year per 100 AADT) with risk of severe rutting and slipperiness in the wet. SP above 700, whereas GC may vary widely. Uniformly graded fine materials with lower GC display low resistance to erosion and are generally unsuitable, whereas high GC materials tend to be ravel badly leading to extensive potholes.

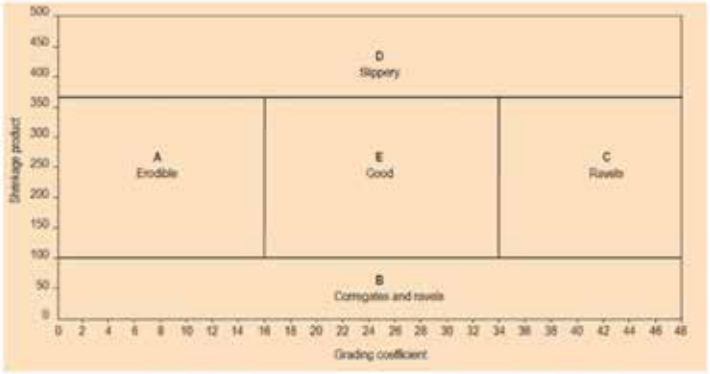


Figure 3: Relationship between gravel wearing surface properties and performance

Source: Jones and Paige-Green 1996

Notes:
1. Shrinkage product = linear shrinkage x % passing the 0.425 mm sieve
2. Grading coefficient = (% passing the 26.5 mm sieve - % passing the 2mm sieve) x % passing the 4.75 mm sieve / 100

STEP 6: Select the Marginal Cost Graph

Using Table 3 input the Cost Zone and the closest AP total for two-way trips and then select the applicable chart.

To continue the example from STEP 3, for cost zone 2 and 110,592 AP, use the nearest value of 100,000 AP and select chart B 4.

STEP 7: Determine the Marginal Cost of the Additional Freight Task

Using the gravel compliance category from STEP 5 and the chart selected in STEP 6, the marginal cost can be determined. An example of how the chart is to be used is presented in Figure 4.

Continuing the example from STEP 6, for a 'Non-compliant below' quality of material in cost zone 2 and at 100,000 axle passes per annum, the marginal cost is 12.7 c per APkm.

Table 3: Matrix of marginal cost charts

Cost Zone	Additional AP (two-way)	Refer to Chart
2	10,000	Figure B 1
	20,000	Figure B 2
	40,000	Figure B 3
	100,000	Figure B 4
	200,000	Figure B 5
3	10,000	Figure B 6
	20,000	Figure B 7
	40,000	Figure B 8
	100,000	Figure B 9
	200,000	Figure B 10
4	10,000	Figure B 11
	20,000	Figure B 12
	40,000	Figure B 13
	100,000	Figure B 14
	200,000	Figure B 15

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

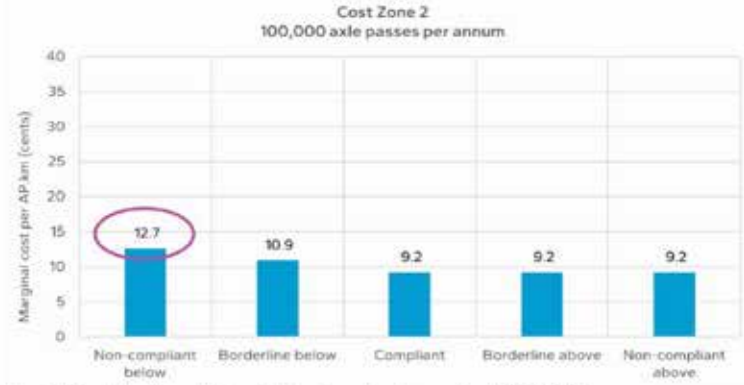


Figure 4: Marginal cost per additional AP in cents per km for zone 2 and 100,000 AP per annum

STEP 8: Adjust the Marginal Cost Based on Actual Costs

The marginal costs were determined with reference to unit rates collected from a survey conducted by ARRB and WALGA in 2017 and the Department of Local Government in 2024. The rates have been reviewed and escalated to be applicable as of 2024. The rates used in the development of the guide are provided in Table 4.

Table 4: Indicative unit cost rate for resheeting used in the guideline

Cost Zone	Average cost rate per Cost Zone ($/km 2024)
2	$68,245
3	$85,023
4	$121,887

If the actual cost of resheeting is known and is different to the indicative costs, then then the marginal cost can be adjusted using the equation:

$$AMC = MC * \frac{a}{b}$$

where

AMC = Adjusted Marginal Cost for specific case study

MC = Marginal Cost

a = Actual cost of resheeting ($/km)

b = Indicative cost of resheeting per Cost Zone ($/km) (see Table 4)

Continuing the example from STEP 6:

If the assessment is in Cost Zone 2, the marginal cost is 12.7 c per APkm from the chart, and the cost of resheeting is known to be $75,000 per km, then:

AMC = 12.7 x 75,000 / 68,245
AMC =14.0 c per APkm.

STEP 9: Calculate the Total Annual Cost

The total annual cost is determined by multiplying the marginal cost by the total AP and the route distance.

Continuing the example from STEP 8:

If the adjusted marginal cost is 14.0 c per APkm, the route distance is 21 km and the total AP is 110,592, then:

Total annual cost = 0.14 x 21 x 110,592 = $325,141 rounded to $325,000

Due to the inherent assumptions and margins of error in the sources of data, the total annual cost should be rounded to the nearest $1,000.

Example Calculations

Worked Example #1

A mining company is developing a mine site in the Mid West and proposes to transport 300,000 tonnes of iron ore per annum over a five year period along an unsealed Local Government road to access the State road network. They will be using a prime mover towing a semi-trailer and a B double with a concessional loading permit (AMMS Level 3). The road is 58 km long. The Works Manager has reported that the gravel wearing course is coarsely graded and susceptible to ravelling and corrugations, but an acceptable performance can be maintained with regular grading. The cost of resheeting is $75,000 per km.

Calculate the annual cost of road wear resulting from this additional freight task.



Solution:

1. **Determine the annual freight tonnage, distance and duration of the task:**

   The annual freight tonnage is given as 300,000 t.

   The route distance is 58 km.

   The duration of the task is 5 years.

2. **Determine the vehicle type undertaking the task:**

   Go to Appendix A and select the applicable *RAV* Category.

   A prime mover towing a semi-trailer and a B double is known as an AB-Triple, classified as a RAV 7A. Under AMMS L3 it can have a maximum payload of 93.0 t (Table 1).

3. **Calculate the number of one-way trips and convert into axle passes and determine the total AP for two-way trips per annum:**

   The annual tonnage is 300,000 t.

   The maximum payload determined in the previous step is 93.0 t.

   The number of one-way trips = 300,000 / 93.0 = 3,226 per annum.

   From Table 1, the number of axles for a *RAV* 7A = 15.

   One way AP per annum = 3,226 x 15 = 48,390.

   Therefore two way AP = 96,780 AP per annum.

4. **Select the cost zone:**

   Go to Figure 2 and select cost zone 2 for the Mid West.

   The Mid West falls in Cost Zone 2.

5. **Select the gravel compliance level:**

   The gravel wearing course is described as "coarsely graded and susceptible to ravelling and corrugations but an acceptable performance can be maintained with regular grading".

   From Table 2, the most appropriate gravel compliance level is "Borderline Below".

6. **Select the applicable marginal cost chart:**

   Table 3 is used to select the marginal cost chart.

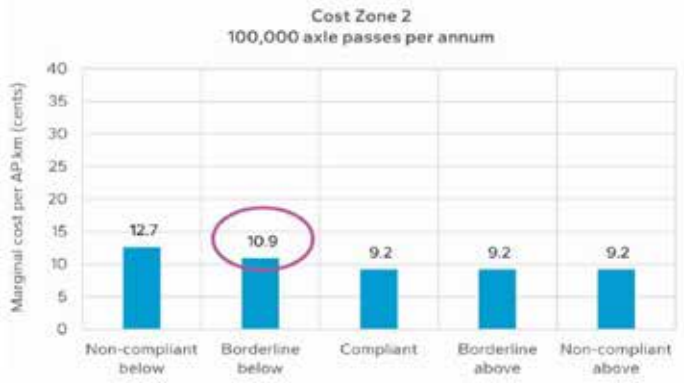
   Select Cost Zone 2 and 100,000 AP (the closest value to the actual calculated AP of 96,750).

   The applicable marginal cost chart is Figure B 4.

Cost Zone	Additional AP (two-way)	Refer to Chart
2	10,000	Figure B 1
	20,000	Figure B 2
	40,000	Figure B 3
	100,000	Figure B 4
	200,000	Figure B 5
3	10,000	Figure B 6
	20,000	Figure B 7
	40,000	Figure B 8
	100,000	Figure B 9
	200,000	Figure B 10
4	10,000	Figure B 11
	20,000	Figure B 12
	40,000	Figure B 13
	100,000	Figure B 14
	200,000	Figure B 15

7. **Determine the marginal cost:**

   With the appropriate marginal cost chart selected in Step 6, read off the marginal cost for the gravel compliance level of borderline below.



Therefore, from the chart, the marginal cost is 10.9 cents per APkm/year.

8. **Adjust the marginal cost based on actual costs:**

   The cost of resheeting is $75,000 per km

   Adjusted Marginal Cost = Marginal Cost x Actual cost of resheeting / indicative cost (Table 4)

   AMC = 10.9 X 75,000 / 68,245 = 12.0 c per APkm

9. **Calculate the total annual cost:**

   The annual cost can now be calculated from all of the above information.

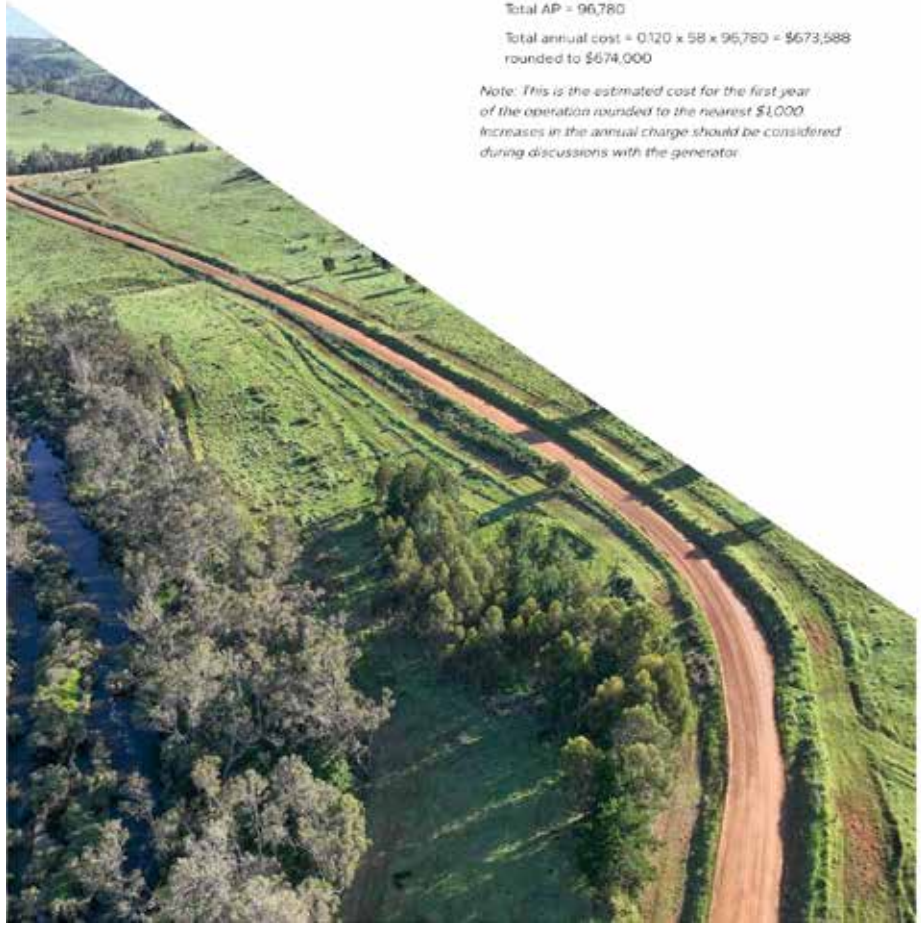
   AMC = 12.0 c per APkm

   Route distance = 58 km

   Total AP = 96,780

   Total annual cost = 0.120 x 58 x 96,780 = $673,588 rounded to $674,000

Note: This is the estimated cost for the first year of the operation rounded to the nearest $1,000. Increases in the annual charge should be considered during discussions with the generator.



User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Worked Example #2

A logging company in the South West is proposing to use a Local Government gravel road to transport an estimated 35,000 tonnes per annum of timber to port for chipping. The gravel road is 18 km long and the gravel wearing course is reported as having a high plasticity and prone to becoming very slippery when wet. The company will be using a prime mover and semi-trailer loaded at the regulation mass limit.



Solution:

1. **Determine the annual freight tonnage, distance and duration of the task:**

   The annual freight tonnage is given as 35,000 t

   The route distance is 18 km

   The duration of the task is 1 year

2. **Determine the vehicle type undertaking the task:**

   Go to Appendix A and select the applicable RAV Category

   A prime mover towing a semi-trailer is classed as a 2A with a maximum payload of 25.6 t @ RML (Table1).

3. **Calculate the number of one-way trips and convert into axle passes and determine total AP for two-way trips per annum:**

   The annual tonnage is 35,000

   From Table 1, the payload for a Class 2A at RML = 25.6 t

   The number of one-way trips = 35,000 / 25.6 = 1,367 per annum

   From Table 1, the AP for a class 2A = 6

   Total AP per annum = 1,367 x 6 = 8,202 one way

   Therefore two way AP = 16,404 AP per annum

   As a reminder, unlike sealed roads that refer to equivalent standard axles, the wear on unsealed roads is primarily affected by vehicle trips. The calculation therefor needs to include the travel in both directions, laden and unladen.

4. **Select the cost zone:**

   Go to Figure 2 and select Cost Zone 3.

   The South West falls in Cost Zone 3.

5. **Select the gravel compliance level, select the road class:**

   The gravel wearing course is described as "having a high plasticity and prone to become very slippery when wet"

   From Table 2, the most appropriate gravel compliance level is "Non-compliant above."

6. **Select the applicable marginal cost chart:**

   Table 2 is used to select the marginal cost chart.

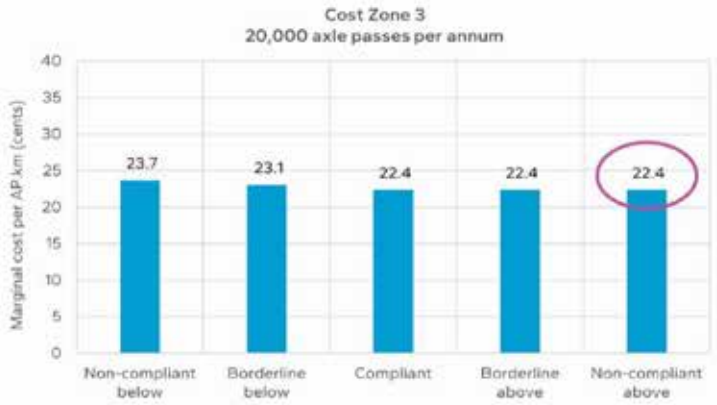
   Select Cost Zone 3 and 20,000 AP (the closest value to the actual calculated AP of 16,404).

   The applicable marginal cost chart is Figure B7.

Cost Zone	Additional AP (two-way)	Refer to Chart
2	10,000	Figure B 1
	20,000	Figure B 2
	40,000	Figure B 3
	100,000	Figure B 4
	200,000	Figure B 5
3	10,000	Figure B 6
	20,000	Figure B 7
	40,000	Figure B 8
	100,000	Figure B 9
	200,000	Figure B 10
4	10,000	Figure B 11
	20,000	Figure B 12
	40,000	Figure B 13
	100,000	Figure B 14
	200,000	Figure B 15

7. **Determine the marginal cost:**

   With the appropriate marginal cost chart selected in Step 6, read off the marginal cost for the gravel compliance level of "non-compliant above".



Therefore, from the chart, the marginal cost is 22.4 cents per APkm/year.

8. **Adjust the marginal cost based on actual costs:**

   If no information is available regarding the actual costs of resheeting then no adjustment is applied.

9. **Calculate the total annual cost:**

   The annual cost can now be calculated from all of the above information.

   MC = 22.4 c per APkm

   Route distance = 18 km

   Total AP = 16,404

   Total annual cost = 0.224 x 18 x 16,404 = $66,141 rounded to $66,000.

Note: This is the estimated cost for the first year of the operation, rounded to the nearest $1,000. Increases in the annual charge should be considered during discussions with the generator.

References

ARRB Group 2019, 'Technical Basis for Estimating the Cost of Road Wear on Unsealed Local Government Roads in Western Australia', Project No. PRA16029-2 for Western Australia Local Government Association, Perth, Western Australia.

Paige-Green, P 1987, 'The influence of geotechnical properties on the performance of gravel wearing course materials', PhD thesis, University of Pretoria, South Africa.

Bartlett, D, Michell, N, Toole, T 2025, 'Updates to the Incremental Cost Guides for Additional Freight Tasks on Sealed and Unsealed Roads – Technical Basis', National Transport Research Organisation, Melbourne, VIC.

Appendices



User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix A

Restricted Access Vehicle Classes and Configurations in WA

Heavy Vehicle Services
May 2022

Accredited Mass Management Scheme (AMMS)
Tandem Drive Prime Mover, Trailer Combinations
Restricted Access Vehicle (RAV) Categories

mainroads

RAV Category	RAV Description		Max. Length	Max. Mass & Approved Network		
				Level 1	Level 2	Level 3
Category 1	1A – Prime Mover & Semi Trailer		19 m	50 t	-	-
				N1.1	-	-
Category 2	2A – Prime Mover & Semi Trailer 2B - Prime Mover, Semi Trailer & Pig Trailer or Dolly 2C – B-double	2A	20 m	50.5 t	51.5 t	53 t
		2B	27.5 m	68.5 t	69.5 t	71 t
		2C	27.5 m	72 t	74 t	76.5 t
		All	-	N2.1	N2.2	N2.3
Category 3	3A – A-double		27.5 m	89 t	91 t	94 t
				N3.1	N3.2	N3.3
Category 4	4A – A-double		27.5 m	93.5 t	96.5 t	100 t
				N4.1	N4.2	N4.3
Category 5	5A – B-Double towing a Dolly 5B – A-Double 5C – A-Double towing a Dolly 5D – B-Triple	5A	27.5 m + Dolly	72 t + Dolly	74 t + Dolly	76.5 t + Dolly
		5B / 5D	36.5 m	89 t	91 t	94 t
		5C	27.5 m + Dolly	89 t + Dolly	91 t + Dolly	94 t + Dolly
		All	-	N5.1	N5.2	N5.3
Category 6	6A – A-double 6B – B-Triple 6C – A-Double towing a Dolly	6A / 6B	36.5 m	93.5 t	96.5 t	100 t
		6C	27.5 m + Dolly	93.5 t + Dolly	96.5 t + Dolly	100 t + Dolly
		All	-	N6.1	N6.2	N6.3
Category 7	7A – AB-Triple 7B – BA-Triple		36.5 m	115 t	119 t	123.5 t
				N7.1	N7.2	N7.3
Category 8	There are no Category 8 RAVs for AMMS					
Category 9	9A – A-Triple 9B – A-Double towing a Dolly 9C – AB-Triple 9D – BA-Triple	9A	53.5 m	127.5 t	130.5 t	135 t
		9B	36.5 m + Dolly	89 t + Dolly	91 t + Dolly	94 t + Dolly
		9C / 9D	45 m	115 t	119 t	123.5 t
		All	-	N9.1	N9.2	N9.3
Category 10	10A – A-Triple 10B – A-Double towing a Dolly 10C – Double B-Double 10D – ABB-Quad 10E – AAB-Quad	10A / 10C / 10D	53.5 m	136.5 t	145.5 t	147 t
		10B	36.5 m + Dolly	93.5 t + Dolly	96.5 t + Dolly	100 t + Dolly
		10E	53.5 m	158 t	164 t	170.5 t
		All	-	N10A.1	N10.2	N10A.3

Source: Reprinted with permission from Main Roads WA *Accredited Mass Management Scheme Tandem Drive Prime Mover, Trailer Combinations* (2022).

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix A

Restricted Access Vehicle Classes and Configurations in WA

Heavy Vehicle Services
May 2022

Accredited Mass Management Scheme (AMMS)
Tandem Drive Truck, Trailer Combinations
Restricted Access Vehicle (RAV) Categories

RAV Category	RAV Description		Max. Length	Max. Mass & Approved Network		
				Level 1	Level 2	Level 3
Category 1	1A – Rigid Truck; 1B – Rigid Truck towing a Pig Trailer or Dolly	1A	12.5 m	29 t	29 t	-
		1B	20 m	47 t	47 t	-
		A8	-	N1.1	N1.1	-
Category 2	2A – Rigid Truck; 2B – Rigid Truck towing a 4 or 5 Axle Dog Trailer; 2C – Rigid Truck towing a 5 Axle Dog Trailer	2A	12.5 m	-	-	29.5 t
		2B	25 m	67.5 t	68.5 t	70.5 t
		2C	25 m	72 t	74 t	76.5 t
		A8	-	N2.1	N2.2	N2.3
Category 3	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 4	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 5	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 6	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 7	7A – Rigid Truck Towing two Dog Trailers		36.5 m	115 t	119 t	123.5 t
				N7.1	N7.2	N7.3
Category 8	There are no Category 8 RAVs for AMMS					
Category 9	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					
Category 10	Refer to AMMS Tandem Drive Prime Mover, Trailer Combinations					

Source: Reprinted with permission from Main Roads WA *Accredited Mass Management Scheme Tandem Drive Prime Mover, Trailer Combinations* (2022)

Appendix B
Marginal Cost Charts

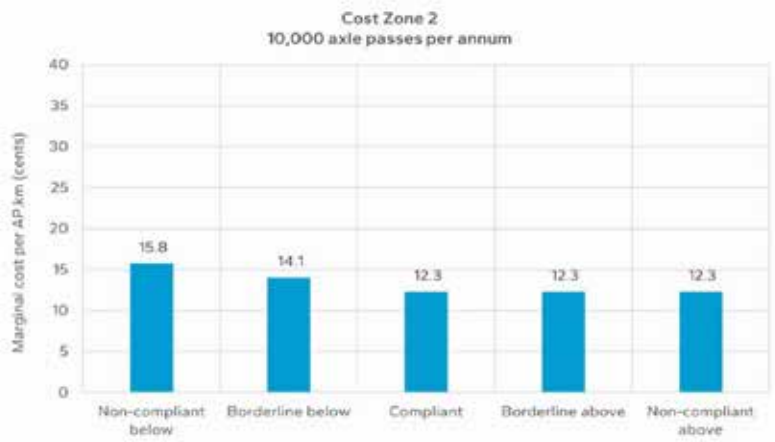


Figure B 1: Marginal cost per additional axle pass (cents per km) for Zone 2 and 10,000 AP per annum

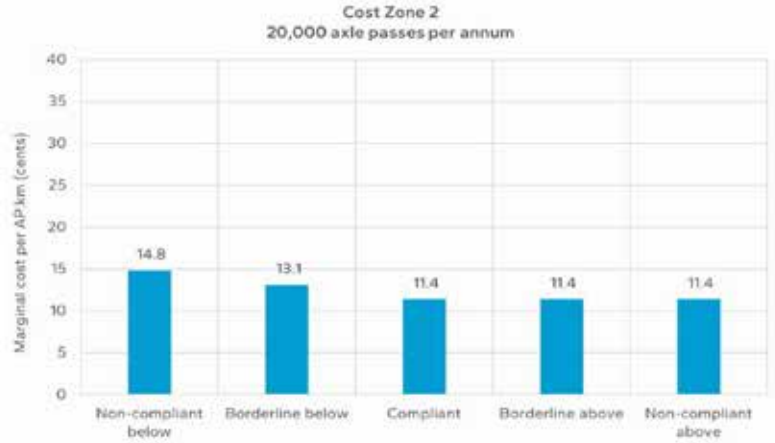


Figure B 2: Marginal cost per additional axle pass (cents per km) for Zone 2 and 20,000 AP per annum

Appendix B
Marginal Cost Charts

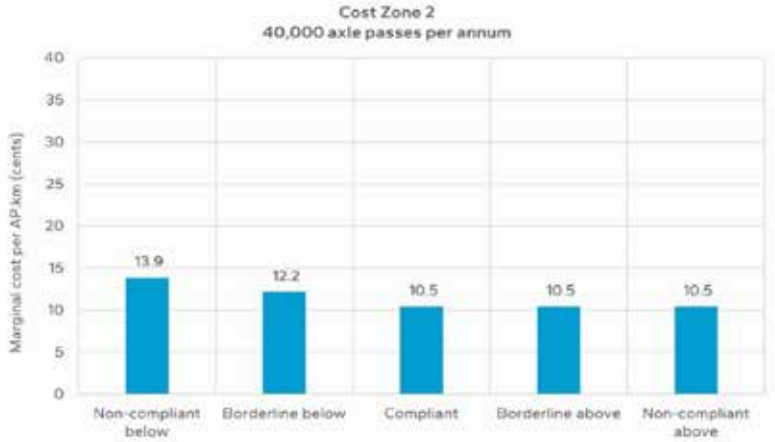


Figure B 3: Marginal cost per additional axle pass (cents per km) for Zone 2 and 40,000 AP per annum

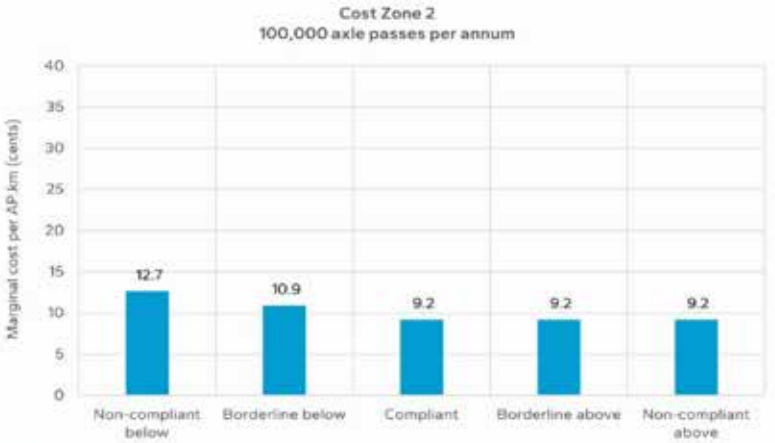


Figure B 4: Marginal cost per additional axle pass (cents per km) for Zone 2 and 100,000 AP per annum

Appendix B
Marginal Cost Charts

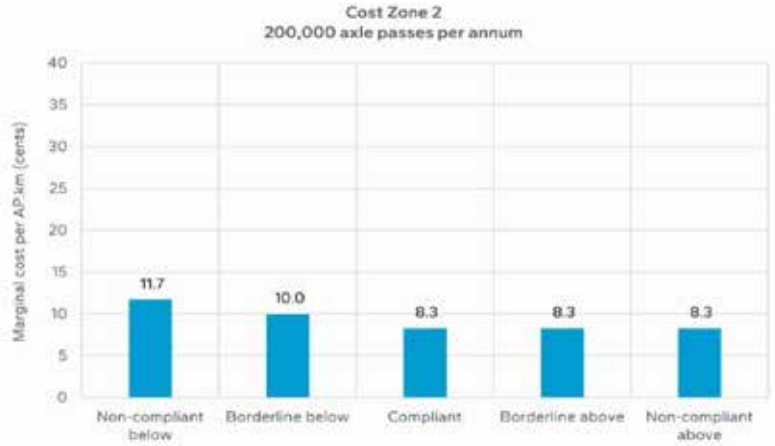


Figure B 5: Marginal cost per additional axle pass (cents per km) for Zone 2 and 200,000 AP per annum

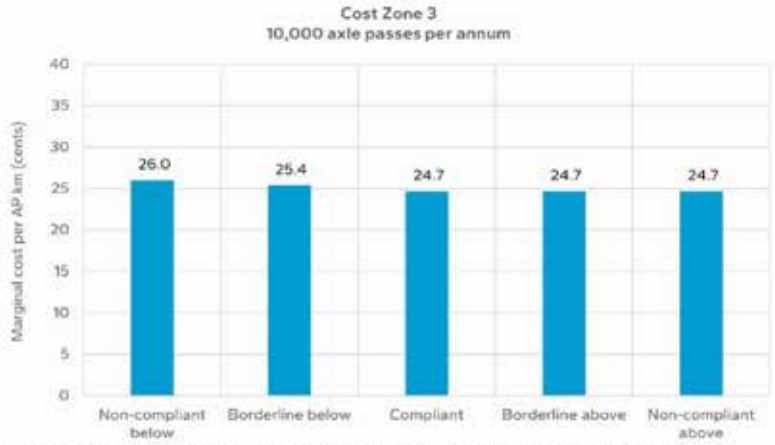


Figure B 6: Marginal cost per additional axle pass (cents per km) for Zone 3 and 10,000 AP per annum

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Appendix B
Marginal Cost Charts

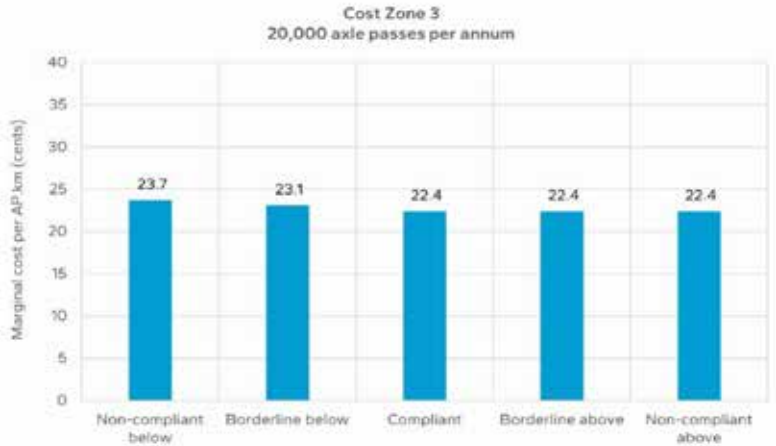


Figure B 7: Marginal cost per additional axle pass (cents per km) for Zone 3 and 20,000 AP per annum

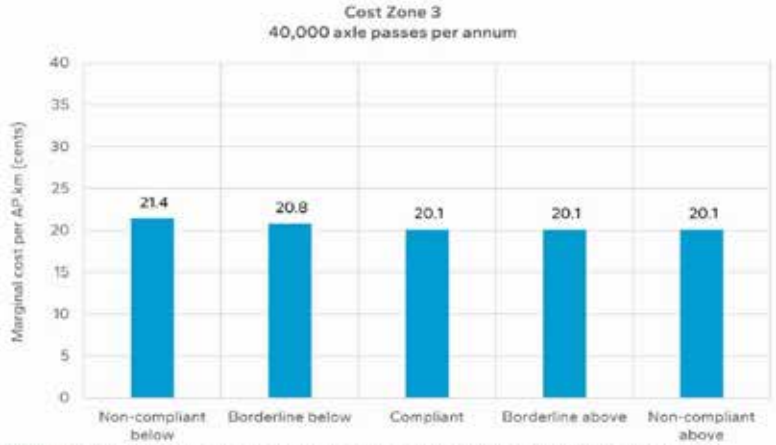


Figure B 8: Marginal cost per additional axle pass (cents per km) for Zone 3 and 40,000 AP per annum

Appendix B
Marginal Cost Charts

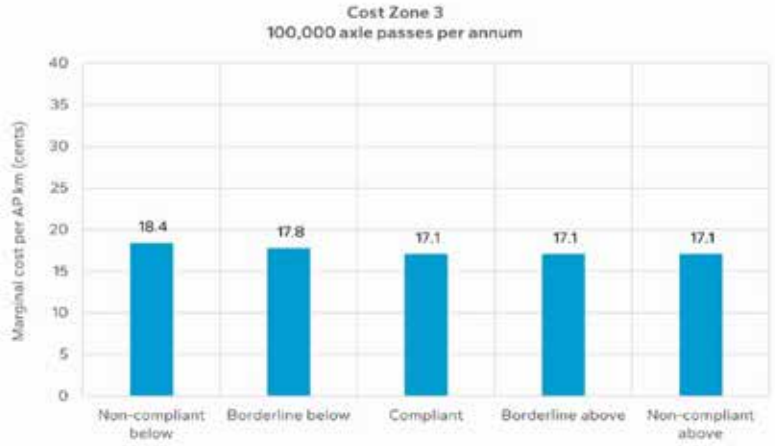


Figure B 9: Marginal cost per additional axle pass (cents per km) for Zone 3 and 100,000 AP per annum

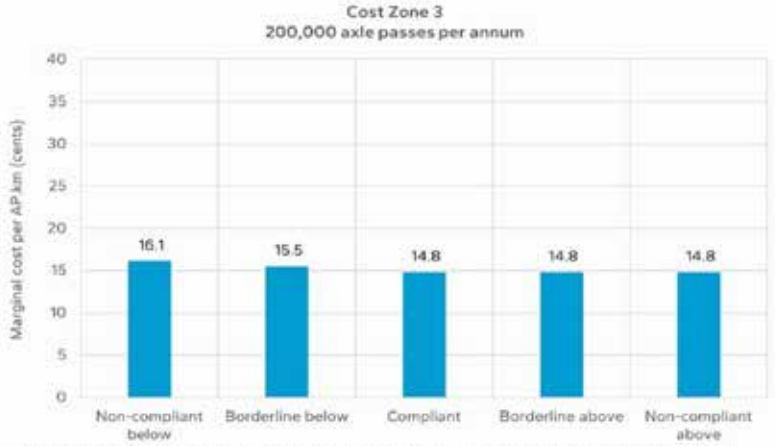


Figure B 10: Marginal cost per additional axle pass (cents per km) for Zone 3 and 200,000 AP per annum

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix B
Marginal Cost Charts

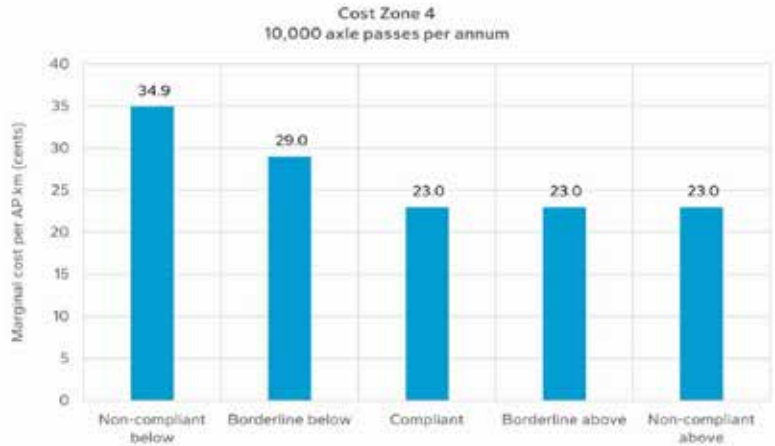


Figure B 11: Marginal cost per additional axle pass (cents per km) for Zone 4 and 10,000 AP per annum

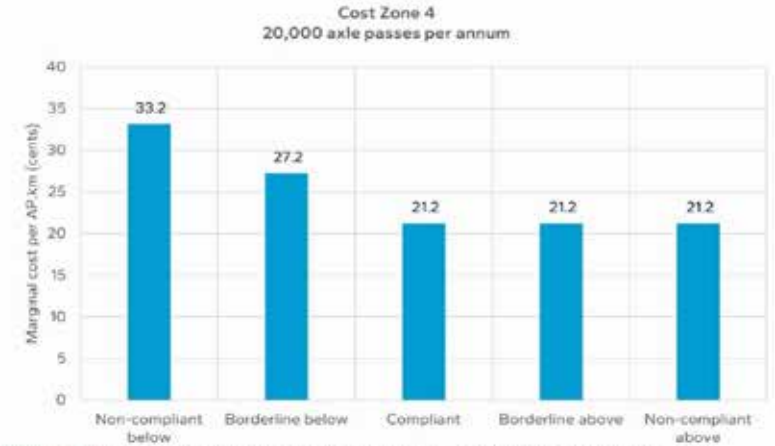


Figure B 12: Marginal cost per additional axle pass (cents per km) for Zone 4 and 20,000 AP per annum

Appendix B
Marginal Cost Charts

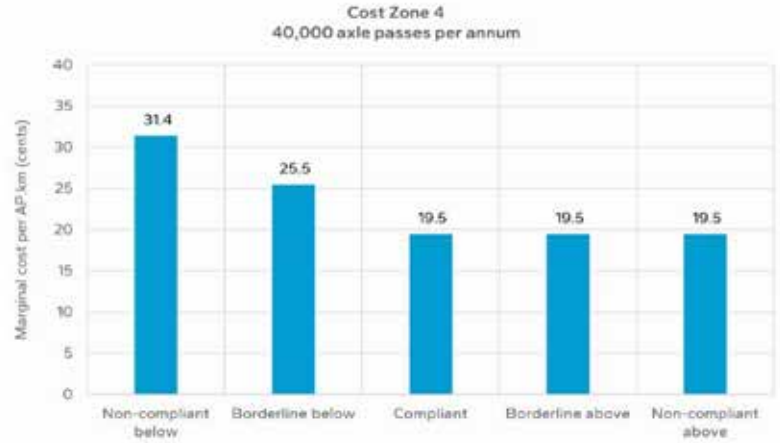


Figure B 13: Marginal cost per additional axle pass (cents per km) for Zone 4 and 40,000 AP per annum

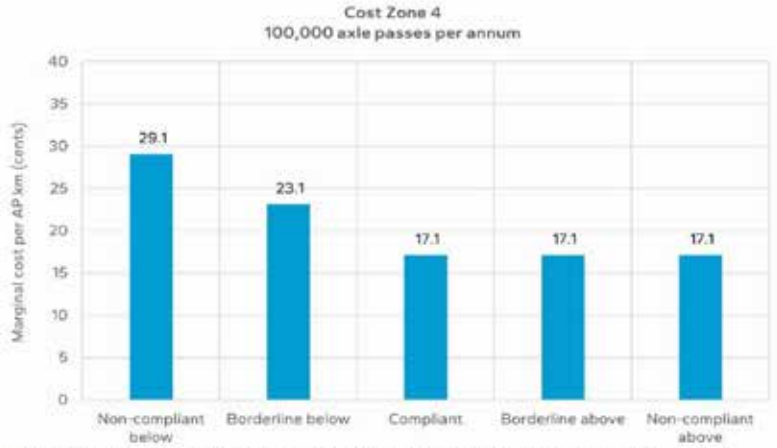


Figure B 14: Marginal cost per additional axle pass (cents per km) for Zone 4 and 100,000 AP per annum

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix B
Marginal Cost Charts

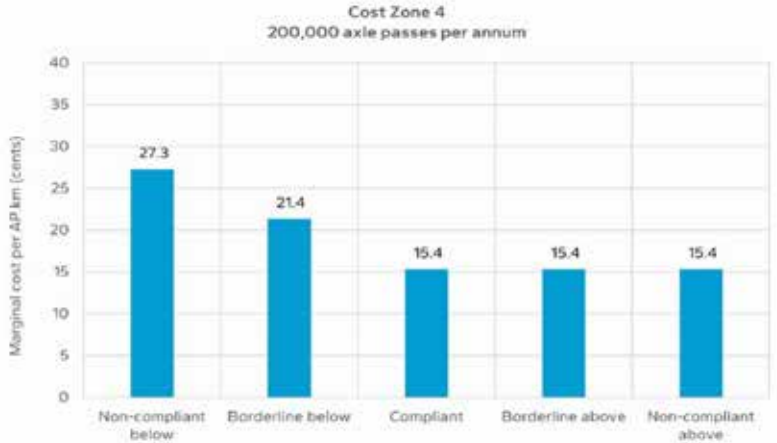


Figure B 15: Marginal cost per additional axle pass (cents per km) for Zone 4 and 200,000 AP per annum



Appendix C

User Guide for the WALGA Road Wear Cost Calculator

C.1 Accessing the Calculator

To effectively use the newly released WALGA Marginal Cost Calculator v1.0, users are recommended to download a copy here.

This file should be saved to a known location, to ensure ready access to the current version of the tool.

C.2 Enabling the Macros

The WALGA MC Calculator consists of some Visual Basic Applications (VBA) code to enable the various functionality and features that are contained within the tool. These need to be **enabled** on the computer for the tool to work correctly.

If the MC Calculator has been sourced from an email or as a download from the WALGA website, based on general IT protocols to protect users, files with Macros may be automatically blocked to prevent malicious software from operating.

When a file sourced from the internet is opened, such as from an email attachment, and that file contains macros, the following message is generally displayed:



The 'Learn More' button will open an article that explains the security risk of enabling Macros, safe practices to prevent any malicious activity and instructions on how to enable these Macros (if it is needed). The article is available through this link:

https://support.microsoft.com/en-us/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216

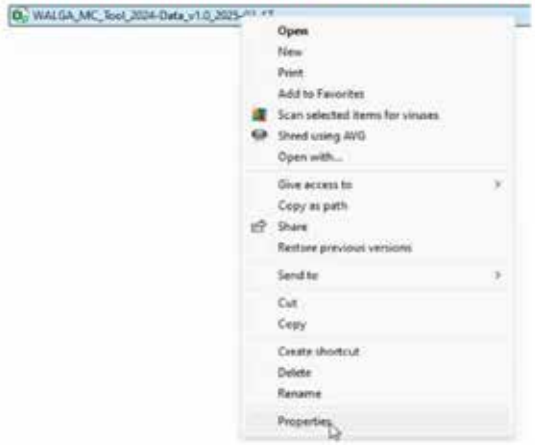
C.3 Unblocking the File

For files that are blocked, the most common way to unblock the file is by modifying the properties of the file as follows:

1. Open Windows File Explorer and go to the folder where the file is saved.
2. Right-click the file and choose 'Properties' from the context menu.

Appendix C

User Guide for the WALGA Road Wear Cost Calculator



3. At the bottom of the 'General' tab, select the 'Unblock' checkbox and select 'OK'.



Once the file is unblocked, it will then become a trusted source, and users of the file will not be required to complete this step again.

User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix C

User Guide for the WALGA Road Wear Cost Calculator

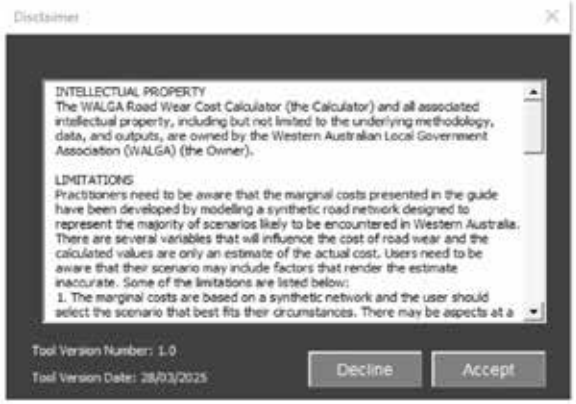
C.4 Opening the Tool

With an unblocked file, opening the MC Calculator is like opening any standard Excel file.

If the following message appears below the Excel ribbon, select 'Enable Editing'.



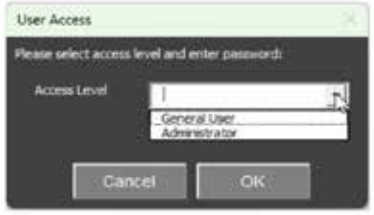
Once the file is opened in Excel, users will be presented with the WALGA Road Wear Cost Calculator disclaimer as shown.



To gain access to the tool, users will need to accept the disclaimer.

Declining the disclaimer will automatically close the Excel application and it will need to be restarted/re-launched to progress to undertake an analysis.

Once accepted, users will be prompted with a 'User Access' interface as shown.

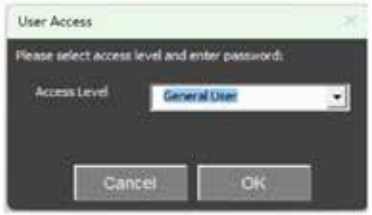


Appendix C

User Guide for the WALGA Road Wear Cost Calculator

Select "General User" from the Access Level drop down menu

Note that a password is not required to gain access to the tool as as general user



Once 'General User' is selected, press 'OK' to continue to launch the application.

If 'Cancel' is pressed at this point, users will not be authenticated, and the workbook will close automatically.

To ensure that users can undertake their desired analysis, each time the application is opened, users are prompted to select the type of analysis they are undertaking i.e., either for a sealed road or for an unsealed road analysis as shown



Once the analysis type is selected, the tool will display the appropriate menu to guide the user through the analysis as shown.

Appendix C

User Guide for the WALGA Road Wear Cost Calculator

Sealed Roads



Unsealed Roads



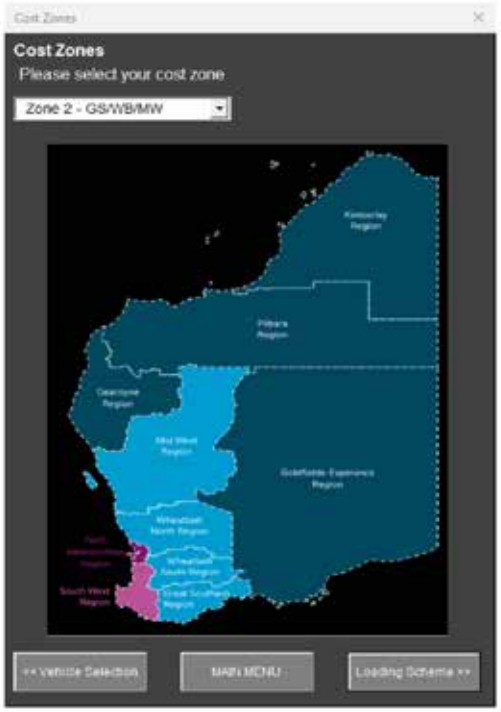
C.5 Running an Analysis

The WALGA MC Calculator has been developed to digitise the hardcopy form of the updated user guides for both sealed roads and unsealed roads, being *Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks* and *Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks*.

The simple user menu created in the tool facilitates logical data entry and user selections that are aligned with the manual processes defined in the relevant User Guide. Navigation through the various menu and data entry forms is facilitated through the easy click buttons provided at the bottom of the form.

Appendix C

User Guide for the WALGA Road Wear Cost Calculator



Users of the WALGA MC Calculator are recommended to familiarise themselves with the appropriate User Guide to confirm data entry and user selection requirements to generate an analysis outcome.

C.6 General Guidance for File Management

The WALGA MC calculator is a standalone Excel Application and so it is recommended that users apply the following good practices in terms of both file management and naming convention, to ensure that multiple analyses undertaken are organised and managed adequately:

1. Always keep a blank tool as a backup
2. Adopt clear file naming conventions to differentiate between files/analyses.
3. Always use the blank tool to create a new analysis.
4. Ensure to always document the substance of the analysis undertaken in the 'Comments' section provided in the Input Data form of the analysis setup for either sealed or unsealed analyses

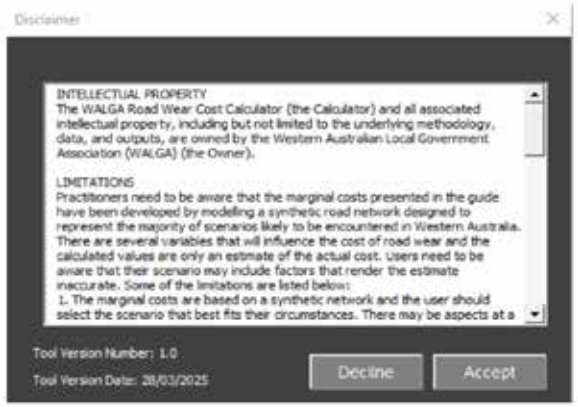
User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

Appendix C

User Guide for the WALGA Road Wear Cost Calculator



5. Always check the currency of the version and release date to ensure that the most up to date tool is being applied (visible on the Disclaimer and the Welcome page).



Appendix C

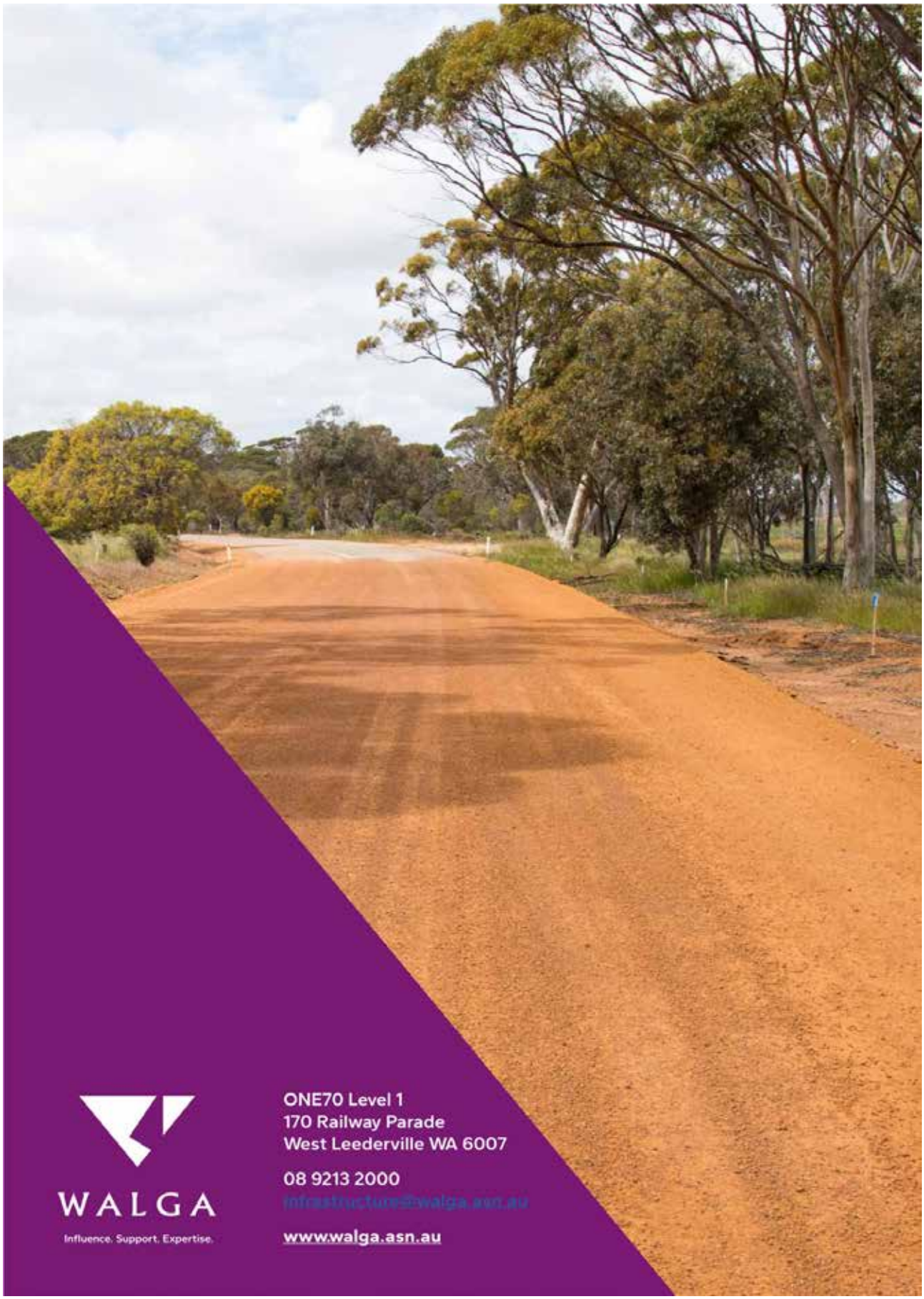
User Guide for the WALGA Road Wear Cost Calculator

WALGA Road Wear Cost Calculator

Version 1.0
Release 19/05/2025

Run

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Policy Title	**W11 – Heavy Vehicle Cost Recovery**
Policy Type	**Technical Services**
Responsible Officer	**Chief Executive Officer**

Purpose

To provide a transparent, consistent and equitable framework for the recovery of extraordinary road maintenance, preservation and renewal costs caused by heavy vehicle freight tasks on sealed and unsealed roads under the care, control and management of the Shire of West Arthur.

The Shire recognises that the serviceable life of a road is affected by the type, volume, duration and loading of heavy vehicle movements. Where a defined freight task is likely to impose additional road wear, reduce the remaining service life of a road, or create extraordinary expenses beyond those normally expected for the relevant road category or road condition, it is unreasonable for the broader community to bear those additional costs.

This Policy establishes the basis on which the Shire may seek to recover those costs from a proponent, freight generator or heavy vehicle operator at a fair and reasonable rate.

Scope

This Policy applies to any person, company, contractor, proponent, freight generator or other party proposing to undertake, or undertaking, a defined heavy vehicle freight task on a sealed or unsealed Shire road where the task is likely to result in extraordinary road maintenance, preservation, rehabilitation, resheeting, resealing, reconstruction or structural strengthening costs.

This Policy applies to, but is not limited to:

- extractive industries;
- mining or resource projects;
- forestry, timber or plantation haulage;
- renewable energy, construction or infrastructure projects;
- commercial freight tasks that generate significant Restricted Access Vehicle movements;
- freight tasks requiring referral to the Shire through Main Roads WA Restricted Access Vehicle processes;
- freight tasks associated with a planning approval, development approval, works approval or other statutory approval; and
- freight tasks requiring approval, support or conditions from the Shire for road access.

This Policy does not ordinarily apply to traditional broadacre agricultural production activities, including grain, fertiliser and livestock transport, unless the activity involves a scale, intensity, vehicle configuration, route, duration or approval pathway that the Shire considers is likely to cause extraordinary road wear or extraordinary expenses beyond those normally associated with the relevant road category or road condition.

Where a freight task is likely to affect roads in an adjoining local government district, the Shire may notify and liaise with the adjoining local government.

Definitions

Agreement means a formal written agreement between the Shire and a Proponent or Freight Generator defining the conditions of road access, road use, data reporting, cost recovery charges, payment

arrangements, operational conditions and other obligations for a defined heavy vehicle freight task.

Annual Design ESA (ADESA) means the predicted annual Equivalent Standard Axles used to design a sealed road pavement structure. If this is unknown, it may be estimated from historic traffic counts, pavement design information, engineering assessment, road category or the annual ESA that would reasonably be expected for a particular category of road under normal circumstances.

Axle Pass (AP) means, for unsealed roads, the passage of one axle over a road section. For unsealed road cost calculation purposes, axle passes are calculated for two-way trips, including loaded and unloaded movements, as unsealed road wear is primarily affected by vehicle trips and axle passes.

Equivalent Standard Axle (ESA) means the number of standard axle loads which are equivalent in damaging effect on a sealed road pavement to a given vehicle or axle loading. Every heavy vehicle configuration can be expressed as a number of ESA.

Extraordinary Load means a defined freight task that will result, or is likely to result, in a significant increase in heavy vehicle loading, vehicle passes, ESA, axle passes, tonnage or road wear, giving rise to extraordinary expenses due to increased routine maintenance, planned maintenance, preservation, resheeting, resealing, rehabilitation, reconstruction or premature failure of the road.

Freight Generator means the person, company, project owner, operator, contractor or other party that generates, controls, undertakes or benefits from a defined heavy vehicle freight task on a Shire road.

Heavy Vehicle has the meaning generally applied under relevant road transport legislation and includes Restricted Access Vehicles, combinations operating under permit, and other vehicles which, by mass, dimension, axle configuration or frequency of use, may materially affect the serviceability or life of a Shire road.

Preservation means planned maintenance, rehabilitation or renewal works designed to preserve or extend the serviceable life of a road, including resealing, crack sealing, heavy patching, gravel shoulder rehabilitation, resheeting, drainage works, culvert replacement and other treatments.

Proponent means the party requesting, requiring or benefiting from use of a Shire road for a defined freight task, and includes a Freight Generator.

Restricted Access Vehicle (RAV) means a vehicle or combination that requires access approval under the Restricted Access Vehicle framework administered by Main Roads WA.

Routine Maintenance means unplanned or recurrent activities that maintain the serviceability of the road, including grading, pothole repairs, drainage maintenance, shoulder maintenance, edge break repairs, sweeping, minor gravel replacement and other routine works.

Sealed Road means a road with a bituminous, sprayed seal, asphalt or other sealed surface.

Shire means the Shire of West Arthur.

Unsealed Road means a road without a sealed surface, including gravel roads, formed roads and other roads with a granular wearing course.

Policy Statement

1. Policy Position

The Shire will seek to ensure that the additional costs of road wear caused by defined heavy vehicle freight tasks are recovered from the Proponent or Freight Generator responsible for, or benefiting from, the task.

Cost recovery will be applied in a manner that is:

- fair and reasonable;
- transparent and evidence-based;
- consistent with relevant WALGA cost recovery guidance;

- proportionate to the scale and impact of the freight task;
- based on sealed and unsealed road methodologies appropriate to the road surface type;
- supported by appropriate information, calculations and records;
- implemented through an agreement wherever practicable; and
- directed towards the affected sections of the Shire's road network.

The Shire's application of this Policy does not remove the need for the Proponent to obtain any required approvals, permits, development approvals, RAV approvals, traffic management approvals or other legal authorisations.

2. Application of Cost Recovery

The Shire may apply this Policy where a proposed or existing freight task is likely to:

- significantly increase heavy vehicle movements on a Shire road;
- exceed the road's design loading, expected loading or normal traffic function;
- accelerate the deterioration of the road surface or pavement structure;
- increase routine maintenance requirements;
- reduce the expected serviceable life of the road;
- trigger additional preservation, rehabilitation, resealing, resheeting, drainage, reconstruction or structural strengthening works;
- require road upgrades before the freight task can safely or reasonably proceed;
- involve a RAV application or access request referred to the Shire; or
- arise from a planning, development or project approval process.

The Shire may also apply the Policy where road impacts arise cumulatively from multiple related movements, contractors, stages, routes or activities associated with the same project or commercial activity.

3. Information Required from Proponents

A Proponent or Freight Generator must provide all information reasonably required by the Shire to assess the freight task and calculate any applicable cost recovery charge.

The required information may include:

1. the type and axle configuration of each vehicle combination proposed to be used;
2. the RAV category, permit requirements and mass loading arrangement for each vehicle;
3. the annual freight tonnage for the task;
4. the expected payload per vehicle;
5. the number of loaded and unloaded vehicle movements;
6. the number of daily, weekly, seasonal and annual vehicle passes;
7. the duration of the freight task;
8. the proposed route, including return journeys;
9. the distance travelled on each Shire road section;
10. the timing, hours and conditions of operation;
11. seasonal variations in movements or tonnage;
12. expected commencement and completion dates;
13. details of contractors or subcontractors involved in the freight task;
14. any proposed changes to road use during the life of the task;
15. any traffic management, safety or community impact considerations; and
16. any other information reasonably required by the Shire.

Where the Shire considers the information supplied is incomplete, uncertain or unsuitable, the Shire may require the Proponent to provide additional information, independent engineering advice, traffic data, vehicle data, pavement data or other supporting material.

4. Determining an Extraordinary Load

4.1 Sealed roads

For sealed roads, an Extraordinary Load may be identified where the proposed annual heavy vehicle loading is greater than 50% of the Annual Design ESA for the relevant road category or where, in the Shire's opinion, the freight task is otherwise likely to cause extraordinary expenses.

The nominal 50% ADESA thresholds for sealed local government roads are:

Road Category	Nominal 50% ADESA
Access road	400
Local distributor	2,000
Regional distributor	12,000
District distributor	40,000

The Shire may determine a different threshold or approach where local conditions justify it, including where:

- pavement design data is available;
- traffic count data is available;
- pavement condition or structure differs materially from the assumed road category;
- the road is already in poor condition;
- the freight task is short-term but intense;
- the freight task involves unusual loading, routes or operating conditions; or
- a lower threshold is justified because the task is likely to cause extraordinary expenses.

4.2 Unsealed roads

For unsealed roads, an Extraordinary Load may be identified where the proposed freight task is likely to materially increase axle passes, gravel loss, grading frequency, resheeting requirements, surface deformation, drainage damage or other maintenance and renewal costs beyond what would normally be expected for the relevant road.

In assessing an unsealed road freight task, the Shire may consider:

- total two-way axle passes;
- vehicle type and axle configuration;
- annual freight tonnage;
- payload per vehicle;
- number of loaded and unloaded trips;
- road length affected;
- local cost zone;
- quality and compliance of the gravel wearing course;
- current road condition;
- grading and maintenance history;
- resheeting requirements and actual resheeting costs; and
- seasonal and weather-related impacts.

5. Cost Calculation

5.1 General approach

The cost recovery charge will be calculated using the most current WALGA and NTRO guidance, calculator, model or technical method applicable to the relevant road surface type, unless the Shire determines that another method is more appropriate.

The Shire may undertake the calculation itself or require the calculation to be undertaken by a suitably

qualified engineer, consultant or technical specialist at the Proponent's cost.

The Shire may recover costs associated with:

- assessment of the freight task;
- engineering review;
- traffic analysis;
- pavement investigation;
- road condition inspections;
- preparation or review of agreements;
- cost recovery calculations;
- monitoring and auditing; and
- post-task inspections.

5.2 Sealed roads

For sealed roads, the cost recovery calculation should generally be based on the current WALGA / NTRO methodology for estimating the incremental cost impact on sealed local roads from additional freight tasks.

The sealed road methodology may include the following steps:

1. determine the vehicle type undertaking the freight task;
2. determine the annual freight loading, distance and duration of the task;
3. select the relevant cost zone;
4. select the relevant road category;
5. calculate ESA per annum;
6. select the relevant marginal cost graph or use the WALGA Road Wear Cost Calculator;
7. determine the annual marginal cost of the additional task; and
8. calculate the annual cost by reference to annual marginal cost, ESA per year and distance.

5.3 Unsealed roads

For unsealed roads, the cost recovery calculation should generally be based on the current WALGA / NTRO methodology for estimating the incremental cost impact on unsealed local roads from additional freight tasks.

The unsealed road methodology may include the following steps:

1. determine the tonnage, distance and duration of the task;
2. determine the vehicle type;
3. calculate the number of one-way trips and total two-way axle passes;
4. select the relevant cost zone;
5. select the gravel compliance level;
6. select the relevant marginal cost graph or use the WALGA Road Wear Cost Calculator;
7. determine the marginal cost of the additional freight task;
8. adjust the marginal cost based on actual costs where appropriate; and
9. calculate the total annual cost.

5.4 Cost zone

Unless a different cost zone is justified by the applicable WALGA guidance or actual cost data, the Shire will generally use the cost zone applicable to its district or the road section being assessed.

The WALGA sealed and unsealed guides include Western Australian cost zones and identify the Wheatbelt within Cost Zone 2.

5.5 Use of actual costs

Where the Shire has reliable actual cost data, the Shire may use or adjust calculations to reflect local costs, including actual costs for grading, resheeting, resealing, heavy patching, drainage works, mobilisation, plant, labour, materials or other maintenance and renewal costs.

For unsealed roads, the WALGA guide expressly allows marginal costs to be adjusted where actual resheeting costs are known and differ from indicative costs.

5.6 Escalation and indexation

Where a freight task extends beyond one year, the Agreement should provide for annual escalation or indexation using a recognised index or another method agreed by the Shire and the Proponent.

The Shire may also adjust charges where unit rates, fuel costs, materials costs, contractor rates, traffic volumes, vehicle configurations, routes or maintenance requirements materially change.

6. Negotiation and Alternative Methodology

The Shire may negotiate with the Proponent to adjust the calculated charge, require an upfront contribution, require capital works, or apply an alternative methodology where:

1. the road has been constructed or upgraded to a standard materially different from the assumed road category;
2. the road is already in poor, failed or marginal condition;
3. the freight task is likely to cause structural failure within a short period;
4. an initial capital upgrade is required before the road can reasonably accommodate the proposed task;
5. the proposed ESA, axle passes or traffic volumes are outside the modelled limits of the WALGA guidance;
6. bridges, culverts, drainage structures, intersections, floodways, roadside assets or other infrastructure may be affected;
7. the road is subject to unusual conditions, such as flooding, weak subgrades, seasonal restrictions or high maintenance sensitivity;
8. the freight task involves multiple road categories or multiple surface types;
9. local actual costs materially differ from WALGA default assumptions;
10. the calculated charge is considered unreasonable or unsuitable in the circumstances; or
11. another method is considered necessary to fairly recover extraordinary expenses.

The Shire may require the Proponent to fund works to bring a road to a serviceable condition before the freight task commences, or to fund structural improvements where the freight task is of a scale that would otherwise cause premature road failure.

7. Agreement

Where this Policy applies, the Shire and the Proponent should enter into an Agreement before the freight task commences or continues.

The Agreement may include:

1. the type and axle configuration of vehicles to be used;
2. RAV category and access conditions;
3. approved routes, including return journeys;
4. road sections and distances to which the Agreement applies;
5. annual, seasonal or total freight tonnage;
6. daily, weekly, annual or seasonal vehicle pass limits;
7. payload assumptions;
8. duration of the freight task;

9. commencement and expiry dates;
10. the annual and unit rate charge and method of calculation;
11. indexation, escalation or review arrangements;
12. payment terms and conditions;
13. reporting requirements;
14. audit rights;
15. evidence requirements for actual tonnages, vehicle movements and payloads;
16. road condition inspection requirements;
17. operational conditions, including hours of operation where relevant;
18. traffic management and safety requirements;
19. requirements for notification of changes to vehicles, payloads, routes or tonnage;
20. requirements for maintenance, preservation, rehabilitation or capital works;
21. treatment of unspent funds;
22. conditions on expiry or termination;
23. breach provisions and remedies;
24. insurance and indemnity requirements where appropriate;
25. dispute resolution provisions; and
26. duties of the Shire and the Proponent.

An Agreement may be required as a condition of Shire support for a RAV access request, development approval, planning condition, road access approval or other process.

8. Funding and Use of Recovered Funds

Funds collected under this Policy are to be applied to road-related costs associated with the affected road section or sections, including:

- routine maintenance;
- grading;
- pothole repair;
- drainage works;
- shoulder repair;
- edge repair;
- resheeting;
- resealing;
- heavy patching;
- preservation works;
- pavement rehabilitation;
- structural strengthening;
- reconstruction;
- condition inspections; and
- technical assessment and monitoring costs.

The Shire will keep records of works, costs and expenditure to support transparency in the application of recovered funds.

The Shire may contribute to the cost of works from its own funds to the extent that it would have reasonably allocated funds to the road had the extraordinary freight task not occurred.

Where an Agreement expires or is terminated, any remaining funds may be held for 12 months, or another period specified in the Agreement. Following inspection of the relevant road section, remaining funds may be used to repair defects or restore the road to a condition reasonably consistent with its condition at the commencement of the Agreement, after which any remaining balance may be returned to the Proponent.

9. Duties of the Shire

The Shire will:

- assess freight task information provided by the Proponent;
- determine whether this Policy applies;
- calculate or arrange calculation of any cost recovery charge;
- negotiate and administer Agreements;
- take reasonable steps to maintain affected roads in a serviceable condition, subject to available resources, safety considerations and the terms of any Agreement;
- keep appropriate records of works and costs;
- monitor compliance with the Agreement;
- liaise with adjoining local governments where relevant; and
- review charges, road condition and Agreement requirements as necessary.

Nothing in this Policy obliges the Shire to approve road access, support a RAV application, upgrade a road, maintain a road to a higher standard than reasonably required, or accept liability for impacts caused by a Proponent's freight task.

10. Duties of the Proponent

The Proponent must:

- provide complete and accurate freight task information;
- pay any costs, charges or contributions required under this Policy or an Agreement;
- comply with all road access, RAV, planning, traffic management and operational conditions;
- notify the Shire of any proposed change to vehicle type, axle configuration, payload, route, tonnage, frequency, duration or timing;
- keep records of tonnages, payloads, vehicle movements and routes;
- provide records to the Shire on request;
- permit audit or verification of freight task data where required;
- ensure contractors and subcontractors comply with the Agreement;
- comply with applicable laws and approvals; and
- avoid or minimise avoidable damage to Shire roads and infrastructure.

11. Authority

The Chief Executive Officer is authorised to administer this Policy and to negotiate and enter into Agreements with Proponents for heavy vehicle cost recovery, subject to:

- the Shire's Delegations Register;
- the adopted annual budget;
- any requirement for Council approval of material road access, financial, contractual or strategic matters;
- any statutory approval requirements; and
- the terms of any relevant Council resolution.

Where the CEO considers that a proposed Agreement involves significant policy, financial, legal, risk or community implications, the matter may be referred to Council for determination.

12. Relationship with Other Approvals

This Policy operates in addition to, and does not limit, any requirement for:

- Main Roads WA RAV approval;
- development approval;
- planning conditions;

- local planning scheme requirements;
- traffic management approvals;
- road works approvals;
- permits;
- statutory licences;
- environmental approvals;
- work health and safety requirements; or
- any other approval required by law.

The Shire may recommend, request or impose conditions requiring cost recovery, road upgrades, road maintenance contributions or Agreements through any relevant approval process where legally available.

13. Review

This Policy is to be reviewed in accordance with the Shire's policy review cycle, or earlier if:

- WALGA or NTRO releases updated sealed or unsealed road cost recovery guidance;
- the WALGA Road Wear Cost Calculator is materially updated;
- relevant legislation changes;
- Main Roads WA RAV processes materially change;
- local road cost data materially changes; or
- Council requests a review.

History	Proposed adoption – November 2026
Delegation	Chief Executive Officer, subject to the Shire's Delegations Register and any requirement for Council approval of material agreements or commitments.
Relevant Legislation	*Local Government Act 1995, including Part 6, Division 5, Subdivision 2 – Fees and Charges.* *Road Traffic (Administration) Act 2008, Part 7, including sections 132 and 136.* *Planning and Development Act 2005.* *State Planning Policy 3.6 – Infrastructure Contributions.* *Any other written law relevant to road access, road management, planning approval, heavy vehicle access or recovery of expenses.*
Related Documentation	WALGA and NTRO, User Guide: Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks, Version 2.0, May 2025. WALGA and NTRO, User Guide: Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks, Version 2.0, May 2025. WALGA Road Wear Cost Calculator. Main Roads WA Restricted Access Vehicle Network and permit requirements. Shire of West Arthur Delegations Register. Shire of West Arthur Fees and Charges. Shire of West Arthur Asset Management documents. Shire of West Arthur Long Term Financial Plan. Shire of West Arthur road hierarchy, road condition and maintenance records.

11.3 AMENDMENT TO POLICY PC5: BETTY BROWN HISTORICAL CENTRE MANAGEMENT AND COLLECTION

File Ref:	**ADM015**
Location:	**Not applicable**
Applicant:	**Not applicable**
Author:	**Vin Fordham Lamont, Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**11/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. Existing Policy PC5 – Betty Brown Historical Centre Management and Collection**

SUMMARY:
Council is requested to amend Policy PC5: Betty Brown Historical Centre Management and Collection to clarify the financial arrangements for the ongoing operation, development and building maintenance of the Betty Brown Historical Centre.

BACKGROUND:
Policy PC5 was adopted by Council on 22 June 2023 and provides guidance on the funding, establishment, management and collection arrangements applying to the Betty Brown Historical Centre. The policy identifies the Centre as a Shire-owned facility, managed through a Museum Reference Group, with the Shire responsible for managing Centre funds and meeting approved operational and maintenance costs.

The current first paragraph under the **Centre Funding** section states:
"The ongoing management of the Centre will be funded by the Shire of West Arthur. A portion of the money bequeathed to the Shire by Ms Betty Brown ($50,000) plus funds remaining from the bequest following establishment has been annexed for future management. In addition to the bequeathed funds, the Shire will endeavour to allocate $5,000 per annum, where possible, for the future upkeep and development of the Centre."

The purpose of the proposed amendment is to:

- clarify that the funds from the Betty Brown bequest have been set aside in a Shire reserve account;
- confirm that the Shire will endeavour to allocate $5,000 per annum, where possible, for the Centre's future operations and development; and
- clarify that the cost of building maintenance undertaken by the Shire is separate from, and additional to, the proposed annual $5,000 allocation.

COMMENT:
The proposed amendment provides greater clarity about the different funding responsibilities associated with the Centre.

The $5,000 annual allocation is intended to support the Centre's operations and development. It is not intended to meet the cost of maintaining the Shire-owned building in which the Centre operates. Building maintenance may include structural repairs, electrical or plumbing work, building compliance requirements, and other asset maintenance that is properly treated as a Shire property or asset-management expense.

Separating building maintenance from the proposed annual operational allocation will ensure that the $5,000 amount is not unintentionally depleted by significant or irregular building expenditure. It will also improve

transparency when annual operating budgets, reserve funds and building-maintenance budgets are prepared.

It is proposed that the first paragraph under the **Centre Funding** section of Policy PC5 be replaced with the following:

"The ongoing management of the Centre will be funded by the Shire of West Arthur. A portion of the money ($50,000) originally bequeathed to the Shire by Ms Betty Brown plus funds remaining from the bequest following the establishment of the historical centre has been set aside in a Shire reserve account. In addition to the bequeathed funds, the Shire will endeavour to allocate up to $5,000 per annum, where its budget permits, for the future operations and development of the Centre. Note that the costs of any building maintenance required to be carried out by the Shire will be additional to the $5,000 allocation."

The proposed wording retains flexibility for Council through the expression "where its budget permits". Accordingly, the policy does not create an unconditional annual expenditure commitment. Any annual allocation will remain subject to Council's budget deliberations, competing priorities and overall financial capacity.

The separate reference to building maintenance recognises that the Centre is a Shire facility and that building-maintenance requirements should be assessed and funded according to the nature and urgency of the work rather than being limited by the Centre's annual operational allocation.

In addition, some small grammatical/formatting errors in the current policy have been addressed.

CONSULTATION:

Museum Reference Group meeting 11 November 2026.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 2.7 provides that Council governs the local government's affairs. Council's governing role includes overseeing the allocation of the local government's finances and resources and determining the local government's policies. Council must also make decisions taking into account the local government's finances and resources.

POLICY IMPLICATIONS:

Policy PC5: Betty Brown Historical Centre Management and Collection will be amended if Council adopts the officer recommendation.

The Shire's Policy Manual records that Council policies may be varied at Council's discretion and operate as standing instructions for the administration. It also provides that policy wording resolved by Council requires Council approval, while procedural information, formatting and spelling errors may be updated administratively by the CEO.

FINANCIAL IMPLICATIONS:

The proposed amendment does not, of itself, approve any immediate expenditure.

The policy will provide that the Shire endeavours to allocate $5,000 per annum, where possible, for the future operations and development of the Centre. This amount will remain subject to consideration and approval through the Shire's annual budget process.

Funds from the Betty Brown bequest will continue to be held in the relevant Shire reserve account and applied for purposes consistent with the establishment, management and development of the Centre.

Building-maintenance costs will be additional to the $5,000 annual allocation and will need to be considered through the Shire's annual budget, building-maintenance program or, where necessary, a separate Council decision. The existing annual report format already recognises the Shire's ongoing funding responsibility and the intended $5,000 annual allocation for the Centre.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 20321-2031
Theme: Our community is safe, friendly, and inclusive
Outcome: A unique identity and a strong connection to our past
Strategy: Support community events that connect to our history (e.g. Sheepfest/exhibitions/displays in Betty Brown Historical Centre)

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	Without the proposed clarification, there is a risk that the $5,000 annual allocation could be interpreted as including building-maintenance expenditure. This could reduce the funds available for the Centre's operations and development or create uncertainty during annual budget preparation.
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; Providing inaccurate advice / information
Risk Action Plan (Controls or Treatment Proposed)	Amend Policy PC5 to distinguish between: 1. reserve funds originating from the Betty Brown bequest; 2. the proposed annual allocation for Centre operations and development; and 3. Shire expenditure on maintenance of the building.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. **AMENDS** the first paragraph under the heading **"Centre Funding"** in Policy PC5: Betty Brown Historical Centre Management and Collection to read:

   "The ongoing management of the Centre will be funded by the Shire of West Arthur. A portion of the money ($50,000) originally bequeathed to the Shire by Ms Betty Brown plus funds remaining from the bequest following the establishment of the historical centre has been set aside in a Shire reserve account. In addition to the bequeathed funds, the Shire will endeavour to allocate up to $5,000 per annum, where its budget permits, for the future operations and development of the Centre. Note that the costs of any building maintenance required to be carried out by the Shire will be additional to the $5,000 allocation."
2. **AUTHORISES** the Chief Executive Officer to update the Shire of West Arthur Policy Manual and publish the amended Policy PC5.

Policy Title	**PC5 – Betty Brown Historical Centre Management and Collection**
Policy Type	**People and Culture**
Responsible Officer	**Chief Executive Officer**

Purpose

This Policy will be used to guide the funding, establishment, and management structure of the Betty Brown Historical Centre. In addition, it will assist with the collection and inclusion of items into the Betty Brown Historical Centre, in accordance with the key theme and sub-themes of the Centre.

Scope

This Policy applies to the Betty Brown Historical Centre and those involved in the management and operations thereof.

Definitions

For the purpose of this policy —

Deaccessioning means the administrative process of removing an item from the collection.

Policy Statement

The Betty Brown Historical Centre and its collection are owned by the Shire of West Arthur. The Centre is housed in the Road Board building in the Health and Resource Centre. Normal access to the Centre will be during the CRC opening hours of 8.30am to 4.30pm with after hours by prior appointment.

Centre Management

35. Museum Reference Group

- The Centre will be managed by a Museum Reference Group (MRG) which will consist of a maximum of six members of which, up to three members will be Shire of West Arthur representatives (either staff or elected members) and up to three West Arthur Community Resource Centre (CRC) representatives (either staff or nominated representatives). The MRG will be responsible for the operation of the Centre, the collection and cataloguing of items for inclusion in the Centre, and updating policies and procedures associated with the Centre. The MRG will meet on an "as required' basis.
- Specifically, the MRG will be responsible for the following:
    - Setting procedures and guidelines associated with the management of the Centre.
    - Adopting and supporting the Collection Procedures Manual for the Centre.
    - Approving the Centre content (e.g., information for inclusion on panels, items to be

included in the Centre).

- Considering the annual budget needs and presenting to the Shire of budget consideration through the annual report.
- Developing the long-term vision of the Centre both financially and strategically through the Centre's Forward Plan.
- Overseeing short-term planning and determining how new exhibits or programmes will be funded.
- Approving significant changes to displays.
- Recommending use of reserve/renewal funds to the Shire.
- Approving who can open the Centre after hours/when it can be opened.
- Maintaining contact with relevant peak bodies and networks, in particular Museums Australia (WA); and
- Identifying risks associated with the Centre and implementing strategies to manage these risks.

1. Role of Organisations in MRG

Each organisation within the MRG will have specifically allocated roles in the management of the Centre. The roles of each organisation are outlined below.

The Shire of West Arthur will be responsible for:

- Managing Centre funds.
- Meeting day to day operational and maintenance costs (power, cleaning materials, and consumables) excluding wages. All expenses are to be approved in advance by a Shire authorised officer.
- Insuring the items contained within the collection and display cases and panels in the Centre.
- Cleaning the Centre, a minimum of twice per week.
- Payment of remuneration to the CRC for operating the Centre as part of the Memorandum of Understanding between the Shire and the CRC; and
- Provision of staff to manage the Centre.

- The CRC will be responsible for:
  - ensuring the Centre is accessible to the public during opening hours.
  - assisting visitors with enquiries.
  - having a good understanding of the Centre and assisting visitors with electronic devices associated with the Centre (e.g., iPad and headphones) and managing the upkeep of the software on these devices; and
  - ensuring the Centre is kept clean and tidy outside of normal Shire cleaning.

2. Centre Funding

- The ongoing management of the Centre will be funded by the Shire of West Arthur. A portion of the money bequeathed to the Shire by Ms Betty Brown ($50,000) plus funds remaining from the bequest following establishment has been annexed for future management. In addition to the bequeathed funds, the Shire will endeavour to allocate $5,000 per annum, where possible, for the future upkeep and development of the Centre.

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- A donations box will be provided in the Centre and visitors will be encouraged to contribute to the donations box to assist with the Centre upkeep. Money from the donations box will be managed by the Shire.

Collections Policy

The key theme for the Centre is to communicate the "Changing Role of Women in Agricultural Communities" with specific reference to the Shire of West Arthur. Subthemes of "Providing, Working, and Belonging" have been identified to assist with collection of items.

3. Method of Acquisition

- The Centre will acquire objects for the permanent collection by donation, bequest, purchase or transfer. The Centre will consider conditional donations on a case-by-case basis. Loans will also be considered on a case-by-case basis. Decisions on items to acquire or loan will be made by the MRG.

4. Acquisition Criteria

- The MRG will consider the following criteria before approving acquisition of an object:
    - Relevance – The Centre only collects objects that relate to the Centre's purpose and key collecting areas and will not indiscriminately acquire objects that are not related to the themes described herein.
    - Significance – Priority is given to objects which are significant for their historic, aesthetic, scientific/research, or social/spiritual value.
    - Provenance and Documentation – Priority will be given to objects from the Shire of West Arthur and surrounding areas where the history of the object is known, and associated documentation and support material can be provided. However, material may be obtained from other areas for comparative purposes where this enhances understanding of the key themes within the collections.
    - Condition, Intactness and Integrity – the condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.
    - Interpretive Potential – Objects that tell a story that adds to the interpretation of Centre themes will be prioritised.
    - Rarity - Objects may be prioritised if they are rare examples of a particular kind of object.
    - Representativeness - Objects may be prioritised if they are an excellent representative example of a particular kind of object.
    - Duplications - Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case, the duplicate may be considered for deaccessioning.
    - Legal Requirements – the Centre only accepts objects where the donor/vendor has legal title to the object.
    - Resource Implications – the Centre will consider its responsibilities in relation to items that have highly specialised conservation, storage and display needs and the ability of personnel to care for these items and the financial resources that maybe required to house such items.

Deaccessioning and Disposal

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An object can be deaccessioned from the Centre's collection if:

- It does not comply with the current collection policy of the Centre.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the Centre.
- It is a lesser quality duplicate of an object the Centre already owns.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection; and
- A substantiated request for the return of the object by its original owner/donor is received. This could be the return of sacred material to Indigenous peoples.

- Deaccessioning will be undertaken in accordance with Deaccession Procedures outlined in the Collection Procedures Manual.

In the event that the Centre needs to be closed, a resolution of Council will be required.

History	22/06/2023 Adopted 22/05/2025 Reviewed 23/05/2026 Reviewed
Delegation	Nil
Relevant Legislation	Nil
Related Documentation	Betty Brown Historical Centre Procedures Manual Rev 2 (draft) Betty Brown Historical Centre Annual Report (draft) Betty Brown Historical Centre Forward Plan (draft)

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11.4 BETTY BROWN HISTORICAL CENTRE - ANNUAL REPORT AND FORWARD PLAN

File Ref:	**ADM174**
Location:	**N/A**
Applicant:	**N/A**
Author:	**Kerryn Chia, Projects Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**12/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. Annual report and Forward Plan 2025-2026 Betty Brown Historical Centre rev 1**

SUMMARY:
Council is requested to consider endorsing the combined Annual Report and Forward Plan 2024-2025 for the Betty Brown Historical Centre.

BACKGROUND:
The Betty Brown Historical Centre is overseen and maintained by the Shire of West Arthur Community Resource Centre, with guidance from a Museum Reference Group. An Annual Report, along with an updated Forward Plan, is presented here for the Council's review and endorsement. The Annual Report details the activities carried out at the Centre during the preceding financial year (2025/2026), as well as any expenditures incurred during that time and outlines the direction of the Museum for thecoming years.

COMMENT:
This document was presented and endorsed by the Museum Reference Group in November 2026.

CONSULTATION:
Museum Reference Group

STATUTORY ENVIRONMENT:
Nil

POLICY IMPLICATIONS:
PC5 – Betty Brown Historical Centre Management and Collection Policy

FINANCIAL IMPLICATIONS:
The continuous administration of the Centre is funded by the Shire of West Arthur. A portion of the funds left to the Shire by Ms. Betty Brown ($50,000), along with the remaining funds from the bequest after establishment, has been designated for future management. Furthermore, in addition to the bequeathed funds, the Shire strives to allocate $5,000 annually, whenever feasible, for the ongoing maintenance and enhancement of the Centre. In the past financial year only $2,255 (including donations) was required to install the Football exhibit.

STRATEGIC IMPLICATIONS:
Outcome 1.3 - A unique identity and a strong connection to our past Strategy:

Support community events that connect to our history (e.g. Sheepfest/exhibition/displays in Betty Brown Historical Centre)

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	Inadequate monitoring of fund expenditure and activity in the Centre
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 Document Management Processes
Risk Action Plan (Controls or Treatment Proposed)	Present combined Annual Report and Financial Plan to Council.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorse the Annual Report and Forward Plan 2025-2026 for the Betty Brown Historical Centre.



Betty Brown
Historical Centre

Annual Report & Forward Plan 2025-2026

West Arthur Community Resource Centre
Your local connection

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ACKNOWLEDGEMENT OF COUNTRY

The Betty Brown Historical Centre and the Shire of West Arthur respectfully acknowledge the land on which we work and live is the traditional land of the Wilman Noongar peoples. We recognise their cultural heritage, beliefs, and continuing relationship with the land. We honour Elders past and present, and we support the principles of a reconciled Australia for all its people.



ABOUT THIS REPORT

The Betty Brown Historical Centre has been established in accordance with the bequest made to the Shire of West Arthur by Ms Betty Edith Brown. Ms Brown requested the facility preserve the Brown family's wool trophies, needlework and memorabilia, and that it house historical relics and items of the district particularly those relating to the sheep industry.

Betty passed away on the 12 March 2015 and the Shire of West Arthur was advised of the bequest on 8 January 2016.

Following notification, the Shire met with stakeholders (including Betty's friends, executor and other community members), identified a location for the Centre, established a committee to oversee the development of the Centre and trained staff in collecting, cleaning and curating an historical centre. The Centre was opened on the 8 March 2020.

The Centre's Mission and Vision, as outlined in the Centre's Interpretation Plan and Procedures Manual are outlined below.

Mission

Develop a high-class, modern facility that engages the local community in recording and conserving its history and heritage.

Vision

The Centre is developed and managed as a community resource to explore the contribution of women to rural communities, provide a centre for historical celebrations of milestones and key events, engage with the local community in relation to all things historical and create a vital attraction that will encourage visitors to the region.

This document outlines what has been achieved during the 2025-2026 financial year and sets out the future direction for the museum.

This report is produced for internal reporting and planning purposes only.

ORGANISATION STRUCTURE

The Betty Brown Historical Centre is managed by a Museum Reference Group (MRG) which consists of two staff members from the Shire of West Arthur, one staff member and one committee member from the West Arthur Community Resource Centre (CRC), one Shire Councillor, and one Betty Brown Historical Centre volunteer.

Current MRG members are:

- Vin Fordham Lamont – Shire Chief Executive Officer
- Kerryn Chia – Shire Projects Officer and BBHC Curator
- Karen Prowse – West Arthur CRC Manager
- Janice King – West Arthur CRC Committee Member and BBHC Volunteer
- Russell Prowse – Shire Councillor
- Pam Stockey – BBHC Volunteer

REPORT ON ACTIVITIES - 2025-2026

The major activity undertaken in the 2025-26 financial year was related to the curation and opening of the exhibition that celebrated the West Arthur Football Club. This exhibition was designed to coincide with the 70th and 50th anniversaries of the grand final wins by the club in 1956 and 1976.

West Arthur Football Club Exhibition

Curation of the West Arthur Football Club exhibition began in September 2025. Objects for the display were collected from local community members and people with a connection to the exhibition or the community. The objects were catalogued (hard copy and some electronic cataloguing only), cleaned and readied for display. Panels were researched by the Shire with assistance from past members of the football club and other community members. The panels were then designed and produced by Creative Spaces who undertook the original design of the Centre.

An opening event was coordinated by the Shire and facilitated by the CRC. Invitations were sent to past members of the football teams being celebrated, and to the current football clubs to distribute to their members.

The opening event was held on 24 April 2026 and was attended by approximately 50 people. The new display was opened by Karen Harrington (Shire President) and Kevin King (who played 306 League games for West Arthur Football club).



Cataloguing

A total of 27 objects were catalogued in the 2025-2026 financial year. These items were all included in both the hard-copy database and Collections WA (the Shire's online collections database).

A total of 91 objects were catalogued as loan items for the football exhibit. Items that had been borrowed for the previous exhibition (Women at War) were returned to the appropriate people.

Where required, objects were frozen for two weeks prior to processing. All objects were cleaned prior to display.

Visitor Numbers

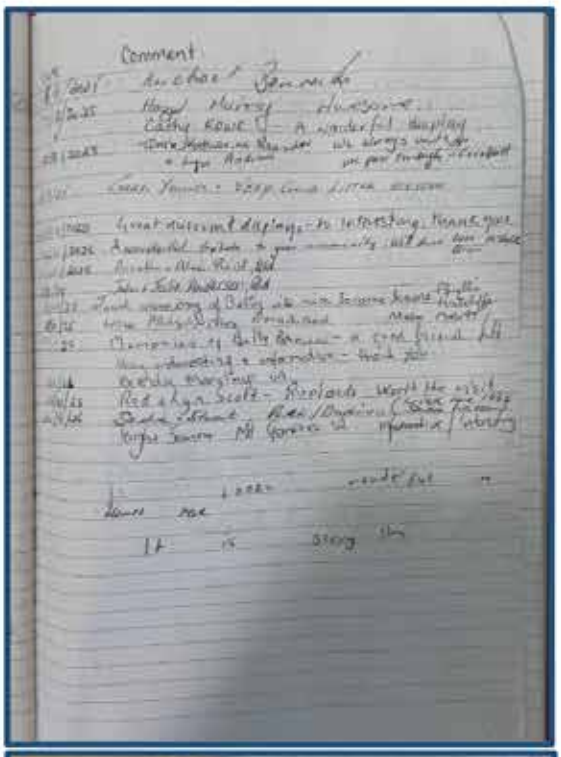
The CRC collects data on visitor numbers and provides them to the Shire on a regular basis. Gold coin donations can be made in a box outside the museum which is regularly cleared.

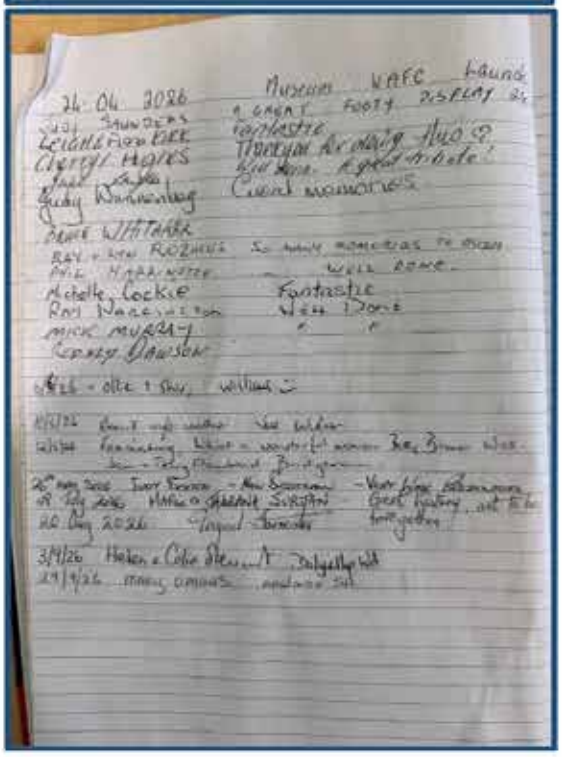
In the past year, 178 visitors have been to the museum (Table 1). There has been a steady increase in visitor numbers since the opening of the Centre.

Table 1: Visitor numbers since the opening of the Betty Brown Historical Centre.

Year	Number of visitors
2021	124
2022	141
2023	161
2024	171
2025	178
2026 (to date)	100

Below is a selection of comments from the visitor book.


Comment


24 04 2026
Museum WAFC Launch
Fantastic
Cherryl Hayes
Guy Wannenberg
Michelle Cockie
Fantastic
Ray Nancarrow
Mick Murray
Sandy Dawson

FINANCIAL STATEMENT

Betty Brown Historical Centre	Budget	Actual
For the period 1 July 2025 to 30 June 2026	**2025/26**	**2025/26**
Income		
Museum donations	**$200.00**	$133.21
Transfer from BBHC Reserve	$5,000.00	$5000.00
Contribution from Shire	$5,000.00	$2122.56
Total income	**$10,200.00**	**$7,255.77**
Expenditure		
Design and production of panels		$5,419.00
Materials		$220.83
Repairs and maintenance		$369.23
Exhibition materials		$63.71
BBHC Promotion (CRC)		$1,063.64
AMAGA Membership		$146.36
Total expenditure	**$14,500.00**	**$7,255.77**
	Budget	**Actual**
	2025/26	**2025/26**
Funds held in Shire of West Arthur Reserve Account		
Opening balance at 1 July 2025	$136,563.00	$136,563.00
Interest allocated to reserve	$4,582.00	$5,153.00
Transfer from reserve	-$5,000.00	-$5,000.00
Closing balance at 30 June 2026	**$136,145.00**	**$136,716.00**

Note that these figures do not include Shire wages.

THE YEAR AHEAD 2026-2027

Following two busy years of exhibition development no new exhibition will be curated immediately. Discussions with the Museum Reference Group will determine the subject and timing of the Centre's next exhibition.

This year will focus on consolidation. There will be some repairs made to the building including addressing the rising damp issue in the main room which has been caused by the installation of the water tank on the outside of the building.

Repairs are also required to the cornicing where it has become separated from the ceiling, resulting in dust and debris falling into the museum. This will occur in November 2026.

An insect infestation will need to be addressed in the upcoming year, with objects requiring refreezing to kill any insects in the material. This infestation was identified by CRC staff, and early identification has meant that treatment is likely to be successful. The freezing of some objects will also provide an opportunity for the rotation of other objects. This extends the life of the objects, reducing their exposure to light.

Museum Reference Group Meeting

The Museum Reference Group meets on an "as required" basis. In the past year, the MRG has met on two occasions (November 2025 and May 2026) to discuss the proposed exhibitions, the annual report, and forward planning for the Centre.

New Exhibitions

No new exhibitions are currently planned for the museum. Recent discussions at a MRG meeting resulted in a decision being made that the next display will focus on the history of railways in the district and will be coordinated with the 110th anniversary of the construction of the Wagin-Bowelling railway line in 2028.

Review of Documents

The policy and procedure documents for the BBHC were developed as the museum developed. These documents are located in the administration room of the museum and are also stored on the Shire Monarch system. After five years of operation, it has become clear that certain sections of the procedure documents need to be reviewed in order to guarantee that the Centre runs effectively and that records are kept in a professional manner.

There are many things that now need to be updated to reflect the current activities that are being undertaken. Discussions with AMaGA staff indicate that some areas that need attention include the following:

- Our donations procedure and forms need to be updated to reflect the correct entity, and a pre-donation form is required to ensure that people are aware that items need to be assessed for suitability prior to inclusion or rejection.

- Our procedures need to be updated to reflect what actually occurs in the centre.
- A pest management procedure needs to be developed (including monitoring the lace works from the Wagin Historical Village which have not been frozen).
- Electronic storage of oral histories will also require procedures to be developed.
- Electronic storage of photos will also require procedures to be developed.

Ongoing Cataloguing

Although a significant quantity of items has been catalogued over the past five years (the existing collection comprises 502 catalogued objects), there remains a substantial number of items that require cataloguing, cleaning, and proper storage in the BBHC administration room within the CRC. The creation of exhibitions assists with cataloguing those items still needing to be catalogued as they are used in the exhibitions.

Furthermore, the Museum administration room within the CRC requires organisation to establish systems that enable volunteers to effectively clean, store, catalogue, and enter items into the database.

Social Media Presence and Advertising

The CRC currently promotes the Centre on a regular basis through The Bleat and occasionally on the Centre's Facebook page. In the past year, 12 half-page advertisements have been included in The Bleat. In addition, the museum was promoted through Shire Notes and articles in the bleat (including promotion of upcoming exhibitions). Three Facebook posts were made on the Shire Facebook page.

Promotion of the museum remains a challenge, and future initiatives should focus on ensuring that the Betty Brown Historical Centre and new exhibitions receive extensive promotion. Promotion through tourism channels should also be encouraged.

Insurance

Insuring the collection in the Centre has proven difficult. As previously mentioned, the advice from David Wood (LGIS) in 2017 indicated that the Shire would need to catalogue all items in the Centre (including pictures) and that valuations should be sought for on items of high value or importance. As indicated above, every object within the Centre itself has been catalogued, and the process of documenting the items is now ongoing. At this point, no values have been assigned to any objects. Advice has also been sought from the Australian Museums and Galleries Association. They were unable to provide any useful information.

Further discussions with other Shires indicate that the collection itself need not be insured if it is irreplaceable. The contents (such as the storage cabinets) are insured through the Shire's contents insurance.

LONG TERM GOALS

The long-term goals of the BBHC are to continue to be a dynamic centre and to encourage the region to become a historical hub. This, in turn, will encourage visitation from former residents, those interested in researching their family history and others. Additionally,

through the creation of a high-quality, modern facility we will encourage those passing through the area to stop and visit and spend some extra time in the area.

Local residents are essential to the continuation of enthusiasm for the BBHC and the engagement with the local community should be at the forefront of any new exhibits. Engagement through the Lost West Arthur Facebook page and the Bleat is encouraged and undertaken by the CRC.

The following is a list of long-term goals that will ensure that the BBHC remains relevant within the community.

Establishment of a Digital Photo Collection

The BBHC received a grant in 2023 to digitise some of the photographs stored in the administration room of the Centre. These have not yet been catalogued and are stored in the Shire Monarch system (Museums and Galleries) as a temporary measure. The photos are grouped in folders according to the person who supplied the photos.

Our Shire was lucky to have some very capable photographers during the early years. It would be great to collate more of these photos from private collections into a public Shire collection. The aim will be to collect as many photos as possible of a historical nature and have them digitised and catalogued. Ideally, putting these photos onto Collections WA will enable the public to access them. Sourcing funding and personnel for this project may be difficult, but it could be a project suitable for volunteers. The cataloguing of the photos should include:

- A unique identifying cataloguing number
- Metadata – including names of people in the photo, location of the photo, date of the photo, photographer's name if known.
- Photos could be uploaded to Collections WA – metadata such as above could be included in Collections WA.

Future Exhibits

The initial concept of the Centre was to have a permanent display in the main room of the centre and in the old Road Board Building create regularly rotating exhibitions relevant to the community. Exhibition themes could include:

- Aboriginal history – this is an area that needs more exploration. The Centre needs to strive to follow the recently developed Indigenous Roadmap from AMaGA. The Centre could continue to build on relationships established through the development of the centre.
- Feature a new suite of women who have played important roles in our community
- The Butcher, the Baker and the Grocer. The collection includes the following items which could be included in the display:
  - ledger book from the bakery
  - original post boxes from the Post Office which could be included in a display.
  - Items from Mrs Strickland's drapery

  - KB's oral history and his biography in the library

The display could also include some photos from KB Thompson's shop in Duranillin and explore the evolution of shopping in a rural community.

- Railways – the impact of the railway line on our community could be explored. The Centre could also look into sourcing more photos associated with the building of the railway line or collecting information from those families that worked on the railway line. Many of these people were Aboriginal or immigrants so this story would also result in the collection of different stories from the area. Rail Heritage WA Research Officer (who at the time of writing was Jeff Austin) may be able to help.
- The wool industry – the development of the wool industry in our area could be explored in more detail. Great Southern Merino Sheep Breeders Association (Karlene Goss) may be able to help with such a display.
- The original Darkan show and modern Sheepfest – a display could be produced to celebrate a Sheepfest milestone (e.g. 10 years)
- Innovators and engineers – The farming community of West Arthur has been heavily involved in inventing various machines, sheep handling equipment, sheepyard designs and shearing shed designs. A display featuring some of these could be developed alongside an inventor's museum display near The Shed.
- Music and drama – with the resurgence of the Music and Drama club a display featuring some of the costumes and props from past productions could be timed to open around any new productions by the Music and Drama club. This would allow collection of the history of shows performed in the area.
- Schools (Playgrounds of the past),
- Girl Guides and Scouts
- Junior/Young Farmers display

Selection of a topic for the next exhibition will be done in consultation with the Museum Reference Group.

Historical Book Collection

Barry Strickland donated a significant collection of historical books to the Darkan Town Library. These books are a great resource for people researching State history and their own family histories.

A collection of books relevant to the Shire, surrounding shires and Western Australian rural history could be collected and housed in the Shire Library. This could include books that are written about the Shire or region, about families within the Shire or regions, books that are written by people from the Shire or regions (both fiction and non-fiction), recipe books, Books that are known to be absent from the collections include:

- Moodiarrup – an Oral History of its Hall & People
- History of the Upper Blackwood by A. Schorer
- A Rich and Diverse Heritage (A snapshot of Collie 1898-2010) by John Bird
- Ray Strickland's Biography

- Other biographies written by local identities as they become available
- Anthea Hodgson's books
- The Great Southern Expedition of 1835 by Lloyd Nelson
- On Active Service (Williams) - Louise Higham
- Western Australia: As it is today 1906 – Leopoldo Zunini, Royal Consul of Italy
- Off Shears - the story of shearing sheds in Western Australia by June Lacy
- The Emu's Watering Place – a brief history of the Wagin District by MJ Pederick
- Have Wife Must Travel: Bracky's Stories. A collection of stories and incidents in the life of truckie Brian Bracknell, Dumbleyung, Western Australia
- Voices of the Wheatbelt
- South Kukerin, Merilup and Pingarning Schools 1914-1950
- Windows on the Wheatbelt by Laurie Anderson
- Picaninny Dawn: Early days in Ongerup and other Stories by Helen Johns
- From our Humble Beginnings 1928-1978
- Paddy Bakker Picture Show Man by Max D Bell
- Round Pool to Woodanilling by John Bird 1986
- Old Bush Schools by John McKenzie 1988
- Trying to be Sailors by John Leggoe 1983

Given that there is no upcoming exhibition, this year could focus on the purchase of these books. On occasions, the collection of historical books has brought people to the Shire to undertake family history and other historical research.

Community Archives

The community archives located in the Shire office may be integrated into the Betty Brown Historical Collection as a sub-collection. They can remain stored in the Shire office, but their inclusion on the Collections WA website will make them accessible to the public. Additionally, efforts to promote the Community Archives could be initiated to raise public awareness regarding their availability for research purposes. This is an ongoing project that should be undertaken when staff or volunteers have time available. The Shire covers the collection of Community Archives in its policy PC6 – Community Archives.

Oral History Project

The oral history project has been very popular, and the information collected has been fantastic for use as audio in the Centre, as well as serving as a record of the memories of Darkan and the Shire in earlier times. Centre staff have directed a number of people to online recordings which are listed on the Collections WA website. This project could continue through the encouragement of local volunteers to record histories. The oral histories can continue to be incorporated into displays and included in the oral history collection to be developed for the library. Each exhibition results in the collection of additional oral histories for inclusion in our collection.

Investigations into a better methods of presenting oral histories in the Centre could be investigated. Currently the oral snippets in the Centre can be heard through the izi.travel

app. The full oral histories are on Collections WA. Better methods of delivery could continue to be investigated. Oral histories that could be recorded include:

- Mick Murray
- Phil Harrington
- Ray Harrington

Potential Exhibition Space on Side of Building

The possibility of exhibiting some large objects outside the Centre, in the garden between the CRC and Shire offices has been raised. Consideration has also been given to an "Inventor's Museum" to display objects invented in the Shire. If such a display is developed its objects should be catalogued with other Museum items and included in Collections WA.

Provide Engaging Activities for Children

The focus to date has been to establish the Centre and comply with the requirements of Betty's will. Now that the Centre is open, there is an opportunity to create exhibits or displays that are of interest to children. This could include a permanent object (something like a holographic or virtual reality display), a scavenger hunt or a display of relevance to children (such as toys from yesteryear). Ideally the display needs to be interactive. Some ideas include:

- using the handwritten letters in the Centre as a starting point. Can kids write a letter from the past using ink and calligraphy pens? Possibility of getting a creative writing consultant (Greenough did this for the National Trust festival).
- Use modern-day clues to find objects that match,
- Dress up in period costumes and have photos taken,
- Purchase of some very modern types of display such as virtual reality or holographic display

National Trust Heritage Festival

The National Trust annual Heritage Festival is held in April each year and the BBHC should use this festival as a way of engaging with the local community and enticing enthusiasm in relation to local history. It also provides an opportunity to engage with the school and other community groups. Consideration could be given to using the space in the Station Master's Cottage or the Railway Station building for hosting events. Some suggestions for activities festival based activities undertaken in other areas are listed below:

- Preserving your personal history for the future (have someone come and talk about how to preserve letters, cards, photos, documents etc., how to manage your personal collection and catalogue items. Could also hold a "meet and greet" with the expert where people can show objects and some discussion on how to preserve them is undertaken by the expert.
- Historical bridges tour – Manjimup did something similar for the Heritage Festival in 2019
- Station master's house – possibly do a temporary railways exhibit featuring the railway line, station and station masters' house
- We are West Arthur – what ten items would you pick to tell your story. We have picked ten items from the centre that tells the story of West Arthur. Can you fill the

gaps, do you have suggestions, do you have an object to donate or loan to the Centre.

- An event at the Arthur River historical buildings – this could be an afternoon tea or some sort of event where the historical buildings are open to the public to have a look inside.
- Private West Arthur (based on the concept "Private York") – tours of heritage buildings rarely opened to the public. This could include shire buildings, private houses or other buildings.
- Historical tour of Arthur River/Darkan cemetery and the stories behind the people buried there. Could make this an early evening event to add to the intrigue.
- Historical scavenger hunt around the Shire.
- Wedding dresses – something old something new. Dresses from the past.
- Behind the scenes tour of the Museum
- Archaeology – its uses and how objects tell a story.

Enter the MAGNA awards

New displays could be considered for the Museum and Art Gallery National Awards (MAGNAs) where they meet the relevant eligibility and category requirements.

11.5 DARKAN INDUSTRIAL LAND DEVELOPMENT - DEVELOPMENTWA REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

File Ref:	**ADM205**
Location:	**Lot 9002 Growden Place, Darkan**
Applicant:	**Nil**
Author:	**Vin Fordham Lamont, Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**18/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**Nil**

SUMMARY:

Council is requested to:

1. endorse an application to DevelopmentWA under the Regional Development Assistance Program for the development of Lot 9002 on Deposited Plan 406009, Growden Place, Darkan;
2. approve the ceding of the Shire-owned land to DevelopmentWA at no cost, subject to satisfactory due diligence and an agreed project arrangement;
3. authorise the Chief Executive Officer to finalise and submit the application and negotiate the associated project and land-transfer documentation; and
4. require the project arrangements to address the value of electrical infrastructure previously funded by the Shire that benefits, or reduces the servicing costs of, the proposed development.

The project is intended to enable DevelopmentWA to subdivide and service the land to create new industrial lots for sale.

BACKGROUND:

Lot 9002 on Deposited Plan 406009 is situated in Growden Place, Darkan, has an area of approximately 1.1681 hectares and is registered in the ownership of the Shire of West Arthur. The land is freehold and is zoned Industrial under the Shire of West Arthur Local Planning Scheme No. 2.

The Shire proposes to seek DevelopmentWA assistance to subdivide and service the land for industrial development. The works are expected to include subdivision design and approvals, access and drainage infrastructure, utility servicing and the creation of saleable industrial lots. Up to four light-industrial lots may be achievable, although the final lot yield and sizes will depend on feasibility, servicing, bushfire, access, drainage and Western Australian Planning Commission requirements.

All previously available DevelopmentWA industrial lots in Growden Place have been sold. The Shire has also completed the excision and sale of adjoining Lot 31 to enable a local heavy-duty diesel mechanic business to establish a permanent base. Lot 9002 is identified as the only remaining undeveloped industrial-zoned land presently available in Darkan.

The district is entering a period of significant renewable-energy investment, including proposed wind farm developments. This is expected to increase demand for construction compounds, equipment servicing, contractors' yards, logistics, trades, mechanical services and longer-term operational support.

The DevelopmentWA application requires the Shire to confirm whether it is prepared to cede the freehold project land to DevelopmentWA at no cost before construction. The draft application records that this commitment is subject to a formal Council resolution and an agreed project arrangement.

COMMENT:

Regional Development Assistance Program

DevelopmentWA's Regional Development Assistance Program provides a potential delivery mechanism for strategically important regional land developments that are unlikely to be commercially viable for private developers.

In this case, development costs are expected to be front-loaded and uncertain, particularly in relation to electricity, road access, drainage, water servicing, utility extensions and statutory approvals. Achievable industrial land prices in a small regional market may not allow those costs to be recovered commercially. The Shire is also not financially positioned to carry another complete land-development project after borrowing to meet Western Power costs associated with the creation of adjoining Lot 31.

The RDAP application is therefore intended to address a market failure while delivering industrial land that supports local business expansion, employment, economic diversification and the retention of expenditure associated with regional infrastructure and renewable-energy projects.

Proposed land contribution

The principal Shire contribution would be Lot 9002 itself. The land would be transferred to DevelopmentWA at no cost before construction, subject to Council approval, due diligence and an agreed project arrangement. The Shire would also provide local liaison, information from the Lot 31 subdivision, assistance with statutory processes, promotion of lot sales and certain agreed maintenance and signage activities.

Although the RDAP application uses the term "cede", the proposed transaction would constitute a disposition of the Shire's freehold interest in the property. Section 3.58 of the *Local Government Act 1995* defines disposal broadly to include selling, leasing or otherwise disposing of a local government interest in property.

Regulation 30(2)(c) of the *Local Government (Functions and General) Regulations 1996* excludes from section 3.58 a disposition of land to the Crown, or to a department, agency or instrumentality of the Crown.

Previously funded electrical infrastructure

The Shire funded substantial Western Power infrastructure associated with the earlier subdivision and sale of Lot 31, including transformer and connection-related works. Existing information indicates that Lot 9002 does not currently have a point of supply and will require a new connection application and network-capacity assessment.

Some of the previously funded infrastructure may nevertheless benefit the Lot 9002 project or reduce DevelopmentWA's future servicing costs. The draft RDAP application therefore requests an electrical engineering assessment and financial recognition or reimbursement of the proportionate value of any Shire-funded assets benefiting the project.

The proposed land transfer should not be interpreted as waiving this separate financial issue. It is recommended that the value and treatment of the electrical infrastructure be documented in the feasibility study and project agreement.

Development outcome

Subject to feasibility, the project could provide up to four new light-industrial lots. Prospective uses include workshops, depots, contractors' yards, agricultural and heavy-vehicle service premises, storage, fabrication and construction-support facilities.

The project would:

- increase the supply of industrial land in Darkan;
- provide opportunities for existing businesses to establish permanent premises or expand;
- attract contractors and regional service providers;
- support agricultural and renewable-energy supply chains;
- generate short-term subdivision and construction activity;
- support longer-term employment in transport, mechanical services, trades, fabrication and storage; and
- improve the proportion of major-project expenditure retained within West Arthur.

CONSULTATION:

Projects Officer
DevelopmentWA

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 3.58 governs the disposal of local government property and defines disposal broadly. A disposition may be exempt where it falls within a category prescribed by regulation 30 of the *Local Government (Functions and General) Regulations 1996*.

Local Government (Functions and General) Regulations 1996

Regulation 30(2)(c) provides an exemption for land disposed of to the Crown, a department, agency or instrumentality of the Crown, another local government or a regional local government.

Planning and Development Act 2005

A new freehold subdivision application will be required through the Western Australian Planning Commission. The previous WAPC approval relating to the excision of Lot 31 does not authorise the proposed subdivision of Lot 9002.

Local Planning Scheme No. 2

The land is zoned Industrial. No rezoning is presently anticipated, although DevelopmentWA will need to determine whether any structure plan, local development plan or other planning instrument is required.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Shire proposes to transfer Lot 9002 to DevelopmentWA at no cost. The financial contribution is therefore principally the market value of the land and the opportunity cost associated with relinquishing ownership.

The overall development cost is not yet known and will be determined through DevelopmentWA's feasibility process. Expected cost components include survey and design, investigations, statutory approvals, electricity augmentation and connections, water extensions, road and crossover works, drainage, earthworks, title creation, project management, contingencies and selling costs. These costs will be the responsibility of DevelopmentWA.

The Shire also seeks recognition or reimbursement for the proportionate value of previously funded electrical infrastructure that benefits the project.

STRATEGIC IMPLICATIONS:

The proposal supports the Shire's strategic objectives relating to:

- economic development and diversification;
- attraction and retention of businesses;

- employment and population retention;
- provision of enabling infrastructure;
- support for the agricultural sector;
- maximising local benefits from renewable-energy investment; and
- strengthening Darkan's role as the district's principal service centre.

The project is consistent with the established Darkan industrial area and responds to the exhaustion of immediately available industrial land.

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	RDAP application is declined.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Unable to categorise
Risk Action Plan (Controls or Treatment Proposed)	Determine reasons for DevelopmentWA's decision and find ways to address them.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. **ENDORSE** the submission of an application to DevelopmentWA under the Regional Development Assistance Program for the proposed subdivision and servicing of Lot 9002 on Deposited Plan 406009, Growden Place, Darkan, to create new industrial lots for sale.
2. **APPROVE** the ceding and transfer of the Shire of West Arthur's freehold interest in Lot 9002 on Deposited Plan 406009 to DevelopmentWA for nominal or no monetary consideration to enable DevelopmentWA to undertake the proposed industrial land development.
3. **AUTHORISE** the Chief Executive Officer to:
    a. finalise and submit the Regional Development Assistance Program application and supporting documents;
    b. make minor amendments and provide additional information that do not materially alter Council's approved position;
    c. negotiate the project agreement, land-transfer documentation and associated conditions with DevelopmentWA;
    d. obtain any valuation, legal, planning, engineering, electrical or other professional advice necessary to complete the transaction; and
    e. execute documents necessary to implement this resolution, subject to the Shire's policy governing execution of documents and use of the Common Seal.

12 CORPORATE SERVICES

12.1 MONTHLY FINANCIAL REPORTS - OCTOBER 2026

File Ref:	**ADM338**
Location:	**N/A**
Applicant:	**N/A**
Author:	**Melinda King, Manager Financial Reporting**
Authorising Officer:	**Kylie Caley, Deputy Chief Executive Officer**
Date:	**19/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. Monthly Financial Report - October 2026**

SUMMARY:
The purpose of this report is to provide Council with the monthly financial reports for the month ending 31 October 2026.

BACKGROUND:
The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.
Variances between budgeted and actual expenditure including the required material variances are included in the variance report.

COMMENT:
The attached Statement of Financial Activity for the period 1 July 2026 to 31 October 2026 represents four (4) months, or 33% of the year. The following items are worthy of noting:

- Closing surplus position of $3.1m;
- Operating results:
  - 79% of budgeted operating revenue has been received; and
  - 35% of budgeted operating expenditure spent;
- Capital expenditure achieved 34% of budgeted projects, including:
- Land & Buildings 61%
- Furniture & Equipment 98%
- Plant & Equipment 10%
- Infrastructure – Roads 5.7%
- Infrastructure – Other 0.2%
- Cash holdings of $4.9m of which $1.67m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 19.9% of total rates raised for 2026/2027 (this includes deferred pensioner rates); and
- Page 6 of the statements detail major variations from year to date budgets.

CONSULTATION:
Nil.

STATUTORY ENVIRONMENT:

s.6.4 *Local Government Act 1995*, Part 6 - Financial Management
r. 34 *Local Government (Financial Management) Regulations 1996*
r. 35 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS:

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

FINANCIAL IMPLICATIONS:

This item reports on the current financial position of the Shire. The recommendation does not in itself have a financial implication.

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 (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 monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non compliance may result in a qualified audit.
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 (4)
Principal Risk Theme	Compliance Requirements
Risk Action Plan (Controls or Treatment Proposed)	Prepare, review and present monthly financial reports to Council, including monitoring of budget variances and the Shire's overall financial position.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council notes the monthly financial statements for the period ending 31 October 2026.

SHIRE OF WEST ARTHUR

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 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 OCTOBER 2026

	Note	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		2,408,977	2,408,977	**2,407,877**	(1,100)	(0.05%)	
Grants, subsidies and contributions		664,452	368,583	**369,796**	1,213	0.33%	
Fees and charges		464,390	240,033	**246,213**	6,180	2.57%	
Interest revenue		133,971	37,245	**45,306**	8,061	21.64%	
Other revenue		257,247	72,537	**74,808**	2,271	3.13%	
Profit on asset disposals		171,487	60,887	**106,162**	45,275	74.36%	▲
		4,100,524	**3,188,262**	**3,250,162**	**61,900**	1.94%	
Expenditure from operating activities							
Employee costs		(2,404,988)	(921,856)	**(876,710)**	45,146	4.90%	▲
Materials and contracts		(1,758,198)	(623,933)	**(627,142)**	(3,209)	(0.51%)	
Utility charges		(118,360)	(29,590)	**(28,289)**	1,301	4.40%	
Depreciation		(3,979,816)	(1,300,397)	**(1,274,485)**	25,912	1.99%	▲
Finance costs		(29,098)	(8,582)	**(8,582)**	0	0.00%	
Insurance		(156,959)	(156,959)	**(161,746)**	(4,787)	(3.05%)	
Other expenditure		(56,345)	(12,836)	**(10,241)**	2,595	20.22%	
Loss on asset disposals		(68,260)	0	**(6,235)**	(6,235)		
		(8,572,024)	**(3,054,153)**	**(2,993,430)**	**60,723**	1.99%	
Amounts excluded from operating activities	2(c)	3,876,589	1,131,641	**1,066,689**	(64,952)	(5.74%)	
Amount attributable to operating activities		**(594,911)**	**1,265,750**	**1,323,421**	**57,671**	4.56%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		4,532,557	1,771,000	**1,770,947**	(53)	(0.00%)	
Proceeds from disposal of property, plant and equipment		317,600	165,000	**155,000**	(10,000)	(6.06%)	
Proceeds from financial assets at amortised cost - self supporting loans		33,136	8,182	**8,182**	0	0.00%	
		4,883,293	**1,944,182**	**1,934,129**	**(10,053)**	(0.52%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(3,544,253)	(1,871,957)	**(1,854,707)**	17,250	0.92%	▲
Acquisition of infrastructure		(2,140,831)	(82,200)	**(82,609)**	(409)	(0.50%)	
		(5,685,084)	**(1,954,157)**	**(1,937,316)**	**16,841**	0.86%	
Amount attributable to investing activities		**(801,791)**	**(9,975)**	**(3,187)**	**6,788**	68.05%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		488,678	0	**0**	0		
		488,678	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(97,168)	(23,936)	**(23,936)**	0	0.00%	
Transfer to reserves		(822,928)	(3,000)	**(3,679)**	(679)	(22.63%)	
		(920,096)	**(26,936)**	**(27,615)**	**(679)**	(2.52%)	
Amount attributable to financing activities		**(431,418)**	**(26,936)**	**(27,615)**	**(679)**	(2.52%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	1,828,120	1,828,120	**1,828,122**	2	0.00%	
Amount attributable to operating activities		(594,911)	1,265,750	**1,323,421**	57,671	4.56%	
Amount attributable to investing activities		(801,791)	(9,975)	**(3,187)**	6,788	68.05%	
Amount attributable to financing activities		(431,418)	(26,936)	**(27,615)**	(679)	(2.52%)	
Surplus or deficit after imposition of general rates		**0**	**3,056,959**	**3,120,741**	**63,782**	2.09%	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2026

	Actual 30 June 2026	Actual as at 31 October 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	5,334,081	4,902,771
Trade and other receivables	202,993	618,339
Other financial assets	33,136	24,954
Inventories	102,294	102,294
Other assets	120,411	35,409
Non-current assets classified as held for sale	65,107	65,107
TOTAL CURRENT ASSETS	5,858,022	5,748,874
NON-CURRENT ASSETS		
Other financial assets	299,540	299,540
Property, plant and equipment	20,100,486	21,653,125
Infrastructure	111,337,919	110,393,038
TOTAL NON-CURRENT ASSETS	131,737,945	132,345,703
TOTAL ASSETS	137,595,967	138,094,577
CURRENT LIABILITIES		
Trade and other payables	314,202	114,118
Other liabilities	1,979,771	674,636
Borrowings	97,168	73,232
Employee related provisions	413,858	413,944
TOTAL CURRENT LIABILITIES	2,804,999	1,275,930
NON-CURRENT LIABILITIES		
Borrowings	497,160	497,160
Employee related provisions	28,674	28,674
Other provisions	55,324	55,324
TOTAL NON-CURRENT LIABILITIES	581,158	581,158
TOTAL LIABILITIES	3,386,157	1,857,088
NET ASSETS	**134,209,810**	**136,237,489**
EQUITY		
Retained surplus	6,942,441	8,966,441
Reserve accounts	1,667,504	1,671,183
Revaluation surplus	125,599,865	125,599,865
TOTAL EQUITY	**134,209,810**	**136,237,489**

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

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

1 BASIS OF PREPARATION AND MATERIAL 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 with exception to the following:

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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 November 2026

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.

Material accounting policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Measurement of employee benefits
- Measurement of provisions

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

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 October 2026
Current assets		$	$	$
Cash and cash equivalents		5,334,081	5,334,081	4,902,771
Trade and other receivables		185,705	202,993	618,339
Other financial assets		33,136	33,136	24,954
Inventories		102,294	102,294	102,294
Other assets		137,699	120,411	35,409
Assets classified as held for sale		65,107	65,107	65,107
		5,858,022	5,858,022	5,748,874
Less: current liabilities				
Trade and other payables		(312,746)	(314,202)	(114,118)
Other liabilities		(1,979,771)	(1,979,771)	(674,636)
Borrowings		(97,168)	(97,168)	(73,232)
Employee related provisions		(413,858)	(413,858)	(413,944)
		(2,803,543)	(2,804,999)	(1,275,930)
Net current assets		3,054,479	3,053,023	4,472,944
Less: Total adjustments to net current assets	2(b)	(1,226,359)	(1,224,901)	(1,352,203)
Closing funding surplus / (deficit)		**1,828,120**	**1,828,122**	**3,120,741**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(1,667,504)	(1,667,504)	(1,671,183)
Less: Current assets not expected to be received at end of year				
- Financial assets at amortised cost - self supporting loans		(33,136)	(33,136)	(24,954)
- Land held for resale		(79,118)	(79,118)	(79,118)
Assets Held for sale		(65,107)	(65,107)	(65,107)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		97,168	97,168	73,232
- Current portion of employee benefit provisions		521,338	522,796	414,927
Total adjustments to net current assets	2(a)	**(1,226,359)**	**(1,224,901)**	**(1,352,203)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 October 2026	YTD Actual 31 October 2026
	$	$	$
Less: Profit on asset disposals	(171,487)	(60,887)	(106,162)
Less: Movement in liabilities associated with restricted cash	0	(107,869)	(107,869)
Add: Loss on disposal of assets	68,260	0	6,235
Add: Depreciation	3,979,816	1,300,397	1,274,485
Total amounts excluded from operating activities	**3,876,589**	**1,131,641**	**1,066,689**

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 local governments' operational cycle.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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 operating for the 2026-27 year is the greater of 10% or $10,000.
The material variance adopted by Council for capital for the 2026-27 year is the greater of 10% or $25,000.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Profit on asset disposals	**45,275**	**74.36%**	▲
Proceeds on sale of Growden Place land has been received. Profit/Loss on sale to be processed when expenses finalised.			
Proceeds on sale of CEO vehicle below budget. Offset by lower purchase cost.		Permanent	
Expenditure from operating activities			
Employee costs	**45,146**	**4.90%**	▲
Employee costs are below budget due to vacancy for part year and insurance below budget.		Permanent	
Depreciation	**25,912**	**1.99%**	▲
Depreciation below budget. Timing variance to budget.		Timing	
Outflows from investing activities			
Acquisition of property, plant and equipment	**17,250**	**0.92%**	▲
CEO vehicle cost below budget. Offset by proceeds on sale also below budget.		Permanent	

SHIRE OF WEST ARTHUR

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

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

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.83 M	$1.83 M	$1.83 M	$0.00 M
Closing	$0.00 M	$3.06 M	$3.12 M	$0.06 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$4.90 M	% of total
Unrestricted Cash	$3.23 M	65.9%
Restricted Cash	$1.67 M	34.1%

Refer to 2 - Cash and Financial Assets

Payables

	$0.11 M	% Outstanding
Trade Payables	$0.00 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 8 - Payables

Receivables

	$0.15 M	% Collected
Rates Receivable	$0.46 M	80.1%
Trade Receivable	$0.15 M	% Outstanding
Over 30 Days		19.2%
Over 90 Days		10.2%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.59 M)	$1.27 M	$1.32 M	$0.06 M

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$2.41 M	
YTD Budget	$2.41 M	(0.0%)

Grants and Contributions

		% Variance
YTD Actual	$0.37 M	
YTD Budget	$0.37 M	0.3%

Refer to 11 - Grants and Contributions

Fees and Charges

		% Variance
YTD Actual	$0.25 M	
YTD Budget	$0.24 M	2.6%

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)
($0.80 M)	($0.01 M)	($0.00 M)	$0.01 M

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.16 M	
Adopted Budget	$0.32 M	(51.2%)

Refer to 5 - Disposal of Assets

Asset Acquisition

		% Spent
YTD Actual	$0.08 M	
Adopted Budget	$2.14 M	(96.1%)

Refer to 4 - Capital Acquisitions

Capital Grants

		% Received
YTD Actual	$1.77 M	
Adopted Budget	$4.53 M	(60.9%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.43 M)	($0.03 M)	($0.03 M)	($0.00 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.02 M)
Interest expense	($0.01 M)
Principal due	$0.57 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$1.67 M
Net Movement	$0.00 M

Refer to 3 - 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 OCTOBER 2026

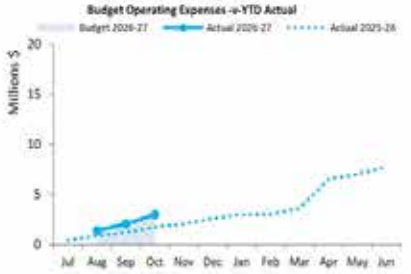
1 KEY INFORMATION - CONTINUED

OPERATING ACTIVITIES

OPERATING REVENUE



OPERATING EXPENSES

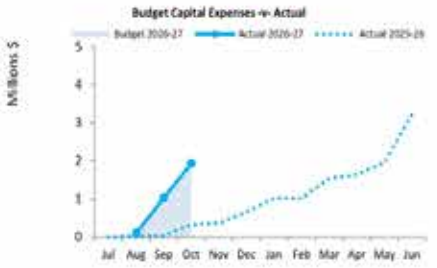


INVESTING ACTIVITIES

CAPITAL REVENUE

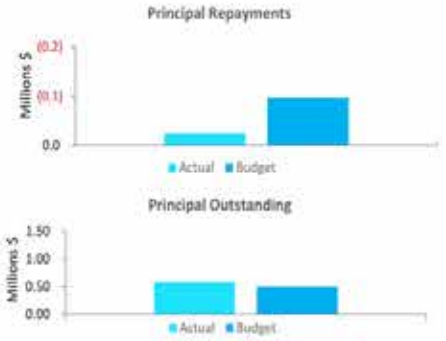


CAPITAL EXPENSES

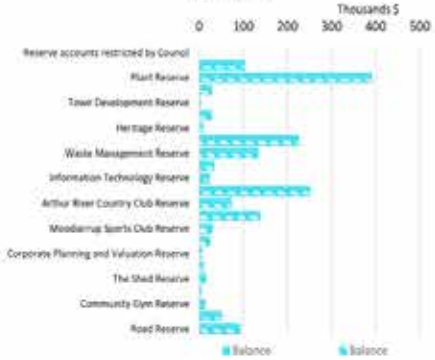


FINANCING ACTIVITIES

BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

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

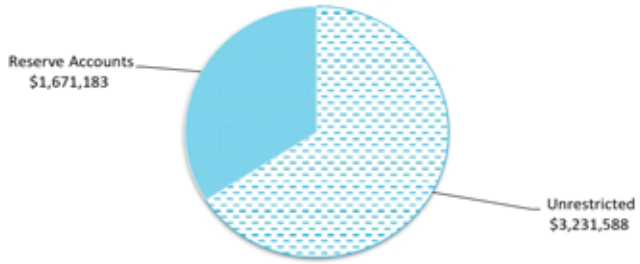
2 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Municipal cash at bank	Cash and cash equivalents	564,814	0	564,814	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	1,109,380	0	1,109,380	0	NAB	4.25%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	350,000	0	350,000	0	WA Treasury	4.55%	N/A
Reserve term deposit	Cash and cash equivalents	0	1,600,000	1,600,000		NAB	5.20%	10/1/2027
Reserve - CM	Cash and cash equivalents	0	71,183	71,183	0	NAB	4.25%	N/A
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	N/A	N/A
Municipal term deposit	Cash and cash equivalents	600,000	0	600,000	0	NAB	5.00%	8/01/2027
Municipal term deposit	Cash and cash equivalents	607,294	0	607,294		NAB	5.05%	26/01/2027
Total		**3,231,588**	**1,671,183**	**4,902,771**	**0**			
Comprising								
Cash and cash equivalents		3,231,588	1,671,183	4,902,771	0			
		3,231,588	**1,671,183**	**4,902,771**	**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 7 - Other assets.



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

3 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Leave Reserve	102,379	188,323	(15,366)	275,336	102,379	226	0	102,605
Plant Reserve	390,085	321,603	(374,400)	337,288	390,085	861	0	390,946
Building Reserve	26,861	157,074	(25,000)	158,935	26,861	61	0	26,922
Town Development Reserve	1,794	72	0	1,866	1,794	3	0	1,797
Recreation Reserve	27,248	1,090	0	28,338	27,248	61	0	27,309
Heritage Reserve	8,308	332	0	8,640	8,308	18	0	8,326
Community Housing Reserve	225,190	15,008	(5,000)	235,198	225,190	496	0	225,686
Waste Management Reserve	132,993	5,320	0	138,313	132,993	293	0	133,286
Darkan Swimming Pool Reserve	32,921	51,317	(30,000)	54,238	32,921	72	0	32,993
Information Technology Reserve	23,002	920	0	23,922	23,002	50	0	23,052
Darkan Sport and Community Centre Reserve	250,416	50,016	0	300,432	250,416	553	0	250,969
Arthur River Country Club Reserve	72,664	8,907	0	81,571	72,664	160	0	72,824
Museum Reserve	136,716	5,469	(5,000)	137,185	136,716	302	0	137,018
Moodiarrup Sports Club Reserve	29,687	6,187	0	35,874	29,687	66	0	29,753
Landcare Reserve	22,442	898	0	23,340	22,442	49	0	22,491
Corporate Planning and Valuation Reserve	5,224	209	0	5,433	5,224	12	0	5,236
Kids Central Reserve	8,590	344	(1,500)	7,434	8,590	18	0	8,608
The Shed Reserve	14,220	569	(1,000)	13,789	14,220	32	0	14,252
Recreation Trails Reserve	2,934	117	0	3,051	2,934	5	0	2,939
Community Gym Reserve	12,466	3,499	0	15,965	12,466	28	0	12,494
Economic Development Reserve	50,202	2,008	(31,412)	20,798	50,202	112	0	50,314
Road Reserve	91,162	3,646	0	94,808	91,162	201	0	91,363
	1,667,504	**822,928**	**(488,678)**	**2,001,754**	**1,667,504**	**3,679**	**0**	**1,671,183**

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

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land - freehold land	2,879,451	1,755,457	1,754,818	(639)
Buildings - non-specialised	50,027	9,000	8,600	(400)
Buildings - specialised	25,000	25,000	25,000	0
Furniture and equipment	7,500	7,500	7,350	(150)
Plant and equipment	582,275	75,000	58,939	(16,061)
Acquisition of property, plant and equipment	**3,544,253**	**1,871,957**	**1,854,707**	**(17,250)**
Infrastructure - roads	1,228,991	82,200	82,460	260
Infrastructure - other	690,180	0	149	149
Infrastructure - bridges	221,660	0	0	0
Acquisition of infrastructure	**2,140,831**	**82,200**	**82,609**	**409**
Total capital acquisitions	**5,685,084**	**1,954,157**	**1,937,316**	**(16,841)**
Capital Acquisitions Funded By:				
Capital grants and contributions	4,532,557	1,771,000	1,770,947	(53)
Other (disposals & C/Fwd)	317,600	165,000	155,000	(10,000)
Reserve accounts				
Leave Reserve	15,366	0	0	0
Plant Reserve	374,400	0	0	0
Building Reserve	25,000	0	0	0
Community Housing Reserve	5,000	0	0	0
Darkan Swimming Pool Reserve	30,000	0	0	0
Museum Reserve	5,000	0	0	0
Kids Central Reserve	1,500	0	0	0
The Shed Reserve	1,000	0	0	0
Contribution - operations	377,661	18,157	11,369	(6,788)
Capital funding total	**5,685,084**	**1,954,157**	**1,937,316**	**(16,841)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

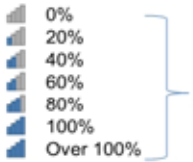
In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

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

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



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

Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
Staff House CEO - completion retaining walls, fence	50,027	9,000	8,600	400
Housing Support Program Stream 1	17,619	17,619	17,801	(182)
Housing Support Program Stream 2	2,847,994	1,725,000	1,724,288	712
Industrial Land - Growden Place	5,000	4,000	3,891	109
Darkan Sports Complex Golf Shed final payment	25,000	25,000	25,000	0
Nangip Crescent - costs of disposal residential block	8,838	8,838	8,838	0
RRG Darkan South Road	580,172	70,000	69,402	598
RRG Arthur Dinninup Road	176,688	0	0	0
R2R Rees Road	167,928	11,000	11,887	(887)
R2R King Street repair and drainage	43,429	0	0	0
R2R Bokal North Road	142,368	1,200	1,171	29
R2R Bridge works Boyup Brook Road	55,660	0	0	0
R2R Cordering North Road	118,406	0	0	0
Bridge 4020 Glenorchy South Bridge Special Project funding	166,000	0	0	0
Replace Printer/Copier	7,500	7,500	7,350	150
Grader	432,500	0	0	0
Trailer for traffic lights	8,000	0	0	0
CEO Vehicle	75,000	75,000	58,939	16,061
Works Manager Vehicle	55,000	0	0	0
Fast Fill Trailer - Duranillin	11,775	0	0	0
Water harvesting Lake Towerrinning	440,000	0	0	0
Gorn Road/Rees Road bore	135,090	200	149	51
Lake Towerrinning playground/signage	74,432	0	0	0
Truck parking bay - finalise concept design	3,220	0	0	0
SOWA building water catchment	37,438	0	0	0
	5,685,084	**1,954,357**	**1,937,316**	**17,041**

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

5 DISPOSAL OF ASSETS

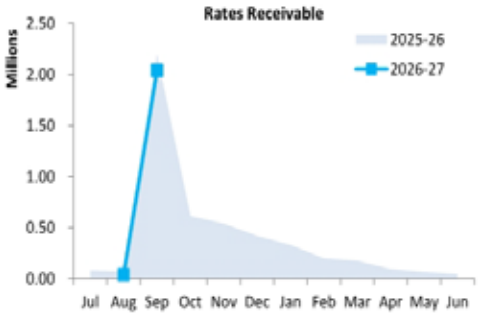
	Budget				YTD Actual			
Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	$	$	$	$	$	$	$	$
Land and Buildings								
Nangip Crescent	8,838	65,000	56,162	0	8,838	65,000	56,162	0
Growden Place Industrial Land	104,036	50,000	0	(54,036)	0	50,000	50,000	0
Plant and equipment								
Grader	0	109,000	109,000	0	0	0	0	0
Trailer traffic lights	0	100	100	0	0	0	0	0
CEO Motor Vehicle	45,275	50,000	4,725	0	46,235	40,000	0	(6,235)
MWS Motor Vehicle	45,862	37,000	0	(8,862)	0	0	0	0
Holden Colorado Ute	0	500	500	0	0	0	0	0
Toyota Hilux ute	0	500	500	0	0	0	0	0
Toyota Hilux dual cab	0	500	500	0	0	0	0	0
Multi Roller	10,362	5,000	0	(5,362)	0	0	0	0
	214,373	**317,600**	**171,487**	**(68,260)**	**55,073**	**155,000**	**106,162**	**(6,235)**



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

6 RECEIVABLES

Rates receivable	30 Jun 2026	31 Oct 2026
	$	$
Opening arrears previous year	218,668	44,319
Levied this year	2,253,147	2,407,877
Less - collections to date	(2,403,058)	(1,962,992)
Gross rates collectable	**68,757**	**489,204**
Allowance for impairment of rates receivable	(24,438)	(24,438)
Net rates collectable	**44,319**	**464,766**
% Collected	97.2%	80.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	0	30,598	1,632	1,780	3,855	37,865
Percentage	0.0%	80.8%	4.3%	4.7%	10.2%	
Balance per trial balance						
Trade receivables						37,865
Other receivables						4,197
GST receivable						111,511
Total receivables general outstanding						**153,573**

Amounts shown above include GST (where applicable)

KEY INFORMATION

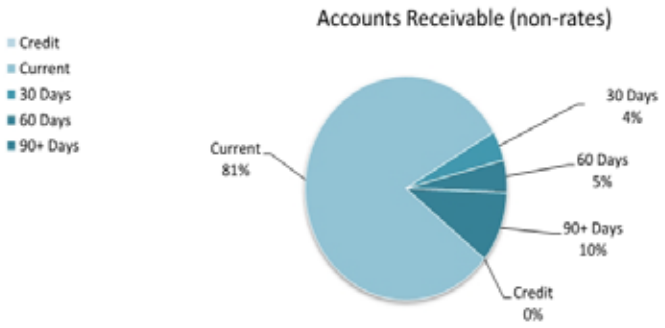
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 OCTOBER 2026

7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 October 2026
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	33,136	0	(8,182)	24,954
Inventory				
Inventories [describe]	23,176	0	0	23,176
Land held for resale				
- Cost of acquisition	70,000	0	0	70,000
- Development costs	9,118	0	0	9,118
Other assets				
Contract assets	120,411	0	(85,002)	35,409
Assets classified as held for sale	65,107	0	0	65,107
Total other current assets	**320,948**	**0**	**(93,184)**	**227,764**

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.
Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

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

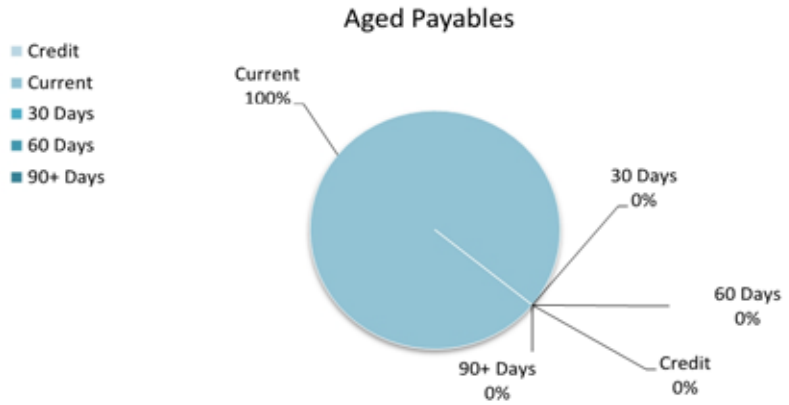
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	4,364	0	0	0	4,364
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						4,364
Rates paid in advance						4,197
Other payables						49,277
Collections						56,280
Total payables general outstanding						**114,118**

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 OCTOBER 2026

9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Enterprise Resource Planning software	75	89,697	0	0	(7,055)	(28,665)	82,642	61,032	(937)	(3,854)
Plant Replacement - Loader	74	178,339	0	0	(6,611)	(26,845)	171,728	151,494	(1,784)	(7,914)
Industrial Land Power	77	110,000	0	0	(2,088)	(8,522)	107,912	101,478	(4,066)	(9,131)
		378,036	0	0	(15,754)	(64,032)	362,282	314,004	(6,787)	(20,899)
Self supporting loans										
WA Cottage Homes		216,292	0	0	(8,182)	(33,136)	208,110	183,156	(1,795)	(8,199)
		216,292	0	0	(8,182)	(33,136)	208,110	183,156	(1,795)	(8,199)
Total		**594,328**	**0**	**0**	**(23,936)**	**(97,168)**	**570,392**	**497,160**	**(8,582)**	**(29,098)**
Current borrowings		97,168					73,232			
Non-current borrowings		497,160					497,160			
		594,328					**570,392**			

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

KEY INFORMATION
The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

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

10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2026
		$	$	$	$	$
Other liabilities						
Capital grant/contributions liabilities		1,979,771	0	359,551	(1,770,557)	568,765
Contract retention		0	0	105,871	0	105,871
Total other liabilities		1,979,771	0	465,422	(1,770,557)	674,636
Employee Related Provisions						
Provision for annual leave		143,723	0	0	0	143,723
Provision for long service leave		258,850	0	0	0	258,850
Other employee leave provisions		11,285	0	86	0	11,371
Total Provisions		413,858	0	86	0	413,944
Total other current liabilities		**2,393,629**	**0**	**465,508**	**(1,770,557)**	**1,088,580**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

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 OCTOBER 2026

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	$	$	$	$	$	$	$	$	$	$	$
Grants Commission - General (WALGGC)	0	0	0	0	0	148,220	37,055.00	0	0	0	37,055
Grants Commission - Roads (WALGGC)	0	0	0	0	0	111,877	27,969.00	0	0	0	27,969
Public relation events	0	2,000	0	2,000	2,000	1,000	0	0	0	0	0
DFES Grant - Operating	1,368	0	0	1,368	1,368	72,000	36,000	0	0	0	36,000
DFES - Small plant funding	0	0	0	0	0	12,803	6,042	0	0	0	6,402
Bushfire mitigation funding	0	0	0	0	0	79,035	39,000	0	0	0	39,518
Direct Road Grant	0	0	0	0	0	214,517	214,517	0	0	0	214,517
Footpath Plan	15,000	0	(8,335)	6,665	6,665	25,000	8,000	0	0	0	8,335
The Shed Equipment grant	0	2,709	0	2,709	2,709	0	0	0	0	0	0
Non Potable Water Audit DWER	0	10,000	0	10,000	10,000	0	0	0	60,000	60,000	0
	16,368	**14,709**	**(8,335)**	**22,742**	**22,742**	**664,452**	**368,583**	**0**	**60,000**	**60,000**	**369,796**

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

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Roads to Recovery	0	0	0	0	0	527,791	0	390
Regional Road Group	0	201,830	(46,268)	155,562	155,562	504,573	46,000	46,268
Special Project Bridge Funding	0	41,500	0	41,500	41,500	166,000	0	0
DFES - Capital Grant fast fill trailer	0	0	0	0	0	11,775	0	0
DWER SOWA building water project	13,014	0	0	13,014	13,014	26,026	0	0
DWER Rees/Gorn bore funding	0	48,000	0	48,000	48,000	95,181	0	0
Lake Towerrinning - water harvesting grant	0	0	0	0	0	273,751	0	0
Lake Towerrinning - playground equipment grant	0	61,847	0	61,847	61,847	61,847	0	0
Housing Support Program Stream 1	0	0	0	0	0	17,619	0	0
Housing Support Program Stream 2	1,950,389	0	(1,724,289)	226,100	226,100	2,847,994	1,725,000	1,724,289
	1,963,403	**353,177**	**(1,770,557)**	**546,023**	**546,023**	**4,532,557**	**1,771,000**	**1,770,947**

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

13 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
Department of Water grant funding non potable water audit	OCM-2026-112	Operating revenue		60,000		60,000
Increase expenditure audit of non potable water	OCM-2026-112	Operating expenses			(60,000)	0
				60,000	**(60,000)**	**0**

12.2 ACCOUNTS FOR PAYMENT LISTING - OCTOBER 2026

File Ref:	**ADM338**
Location:	**N/A**
Applicant:	**N/A**
Author:	**Kylie Whitaker, Finance Officer**
Authorising Officer:	**Kylie Caley, Deputy Chief Executive Officer**
Date:	**18/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. Accounts for Payment Listing - October 26**
	2. Corporate Card Summary Statement - 26 September 2026 - 26 October 2026

SUMMARY:

Council is requested to note the payments as presented in the Schedule of Accounts Paid for the month of October 2026.

BACKGROUND:

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political, and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of West Arthur and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Finance Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT:

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

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 Act 1995 Part 6 – Financial Management
Local Government (Financial Management) Regulations 1996 - Regulation 12(1)(a)
Local Government (Financial Management) Regulations 1996 – Regulation 13
Local Government (Financial Management) Regulations 1996 - Regulation 13A

POLICY IMPLICATIONS:

Policy F29 – Purchasing Policy
Policy F2 – Corporate Transaction Cards Policy

FINANCIAL IMPLICATIONS:

This item reports on the payment made from the shire bank accounts as allowed under Delegation 1.1.18 Payments from Municipal or Trust Funds. The recommendation does not in itself have a financial implication.

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

Description of Key Risk	Non compliance with the Local Government (Financial Management) Regulations 1996
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	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	List of Accounts paid provided to Council each month

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council

1. note the list of accounts paid during the month of October 2026 as per the attached Accounts for Payment Listing, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)		
Municipal Vouchers		
05102026.1-05102026.45, 15102026.1-15102026.46, 29102026.1-29102026.42		$1,346,031.16
EFT Payments		$137,011.41
Direct Debit Payments		$44,845.25
BPAY Payments		$45,613.00
Internal Transfers	Transport Licensing	$6,043.55
Total Municipal Account Payments		**$1,579,544.37**
Licensing Account		
Direct Debit Payments		$4,108.05
Total Licensing Account Payments		**$4,108.05**

2. note the attached Corporate Credit Card facility transaction summary from 26 September 2026 to 26 October 2026.

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
2/10/2026	Bpay	**Australian Taxation Office**	44,260.00
		August BAS	
30/10/2026	Bpay	**Western Power**	1353.00
		Product & Service Charge 2 Burrowes Street	
1/10/2026	Direct Debit	**Aware Super Clearing House**	451.20
		1st Quarter 2627 Councillor superannuation contributions	
1/10/2026	Direct Debit	**Synergy**	184.61
		Lake Towerinning Supply Charge & Consumption 8/7-9/9/26	
1/10/2026	Direct Debit	**Synergy**	154.13
		Moodiarrup Hall Supply Charge & Consumption 8/7-9/9/26	
2/10/2026	Direct Debit	**Synergy**	108.91
		Dura Water Supply - Supply Charge & Consumption 8/7-9/9/26	
5/10/2026	Direct Debit	**Synergy**	42.39
		Rees Rd Supply Charge & Consumption 25/6 - 21/8/26	
7/10/2026	Direct Debit	**Synergy**	1,037.08
		CRC & Town Dam Loc 4537 Darkan Rd Supply Charge & consumption 18/8 - 14/9/26	
9/10/2026	Direct Debit	**Aware Super Clearing House**	13,646.34
		Employee Superannuation Contributions	
21/10/2026	Direct Debit	**Telstra**	45.00
		Admin Mobiles & data 2/10/26	
23/10/2026	Direct Debit	**Aware Super Clearing House**	14,208.21
		Employee Superannuation Contributions	
26/10/2026	Direct Debit	**Synergy**	185.21
		Dura School Supply Charge & Consumption 11/7 - 5/10/26	
26/10/2026	Direct Debit	**Telstra**	2,992.45
		Admin, mobiles & data to 1 Oct 26	
26/10/2026	Direct Debit	**Water Corporation**	1,217.53
		Water Supply Charge & Consumption - Various Residences 30/7 - 8/10/26	
26/10/2026	Direct Debit	**Water Corporation**	230.16
		Residence Supply Charge & Consumption 30/7-8/10/26	
27/10/2026	Direct Debit	**Synergy**	2,057.57
		Streetlights, Lot 4573 Town Dam, Dura Hall Supply Charge & Consumption 31/7 - 14/9/26	
28/10/2026	Direct Debit	**NAB Credit Card**	3,274.41
		Credit card purchases made 26/9-26/10/26	
29/10/2026	Direct Debit	**Motorpass**	13.54
		Management Fees - Darkan & Arthur River Fuel Card	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
29/10/2026	Direct Debit	**Water Corporation**	260.08
		Moodiarrup Road Darkan Res 15837 & Cemetery Supply Charge & Consumption 30/7 - 7/10/26	
29/10/2026	Direct Debit	**Water Corporation**	433.30
		Caravan Park Supply Charge & Consumption 30/7 - 7/10/26	
30/10/2026	Direct Debit	**Water Corporation**	3,083.96
		Growden Pl Rear of Lot 2 & Lot 3, Depot, CRC, Admin Supply Charge & Consumption 30/7 - 8/10/26	
30/10/2026	Direct Debit	**National Australia Bank**	1,088.68
		Bank Fee	
30/10/2026	Direct Debit	**National Australia Bank**	38.49
		Bank Fee	
30/10/2026	Direct Debit	**National Australia Bank**	10.00
		Bank Fee	
30/10/2026	Direct Debit	**National Australia Bank**	82.00
		Bank Fee	
8/10/2026	Eft	**Salaries and Wages**	66,836.89
		Pay period ending 7/10/2026	
22/10/2026	Eft	**Salaries and Wages**	70,174.52
		Pay period ending 21/10/2026	
5/10/2026	05102026.1	**ABCO Products**	513.64
		Toilet roll holders & toilet paper for public conveniences	
5/10/2026	05102026.2	**Acutech Group Pty Ltd t/a Inspection Manager**	22.00
		MRI property management software - Sept 2026	
5/10/2026	05102026.3	**AMPAC Debt Recovery (WA)**	66.00
		Rate Recovery Costs	
5/10/2026	05102026.4	**Broad Electrical & Air Conditioning**	4,261.42
		PIR Motion sensor, lights & exhaust fan for railway reserve toilets, electrical safety check for water fountain at pool	
5/10/2026	05102026.5	**Caley Kylie**	466.00
		Staff reimbursement	
5/10/2026	05102026.6	**Chia Kerryn**	140.82
		Staff reimbursement	
5/10/2026	05102026.7	**Collie Mowers & More**	5,629.25
		New chainsaw x 4	
5/10/2026	05102026.8	**Crescent Conveyancers Trust Acc**	247.93
		Rate refund	
5/10/2026	05102026.9	**Crute Katrina**	215.00
		1st Qtr 2627 ARIC Meeting sitting fee	
5/10/2026	05102026.10	**David Wills and Associates**	18,150.00
		Lot 186 Burrowes St, Darkan - civil design & documentation, tender documentation & administration, electrical & communication design	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
5/10/2026	05102026.11	**Dawsons Funeral Home**	235.00
		Refund of overpayment	
5/10/2026	05102026.12	**Dept of Planning, Lands & Heritage**	17,524.00
		DAP LG Application Fees - West Arthur Wind Farm	
5/10/2026	05102026.13	**E W & R J Pugh**	1,222.00
		Service septic tank - Railway reserve public conveniences	
5/10/2026	05102026.14	**Ennis Jeannine**	214.00
		Caravan Park refund	
5/10/2026	05102026.15	**Enviro Sweep**	3,753.75
		Street sweeping Darkan townsite	
5/10/2026	05102026.16	**Fire Front Solutions Pty Ltd**	484.00
		FireMapper Subscription - Duranillin, Darkan & Arthur River Fire Brigades	
5/10/2026	05102026.17	**FL Costello and Co**	1,507.53
		Re-coding of washing machine, service on dryer at caravan park	
5/10/2026	05102026.18	**Fordham Lamont Vin**	82.50
		Staff reimbursement	
5/10/2026	05102026.19	**Fuse Technology Western Australia Pty Ltd**	4,491.51
		Firewall Meraki subscription	
5/10/2026	05102026.20	**Harrington Pres. Karen**	3,477.04
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.21	**Lubcke Cr Helen**	909.34
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.22	**Magiq Software Limited**	866.25
		Magiq ERP connector option with emails	
5/10/2026	05102026.23	**Manson Keith**	169.94
		Caravan Park refund	
5/10/2026	05102026.24	**Mcpest Pest Control**	3,553.00
		Termite Inspection - West Arthur Bridges	
5/10/2026	05102026.25	**Morrell Cr Neil**	979.38
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.26	**O'Neill Cr Natalie Patricia**	888.75
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.27	**Officeworks**	489.50
		Stationery supplies - Admin and Depot	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
5/10/2026	05102026.28	**Pederick Engineering**	3,220.91
		Repair Tipper hoist ram bottom location lug, replace hydraulic hose on 2012 Tri Axle Side Tipper, realign deck to skid & repair cracking on both sides of rotary axe on 2024 Kubota SSV 90 Skid Steer	
5/10/2026	05102026.29	**Peirce Cr Graeme**	1,118.04
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.30	**PFD Food Services Pty Ltd**	303.40
		Seniors Meals	
5/10/2026	05102026.31	**Prowse Cr Russell Wylie**	840.54
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.32	**Putland Motors**	37.65
		AX45 V belt for 2007 Kubota 7040 Tractor	
5/10/2026	05102026.33	**Ros's Car Detailing - Roslyn King**	8,916.67
		Cleaning of shire properties & caretaking Caravan Park - Sept 2026	
5/10/2026	05102026.34	**RW Engineering**	13.12
		Chimney cap to prevent internal leak - 7 Hillman St	
5/10/2026	05102026.35	**Sheridans Badges and Engraving**	1,279.80
		Cast Bronze Plaque for niche wall	
5/10/2026	05102026.36	**Source Machinery Pty Ltd**	3,638.11
		Outer air filter, inner air filter, oil filter, fuel filter, fuel element, o-ring, HST filter, hydraulic filter, filter suction, breather, cabin filter external & internal, outer air element, inner element for 2024 Kubata 90 Skid Steer, blade, cover discharge & multi belt for Kubota Zero Turn Mower	
5/10/2026	05102026.37	**South Cr Duncan**	1,360.15
		1st Qtr 2627 Councillor Claim	
5/10/2026	05102026.38	**Sprys Meat Market**	141.45
		Seniors Meals	
5/10/2026	05102026.39	**Stewart & Heaton Clothing Co Pty Ltd**	10,297.06
		Personal protective equipment - Darkan, Arthur River & Duranillin Fire Brigades	
5/10/2026	05102026.40	**Team Global Express**	276.32
		Department of Transport, Source Machinery, Filters Plus, Jason Signmakers freight	
5/10/2026	05102026.41	**Total Tools Bunbury**	2,938.00
		Storage Steel truck box & wrench Impact 3/4" 18V	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
5/10/2026	05102026.42	**Truckline**	244.45
		Radiator hose top & bottom & freight for 2018 Isuzu Giga	
5/10/2026	05102026.43	**WA Contract Ranger Services Pty Limited**	924.00
		Ranger Services 11/9/26 & 15/9/26	
5/10/2026	05102026.44	**West Arthur Community Resource Centre**	685.75
		New Mattress for medical rooms at CRC	
5/10/2026	05102026.45	**Westrac Bunbury**	33.23
		Isolation key Padfoot Roller	
15/10/2026	15102026.1	**Afgri Equipment Australia Pty Limited**	174.55
		Fuel tank cap for 2017 John Deere Grader	
15/10/2026	15102026.2	**Air Liquide**	57.28
		Cylinder Fees - Sept 2026	
15/10/2026	15102026.3	**Altus Planning Pty Ltd**	11,481.25
		Assessment of DAP - West Arthur Wind Farm & Ambrosia Wind Farm	
15/10/2026	15102026.4	**Australia Post**	1,109.05
		Rates 2627 Postage & monthly purchases	
15/10/2026	15102026.5	**Bell Sharon**	81.60
		Staff reimbursement	
15/10/2026	15102026.6	**Bormaz Contracting Pty Ltd**	58,905.00
		Fire Mitigation - Nangip Creek, Johnston Dve Reserve, King St	
15/10/2026	15102026.7	**Broad Electrical & Air Conditioning**	3,313.49
		Emergency exits servicing - CRC, Shire office, Darkan Hall & gym, Mens Shed, Duranillin & Moodiarrup Hall	
15/10/2026	15102026.8	**Bunnings Warehouse**	857.88
		Pop up sprinklers, roller door anchor, drill bits, cisterns & toilet seats, floor matting, stair treads for various locations	
15/10/2026	15102026.9	**Chargefox Pty Ltd**	79.86
		Connector management fee for EV stations	
15/10/2026	15102026.10	**Chubb Fire and Security Pty Limited**	9,396.47
		Thermal Imaging Camera - Arthur River, Darkan & Duranillin Fire Brigades	
15/10/2026	15102026.11	**City of Kalamunda**	778.29
		Regulatory Building Services - Aug 2026	
15/10/2026	15102026.12	**Collie Mowers & More**	87.00
		Line CF3 Pro 3.0mm x 134mm for whipper snipper	
15/10/2026	15102026.13	**Contract Aquatic**	24,174.04
		Pool Contract services 26/27 - Nov 26	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
15/10/2026	15102026.14	**Danzak Glazing**	599.00
		Flyscreen for windows (kitchen & living room) - 7 Hillman St & replacement security door barrels - 6 Hillman St	
15/10/2026	15102026.15	**Darkan Agri Services**	8,578.92
		Gas Bottle & delivery x 2, Mig welding new cylinder & gas, Glyphosate Roundup 110L x 6, Metsulfuron Ken Met 500g x 4 & other consumables	
15/10/2026	15102026.16	**David Wills and Associates**	8,602.00
		Lot 309 Burrowes Street, Darkan - Construction site surveillance & contract management	
15/10/2026	15102026.17	**Dept of Local Govt, Industry Regulation & Safety**	132.00
		Building Service Levy Remittance - Sept 26	
15/10/2026	15102026.18	**E W & R J Pugh**	2,953.00
		Service blocked septic tank railway reserve public conveniences & 25 Nangip Cr	
15/10/2026	15102026.19	**Exurban Rural and Regional Planning**	1,772.08
		Town Planning Consultancy Services - Sept 26	
15/10/2026	15102026.20	**Farmers Centre Narrogin**	109.95
		Wheel Stud 2011 JCB Loader	
15/10/2026	15102026.21	**Fleays Store**	52.60
		Milk & sugar, seniors meal items - Sept 2026	
15/10/2026	15102026.22	**Fordham Lamont Vin**	59.00
		Staff reimbursement	
15/10/2026	15102026.23	**Fortus Group**	2,770.57
		ZX180 cutting blade, plow bolt, nut & freight for Hitachi Loader	
15/10/2026	15102026.24	**Framed Co**	1,384.00
		Historical town maps - Framing	
15/10/2026	15102026.25	**Fuel Distributors of WA**	31,582.94
		12000 Litres Diesel & fuel card purchases	
15/10/2026	15102026.26	**Fuse Technology Western Australia Pty Ltd**	3,630.00
		HP Zbook 8G1i 16" Touchscreen Laptop, dock & shipping	
15/10/2026	15102026.27	**Harrap Jonene**	304.43
		Caravan Park refund	
15/10/2026	15102026.28	**Interfire Agencies**	1,546.64
		Fire helmets for Fire Brigades	
15/10/2026	15102026.29	**Jet Charge Pty Ltd**	418.00
		JET Charge Assist – Self Service for EV stations	
15/10/2026	15102026.30	**LGISWA**	121,174.53
		2nd instalment 2627 - Insurances	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
15/10/2026	15102026.31	**Local Government Professionals Aus WA**	910.00
		Staff training	
15/10/2026	15102026.32	**Mcleods Lawyers Pty Ltd**	3,534.14
		Legal advice - update of common seal & sale - Part of Lot 9001 Growden Pl	
15/10/2026	15102026.33	**McMullen Nolan Group Pty Ltd**	5,927.90
		Creation of map for bike plan	
15/10/2026	15102026.34	**P & S Griggs Plumbing**	907.50
		Plumbing blocked - 25 Nangip Cr	
15/10/2026	15102026.35	**Pederick Engineering**	249.18
		1/4" Hydraulic Hose with fittings 3.4m long 2013 Caterpillar Padfoot Roller	
15/10/2026	15102026.36	**SafeStart Test and Tag**	782.10
		Works Depot - 6 monthly electrical test & tag, single phase & 3 phase & travel	
15/10/2026	15102026.37	**SOS Office Equipment**	379.83
		Photocopier Billing - Sept 2026	
15/10/2026	15102026.38	**South West Isuzu**	1,115.13
		Air cartridge & chamber assy 2017 Isuzu Pime Mover	
15/10/2026	15102026.39	**Sprys Meat Market**	472.71
		Seniors Meals	
15/10/2026	15102026.40	**Team Global Express**	49.35
		Abco Products freight	
15/10/2026	15102026.41	**The Great Awakening Cafe**	302.50
		September council meeting catering	
15/10/2026	15102026.42	**WA Contract Ranger Services Pty Limited**	924.00
		Ranger Services 23/9/26 & 30/9/26	
15/10/2026	15102026.43	**Warren Blackwood Waste**	5,052.02
		Domestic & commercial waste & recycling services - Sept 26	
15/10/2026	15102026.44	**West Arthur Community Resource Centre**	3.95
		160 GSM x 10 paper & laminating	
15/10/2026	15102026.45	**Woodward Barry Burns**	200.00
		Refund of overpayment	
15/10/2026	15102026.46	**Zone 50 Engineering Surveys Pty Limited**	5,379.00
		Darkan South Road SLK 24.00-25.30 - project management, control & feature survey, geometric design overlay & assist with burrow pit edge	
29/10/2026	29102026.1	**Acorn Trees and Stumps**	13,112.00
		Powerline pruning in Darkan townsite	
29/10/2026	29102026.2	**Acutech Group Pty Ltd t/a Inspection Manager**	22.00
		MRI property management software - Oct 2026	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
29/10/2026	29102026.3	**Afgri Equipment Australia Pty Limited**	513.72
		Tie Rod End RH New 2017 John Deere	
29/10/2026	29102026.4	**AMPAC Debt Recovery (WA)**	782.30
		Rate recovery costs	
29/10/2026	29102026.5	**Bell Sharon**	26.39
		Staff reimbursement	
29/10/2026	29102026.6	**Broad Electrical & Air Conditioning**	270.92
		Travel - Moodiarrup to Arthur River for exit light compliance	
29/10/2026	29102026.7	**Buller Estelle Joy**	1,770.64
		Rate Refund	
29/10/2026	29102026.8	**Bullivants**	509.95
		8 mm by 3 m two-leg alloy steel lifting chain assembly	
29/10/2026	29102026.9	**Bunbury Machinery**	281.39
		Kit blade & csnk bolt/bush freight for 2007 Kuboto Tractor	
29/10/2026	29102026.10	**Bunnings Warehouse**	335.77
		Hardware for flyscreen install, locks for flyscreens - 7 Hillman Street, red pvc gloves, fire blanket, face masks respirators, fire extinguishers	
29/10/2026	29102026.11	**Burgess Rawson**	211.08
		Water Use 30/7-8/10/26 L7348-1 Shire of West Arthur	
29/10/2026	29102026.12	**Caley Kylie**	300.00
		Staff reimbursement	
29/10/2026	29102026.13	**Chem Centre**	220.00
		Water samples - Lake Towerinning	
29/10/2026	29102026.14	**Collie Mowers & More**	87.00
		Line CF3 Pro 3.0mm x 134mm for whipper snipper	
29/10/2026	29102026.15	**Contract Aquatic**	6,074.26
		Pool chemical	
29/10/2026	29102026.16	**Darkan Earthmoving**	32,559.45
		Push up 3500m3 gravel - Darkan South Road, Duranillin rubbish site works, push up 4500m3 gravel - Rees Road	
29/10/2026	29102026.17	**Dawson's Diesels**	780.18
		Hydraulic hose make up - Rotary Axe Slasher Digga West	
29/10/2026	29102026.18	**DKM Workplace Solutions**	222.20
		Monthly Workplace Subscription - Human Resource Consultant - Nov 26	
29/10/2026	29102026.19	**Enviroline Group**	3,569.50
		Familiarisation & inspection fee for Water Jetter	

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
29/10/2026	29102026.20	**Filters Plus WA**	672.94
		Oil & fuel filter - 2016 Cat 12M Grader, Oil, fuel, cabin filter for Case Excavator, oil, fuel & air filters for 2025 Isuzu Tipper, oil & fuel filter for Hitachi Loader, Filter service kit for 2021 Mitsubishi Triton	
29/10/2026	29102026.21	**Fuel Distributors of WA**	4,264.20
		Fuel card purchases, grease cartridges, Hydraulic fluid Rando HD46 200LT, Delo Gold Lubricant Ultra 200LT, Caltex Gear Oil 20LT	
29/10/2026	29102026.22	**Fuse Technology Western Australia Pty Ltd**	6,588.44
		Managed Service Agreement - Gold - Oct 2026	
29/10/2026	29102026.23	**Geographe Ford Bunbury**	20,788.01
		Hyundai Santa Fe Elite HEV AWD Auto and trade of 2024 Ford Everest	
29/10/2026	29102026.24	**Jason Signmakers**	1,867.54
		Warning gumnut Signs for Darkan townsite	
29/10/2026	29102026.25	**Landgate**	53.08
		GRV Interim Valuation	
29/10/2026	29102026.26	**Mcpest Pest Control**	3,080.00
		6 monthly pest control spray - shire houses, Depot, Admin, CRC, Pool, Railway Reserve & Lake Towerinning public conveniences, The Shed	
29/10/2026	29102026.27	**MJ & F Dawson ATF The Dawson Family Trust**	92.40
		Hire of Kobelco excavator for septic tank - 25 Nangip	
29/10/2026	29102026.28	**OvenU - Bunbury**	1,550.00
		Annual oven, cooktop & range commercial clean at Darkan Hall & vacate clean at 8 Hillman	
29/10/2026	29102026.29	**P & S Griggs Plumbing**	1,012.00
		Clear blocked drain at 25 Nangip	
29/10/2026	29102026.30	**Parker Black and Forrest Pty. Ltd.**	146.30
		Replacement key alike keys	
29/10/2026	29102026.31	**Recycled Timber Company**	1,201.98
		Replacement timber floor Bowelling Station	
29/10/2026	29102026.32	**Ros's Car Detailing - Roslyn King**	9,444.67
		Cleaning of shire properties & caretaking Caravan Park - October 2026 & deep clean of 8 Hillman St	
29/10/2026	29102026.33	**Shire of Narrogin**	275.76
		Regional Environment Health Officer Services - Sept 26	
29/10/2026	29102026.34	**SOS Office Equipment**	8,085.00
		Fuji Film Apeos AC4571 Photocopier	
29/10/2026	29102026.35	**Source Machinery Pty Ltd**	478.17
		Coupler & freight for 2024 Kubota Skid Steer	
29/10/2026	29102026.36	**Sprys Meat Market**	164.56
		Seniors Meals	
29/10/2026	29102026.37	**Team Global Express**	166.86

Shire of West Arthur
Creditor Payments
October 2026

Date	Reference	Detail	Amount
		Interfire & Filters Plus Freight	
29/10/2026	29102026.38	**The Great Awakening Cafe**	357.50
		October Council Meeting Catering	
29/10/2026	29102026.39	**WA Contract Ranger Services Pty Limited**	924.00
		Ranger Services 7/10 & 14/10/26	
29/10/2026	29102026.40	**WCP Civil Pty Limited**	789,229.83
		Payment Certificate Number 3 - Subdivision of Lot 309 Burrowes St West, Darkan	
29/10/2026	29102026.41	**West Arthur Community Resource Centre**	876.95
		Doctors hours Sept 2026 & staff training	
29/10/2026	29102026.42	**Wren Oil**	3,879.29
		Pump Out waste oil	
MUNICIPAL FUND		**VOUCHERS**	
		BPAY	45613.00
		DIRECT DEBIT	44,845.25
		EFT	137,011.41
		05102026.1-05102026.45	106,828.20
		15102026.1-15102026.46	322,354.73
		29102026.1-29102026.42	916,848.23
		LICENSING OCTOBER 2026 TRANSFERS	6043.55
		TOTAL	1,579,544.37

FUEL CARD PURCHASES PAID OCTOBER 2026		
25/09/2026	AW0	185.49
28/09/2026	AW0	192.45
4/10/2026	AW0	197.68
18/10/2026	AW0	203.10
	TOTAL	778.72

OCTOBER 2026 - DEPARTMENT OF TRANSPORT DEBITS FROM TRANSPORT ACCOUNT		
Oct-26	**TOTAL TRANSFERS**	4,108.05

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SHIRE OF WEST ARTHUR

PAYMENTS OF ACCOUNTS BY NAB VISA CARD

FOR THE STATEMENT PERIOD: 26 September to 26 October 2026

DATE	PAYEE	PO NUMBER	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
1. CARD NUMBER 4336-XXXX-XXXX-1064 G. RASMUSSEN						
28-Sep-26	Post Darkan LPO	105155	Memory Cards	E142070	OTHER PROPERTY & SERVICES: Administration Overheads:Other Admin Expenses	$7.00
30-Sep-26	Bunbury Auto One	104978	Protyre 12v 377LPM Twin Cylinder ER HD Air Compressor	E144006	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Parts & Repairs	$330.61
07-Oct-26	Starlink Internet	104636	Depot Wifi	E142020	OTHER PROPERTY & SERVICES :Administration Overheads:Computer Maintenance	$350.00
19-Oct-26	Bunnings	105114	Farewell gift card for staff member	E143065	OTHER PROPERTY & SERVICES :Works Overheads:Employee Costs Other	$100.00
26-Oct-26	Sydney Tools Pty Ltd Forrestdale	105188	Concrete rake	E144001	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Expendable Tools	$109.90
			CARD 1 PAYMENTS			$747.51
2. CARD NUMBER 4336-XXXX-XXXX-2128 V. FORDHAM LAMONT						
20-Oct-26	Gull Collie	105122	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$124.06
26-Oct-26	Western Power Perth	105129	Western Power application fee	1999263701	WIP - Land	$506.00
			CARD 2 PAYMENTS			$630.06
4. CARD NUMBER 4336-XXXX-XXXX-4657 K. CALEY						
28-Sep-26	Caltex Mount Barker	105000	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$00.00
29-Sep-26	BP Darkan	105000	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$153.65
30-Sep-26	BP Darkan	105000	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$98.94
01-Oct-26	Woolworths Online	104996	Seniors meals groceries	E061011	EDUCATION & WELFARE :Aged and Disabled:Senior Meals on Wheels Project	$98.21
07-Oct-26	Woolworths Online	105099	Seniors meals groceries	E061011	EDUCATION & WELFARE :Aged and Disabled:Senior Meals on Wheels Project	$126.90
13-Oct-26	BP Darkan	105134	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$183.28
14-Oct-26	Woolworths Online	105108	Teabags	E142070	OTHER PROPERTY & SERVICES :Administration Overheads:Other Admin Expenses	$5.50
14-Oct-26	Woolworths Online	105108	Seniors meals groceries	E061011	EDUCATION & WELFARE :Aged and Disabled:Senior Meals on Wheels Project	$195.34
15-Oct-26	Woolworths Online	105108	Seniors meals groceries	E061011	EDUCATION & WELFARE :Aged and Disabled:Senior Meals on Wheels Project	$3.75
15-Oct-26	Shire of West Arthur	105112	Plate change - CEO's car	E144004	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Plant Licensing	$38.80
25-Oct-26	Shire of West Arthur	105107	Plate change - MWS vehicle	E144004	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Plant Licensing	$32.00
27-Oct-26	BP Darkan	105133	Fuel	E144015	OTHER PROPERTY & SERVICES :Plant Cost Overheads:Fuel & Oils	$50.03
16-Oct-26	Woolworths Online	105139	Seniors meals groceries	E061011	EDUCATION & WELFARE :Aged and Disabled:Senior Meals on Wheels Project	$188.94
26-Oct-26	Au Seek Au	105162	SEEK Advertise Manager Works and Service position	E143065	OTHER PROPERTY & SERVICES :Works Overheads:Employee Costs Other	$621.50
			CARD 4 PAYMENTS			$1,896.84
5. CARD - P. GIBSON (CESM)						
			CARD 5 PAYMENTS			$0.00
			TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507			*$3,274.41*
			Direct Debit Date			*28-Oct-26*

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

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

Kylie Whitaker DATE 31/10/26

12.3 USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

File Ref:	**ADM015**
Location:	**No applicable**
Applicant:	**Not applicable**
Author:	**Kylie Caley, Deputy Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**16/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. F38 - Use of Artificial Intelligence (AI) Policy**

SUMMARY:
Council is asked to endorse the Shire's F38 - Use of Artificial Intelligence (AI) Policy. The policy has been developed to establish clear governance and control over the use of AI technologies across the organisation.

BACKGROUND:
Artificial Intelligence (AI) tools are becoming increasingly available for workplace use and can assist the Shire with administrative tasks, preliminary research and concepts, the preparation of corporate documents, project scheduling, communications and community engagement. While these tools may improve efficiency and productivity, they also present risks relating to inaccurate information, privacy, confidentiality, information security and the management of public records.

The proposed AI policy has been developed to establish clear requirements for the responsible and ethical use of AI by Council Members, employees, contractors and volunteers. It seeks to ensure AI is used consistently with relevant legislation and existing Shire policies and does not compromise sensitive corporate or personal information

COMMENT:
The policy recognises the operational benefits of AI while establishing safeguards to manage the associated risks. It requires AI-generated documents and outcomes to be transparent, explainable and disclosed, with all outputs reviewed, amended or verified by a person before being used or communicated. AI is therefore intended to support, rather than replace, human judgement and accountability.

The policy prohibits sensitive, confidential or personally identifiable information from being disclosed to or entered into AI platforms. It also establishes approval requirements for the use of publicly available free AI applications, requires AI-related data leaks to be reported through the Shire's Incident Management Process, and confirms that records created or used through AI must be managed in accordance with the *State Records Act 2000* and the Shire's records management requirements.

Adoption of the policy will provide the Shire with a consistent governance framework for the use of AI and clearly communicate the responsibilities of all users. Given the rapid development of AI technology and the evolving legislative and risk environment, the policy is to be reviewed annually.

CONSULTATION:
No consultation was considered necessary in relation to the recommendations of this report.

STATUTORY ENVIRONMENT:

Local Government Act 1995 section 2.7(2)(b)
Privacy and Responsible Information Sharing Act 2024
Commonwealth Privacy Act 1988
Public Sector Management Act 1994
Freedom of Information Act 1992
State Records Act 2000

POLICY IMPLICATIONS:

This agenda item suggests the adoption of a new Council Policy.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

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		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	Inappropriate or uncontrolled use of artificial intelligence may result in the disclosure of confidential information, data security breaches, inaccurate or misleading information, and potential reputational damage to the Shire.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Inadequate Document Management Processes
Risk Action Plan (Controls or Treatment Proposed)	Adoption of the Use of Artificial Intelligence (AI) Policy establishes clear expectations and guidelines for the responsible use of AI, including information security, confidentiality, accountability and appropriate oversight of AI-generated content.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the Council Policy F38 - Use of Artificial Intelligence (AI) Policy as proposed.

Policy Title	**F38 Use of Artificial Intelligence (AI) Policy**
Policy Type	**Corporate Services**
Responsible Officer	**Deputy Chief Executive Officer**

Purpose

To ensure the responsible and ethical use of Artificial Intelligence (AI) in the workplace, which does not compromise the confidentiality of any sensitive corporate information of the Shire, a Council Member, an employee or a member of the public. To ensure the use of AI technology within the Shire is consistent with state laws and regulations.

Scope

This policy is applicable to the use of AI solutions including AI systems and generative AI technologies and affects Council Members, employees, contractors and volunteers associated with the Shire.

Definitions

Artificial Intelligence (AI) - technology that enables computer systems to perform tasks that would ordinarily require human intelligence, such as understanding or generating language, analysing information, recognising patterns, making predictions, and assisting with decisions. AI includes generative AI tools that can create content such as text, images, audio, video, computer code or other digital material in response to user instructions or prompts.

Policy Statement

The Shire acknowledges that the use of AI tools and technologies can provide valuable insights and increase efficiency and productivity by:

- Streamlining administrative tasks.
- Providing concept ideas and information when in preliminary stages of projects or tasks.
- Assisting in developing policies, procedures, corporate documents and forms.
- Developing timelines and schedules.
- Developing advertising and social media material and images.
- Increasing engagement with the community.

While a valuable tool, AI can be detrimental to an organisation as there is potential for incorrect information and decisions to be provided by these systems.

Inaccurate AI outputs can have implications, especially when the information is being used in public services and has the potential to impact the wider community.

AI technologies should only be used in conjunction with human intervention and judgement.

Privacy Protection and Security

All generative AI tools utilised within the Shire must be used safely and comply with this policy, and any relevant Shire processes and legislation. This includes the *Privacy & Responsible Information Sharing (PRIS) Act 2024, Commonwealth Privacy Act 1988*, *Public Sector Management Act 1994*, and *Freedom of Information Act 1992*.

Proper data governance and management must be ensured when AI systems are being used, including data anonymization (ensuring an individual's personal information is not disclosed) and adherence to informed consent principles (ensuring an individual is aware of any disclosure of information).

Transparency, Explainability and Contestability

- The results of all documents or outcomes of the use of AI tools must be explainable and transparent in use.
- If an AI system has been used to generate information, users must disclose the use.

Accountability

- The use of generative AI tools should be used in conjunction with the following Council Policies:
  - C7 Code of Conduct for Council Members, Committee Members, & Candidates
  - C9 Internal Control Policy
  - F17 Record Keeping Policy
  - F23 Acceptable Use Policy
  - F24 ICT Risk Management Policy
  - PC12 Employee Code of Conduct
- AI tools used on Shire owned devices should be restricted to work related purposes and for limited personal use that does not interfere with work or compromise the organisation.
- Employees who are intentionally engaging in the misuse or unethical use of AI technology will be investigated and may be subject to disciplinary action. Any suspected misuse of AI technologies must be reported to the employee's direct manager, who will refer the matter to the Chief Executive Officer for review and any further action considered appropriate.
- In the event of an alleged breach of this policy, or any investigation of misconduct or inappropriate use, the Shire reserves the right to verify compliance with this policy through various methods. This may include, but not be limited to:
  - Monitoring usage.
  - Reviewing logs.
  - Accessing cookie history.
  - Engaging internal and external audits.
- Results of any documents, images, advertisements, or images must be reviewed, amended and/or verified by a person before use or communication.

Incidents Reporting

Any incident related to a data leak through AI tools must be reported as a formal incident. The incident must be handled through the Shire's Incident Management Process.

Confidentiality

Sensitive or confidential information strictly must not be disclosed to or entered into AI platforms. This includes:

- Information classified as confidential or sensitive by the Shire, such as legal documents or proceedings, personnel records etc.
- Personal Identifiable Information (PII) which may disclose personal information of Council Members, employees and members of the public. This includes (but is not limited to) a person's:
  - Name.
  - Address.
  - Phone number.
  - Signature.
  - Date of Birth.
  - Tax File Number or payroll information.

Publicly available (free) AI Applications

Users must obtain prior approval from their direct manager in writing (for Council Members, the Chief Executive Officer) to provide guidance on the use of alternative AI platforms before using any free AI application. The use case must be documented and contain details of the data type used, expected output from the AI application and process of reviewing results.

Users must not distribute or click on any links provided or generated by public AI platforms or bots.

Records Management

All employees and Councillors using AI technology must ensure that any records produced or used in the course of their duties are properly managed and in compliance with the *State Records Act 2000* and the Shire's internal Records Management Policy.

Review

This policy is to be reviewed every year, next review due in May 2027.

History	xx November 2026
Delegation	

Relevant Legislation	*Privacy and Responsible Information Sharing Act 2024* *Commonwealth Privacy Act 1988* *Public Sector Management Act 1994* *Freedom of Information Act 1992* *State Records Act 2000*
Related Documentation	Office of the Auditor General Information Systems Audit Local Government 2021/2022

12.4 LOAN BORROWINGS POLICY

File Ref:	**ADM015**
Location:	**Not applicable**
Applicant:	**Not applicable**
Author:	**Kylie Caley, Deputy Chief Executive Officer**
Authorising Officer:	**Vin Fordham Lamont, Chief Executive Officer**
Date:	**16/11/2026**
Disclosure of Interest:	**Nil**
Attachments:	**1. F39 - Loan Borrowings**

SUMMARY:
Council is requested to endorse the Shire's F39 Loan Borrowings Policy, which has been developed to establish a clear framework and conditions under which the Shire may consider borrowings to fund its activities.

BACKGROUND:
Local governments in Western Australia have the power to borrow funds in accordance with section 6.20 of the *Local Government Act 1995*.

Borrowings provide an alternative funding source for capital expenditure and significant infrastructure projects where the use of existing funds may not be practical or financially advantageous. However, decisions to borrow must be carefully considered to ensure that debt obligations remain manageable and do not compromise the Shire's long-term financial sustainability.

The Shire's F39 Loan Borrowings Policy has been developed to establish a clear framework for considering and managing borrowings, including the circumstances under which borrowing may be appropriate, financial capacity, debt servicing obligations and alignment with the Shire's strategic and long-term financial planning objectives.

The policy seeks to ensure that borrowing decisions are financially responsible, transparent and consistent with the Shire's long-term interests.

COMMENT:
The introduction of the Loan Borrowings Policy represents a proactive approach to strengthening the Shire's financial governance and ensuring that future borrowing decisions are supported by clear and consistent principles.

While borrowings can provide an effective means of funding significant infrastructure and capital investment, they also create financial commitments that extend beyond the year in which the funds are obtained. It is therefore important that borrowing decisions consider not only the immediate benefits of an investment but also the longer-term implications for the Shire's financial position and capacity to deliver services.

This policy seeks to balance the Shire's ability to invest in infrastructure and community assets with the need to maintain financial flexibility and avoid placing unnecessary financial burdens on future budgets and ratepayers.

In determining the maximum Total Debt Ratio (TDR) under the policy, the Shire has undertaken financial modelling using the Western Australian Treasury Corporation (WATC) Additional Borrowing Capacity Workbook. This assessment incorporated current year-to-date financial results, adopted budget figures and future financial estimates from the Shire's Long Term Financial Plan. Various TDR thresholds were modelled and assessed to establish a maximum borrowing limit considered reasonable and achievable within the Shire's financial capacity. This approach ensures that the borrowing limit established under the policy is informed by the Shire's current financial position and projected future obligations, rather than an arbitrary percentage.

It is important to note that the intention of this policy is not to restrict the Shire from considering borrowings where appropriate, but rather to establish a clear and robust framework to ensure future borrowing decisions are justified, affordable and aligned with the Shire's broader financial objectives.

Adoption of the policy is recommended to support sound financial decision-making, strengthen accountability and promote the responsible use of borrowings in the interests of the Shire and its community.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995 s6.20 & s6.21
Local Government (Financial Management) Regulations 1996
Local Government (Functions & General) Regulations 1996

POLICY IMPLICATIONS:

This agenda item suggests the adoption of a new Council Policy.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report, other than the benefits of Council making more informed decisions around the borrowing of funds.

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 prudent expenditure of rates.

Strategy: Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent, and adequately communicated with the community.

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
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- 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	Inadequate governance and oversight of borrowing decisions may result in the Shire entering into financial commitments beyond its capacity to service, potentially compromising long-term financial sustainability and future service delivery.
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)	Adoption of the Loan Borrowings Policy establishes clear parameters and financial limits to guide borrowing decisions, ensuring they are appropriately assessed, financially justified and aligned with the Shire's long-term financial capacity.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopts the Council Policy F39 - Loan Borrowings as proposed.

Policy Title	**F39 Loan Borrowings**
Policy Type	**Corporate Services**
Responsible Officer	**Chief Executive Officer**

Purpose

This policy provides direction to management in relation to the decision-making framework surrounding the use of borrowings to finance activities.

Scope

The objectives of this policy are to:

- Determine the circumstances borrowing should and should not be used.
- Minimise the costs of borrowings and debt management.
- Ensure, where possible, the structure of the borrowing is appropriate for the nature of the assets being funded.
- Consider intergenerational funding equity as part of determining the most appropriate way to fund major assets.
- Establish the process for monitoring the level of borrowing capacity; and
- To ensure decisions in relation to the use of borrowings are made within a long term financial context with reference to the Shire's strategic plans.

Definitions

Borrowing Capacity - the Shire's financial ability to obtain and service borrowings, having regard to its existing debt commitments, available revenue, cash flow, financial sustainability and capacity to meet future loan repayments.

Debenture - a formal debt instrument used by the Shire to borrow funds from a financial institution or other lender, creating a legal obligation for the Shire to repay the borrowed amount, together with any applicable interest, in accordance with agreed terms and conditions.

Debt Service Cover Ratio (DSCR) – A financial indicator used to assess the Shire's capacity to meet its debt servicing obligations by comparing available operating cash flow against required principal and interest repayments.

General Funds – in accordance with the *Local Government Act 1995 section 6.21(4)* means the revenue or income from general rates, unrestricted government grants, and other sources as are prescribed such as general interest revenue.

Intergenerational Benefit - the principle that the costs of infrastructure, assets or services that provide benefits to both current and future generations should be shared equitably over their useful life.

Intergenerational Equity – the principle of fairly distributing the costs and financial responsibilities associated with those benefits across the generations that benefit.

Major Land Transaction – a transaction undertaken by the Shire involving the acquisition, disposal or development of land, where the total value of the transaction, including any associated expenditure by the Shire, exceeds the prescribed threshold under the *Local Government Act 1995* and associated regulations excluding transactions classified as exempt land transactions.

Self-Supporting Loan (SSL) – a loan obtained by the Shire on behalf of a community-based organisation that undertakes to meet all associated repayments, including principal, interest and any applicable loan guarantee costs, as they fall due, without financial contribution from the Shire.

Total Debt Ratio (TDR) – A financial indicator used to assess the Shire's level of financial leverage by comparing its total debt against its operating activities, providing an indication of its capacity to meet debt obligations.

Trading Undertakings – an activity carried out by the Shire with the intention of generating a profit, or any other activity prescribed under the *Local Government Act 1995* and associated regulations excluding activities classified as land transactions.

Policy Statement

Introduction

This policy establishes the principles that will guide the Shire's decision-making when considering whether to undertake borrowings to fund its activities and capital projects. Borrowings will be considered within the context of the Shire's budget, cash flow, existing debt commitments and investment position, with consideration given to affordability, long-term financial sustainability and intergenerational equity.

This policy is an important financial management tool that guides the Shire's consideration and use of borrowings to fund expenditure. It is closely linked to the Shire's Long Term Financial Plan and Corporate Business Plan, with decisions to undertake borrowings considered in the context of:

- Strategic planning for the future of the Shire, including short, medium and long-term expenditure requirements;
- Current and forecast revenue and the Shire's capacity to increase revenue through rates, fees and charges, grant funding or other revenue-generating activities;
- Intergenerational equity, including the equitable distribution of costs between current and future ratepayers; and
- Current and future funding requirements for operating and capital expenditure.

Borrowing Parameters

The Shire shall assess its borrowing capacity prior to undertaking any borrowings to ensure that the financial sustainability of the Shire is maintained and the community is not exposed to unnecessary financial risk.

The Shire will prepare and present a business plan to Council for all proposed borrowings. The business plan must consider alternative funding options, assess the projected financial implications of the borrowings, and document the assumptions underpinning the assessment of the Shire's capacity to service the debt.

When assessing borrowing capacity and associated financial ratios, consideration will be given to:

1. The community's priorities and objectives as outlined in the Strategic Community Plan.
2. The potential revenue generation or financial benefits associated with the asset being acquired or constructed.
3. Alternative funding options and opportunities to undertake the project without borrowing.
4. The impact of the proposed borrowings on the Shire's long-term financial sustainability and capacity to meet existing and future financial commitments.

Proposed borrowings will only proceed where:

1. The additional borrowings will not result in the Shire exceeding the borrowing limits established under this policy.
2. Council is satisfied, based on the business plan, that the proposed borrowings are justified and that the anticipated financial, economic or community benefits outweigh the associated costs and risks.
3. Consideration has been given to the financial implications of deferring the project, including projected increases in construction or acquisition costs compared with the anticipated cost of borrowing over the same period.

Restriction on Borrowing

Borrowings shall be undertaken in Australia and be in Australian dollars to ensure the Shire is not exposed to foreign currency risks.

In accordance with section 6.21 of the *Local Government Act 1995*, the only security that will be offered in return for the borrowings shall be the general funds of the Shire.

Local Government loan application guidelines published by the Western Australian Treasury Corporation (WATC) may limit the amount of borrowings that can be undertaken.

Interest Rate

The Shire's preferred borrowing instrument is a fixed interest rate debenture that promotes the interest rate predictability and a linkage with nominated revenue sources.

Borrowing Capacity Limitations

The Shire shall maintain borrowings within the limits established under this policy to ensure its ongoing debt servicing obligations can be met without compromising long-term financial sustainability.
All proposed borrowings must be assessed against, and comply with, the following financial ratio benchmarks:

1. ***Total Debt Ratio (TDR)*** – The Shire should maintain a TDR of 20% or less (based on WATC guidelines and the Shire's risk appetite). The ratio is calculated as:

   $$= \frac{\text{Debt}}{\text{Operating Revenue}}$$

2. ***Debt Service Cover (DSCR)*** – The Shire should maintain a DSCR greater than or equal to 2.0 (based on the local government industry benchmark). The ratio is calculated as:

   $$= \frac{\text{Adjusted Operating Surplus}}{\text{Debt Service Costs}}$$

   or

   - $$\frac{\text{Op. Revenue} - (\text{Op. Expenditure} - \text{Depreciation} - \text{Interest})}{\text{Debt Service Costs}}$$

Acceptable Types of Expenditure to be Funded by Loan Borrowings

Long term borrowings will generally be considered for the following purposes:

1. Commercial activities, providing the proposed activity results in a positive cash inflow, positive net present value or the operation can meet the loan repayment obligations at no net cost to the Shire.
2. Community assets that:
   - provide intergenerational benefit
   - have an economic life of over 5 years

- all associated borrowings are extinguished from the proceeds of the disposal of the asset
- the construction or acquisition is planned within the Long-Term Financial Plan and Corporate Business Plan and supports the goals as outlined in the current Strategic Community Plan.
- The term of the borrowing does not exceed the economic life of the funded asset.

3. Self-Supporting loans
4. Refinancing existing borrowings; or
5. Projects that intensify the capital base for the purpose of reducing future operating costs.

Unacceptable Types of Expenditure not to be Funded by Loan Borrowings

The Shire will not use borrowings to fund asset renewal which occurs on a frequent, regular, or recurrent basis such as:

1. Road resurfacing
2. Plant and equipment (new and changeover)
3. Information and Communication Technology network and hardware (new or renewal)
4. Office equipment

To ensure that the Shire does not become reliant on borrowings as a mechanism to fund operations, the Shire shall not use borrowings to fund operating activities except for:

- Overdraft
- Credit Cards; or
- Operating Leases

Self-Supporting Loans

Self-supporting loans will only be considered where the Shire has sufficient borrowing capacity, and the proposed loan will not compromise its ability to meet current or anticipated future borrowing requirements for its own purposes.

Self-supporting loans will only be considered for applicants that are incorporated bodies occupying land either owned by, or vested in the care, control, and management of a community organisation.

A self-supporting loan process will only commence after the following:

- A formal application is submitted for consideration from an incorporated body with evidence of minutes agreeing to the request to borrow funds from the controlling Board/Committee; and
- Sufficient financial information to determine the external community group's capacity to repay the borrowings including copies of 3 years audited financial statements is provided; and
- For requests over $500,000, submission of a formal business plan evidencing appropriate financial planning; and
- Security for the total of the loan in the form of a guarantee or real property is provided.

Leasing

The Shire will prioritise the outright purchase of assets over leasing arrangements. Leasing will only be considered where an asset is required to meet an urgent operational need and delaying its acquisition until sufficient funds are available for purchase would adversely impact service delivery or operational requirements. All proposed leasing arrangements must demonstrate value for money and be supported by an assessment of their financial implications compared with outright purchase.

Assets considered for leasing must meet the following criteria:

1. Be subject to rapid depreciation or technological obsolescence, such as motor vehicles or IT equipment;
2. Be intended for replacement or disposal within a relatively short timeframe; and
3. Have arrangements in place whereby responsibility for the disposal of the asset at the end of the lease rests with the lessor rather than the Shire.

Exceptions to the Policy

Borrowings outside the parameters established under this policy will only be considered in exceptional circumstances, including emergencies, where the borrowing is necessary to maintain essential Shire operations, critical infrastructure or facilities fundamental to community wellbeing and service delivery.

Exceptions will not be considered for discretionary projects, non-essential assets or improvements that can reasonably be deferred without significant impact on Shire operations or the community.

Any proposed exception will be assessed by Council on a case-by-case basis, having regard to:

a) The nature and justification of the exceptional circumstances;
b) The critical need for the asset or infrastructure and the consequences of deferring the expenditure;
c) The purpose and financial implications of the proposed borrowings;
d) The proposed repayment terms and the Shire's capacity to service the debt; and
e) The availability and reliability of funding sources to meet repayment obligations.

Any exception must be supported by a demonstrated need and must not unreasonably compromise the Shire's long-term financial sustainability.

History	Xx November 2026
Delegation	
Relevant Legislation	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* *Local Government (Functions & General) Regulations 1996*
Related Documentation	Strategic Community Plan – Towards 2031 Corporate Business Plan 2023-2027 Asset Management Plan 2023-2033 Long Term Financial Plan 2023-2033

13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

Nil

17 MATTERS BEHIND CLOSED DOORS

Nil

18 CLOSURE OF MEETING

The Presiding Member to declare the meeting is closed.