

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Tuesday 27 July 2021 in the Hawthorn Room of the Community Resource Centre commencing at 6.00pm.

Schedule

6.00pm Ordinary Council Meeting

Ian Fitzgerald
A/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.

AGENDA

Shire of West Arthur
Ordinary Council Meeting
27 July 2021

MISSION STATEMENT

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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

Ian Fitzgerald
A/Chief Executive Officer



SHIRE OF WEST ARTHUR - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

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

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

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

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



APPLICATION FOR LEAVE OF ABSENCE

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

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

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

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

- (1) I, _____ wish to
declare an interest in the following item to be considered by council at its meeting to be held on
- (2) _____
- (3) Agenda item _____
- (4) The type of interest I wish to declare is;
- ☐ Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
 - ☐ Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
 - ☐ Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
 - ☐ Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.
- (5) The nature of my interest is
- _____
- _____
- _____
- (6) The extent of my interest is
- _____
- _____
- _____

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

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

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

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

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

5.60A – Financial Interest

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

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

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

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

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

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

5.61 – Indirect financial interest

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

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

11 – Disclosure of interest

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;or

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

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

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

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

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



Shire of West Arthur

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2021 to December 2021, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2021	No meetings Scheduled		
16 February 2021	Council Meeting	Council Chambers	6.00pm
16 March 2021	Council Meeting	Council Chambers	6.00pm
20 April 2021	Council Meeting	Council Chambers	6.00pm
18 May 2021	Council Meeting	Council Chambers	6.00pm
15 June 2021	Council Meeting	Council Chambers	6.00pm
27 July 2021	Council Meeting	Hawthorn Room Community Resource Centre	6.00pm
17 August 2021	Council Meeting	Council Chambers	6.00pm
21 September 2021	Council Meeting	Council Chambers	6.00pm
19 October 2021	Council Meeting	Council Chambers	6.00pm
16 November 2021	Council Meeting	Council Chambers	6.00pm
14 December 2021	Council Meeting	Council Chambers	6.00pm

SHIRE OF WEST ARTHUR

Agenda for the Ordinary Meeting of Council to be held in Hawthorn Room of the Community Resource Centre on Tuesday 27 July 2021 – commencing at 6.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLOR'S: Cr Kevin King (Shire President)
 Cr Neil Morrell (Deputy Shire President)
 Cr Graeme Peirce
 Cr Adam Squires
 Cr Julie McFall
 Cr Marie Lloyd
 Cr Neil Manuel

STAFF: Ian Fitzgerald (A/Chief Executive Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held

9.1 Ordinary Council Meeting Minutes 15 June 2021

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in Shire of West Arthur Council Chambers on 15 June 2021 be confirmed as true and correct.

Moved: _____ Seconded: _____

9.2 Special Council Meeting Minutes 19 July 2021

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Special Meeting of Council held in Shire of West Arthur Council Chambers on 19 July 2021 be confirmed as true and correct.

Moved: _____ Seconded: _____

10. Reports of Committees of Council

11. Reports from Councillors

Cr Kevin King (President)

Cr Neil Morrell (Deputy President)

Cr Graeme Peirce

Cr Adam Squires

Cr Julie McFall

Cr Marie Lloyd

Cr Neil Manuel

12. Chief Executive Officer

ITEM 12.1 – COUNCILLOR REPRESENTATION WEST ARTHUR-COLLIE SENIOR HIGH SCHOOL BUS SERVICE WORKING GROUP

File Reference:	4.1.5 School Bus Services
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Manager Community Services
Authorising Officer	A/Chief Executive Officer
Date:	20 July 2021
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	N/A

Summary:

Council to consider Councillor Representation to the West Arthur-Collie Senior High School Bus Service Working Group.

Background:

Cr Peirce attended the West Arthur – Collie High School Bus Forum hosted by the Shire on Thursday 10 June. At this meeting it was agreed that a working group be formed to continue with liaising with the community and politicians to ensure a positive outcome for high school students living in West Arthur, their families and the community.

Comment:

The issue of an inadequate bus service for West Arthur children attending Collie Senior High School was raised by Tim Harrington at the Annual Electors meeting in February 2021.

Shire staff liaised School Bus Services (SBS) and relevant local members of parliament and other government stakeholders to host a forum in Darkan for concerned parents, guardians, community members and business owners.

A forum was held on Thursday 10th June with over 30 local community members. A panel made up of SBS representatives, Shire staff, Cr Graeme Peirce and Hon Peter Rundle MLA listened to members who shared their personal experiences and raised awareness of the issues our community is faces without a clear solution to transporting our students to Collie Senior High School. Unfortunately, as it is a State policy issue the SBS representatives were unable to provide any kind of possible solutions.

After the forum staff and Cr Peirce continued discussions with School Bus Services representatives and Peter Rundle MLA to identify some steps moving forward.

A working group made up of the following members has been nominated:

- Marnie Gallegos – North
- Mark Allington – East
- Renee Schinzig – South
- Tim Harrington – West
- Kym Gibbs – Central & Shire facilitator
- Cr Graeme Peirce – Councillor

Consultation:

Over 30 local community members attended the forum hosted by the Shire.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

West Arthur Strategic Community Plan - Outcome 5.3 - Strong leadership in advocacy and planning to ensure sustainability of the Shire

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

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

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

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council endorse the nomination of Cr Graeme Peirce to represent the Shire of West Arthur Council on the West Arthur-Collie Senior High School Bus Working Group.

Moved: _____

Seconded: _____

ITEM 12.2 – NEW POLICY – AUDIO RECORDING OF COUNCIL MEETINGS

File Reference:	2.30.1 Policy
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Manager Community Services
Authorising Officer	A/Chief Executive Officer
Date:	20 July 2021
Disclosure of Interest:	Nil
Attachments:	Draft Policy – Audio Recording of Council Meetings
Previous Reference:	N/A

Summary:

Council to consider the Draft Audio Recording of Council Meetings Policy as attached to this report.

Background:

The administration has received a request from a community member for Council meetings to be recorded. Council's Standing Orders do not allow the recording of proceedings of the Council:

8.4 Recording of Proceedings

- (1) no person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.*
-
- (2) Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.*

As the provisions of the Standing Orders currently prohibit the recording of meetings a policy has been that will give a clear and consistent framework for the recording of Council meetings. Subject to Council adopting the proposed policy it would mean all Council meetings are recorded rather than Council dealing with requests for meetings to be recorded as they are received giving clarity to both Council and the community.

Comment:

As there has been a formal request for a Council meeting to be recorded a review of current procedures and guidelines has been undertaken. As the Standing Orders currently prohibit the recording of meetings, without the written permission of Council, staff have investigated procedures in place with other local governments.

A number of local governments record Council meetings with some also visual recording the proceedings and live streaming meetings so that interested persons can view the meeting from their homes or places of business. It is not proposed that the Shire of West Arthur visual record or live stream meetings or place the audio on the website.

The audio recording will assist in the preparation of the minutes, however it will be the formal minutes adopted by Council that will be the official record of the meeting.

This policy proposes all Council meetings will be audio recorded and not the occasional meeting as requested. This will provide clarity and consistency of procedures in relation to Council meetings for Elected Members, staff and the community.

It is not proposed by this policy that committee meetings be recorded.

Consultation:

Staff have reviewed policy documents from a number of other local governments in preparing this draft policy for Council's consideration.

Statutory Environment:

Local Government Act 1995 sections 5.3(1), 5.22(1), 5.23(1) require Councils to hold ordinary and special meetings that are open to the public and minutes of proceedings are to be kept. The Departmental Guidelines for the preparation of agendas and minutes make reference to the recording of meetings to assist in minute compilation and the requirement of these records to be dealt with as per the requirements of the State Records Act 2000 as official records of Council.

Policy Implications:

This is a new policy proposed by the administration following a request from a member of the community for Council meeting be audio recorded.

Financial Implications:

Two quotes have been received, cost to council would be approximately \$10,000-15,000 depending on the number of microphones and style of system installed.

Strategic Implications:

Shire of West Arthur Strategic Community Plan – Strategic Direction – Government and organisation – strong local leadership and responsible ethical management and efficient service delivery.

Shire of West Arthur Corporate Plan provides under Outcome 5.2 that meetings and forums will be open to the public and that Council will provide leadership to the community.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council adopt the Draft Policy – Audio Recording of Council Meetings and direct the administration to purchase and install the appropriate audio recording equipment.

Moved: _____

Seconded: _____



Shire of West Arthur Council Policy – Audio Recording of Council Meetings

Policy Number	G1.9 Governance
Policy Title	Audio Recording of Council Meetings
Related Legislation	Local Government Act 1995 (WA) Local Government (Functions and General) Regulations 1996 State Records Act
Strategic Outcome Supported	Shire of West Arthur Strategic Community Plan – Strategic Direction – Government and organisation – strong local leadership and responsible ethical management and efficient service delivery. Outcome 5.2 that meetings and forums will be open to the public and that Council will provide leadership to the community
Adopted by Council	
Review	CEO Annually

1. Objective

To define the purpose for which audio recordings of Council meeting are made and provide direction as to the creation, usage, access and disposal of the recordings.

2. Scope

This policy applies to all Ordinary Council meetings.

3. Definitions

<u>Absolute Privilege:</u>	An absolute defense to an otherwise defamatory statement because of the venue or context in which the statement was made.
<u>Act:</u>	Local Government Act 1995
<u>Audio Recording:</u>	Any recording made by an electronic device capable of recording sound.
<u>Council Meeting:</u>	Any meeting that is convened as per Section 5.3, Local Government Act 1995.
<u>CEO:</u>	Chief Executive Officer of Shire of West Arthur
<u>Shire:</u>	The Shire of West Arthur Administration
<u>Council:</u>	The Council of local government.

4. Policy Statement

In accordance with Sections 5.3 (1); 5.22 (1); 5.23 (1) of the Local Government Act, Councils are required to hold ordinary meetings and special meetings that are open to the public and minutes of the proceedings are to be kept.

This policy will detail the appropriate arrangement for audio recording meetings to allow Council to meet its legislative requirement with respect to preparing accurate minutes of Council meetings that are open to the public.

1. Creation of Audio Recordings

All Ordinary and Special Council meetings that are open to the public shall be audio recorded to assist in the preparation of the minutes of the meeting.

All Audio recording will cease when Council resolves to close a meeting to the public as per Section 5.23 (2) of the Local Government Act.

Meetings of committees and meetings not open to the public will **not** be audio recorded.

No person present at the meeting is use any electronic, visual or audio recording device or instrument to record proceedings of a meeting without written permission of the Presiding member pursuant to the Shire Standing Orders Local Law 2002.

2. Usage and Access of Audio Recordings

- a) Audio recordings are for minute taking purposes only.
- b) An Elected Member or Officer requesting access to the recordings must apply to the CEO and provide details of the item concerned and a reason for the request.
- c) Members of the public requiring access to the recordings must apply to the CEO and provide details of the item concerned and a reason for the request.
- d) The Chief Executive Officer has the responsibility to determine to access to all or part of the audio recordings of any Council meeting, including deputations, if they contain inappropriate or inaccurate comments.
- e) Persons approved to listen to any recordings will do so within the Shire chambers as per permission of the Chief Executive Officer. Recordings will be listened to only, no copies to be made.
- f) Opinions expressed or statements made by persons during the course of the Council meeting and contained within the audio recording are the opinions or statements of those individual persons and are not opinions or statements of the Shire.
- g) The official record of the meeting is not the audio recording but the meeting minutes which require confirmation by Council resolution and must be signed by the person presiding at the meeting.
- h) Attendance at Council meetings does not provide any Elected Member, staff or member of the public with Absolute Privilege. It does not protect individuals from defamation in relation to behaviour or statements made.
- i) Audio recordings will not be published.

3. Disposal of Audio Recordings

The General Disposal Authority for Local Government GDA 2015-001 25.1.2 requires audio/visual recordings of meetings and verbatim transcripts (if produced) to be retained for 1 year after the minutes are confirmed and then be destroyed.

4. Notification of Audio Recording

- a) The Council agenda will clearly state the intention to audio record the meeting.
- b) A notice will be placed on the chamber door advising the public of audio recording the meeting.
- c) The Question and Statement forms will clearly advise the audio recording of Public Access and Question Time.

5. Associated Documents

- Local Government Act 1995 s 5.3(1) Council Meetings, s5.23 Meetings generally open to the public
- Shire of West Arthur Standing Orders Local Law 2002
- Local Government (Administration) Regulations r.29 Information to be available for public inspection.
- State Records Act 2000

ITEM 12.3 – NEW POLICY – COMPLAINT HANDLING DIVISION 3 CODE OF CONDUCT

File Reference:	2.30.1 Policy
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Manager Community Services
Authorising Officer	A/Chief Executive Officer
Date:	20 July 2021
Disclosure of Interest:	Nil
Attachments:	Draft Policy G1.4 Complaint Handling – Division 3 Code of Conduct for Council Members, Committee Members and Candidates for Election, as the procedure for dealing with complaints made under the new Code of Conduct including the following: <ul style="list-style-type: none">○ Policy G1.5 Behaviour Complaints Committee Terms of Reference.○ Behaviour Complaints Committee Delegation. <p>New Complaint About Alleged Breach Form – Code of Conduct for Council Members, Committee Members and Candidates for Election.</p>

Previous Reference: **N/A**

Summary:

Council to consider the draft Policy G1.4 Complaint Handling – Division 3 Code of Conduct for Council Members, Committee Members and Candidates for Election, as the procedure for dealing with complaints made under the new Code of Conduct including the following:

- Policy G1.5 Behaviour Complaints Committee Terms of Reference.
- Behaviour Complaints Committee Delegation.

Council to consider the new Complaint About Alleged Breach Form – Code of Conduct for Council Members, Committee Members and Candidates for Election.

Background:

The Government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election, and to deal with ancillary matters.

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

The Code consists of four Divisions:

- Division 1 - Preliminary provisions.
- Division 2 – General principles.
- Division 3 – Behaviour.
- Division 4 – Rules of conduct

The Model Code Regulations outline:

- Overarching principles to guide behaviour.
- Behaviours that are required to be managed by Council; and
- Rules of conduct, alleged breaches which will continue to be considered by the Local Government Standards Panel.

As part of the requirements for the Code of Conduct, each local government is to adopt a procedure detailing how it will manage Code of Conduct Behaviour Complaints.

Comment:

The purpose of this policy is to assist in managing complaints in relation to Division 3 – Behaviour.

Initial guidelines provided by the DLGSC (Department of Local Government Sport & Communities) confirm that Council members who have made a complaint, or are the subject of a complaint, would have an impartiality interest, however this does not require them to leave a meeting for debate or decision.

WALGA's (Western Australian Local Government Association) view based on the sector's advocacy position, is that the presence and participation of Council Members directly involved in the complaint creates a clear apprehension of bias and is incompatible with the principles of procedural fairness.

Therefore, WALGA has provided a framework with the proposal of establishing a Complaints Committee with delegated authority that can only be exercised in the absence of Council Members who are parties to the complaint.

The draft policy involves forming a Committee of Council, Terms of Reference and Delegation based on framework provided by WALGA.

Since the adoption of the Complaint About Alleged Breach Form by Council in February 2021, WALGA has provided the sector with an alternative form. WALGA's new alternative includes options for more detailed information and includes an option that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by both parties, will be undertaken before the complaint is dealt with. The draft G1.4 Complaint Handling Division 3 Code of Conduct Policy includes and refers to the new form including the Alternative Dispute option.

Consultation:

Guidance notes have been provided by the Department and WALGA. Staff have engaged with Governance department at WALGA.

Statement provided by the Governance Department of WALGA on 20.7.21 – there is no new legislation drafted to amend the legislation brought in on 3 February 2021. WALGA will continue to advocate for change however encourage Council to proceed with implementing the suggested policy framework provided by WALGA.

Statutory Environment:

Section 5.104 of the Local Government Act 1995 (the Act) requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation. Council adopted their Model Code at Ordinary Council meeting held 20 April 2021.

Policy G1.4 Complaint Handling - Division 3 regulates how a Council must deal with a complaint.

Policy Implications:

The draft policy does not conflict with any existing policy.

Council adopted the Complaint About Alleged Breach Form, at Ordinary Council meeting held 16 February 2021, this will be replaced by the new form if adopted.

Financial Implications:

The draft policy proposes the engagement of an independent person to investigate any complaints received, which would incur a cost.

Additionally, there will be administrative resources required in handling the complaints by the complaints officer and in preparation of agenda items for the Council Complaints Committee to consider.

Strategic Implications:

Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.

Strategy: Continuously strive to improve performance and delivery across all functions with a focus on customer service.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risks of not adopting the presented draft Policy G1.4 Complaint Handling – Division 3 Code of Conduct including the formation of a Behaviour Complaints Committee:

- Council will need to be clear on how conflict of interest will be managed and put procedures in place.
- The community apprehension of bias towards Council member/s subject to a complaint.
- The inequality of and fundamental conflict of one judging one's own behaviour.
- Not meeting community expectations of procedural fairness, objectivity, impartiality and consistency.
- Any complaints lodged prior to the adoption of a procedure cannot be dealt with until a procedure is adopted. The Model Code commenced on 3 February 2021.

Risk	Medium (9)
Risk Likelihood (based on history and with existing controls)	Medium (9)
Risk Impact / Consequence	Medium (9)
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9)
Risk Action Plan (Controls or Treatment Proposed)	Medium (9)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. Adopt draft Policy G1.4 Complaint Handling – Division 3 Code of Conduct for Council Members, Committee Members and Candidates for Election, as the procedure for dealing with complaints made under the new Code of Conduct as presented including the following:
 - Policy G1.5 Behaviour Complaints Committee Terms of Reference.
 - Behaviour Complaints Committee Delegation.
2. Appoint Councillors K King, N Morrell, G Peirce, A Squires, J McFall, M Lloyd and N Manuel to the Behaviour Complaints Committee, the Presiding Member being Shire President Cr K King.
3. Council adopts the new Complaint About Alleged Breach Form – Code of Conduct for Council Members, Committee Members and Candidates for Election as presented.

Moved: _____

Seconded: _____



Shire of West Arthur Council Policy – Complaint Handling Division 3 Code of Conduct Policy

Policy Number	G1.4 Governance
Policy Title	Complaint Handling Division 3 Code of Conduct
Related Legislation	Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 Local Government Act WA 1995
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	
Review	Annually

1. Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of West Arthur Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of West Arthur's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

2. Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

3. Definitions

Act: *Local Government Act 1995*.

Behaviour Complaints Committee: means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer: means a person authorised in writing *[by Council resolution or by the CEO exercising delegated authority]* under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

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

Candidate: means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint: means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

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

Committee: means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member: means a Council Member, employee of the Shire of West Arthur or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

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

Complainant: means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor: means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents: means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form: means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council: means the Council of the Shire of West Arthur.

Council or Committee Meeting: means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member: means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

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

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

Response Documents: means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

4. Policy Statement

4.1 Principles

4.1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

4.1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

4.1.3 Confidentiality

The Shire of West Arthur will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

4.1.4 Accessibility

The Shire of West Arthur will ensure that information on how to make a complaint, including this Policy, is available at the Shire of West Arthur's Administration Building and on the Shire of West Arthur's website. The Shire of West Arthur will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

4.2 Roles

4.2.1 Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

The Shire of West Arthur's CEO was appointed the Behaviour Complaints Officer by Council resolution 8.4.4, 16 February 2021.

4.2.2 Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 4.3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

4.2.3 Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Council Policy G1.5 Behaviour Complaints Committee Terms of Reference.

4.3 Procedure

4.3.1 Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

4.3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 4.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

4.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

4.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 4.3.6 of this Policy.

4.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 4.3.6 of this Policy.

4.3.6 Alternative Dispute Resolution *(if new Complaint Form adopted)*

The Shire of West Arthur recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 4.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

4.3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

4.3.8 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour

Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of West Arthur's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

4.3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of West Arthur's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with Shire of West Arthur Meeting Procedures/Standing Orders Local Law 2002.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

4.3.10 Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 4.3.4 and Part 4.3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

4.3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

4.3.12 Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations. In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

4.3.13 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4.4 Decision Making

4.4.1 Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in section 4.1 of this Policy.

4.4.2 Vexatious and Unreasonable Persistence Complaints and Customers

Council may refer to the Shire's G1.6 Vexatious and Unreasonable Persistence Complaints Policy (*adopted June 2021*) which provides a framework for dealing with vexatious or unreasonable persistent complaints and to assist Council Members and employees in their engagement with members of the public, ratepayers, and other stakeholders.

Procedures in this policy may be applied in relation to complaints to the Shire's Behaviour Complaints Officer, pursuant to Division 3 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates for Election.

4.4.3 Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with Shire of West Arthur Standing Orders 2002.

4.4.4 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4.5 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct; personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.4.6 Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. Associated Documents

- Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates
- Behaviour Complaints Committee Terms of Reference
- Delegation Behaviour Complaints Committee
- WALGA Policy Development Framework Code of Conduct Behaviour Complaints Management Policy



Shire of West Arthur Council Policy – Behaviour Complaints Committee Terms of Reference

Policy Number	G1.5
Policy Title	Behaviour Complaints Committee Terms of Reference
Related Legislation	s.5.8, s.5.9, s.5.10, s.5.11A, s.5.16 of the <i>Local Government Act 1995</i>
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	
Review	

1. Objective

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

2. Scope

This Policy applies exclusively to the Shire of West Arthur's Behaviour Complaints Committee.

3. Definitions

Act: *Local Government Act 1995.*

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

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

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

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

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

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

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

4. Policy Statement

4.1 Committee Function

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

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

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

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

4.2 Membership

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

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

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

4.3 Meeting Schedule

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

4.4 Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire of West Arthur Register of Delegations.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

4.5 Committee Governance

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- include public question time *[Admin.r.5]*
- make the Committee Notice Papers and Agenda publicly available *[s.5.94(p), s.5.96A(f)]*, with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) *[Admin.r. 14]*; and
- make Committee minutes publicly available *[s.5.94(n), s.5.96A(h)]*, with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

6. Associated Documents

- Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates
- Complaint About Alleged Breach Form
- Delegation Behaviour Complaints Committee
- WALGA Policy Development Framework Code of Conduct Behaviour Complaints Management Policy



Shire of West Arthur Council Delegation – Behaviour Complaints Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	Behaviour Complaints Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> a. take no further action [MCC.cl.12(4(a))]; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy G1.4 Complaint Handling Division 3 Code of Conduct. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.

	NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express Power to Sub-Delegate:	Nil.

Instructions for: Making a complaint about an alleged breach of the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of West Arthur's Code of Conduct Behaviour Complaints Policy on our website ([hyperlink inserted following adoption of policy – July 2021](#)) before submitting a complaint. This Policy details:

- How the Shire of West Arthur will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

-
- ☐ The allegation must relate to a breach of the behaviour standards in Division 3 of the Shire of West Arthur's Code of Conduct for Council Members, Committee Members and Candidates.
-
- ☐ Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
-
- ☐ The completed Behaviour Complaint Form MUST be lodged with the Shire of West Arthur's Behaviour Complaints Officer, Chief Executive Officer within one (1) month of the alleged behaviour breach.
-

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of West Arthur's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au; OR
- The Shire of West Arthur's Behaviour Complaints Officer: (08) 9736 2222 or ceo@westarthur.wa.gov.au.

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Shire of West Arthur's Behaviour Complaints Officer on (08) 9736 2222 or by email ceo@westarthur.wa.gov.au.

Behaviour Complaint Form

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

Name of Person Making the Complaint			
Complainant Name: <i>Given Name/s and Family Name</i>			
Contact Details			
Residential Address:			
Postal Address:			
Phone:	Day-time:		Mobile:
Email:			

Complaint Details:			
1.	Insert Name of Person alleged to have committed a behavior breach:		
2.	Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of West Arthur	<input type="checkbox"/>
		Member of a Committee of the Shire of West Arthur	<input type="checkbox"/>
		Candidate for election at the Shire of West Arthur	<input type="checkbox"/>
3.	Date that the alleged behaviour breach occurred:		
4.	Location where the alleged behaviour breach occurred:		

5.	Which of the behaviours prescribed in Division 3 of the Shire of West's Code of Conduct do you allege this person has breached?	
	Clause 8. Personal integrity	
	(1) A council member, committee member or candidate —	
	(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
	(b) must only publish material that is factually correct	<input type="checkbox"/>
	(2) A council member or committee member —	
	(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
	(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
	Clause 9. Relationship with others	
	A council member, committee member or candidate —	
	(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
	(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
	(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
	Clause 10. Council or committee meetings	
	When attending a council or committee meeting, a council member, committee member or candidate —	
	(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
	(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
	(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>	
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>	

6.	State the full details of the alleged breach.

7	List any additional information you have provided as part of this complaint: <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>

9	Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>	
YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

10	<p><i>The Shire of West Arthur has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i></p> <p><i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p>		
	Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
		NO	<input type="checkbox"/>

11	<p>Desired outcome of the Complaint</p> <p><i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i></p>

COMPLAINANT <i>please sign and date</i>	
Signature:	
Date:	

Please submit completed Behaviour Complaint to:

The Shire of West Arthur's Behaviour Complaints Officer marked CONFIDENTIAL:

Mailing Address: 31 Burrowes Street, DARKAN WA 6392

In person: 31 Burrowes Street, DARKAN

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

ITEM 12.4 – SHIRE OF WEST ARTHUR BUSH FIRE BRIGADES APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER

File Reference:	3.16.2 Bushfire Advisory Committee
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Works Manager Assistant
Authorising Officer	A/Chief Executive Officer
Date:	20 July 2021
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	N/A

Summary:

Consideration of a request from the Shire of West Arthur Bush Fire Advisory Committee to the appointment of Chief Bushfire Control Officer within the Shire of West Arthur for the 2021/2022 fire season.

Background:

The West Arthur Bush Fire Advisory Committee request that all Fire Control Officers automatically become Shire of West Arthur Bush Fire Advisory Delegates with voting rights.

The Bush Fire Advisory Committee seeks to appoint the following Chief Bushfire Control Officer: Ben Robinson

Comment:

The West Arthur Bush Fire Advisory Committee recommended that Chief Bushfire Control Officer as listed be appointed for the 2020/2021 fire season.

Consultation:

The Shire of West Arthur Bush Fire Advisory Committee.

Statutory Environment:

Section 38. Local government may appoint bush fire control officer (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Policy Implications:

Nil

Financial Implications:

Allowances for the Chief Bush Fire Control Officer as set out in the shires annual budget.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council grant the request from the Shire of West Arthur Bush Fire Advisory Committee to the appointment of Ben Robinson as Chief Bushfire Control Officer within the Shire of West Arthur for the 2021/2022 fire season.

Moved: _____

Seconded: _____

ITEM 12.5 – SHIRE OF WEST ARTHUR COMMUNITY STRATEGIC AND CORPORATE PLANS

File Reference:	2.8 Integrated Planning Reporting
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Manager Community Services
Authorising Officer	A/Chief Executive Officer
Date:	22 July 2021
Disclosure of Interest:	Nil
Attachments:	Community Strategic Plan Towards 2031 Corporate Business Plan 2021-2025
Previous Reference:	N/A

Summary:

Council to consider adoption of the Shire of West Arthur Community Strategic Plan Towards 2031 and the Corporate Business Plan 2021-2025.

Background:

The West Arthur - Towards 2031 Community Strategic Plan has been prepared as a part of full strategic review required by local government every four years. Our last full review was undertaken in 2017. This plan provides the overarching guiding vision for the Shire for the next 10 years and is the Council's commitment to implementing the community's aspirations.

The Corporate Business Plan (CBP) is our plan that puts into effect the strategic vision and aspirations outlined in our Community Strategic Plan. These visions and aspirations were identified in our community consultation program undertaken in 2020 and 2021.

Comment:

This Community Strategic Plan, "West Arthur Towards 2031", outlines the visions, aspirations and priorities for our community for the next ten years. The purpose of this plan is to give a clear sense of direction with priority areas and key goals for the community and the Shire for the next ten years.

The Corporate Business Plan is the next step in the planning process and details the projects, actions and initiatives that the Shire will undertake over the next four years that address the visions and aspirations of our community to make our Shire a better place to live, work and visit. It also advises our budget planning for the next four years to ensure that rate payers are getting value for money.

Consultation:

Our Community Strategic Plan has been developed through ongoing community engagement throughout 2020 and 2021. The community have been encouraged to share their vision for the community.

Council held a workshop on July 13 to walk through the draft Corporate Business Plan and made the minor changes they considered necessary and these have been incorporated into the document now presented for formal adoption.

Engagement Method	No. Participants
Whole community online survey	32
Duranillin Coffee and Chat	3
Arthur River Coffee and Chat	5
Darkan Coffee and Chat	15
Small business contact	9
Youth “Come Taco with Me” Event	10
Seniors Coffee and Chat	5
Young families playground visit	3
New residents to town online survey	5
Ex-residents online survey	14
Community scorecards	93

Key partners to this plan are:

- Community members
- Local businesses
- Visitors
- Community groups
- 4WDL local governments (Wandering, Williams, Wagin, West Arthur, Dumbleyung and Lake Grace)
- Wheatbelt Development Commission - Wheatbelt Blueprint and Wheatbelt South Sub-Regional Economic Strategy
- Regional Development Australia, Wheatbelt
- WA government

The Corporate Business Plan is structured around themes and strategies that were identified through our community consultation programme; in existing plans, policy documents and reports; and council and staff identified projects.

Statutory Environment:

These plans forms part of the Shire's integrated planning and reporting framework required under the Local Government Act 1995. The integrated planning process provides the Shire with a clear structure to guide a coordinated and collaborative approach to develop our strategic direction and activities.

Policy Implications:

Nil

Financial Implications:

There is no direct financial implication but the Community Strategic Plan feeds into the Corporate Business Plan which in turn helps inform the annual budget.

Strategic Implications:

These plans provide the overarching guiding vision for the Shire for the next 10 years and is the Council's commitment to implementing the community's aspirations.

Sustainability Implications:

- **Environmental:** This plan provides consideration for environmental implications.
- **Economic:** This plan provides consideration for economic implications.
- **Social:** This plan provides consideration for social implications.

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. Adopt the West Arthur Community Strategic Plan Towards 2031 as presented.
2. Adopt the West Arthur Corporate Business Plan as presented.

Moved: _____

Seconded: _____

COMMUNITY STRATEGIC PLAN

West Arthur Towards 2031



Shire of West Arthur

31 Burrowes Street
Darkan, WA 6392

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

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INTRODUCTION



Acknowledgement of Country

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

Executive Message from the Shire President

The West Arthur - Towards 2031 Community Strategic Plan has been prepared as a part of full strategic review required by local government every four years. Our last full review was undertaken in 2017. This plan provides the overarching guiding vision for the Shire for the next 10 years and is the Council's commitment to implementing the community's aspirations.

As part of the preparation of the plan, community engagement was undertaken in a number of forums giving everyone the chance to have some input into the direction of the Shire Council over the next 10 years. Thank you to all those that participated in the various forums. Overwhelmingly our community told us they feel that the community is safe, friendly and stable, offering us lots of opportunities for future development.

The past four years have seen the completion of the Health and Resource Centre, the opening of the Betty Brown Historical Centre, the promotion of our area as a Astro tourism hot spot, commencement of construction on a second chalet at the caravan park, upgrades at the footy change rooms, development of the information bay and many other improvements around the Shire. Roads have continued to be improved with the industrial area development, Growden Place being completed and opened to the public, and shoulder widening on various roads. Our services such as the Senior's meals program has continue to be well supported and make a positive impact in the community.

The years ahead look very exciting for our community. Local Roads and Community Infrastructure funding from the Federal Government in response to the COVID pandemic has provided the Shire with many opportunities to undertake projects that may not have been able to progress for a number of years. This funding is being spent on upgrading our roads including white line marking on Duranillin-Bowelling Road and Darkan South Road, the creation of a slip lane at Capercup North road and Darkan South Road intersection, and on developing community buildings and infrastructure including improvements at all the Halls within the Shire, redevelopments at Lake Towerrinning and the upgrading of the infrastructure in the Darkan Railway Reserve.

The COVID pandemic looks to be around for some time and we will continue to support businesses and the community when unexpected challenges are experienced.

The Council thanks Shire staff for their work throughout the last four years and looks forward to implementing this plan and ensuring our Shire is great play to live, work and visit.

Cr Kevin King
Shire President



Understanding our Strategic Plan

This Community Strategic Plan, “West Arthur Towards 2031”, outlines the visions, aspirations and priorities for our community for the next ten years. The purpose of this plan is to give a clear sense of direction with priority areas and key goals for the community and the Shire for the next ten years.

The plan forms part of the Shire’s integrated planning and reporting framework required under the Local Government Act 1995. This Community Strategic Plan is our principal strategy and planning document.

Integrated Planning and Reporting Framework



Strategic plan overview

The Community Strategic Plan West Arthur Towards 2031 is divided into five key themes:

- Our Community
- Our Economy
- Our Built Environment
- Our Natural Environment
- Our Local Government

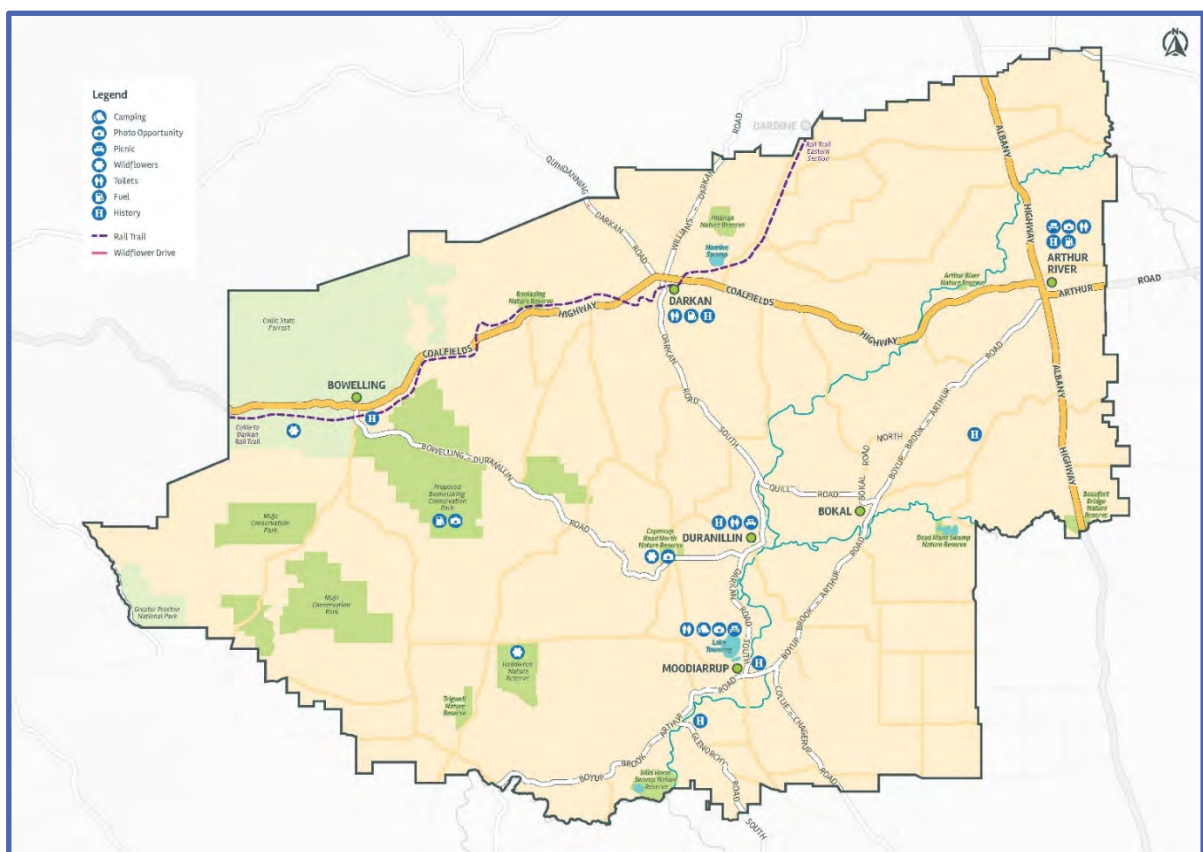
Each theme has an aspiration and a number objectives that will assist the council with decision making, Shire staff to implement programs and projects, and the community to partner with council and staff to achieve this vision.

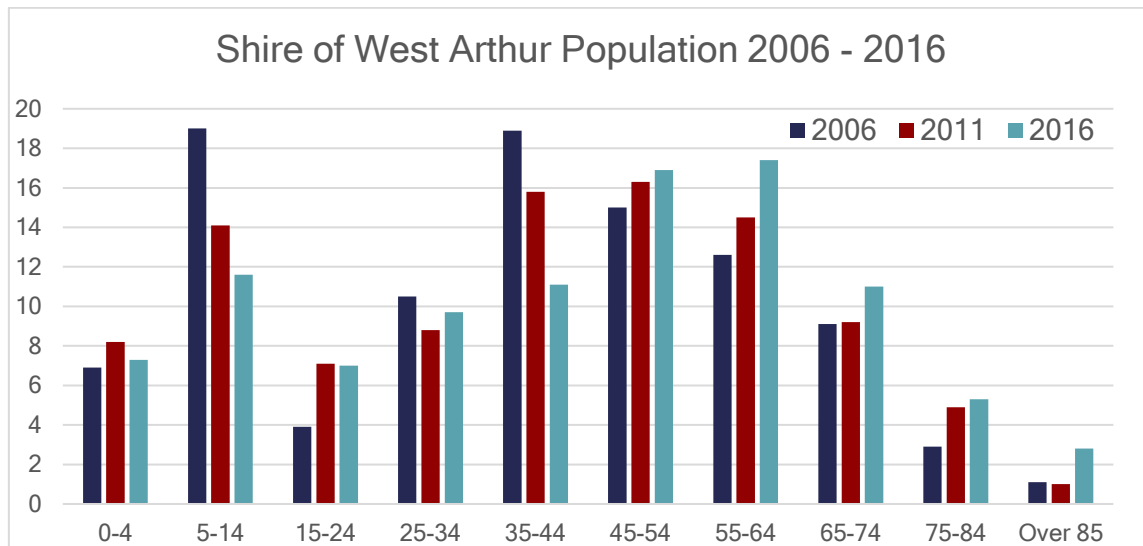
OUR COMMUNITY

Situated 204 km south of Perth and 115 km east of Bunbury, the Shire of West Arthur is nestled between the forests of the South-west and the Wheatbelt with the western side of the Shire typified by bush and forest, and the eastern side predominantly broad acre farming with less than 5% remnant bush.

At 2580 km² it is one of the larger shires in the area and includes Lake Towerrinning, agricultural and bush land, and nature reserves. It is home to unique flora and abundant wildlife, steeped in history and is dominated by an agricultural economy.

The Wilman Noongar people were the first inhabitants of the area, moving about the Shire for food, shelter and social interaction. British explorers arrived in the 1830s seeking suitable farming land to develop. In 1908 the railway line opened from Narrogin to Collie and with it bought rapid development of the Shire and in particular agriculture. Today 82% of privately owned land is used for agriculture. Darkan is the main town and administrative centre of the Shire and a number of smaller localities and settlements are scattered through-out the Shire.





Community Profile at a Glance



Data taken from 2011 and 2016 ABS Census

↑ Increased since 2011 ↓ Decreased since 2011 ↔ Same as 2011

Our Facilities and Events

Events

Biennial Cultural Day, Sheepfest, ANZAC Day, Australia Day, Volunteers Event, Your Week, Shows on the Go, WAX (West Arthur eXpression

Historical and Other

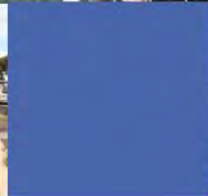
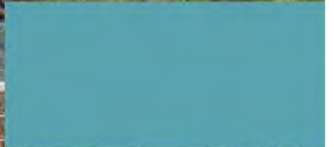
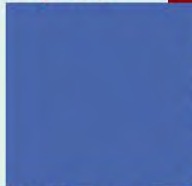
Arthur River Heritage Buildings, Six Mile Cottage, Duranillin School, War Memorial, Darkan and Bowelling Stations, Station Master's House, Betty Brown Historical Centre

Sport and Recreation

Gym, Football oval, halls, swimming pool, youth area, playgrounds, walk trails, outside gym, The Shed, Lake Towerrinning, sports clubs

Administration and Education

Shire buildings, Library, West Arthur CRC, Kids Central, Darkan Primary School



DEVELOPING OUR STRATEGIC COMMUNITY PLAN

Community Engagement

Our Community Strategic Plan has been developed through ongoing community engagement. The community have been encouraged to tell us their vision for the community.

Engagement Method	No. Participants
Whole community online survey	32
Duranillin Coffee and Chat	3
Arthur River Coffee and Chat	5
Darkan Coffee and Chat	15
Small business contact	9
Youth "Come Taco with Me" Event	10
Seniors Coffee and Chat	5
Young families playground visit	3
New residents to town online survey	5
Ex-residents online survey	14
Community scorecards	93

Key partners to this plan are:

- Community members
- Local businesses
- Visitors
- Community groups
- 4WDL local governments (Wandering, Williams, Wagin, West Arthur, Dumbleyung and Lake Grace)
- Wheatbelt Development Commission - Wheatbelt Blueprint and Wheatbelt South Sub-Regional Economic Strategy
- Regional Development Australia, Wheatbelt
- WA government

OUR COMMUNITY TOLD US

The community likes:

- Our small, friendly, peaceful country town vibe
- The community support available
- The safety and honesty of the community
- The stability of the agricultural area
- The communicative, supportive and well managed local government
- Our natural assets such as Lake Towerrinning, rail trail and wildflowers
- The lifestyle opportunities available in the area
- The management of grant funds and bequests by local government
- Clean and tidy town site
- The Haybale Highway and Sheepfest initiatives
- The amenities at the local caravan park
- The leadership shown during times of crisis (e.g. COVID pandemic)
- Availability of activities in the area

The key issues we will face:

- Availability of medical services
- Water security
- Waste management
- Biosecurity
- Aboriginal Heritage
- Lack of local involvement in childcare facilities
- Lack of services and activities available for children and youth
- Ensuring that locals spend locally rather than leaving town
- Creation of more jobs in the district
- Empty businesses on main street
- Housing
- Use of heritage buildings
- Attraction of a skilled workforce
- Population growth

Ideas to make the area a better place to live or visit:

- Better shopping facilities locally
- Fuel available in town
- Public transport or a community vehicle to surrounding areas particularly aimed at servicing the youth and elderly.
- Opening the Duranillin tip on weekends and at other times of the week
- More arts and cultural activities
- More activities for the youth and young adults in the area (beach party, beach slide at lake, live bands, learning courses)
- Garden waste collection twice a year
- Handyman service available for the elderly
- Continued development of local facilities—railway reserve, Lake Towerrinning, Arthur River town site, Darkan main street
- Welcome to West Arthur information pack for new residents
- Focus on heritage—in particular the Arthur River Shearing shed, and use of heritage buildings
- Something to draw people from information bay to the main street of town
- Creation of reasons for ex-residents and family members to visit (reconnection, historical connections)

Ideas for creating jobs and economic growth:

- Development of sheep sale yards
- Development of a pelleting plant
- Secondary processing of agricultural products
- Tourism development
- Attraction of trade based businesses (e.g. auto electrician)
- Development of alternative agricultural crops or enterprises
- Development of a local vision to assist new businesses
- Focus on the industry of senior support and health
- Continue with Shire support for training and development for local business operators
- Initiate informal business networking

The community vision for West Arthur:

- Greater availability of medical appointments and services
- Provision of better shopping facilities locally
- More accessible fuel supply in town
- Promotion of our area to the tourism market (astro, wildflowers, heritage, walk trails, lake)
- Continued development of local facilities such as the railway reserve (shade, fenced area) and Lake Towerrinning (playground and walk trails)
- Recognition of our Aboriginal Heritage
- Development of a better art and cultural scene within the community
- Provision of more activities for the younger people in the district

Priorities to achieve their vision:

- Waste management—container recycling, garden waste collection, Arthur River bin collection, Duranillin tip availability
- Continued promotion and development of our local economy
- Development of tourism
- Continued support and development of the health sector
- Improved amenities for locals

Community Score Card Results

We asked our community to score our services, economy, the liveability of our area and our community. Ninety three scorecards were returned and the results are outlined below. Scores for each category are out of 60 and the overall score is out of 100.



Community Vision





**Our community is
safe, friendly, and
inclusive**

Community – Safe, Friendly and Inclusive

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

Our Strategies and Plans to achieve this include:

- ⇒ Support for the provision of emergency services and volunteers
- ⇒ Prevention of crime
- ⇒ Communication of risks and hazards to the community and assistance with management of these

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

Our Strategies and Plans to achieve this include:

- ⇒ Actively support and promote a range of activities for a range of ages and abilities
- ⇒ Maintain and support the growth of medical facilities, childcare and aged services in the district.
- ⇒ Provide services and infrastructure to meet the needs of the community

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

Our Strategies and Plans to achieve this include:

- ⇒ Maintain and preserve our cultural and heritage assets
- ⇒ Reconnect with our Aboriginal heritage
- ⇒ Support community events that connect to our history (e.g. Sheepfest/exhibitions/displays in Betty Brown Historical Centre)

We will know we have succeeded when

- ⇒ We have a range of sporting, cultural and recreational activities and people from all walks of life are actively participating in the community
- ⇒ We have developed risk management plans, disability access and inclusion plan, and Reconciliation Action Plan.
- ⇒ We maintain our low crime rate
- ⇒ People are able to access health facilities they require
- ⇒ Increasing numbers of people are actively involved in volunteering within the community
- ⇒ We have created a Heritage list to protect our heritage assets



Our agricultural industry is stable and sustainable and supported by a dynamic and growing business sector

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

Outcome 2.1 – Improved employment through diversification in Agricultural

Our Strategies and Plans to achieve this include:

- ⇒ Investigate opportunities for diversification within the agricultural sector
- ⇒ Investigate water security and development opportunities associated with water sources
- ⇒ Liaise with key stakeholders to continue to support agriculture in the Shire

Outcome 2.2 – A growing, diverse business community

Our Strategies and Plans to achieve this include:

- ⇒ Investigate tourism opportunities and support this growing sector
- ⇒ Maintain and enhance our existing assets to encourage visitation
- ⇒ Promote the light industrial area for the use of new businesses
- ⇒ Advocate for improved communication facilities
- ⇒ Promote the Shire to people outside the area as a fantastic place to live, work and visit.
- ⇒ Investigate opportunities for growth within the local economy


Outcome 2.3 – Existing businesses develop and grow

Our Strategies and Plans to achieve this include:

- ⇒ Communicate opportunities with existing businesses to support their changing requirements
- ⇒ Encourage main street businesses to meet on a regular basis and discuss issues
- ⇒ Ensure that services and products are sourced locally wherever possible

We will know we have succeeded when

- ⇒ Our population remains stable or increases
- ⇒ There is an increase in development approvals
- ⇒ Visitor numbers increase
- ⇒ There is no loss of businesses in our towns and new businesses are added our main street
- ⇒ There is interest from the local farming community in implementing diversification in agriculture



**Our natural assets are
valued and are managed
to meet the needs of our
community.**

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

Outcome 3.1 – Maintain and improve our key natural assets

Our strategies and plans to achieve this include:

- ⇒ Maintain Lake Towerrinning as our premier, iconic natural asset
- ⇒ Maintain and develop our trails for use by locals and visitors (Collie to Darkan Rail trail, Nangip Creek walk trail, Hillman walk trail, Duranillin to Bowelling Rail trail)
- ⇒ Protect our night skies to ensure that they retain their dark sky rating
- ⇒ Protect and improve additional natural assets.

Outcome 3.2 – Our water resources are well defined and used sustainably

Our strategies and plans to achieve this include:

- ⇒ Develop a whole of Shire Water Strategy to better manage our water resources and target development of supplies
- ⇒ Invest in water security and manage existing water resources in a sustainable manner
- ⇒ Encourage development of private water supplies

Outcome 3.3 – Our natural biodiversity is maintained and valued

Our strategies and plans to achieve this include:

- ⇒ Blackwood Biosecurity Group is supported to manage pests in the Shire
- ⇒ Weeds are managed or eliminated particularly in areas of high biodiversity
- ⇒ Protection of our unique flora and fauna
- ⇒ Consideration of biodiversity in all land use applications and developments


Outcome 3.4 – Waste is minimised and environmentally sustainable practices are employed

Our strategies and Plans to achieve this include

- ⇒ Provide an effective waste management service
- ⇒ Promote environmentally sustainable principles

We will know we have succeeded when

- ⇒ Our natural assets continue to be used by locals and visitors
- ⇒ The community is satisfied with the waste management service provided
- ⇒ Our community has a defined water supply heading into the future
- ⇒ Our rates of recycling and sustainable practices improve

An aerial photograph of a rural town. The town is laid out in a grid pattern with several main roads. Houses are scattered throughout the grid, many with large yards and some with swimming pools. There are many trees, particularly eucalyptus, lining the roads and in the yards. In the center-right of the image, there is a large, open, rectangular area that appears to be a sports field or a large lot, with some smaller buildings and structures nearby. The background shows more open land and trees under a clear sky.

**Our roads, towns
and facilities are well
maintained and
reflect our rural
identity and heritage.**

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

Outcome 4.1 – Our road network is well maintained

Our strategies and plans to achieve this include:

- ⇒ Regularly review and update our long term road construction and maintenance program
- ⇒ Collaborate with surrounding Shires and State government to ensure sound planning and resource utilization
- ⇒ Enhance road safety strategies for road users

Outcome 4.2 – Our built infrastructure is well maintained, attractive and inviting

Our strategies and plans to achieve this include:

- ⇒ Our parks and gardens are well maintained and attractive
- ⇒ Community facilities are continually reviewed and upgraded as required through asset management plans
- ⇒ Our townscape are attractive and well developed with consideration for current and future usage

Outcome 4.3 – Our cultural heritage is preserved and promoted

Our strategies and plans to achieve this include:

- ⇒ Maintain the integrity of our heritage buildings
- ⇒ Investigate opportunities to develop our historical assets
- ⇒ Planning and development take into consideration heritage values

Outcome 4.4 – Appropriate planning and development

Our strategies and plans to achieve this include:

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

We will know we have succeeded when

- ⇒ Our community is proud of the look and feel of our towns and district
- ⇒ Our roads and infrastructure meet the needs and expectations of the local community
- ⇒ Our heritage buildings are well maintained and where possible have a continued use.

Betty Brown
Historical Centre

Leadership and Management – inspirational, dynamic, transparent

Outcome 4.1 – Councillors represent the community and well trained

Our strategies and plans to achieve this include:

- ⇒ The Shire Council is representative of the community and collaborates with Shire staff to ensure the best outcomes for the community
- ⇒ Elected members have the training and skills relevant to serving as Councillors in order to act in the best interest of the Shire
- ⇒ Council process is open and transparent to the general community

Outcome 4.2 – Shire staff are well trained, motivated and customer focused

Our strategies and plans to achieve this include:

- ⇒ Ensure that staff have opportunities to continue professional development when available
- ⇒ Provide flexible working arrangements where possible in order to attract the best quality staff
- ⇒ Continuously strive to be customer focused and serve Council and the community

Outcome 4.3 – Establish and maintain sound business and governance structures

Our strategies and plans to achieve this include:

- ⇒ Ensure that the local community is provided with value for money through the prudent expenditure of rates.
- ⇒ Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with the community.
- ⇒ Comply with regulations and best practice standards to drive good decision making by Council and Staff

Outcome 4.4 – Actively engage with community, business and other stakeholders to grow and develop the community

Our strategies and plans to achieve this include:

- ⇒ Continue to collaborate with other regional shires to achieve maximum benefits for the region
- ⇒ Council will advocate on behalf of the community on issues that the community identifies as important
- ⇒ Continued improvement in communication with the community through various platforms that ensure all members of the community have access to information
- ⇒ Continuously review and revise the Community Plan to reflect the changing needs of the community.

We will know we have succeeded when

- ⇒ Councillors and staff have participated in a range of development and educational opportunities
- ⇒ The community feels that they are provided with sufficient services and facilities and that these have been delivered with a regard to value for money from rates
- ⇒ Staff and Councillors attend regional meetings
- ⇒ Our annual financial audit performance continues to be excellent
- ⇒ Staff and Councillors work collaboratively in a respectful and courteous manner.



ACHIEVING OUR VISION

In order to achieve our vision we have taken into consideration the resources available now and into the future.

Our Resources

NUMBERS TO BE INSERTED AND UPDATED

	Current Capacity	Future Capacity
Human Resources	No. of FTE staff	Increasing or consolidating
Infrastructure Assets		
Property, Plant and Equipment		
Cash Backed Reserves	\$3,642,489	
Borrowings		
Annual Rates Revenue	\$1,704,587	
Annual Operating Revenue	\$1,906,288	
Annual Operating Expenditure	\$4,388,258	

Current as at 30th of June 2020

How you can contribute

The local community have contributed to this plan through our community consultation programme.

You can contribute to achieving the vision for the community by:

- Becoming a volunteer
- Attending and supporting local community events and activities
- Joining a community group
- Providing feedback and advocating to improve your community
- Recycle0ing
- Shopping local and supporting local businesses
- Promoting our area to family and friends as a great place to live, work and visit
- Using local facilities wherever possible
- Enjoying our natural assets
- Keeping your space free of rubbish and weeds
- Interacting with the Shire through our social media pages

How we will report our progress

- Regular contributions to the Bleat
- Regular updates through our webpage, Facebook page and other social media channels
- Annual report each year
- Four yearly comprehensive review of this plan and a two yearly desktop review

Document Management

Status: Rev 0, 2nd March 2021

Date of Adoption: XXXXXX

Shire of West Arthur

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Photo credits: Caroline Telfer, Astrid Volzke, Kerry Chia

CORPORATE BUSINESS PLAN

West Arthur 2021-2025

Shire of West Arthur

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

Introduction

The Corporate Business Plan (CBP) is our plan that puts into effect the strategic vision and aspirations outlined in our Community Strategic Plan. These visions and aspirations were identified in our community consultation program undertaken in 2020 and 2021.

The CBP is the next step in the planning process and details the projects, actions and initiatives that the Shire will undertake over the next four years that address the visions and aspirations of our community to make our Shire a better place to live, work and visit. It also advises our budget planning for the next four years to ensure that rate payers are getting value for money.

How the Planning Process Works

The CBP is structured around themes and strategies that were identified through our community consultation programme; in existing plans, policy documents and reports; and council and staff identified projects.

Our integrated planning process provides the Shire with a clear structure to guide a coordinated and collaborative approach to develop our strategic direction and activities.

Integrated Planning and Reporting Framework



Following extensive community consultation our Strategic Community Plan was released on [REDACTED]. This plan set out the visions, aspirations and priorities according to themes and

the Corporate Business Plan sets out the activities and initiatives aimed at achieving these community visions and aspirations (shown below). The Corporate Plan will guide the Shire's annual budgeting and resource planning



Key Issues for Our Shire

Community consultation and review of the issues raised identified some key trends and challenges for the Shire. These include:

- How do we ensure everyone has access to medical services and facilities?
- How can we help main street businesses grow and develop?
- How do we help our elderly residents to stay in the community?
- How do we ensure water security for farmers, emergency service volunteers and the community?
- How can we better manage our waste disposal and encourage recycling?
- What can we do to improve key iconic locations in our community?
- How can we grow community confidence in the Shire of West Arthur Council and Administration?

Our Year Ahead

The next financial year (2021-2022) will see a number of key projects undertaken around the Shire. These include:

- Whole of Shire Water Strategy to better manage water resources within the Shire
- White Line Project – install white lines on Darkan South, Duranillin Bowelling and Moodiarrup Changerup roads
- Railway reserve redevelopment – undertake construction of a pump track and new iconic shade structure in the Darkan Railway Reserve
- Car Park across the road from the CRC
- Heritage Inventory review – undertake a full review of the Shire current Municipal Heritage Inventory and create a Heritage Survey, Heritage List and Local Planning Policy
- Contribute and assist with the construction of an St John Ambulance building in the Darkan Railway Reserve
- Continued redevelopment of the public space at Lake Towerrinning
- Installation of a new cricket pitch and practice pitch at the Darkan town oval
- Swimming pool upgrade including solar power and investigations in to most appropriate way to provide a swimming pool to the community

The Corporate Plan

The following tables, outline these projects and those we have planned for the next four years in more detail. A list of abbreviations used in the tables can be found at the back of the document. In addition, it should be noted that costings are indicated where these have been confirmed and allocated. The Budget column in the table outlines where funds are likely to be sourced from. As the Shire strives to achieve the goals outlined here the local community will be kept informed of the progress through the Annual Report.

Our Community - Safe, Friendly, Inclusive

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

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Support for the provision of emergency services and volunteers	St John Ambulance Emergency Services Facility Assist the local St John Ambulance with the relocation and construction of a new local headquarters within the Darkan Townsite.	Emergency Management Act 2005	LCRI Funding	•	•			
	Bush Fire Management <ul style="list-style-type: none"> Administer the expenditure of the Emergency Services Levy for purchase of equipment and insurance for Bush Fire Brigades; Support Bush Fire Brigade volunteers through coordination of the Bush Fire Advisory Committee, advocating for resources, liaison with Government Departments, maintenance of vehicles and fire shed facilities, management of radio network, and provision of Shire equipment and staff for fire suppression. Monitor opportunities for the engagement of a CESM with DFES and partner local governments. Implement the Bushfire Risk Management Plan 	Bushfires Act 1954 Shire Bushfire Risk Management Plan	ESL Grant and OE	•	•	•	•	→
	Local Emergency Management Plan and Committee <ul style="list-style-type: none"> Ongoing review and implementation of Local Emergency Management Plan Arrangements, Welfare and Recovery plans in partnership with key agencies and stakeholders; Monitor and address risks identified in the AWARE Summary Risk Report. 	Emergency Management Act 2005 Local Emergency Management Plan	OE and OM	•	•	•	•	→
Prevention of crime	Relationship with Police Maintain regular communication with Police Officers who provide services in the Shire and provide them with access to Shire facilities and resources as required.			•	•	•	•	→

Outcome 1.1 - A safe place to work, live and visit (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
	Lighting Audit Renew the existing lighting of reserves and public places to identify areas that require additional lighting and to allow for future planning. Ensure lighting upgrades are in accordance with principles for protecting light pollution and the night sky asset.	West Arthur Lighting Audit		•	•			
	CCTV Continue to monitor opportunities for funding for the installation of CCTV security cameras on Coalfields Highway – east and west entries to Darkan, school and main street.			•	•	•	•	→
Communicate risks and hazards to the community and assist with management of these	Health Pandemic Facilitate the dissemination of information relating to health emergencies such as the COVID 19 pandemic and assist the local community, businesses and sporting organisations to manage changes to their circumstances that have arisen as a result of State and Federal requirements.	Public Health Act 2016 Emergency Management Act 2005	OE	•	•	•	•	→
	Movement of Vehicle and Harvest Ban Information Disseminate public information regarding movement of vehicle and harvest ban information and emergencies.	Bushfire Risk Management Plan	OE	•	•	•	•	→
	Risk Management Planning Prepare a Risk Management Plan for all Shire events and require others to provide Risk Management Plans prior to issuing approvals for large or significant events.	Risk Management Policy	OE	•	•	•	•	→
	Collaborative Services Comply with legislation and regulations by the provision of an Environmental Health Service and Ranger service through collaboration with surrounding Shires.	Cat Act 2011 Dog Act 1976 Public Health Act 2016	OE	•	•	•	•	→

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

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Actively support and promote a range of activities for a range of ages and abilities	Youth							
	<ul style="list-style-type: none"> Redevelop the Darkan Railway Reserve to incorporate a pump track and continue to develop the playground areas for children and youth. Encourage the involvement of youth in volunteering roles in the community such as assisting with Senior's meals preparation Investigate opportunities to provide activities for the youth (including Youth Week) in the Shire and provide staff resources for ongoing support to youth of the district. 	Darkan Railway Reserve Concept Plan	LRCI Funding	•	•			
			OE	•	•	•	•	→
	Seniors Support the delivery of social activities and learning programs to improve quality of life for seniors in the Shire.	Aged Friendly Plan	OE	•	•	•	•	→
	Whole community		OE	•	•	•	•	→
	<ul style="list-style-type: none"> Financially support sporting clubs and community groups through an annual small grants program Subsidise or underwrite travelling shows to ensure our community has access to quality entertainment. Support the CRC in the provision of the delivery of services, activities and events for people of all ages. Maintain relationship and regular communication with the Darkan Primary School (DPS), to develop opportunities to improve the lifestyle of the community's children, and families, and provide the support of the Shire's workforce for non-routine maintenance. Provide funding, access to facilities and assistance to community groups holding events for the community. Continue to provide a quality library service in conjunction with the Community Resource Centre. 	Community Groups Financial Assistance Policy						
		Darkan Primary School Support policy						
		MOU with CRC						

Outcome 1.2 – Support available for people of all ages and abilities (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain and support the growth of medical facilities, childcare and aged services in the district.	Health Centre and Medical Services <ul style="list-style-type: none"> Provide a well maintained and equipped health area within the Health and Resource Centre to enable allied health professionals to provide services to West Arthur residents. Maintain a positive working relationship with health providers and monitor the community's needs for medical services, lobbying for or seeking additional services where required. Continue to investigate opportunities for increasing doctor's appointment availability and promote the Patient Assisted Transport Scheme (PATS) to those available. 	MOU with CRC	OE	•	•	•	•	→
	Support for Seniors <ul style="list-style-type: none"> Review and update the Age Friendly Plan Continue to coordinate and facilitate the provision of weekly meals service to the senior community. Investigate and instigate, where possible, support to enable seniors to stay in our community including, transport (e.g. social or medical), and home maintenance; Continue to support Wagin Homecare in the provision of home care services to those that require assistance. Investigate alternative options for aged care. In partnership with the West Arthur Cottage Homes, ensure a high standard of ongoing management of Independent Living Units 	Aged Friendly Plan 4WDL funding agreements Shire/WACH Agreements	OE	• •	•	•	•	→
	Childcare Services <ul style="list-style-type: none"> Maintain a relationship and regular communication with REED to ensure a high standard and sustainable childcare service to our community. Continue to support the Kids Central Reference Group and user groups of these facilities. 			•	•	•	•	→

Outcome 1.2 – Support available for people of all ages and abilities (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Provide services and infrastructure to meet the needs of the community	Secondary Education Advocate for Year 6 Darkan Primary School students to continue to have access to a bus service to secondary schools that suit the needs of the community.		OE	•	•			
	Disability Access and Inclusion Plan <ul style="list-style-type: none">Review and update the Disability Access and Inclusion Plan and implement the strategies to improve inclusion and access to all, throughout the Shire.Investigate a design for a disability access ramp at Lake Towerrinning to allow access to the water's edge for people of all abilities. Apply for funding when available for construction of a ramp.	Disability Access and Inclusion Plan	OE	•	•			
	Community Transport Monitor the need for community bus and other transport solutions.		OE	•	•	•	•	→
	Management of Facilities <ul style="list-style-type: none">Upgrade the facilities at the Darkan Swimming Pool in collaboration with the Education Department.Upgrade the cricket pitch, covers and practice nets at the Darkan Town OvalInstall additional shade shelters in the public terraced area at Lake TowerrinningContinue to maintain and improve the playgrounds and public facilities throughout Shire.Maintain the Darkan Town Hall and make available to community groups for free use to encourage activity and social opportunities including the community gym, exercise classes, dance classes, and other activities.Provide well maintained cemeteries in Darkan and Arthur River.	Agreement Darkan District High School Swimming pool and Variation of Licence – Darkan Primary BBI Swimming Pool. Lake Management Plan	LCRI funding LCRI funding LCRI funding OE	• • • •	• • • •		•	→

Outcome 1.2 – Support available for people of all ages and abilities (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
	Housing <ul style="list-style-type: none"> Ensure teaching staff have access to quality accommodation through the provision of housing leased to Government Regional Officers Housing. Investigate issues associated with housing and identify opportunities to provide additional housing or upgrade existing housing within the Darkan townsite where financially viable 		OE	•	•	•	•	→
	Services and Information <ul style="list-style-type: none"> Support the provision of commercial (i.e. access to food and supplies, banking) and social services locally to support the needs of the community. Ensure signage throughout the Shire is maintained and updated where required (including signage for 24 hour fuel and at the Caravan park) In collaboration with the CRC develop a “Welcome to West Arthur” pack and host an event to welcome new residents to the district. 		OE	•	•	•	•	→

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

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain and preserve our cultural and heritage assets	Heritage Planning <ul style="list-style-type: none"> Update the Shire Municipal Heritage Inventory to a Local Heritage Survey and Heritage List. Develop a Local Planning Policy to ensure appropriate development of historical buildings 	Heritage Act 2018 Municipal Heritage Inventory	OE and DPLH Grant	•	•			
	Community Archives Continue to develop the community archives to enable access to historical documents by the general public	Shire Community Archives policy and procedure	OE	•	•			
	Betty Brown Historical Centre <ul style="list-style-type: none"> Continue to maintain and develop the Betty Brown Historical Centre to provide meaningful exhibitions and promote the Center as a place for locals to engage with the history of the region Continue to develop a diverse collection of historical books from the Shire and surrounding areas for people to access in the Darkan Town Library Encourage the Darkan Primary School to engage with and use the Betty Brown Historical Centre as a learning resource for students. Ensure maintenance and pest management is carried out in accordance with the BBHC pest management procedures. 	BBHC policy and procedures		•	•	•	•	→
	Heritage Maintenance and Development <ul style="list-style-type: none"> With the support of volunteers, maintain and preserve heritage buildings and places. Develop the area adjacent to the Arthur River Hall to allow better usage of the hall. Investigate funding opportunities for the development of an Inventor's display, to showcase the innovations developed within the Shire Incorporate historical elements into the development of new structures in the Darkan Railway Reserve and include display panels outlining our Shire's history. Continue to maintain the Shire of West Arthur self-drive heritage Trail on the izi.travel app. 	Darkan Railway reserve concept plan	OE	•	•	•	•	→

Outcome 1.3 - A unique identity and a strong connection to our past (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain and preserve our cultural and heritage assets (cont'd)	<ul style="list-style-type: none"> Investigate opportunities for the development and use of historical buildings such as the Darkan Station Masters house and the Arthur River Shearing Shed. Update Darkan Heritage Trail signage and brochures Develop a list of sites of historical significance where there is no longer any visible infrastructure and plan for future signage including historical school sites linked to the book Playgrounds of the Past. 	Shire Heritage Survey						
Reconnect with our Aboriginal heritage	<ul style="list-style-type: none"> In collaboration with the Darkan Primary School, engage with the Indigenous community and non-Indigenous community to recognize and respect our local Indigenous heritage. Develop a Reconciliation Action Plan to formalize reconciliation within our Shire and develop pride in our Indigenous heritage for the benefit of the whole community. Ensure that all Shire run events and functions include an Acknowledgement of Country. Consult with Indigenous community regarding the history of Lake Towerrinning and develop Interpretative signage to reflect this history. Liaise with Aboriginal community in relation to development of the area adjacent to Nissan Hut (part of old Aboriginal Reserve). Encourage and support the community (School and CRC) to celebrate NAIDOC week 		OE	•	•	•	•	→
Support community events and cultural activities that connect to our history and culture	<ul style="list-style-type: none"> Hold an Australia Day Breakfast at Lake Towerrinning annually, and hold other events to recognise people within the community or to celebrate milestones and achievements. Coordinate a biennial cultural events celebrating cultures in the community in rotation with WAX activities. Continue to support the annual Sheepfest event. Investigate funding for the development of iconic art installations at Lake Towerrinning. 		OE	•	•	•	•	→

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

Outcome 2.1 – Improved employment through diversification in agricultural								
Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Investigate opportunities for diversification within the agricultural sector	<ul style="list-style-type: none"> Support agricultural diversification opportunities which have the potential to provide economic benefits and employment growth and promote funding opportunities on social and traditional media when they arise. Investigate research opportunities with universities and secure funding for diversification and downstream processing for the agricultural sector. 		OE	•	•	•	•	→
Investigate water security and development opportunities associated with water sources	<ul style="list-style-type: none"> Prepare and implement a “whole of Shire” water strategy to develop water security in a targeted approach. Investigate the development of agricultural diversification in areas of the Shire having suitable water supplies as identified in the Shire Water Strategy document. 	Shire Water Strategy	OE	• •	• •	•	•	→
Liaise with key stakeholders to continue to support agriculture in the Shire	<ul style="list-style-type: none"> Maintain relationships with relevant industry groups such as Department of Agriculture, Regional Development Australia (Wheatbelt), Wheatbelt Development Commission and Farm Advisory Groups. Advocate for assistance with the provision of a workforce for the agricultural businesses. 		OE	•	•	•	•	→

Outcome 2.2 – A growing, diverse business community								
Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Investigate tourism opportunities and support this growing sector	Tourism Investment and development <ul style="list-style-type: none">Continue to be involved in the Astrotowns network and continue to identify locations suitable for astrophotography and promote community activities linked to stargazing or Astrophotography.Collaborate with other local governments and organisations in the region on opportunities to develop tourism, such as a redevelopment of regional brochures, regional tourism advertising and the Southern Wheatbelt Tourism Facebook Page.Maintain relationships with relevant industry groups such as Tourism WA and Australia's Golden Outback to promote the region.Regularly review and revise the tourism brochures and information on the Shire webpage to ensure that it is up to dateEngage a photographer to develop a portfolio of iconic images of the region to use in promotional opportunities.Research the development of the rail trail from Bowelling through to Duranillin and on towards Kylie and a walk trail extending from the Darkan Dardadine rail trail to Julikin Rock.Investigate the potential for canoe trails on the river through the Shire and for more adventurous bike tracks.Promote the region at events such as Sheepfest to the wider community.Continue to investigate unique tourism opportunities and to support new tourism ventures within the ShireContinue to develop historical tourism within the shire through the promotion of historical buildings, BBHC and historical resources in our Library.	Tourism Development and Marketing Strategy for the West Arthur Region	OE	●	●	●	●	➔
	Accommodation <ul style="list-style-type: none">Continue to promote and manage the Darkan Caravan Park and chalets including further landscaping improvements.Support the development of farm stay and bed and breakfast and other short stay accommodation options	Shire Trails Master Plan		●	●	●	●	➔

Outcome 2.2 – A growing, diverse business community (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain and enhance our existing assets to encourage visitation	<ul style="list-style-type: none"> Upgrade the signage in the tourist information bay at Arthur River in collaboration with the Arthur River Development Group Maintain the Collie-Darkan-Dardadine rail trail and collaborate with the DBCA Collie on the promotion of the trail. Construct a composting toilet at Bowelling Station. Maintain and upgrade appearance of major arterial roads and reserves through Darkan, Duranillin and Arthur River with streetscaping and landscaping appropriate to the area. Encourage land owners and tenants to maintain properties. Consider purchase of properties on the main street of Darkan and upgrade their appearance to improve visual amenity. 	Tourism Development and Marketing Strategy for the West Arthur Region	OE	•	•	•	•	→
Promote the light industrial area for the use of new businesses	<ul style="list-style-type: none"> Encourage the establishment of new trade businesses in the Growden Place Light Industrial area. Promote and consider opportunities to develop industrial sites to attract new businesses to the Shire. 		OE	•	•	•	•	→
Advocate for improved communication facilities	Support the improvement of digital and communication technology in the Shire, in particular increased mobile phone coverage across the whole Shire (highest priorities Moodiarup and Bowelling), and improved internet speeds and capacity.		OE	•	•	•	•	→
Promote the Shire to people outside the area as a fantastic place to live, work and visit.	<ul style="list-style-type: none"> Provide 'good news' stories to media and on local radio. Update and improve the Shire's web page; promote and consult with the community through Facebook, Instagram and Twitter, and investigate other social media opportunities to promote the Shire well. Develop an easy to understand approval information sheet to provide to new businesses to encourage development Monitor land sales and development opportunities and investigate further land release (including larger lot sizes) as needed. Investigate renovating and on selling existing private houses in Darkan to improve the overall appearance of the town and encourage new residents. 		OE	•	•	•	•	→

Outcome 2.2 – A growing, diverse business community (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Promote the Shire to people outside the area as a fantastic place to live, work and visit. (cont'd)	<ul style="list-style-type: none"> Office space, meeting rooms and video conferencing facilities will be available for rental in the Health and Resource Centre for local and external business use. Promote these facilities to external groups for use. Encourage the development of local accommodation to allow visiting organisations the opportunity to use the excellent existing office space in the CRC for meetings, workshops and other functions. Maintain our “Film Friendly” certification from Screenwest encouraging film makers to showcase our area. 							
Investigate opportunities for growth within the local economy	<ul style="list-style-type: none"> Prepare and implement an economic plan and for the Shire which identifies opportunities in key sectors including health and medical, manufacturing and downstream processing to attract investment and create employment. Prepare a business prospectus to promote business opportunities within the Shire and towns. 		OE	•	•	•		

Outcome 2.3 – Existing businesses develop and grow

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Communicate opportunities with existing businesses to support their changing requirements	<ul style="list-style-type: none"> Advocate on behalf of local businesses and liaise with WALGA and other agencies to address regulatory issues that negatively impacting on local business. Advocate for the ongoing provision of public utilities required to suit business needs. Monitor workforce requirements and assist where required. Regularly communicate through the local business email network opportunities for funding, support and educations provided by Government and business groups. Provide support and assistance to main street businesses, particularly when ownership changes are required. 		OE	•	•	•	•	→
Encourage main street businesses to meet on a regular basis and discuss issues	<ul style="list-style-type: none"> Collaborate with the Community Resource Centre to develop programs and opportunities to support and encourage businesses including training, development and marketing opportunities. Collaborate with the CRC to provide a networking opportunity on a six-monthly basis for local business owners and operators. 		OE	•	•	•	•	→
Ensure that services and products are sourced locally wherever possible	<ul style="list-style-type: none"> Ensure the local purchasing policy is adhered to, ensuring the Shire is purchasing from local businesses where viable. Encourage local community to support local businesses Encourage local businesses to continue to grow and develop and provide the community with the services required. 	Shire Purchasing Policy	OE	•	•	•	•	→

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

Outcome 3.1 – Maintain and improve our key natural assets

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain Lake Towerrinning as our premier iconic natural asset	<ul style="list-style-type: none"> Collaborate with DBCA and DoT in relation to the management of Lake Towerrinning Hold a meeting of stakeholders every two years to monitor use and review strategic direction of the Lake through the Lake Management Plan Ongoing maintenance and Improvements including access to the beach, improvements to public space, and maintenance of jetties. Investigate the potential for a boardwalk around the lake 	Lake Management Plan	OE	•	•	•	•	→
Maintain and develop our walk and bike trails for use by locals and visitors	Rail Trails <ul style="list-style-type: none"> Continue to maintain our existing walk trails such as the Collie-Darkan-Dardadine Rail Trail and Nangip Creek walk trail. Implement recommended improvements to reduce risks along the Collie-Darkan-Dardadine Rail Trail Investigate opportunities to develop the Duranillin to Bowelling rail trail for use by walkers, bikes, and horse riders. Collaborate with Wheatbelt Cycling Collective and neighbouring Shires in relation to connecting the Darkan to Dardadine section of the rail trail to rail trails in other Shires to create a Wheatbelt Cycling network. 	Trails Master Plan LGIS Risk Advise letter	OE	•	•	•	•	→
	Hillman Reserve Work with community, State Government agencies and local member to plan for Hillman Reserve protection and enhancement, including development of a walk trail that allows access to the site whilst avoiding the asbestos at the dam site.	Trails Master Plan	OE	•	•			

Outcome 3.1 – Maintain and improve our key natural assets (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Protect our night skies to ensure that they retain their dark sky rating	In consultation with Astrotowns WA, develop a Lighting Management Policy for new developments and street lighting to ensure that light pollution is minimized.		OE	•	•			
Protect and improve additional natural assets	Nature Reserves Work with DBCA and the local community to ensure the protection and enhancement of State managed nature reserves including Capercup, Kylie, Wild Horse Swamp, Haddleton and Trigwell.		OE	•	•	•	•	→
	Protection of Privately Owned High Value Remnants Assist landholders in identifying and conserving areas of high value remnants or conservation potential on their private property.		OE	•	•	•	•	→
	Landcare Continue to fund a Landcare Officer through BBG to submit funding applications for landcare projects within the Shire		OE	•	•	•	•	→
	Tidy Towns Committee Support the Tidy Towns Committee and their initiatives to encourage and promote a sustainable community.							

Outcome 3.2 – Our water resources are well defined and used sustainably

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Develop a whole of Shire Water Strategy to better manage our water resources and target development of supplies	<ul style="list-style-type: none"> Liaise with government departments such as DWER and engage a consultant with specialist skills in water management to develop a whole of Shire water management strategy that provides the Shire with an action plan for the future development and management of water throughout the whole Shire. Investigate funding opportunities to implement the Shire Water Management Strategy action plan and continue to develop water resources in a planned and staged manner. 	Shire Water Strategy	OE	•	•			
				•	•	•	•	→
Invest in water security and manage existing water resources in a sustainable manner	Standpipes and Reuse of Scoured Water <ul style="list-style-type: none"> Maintain relationship with Water Corporation for reuse of weekly scoured water from Horwood Street standpipe. Maintain potable standpipe water supply in Darkan (two standpipes) and non-potable in Bokal, Darkan, Duranillin and Moodiarrup. Invest in additional water infrastructure in Darkan townsite 		OE	•	•	•	•	→
			LCRI Funding	•				
	Kylie Water Project Continue to liaise with DWER regarding funding the development of the Kylie Dam for use as emergency fire and stock water.		Grant funding from DWER and OE	•				
	Waterwise Gardens Ongoing upgrade of watering systems in Shire parks and gardens to reduce water consumption and use water wise plants in Shire parks and gardens.		OE	•	•	•	•	→
Encourage development of private water supplies	Promote opportunities for farmers and private land owners to develop water supplies through social and print media when information about such programs becomes available to the Shire.		OE	•	•	•	•	→

Outcome 3.3 – Our natural biodiversity is maintained and valued

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Blackwood Biosecurity Inc (BBI) is supported to manage pests in the Shire	<ul style="list-style-type: none"> Continue involvement with BBI and provide administrative support for the implementation of pest control programs. Promote to the local community opportunities for pest and weed control supplied by BBI 	Do we have any agreements here?	OE	•	•	•	•	→
Weeds are managed or eliminated particularly in areas of high biodiversity	<ul style="list-style-type: none"> Ongoing weed management on roadsides, in parks and other areas managed by the Shire such as Lake Towerrinning and Nangip Creek. Work collaboratively with neighbouring regions and the Department of Primary Industries and Regional Development (DPIRD) to tackle nationally identified weeds such as bridal creeper; boneseed; broom, sharp rush and cotton bush and locally significant weeds. Liaise with BBI to develop a Shire wide Weed Management Plan 		OE	•	•	•	•	→
Protection of our unique flora and fauna	Local Flora <ul style="list-style-type: none"> Minimise clearing of native vegetation on road verges particularly in areas of high conservation value. Working with community volunteers, contractors and DBCA to monitor and record the unique flora in our Shire, focusing on reserves of high value to the local community. 		OE	•	•	•	•	→
	Phascogales Support education, monitoring and establishment of nesting boxes for phascogales and other fauna.		OE	•	•	•	•	→
	Darkan Townsite Reserves Review and ongoing implementation of the current plans for Darkan townsite reserves, working collaboratively between School, interested community members, and neighbouring landholders.	Darkan Fire Management Plan; Nangip Creek Plan	OE	•	•	•	•	→
Consideration of biodiversity in all land use applications and developments	<ul style="list-style-type: none"> Consider environmental impacts and biodiversity when assessing land use applications through council. 		OE	•	•	•	•	→

Outcome 3.4 – Waste is minimised and environmentally sustainable practices are employed

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Provide an effective waste management service	Management of Waste Sites and Waste Minimisation <ul style="list-style-type: none"> Develop and implement a Shire Waste Management Plan to guide landfill and collection services. Continue collaborative approaches to innovation in waste management through liaison with neighbouring local governments and support of the collaborative development of a Waste Local Law with the 4WDL VROC. Improvement waste management and public access to waste facilities at Darkan and Duranillin Refuse sites and operate these in accordance with best practice, management plans, and regulations. Monitor use of Darkan Refuse Site with consideration for manning the site in the future or providing restricted access. Reduce the amount of green waste that is burnt at the refuse sites, moving towards a system of mulching and reuse where possible Improve signage at the Darkan Refuse Site to discourage scavenging. 	Shire Waste Management Plan	OE	•	•	•	•	→
	Waste and Recycling Collection Service <ul style="list-style-type: none"> Continue to provide a waste and recycling collection service to residents of Darkan and Duranillin and on the truck's route where possible. Provide a waste collection service or waste transfer site to interested Arthur River residents which is located on the truck's route. Provide green waste pick-ups to Darkan and Duranillin town site as needed including after severe storm events. 		OE	•	•	•	•	→
	Container Deposit Scheme Support the implementation of the container deposit scheme collection facilities in the Shire.		OE	•	•	•	•	→

Outcome 3.4 – Waste is minimised and environmentally sustainable practices are employed (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Provide an effective waste management service (cont'd)	DrumMuster Participation in the DrumMuster program for collection of chemical drums.		OE	•	•	•	•	→
	Disposal of Ewaste Support the sustainable disposal of ewaste outside of the Shire of West Arthur.		OE	•	•	•	•	→
	Chemclear and HHW Continue to support Chemclear and Household Hazardous Waste Temporary Collection by providing a collection site and promotion.		OE	•	•	•	•	→
Promote environmentally sustainable principles	Re-Use of Second Hand Items <ul style="list-style-type: none"> Encourage the re-use of second hand items to reduce waste including supporting the Darkan Buy, Swap and Sell, the Darkan Oppy Shop, car boot sales, collection of scrap metal and batteries, and local auctions. Encourage the separation of reusable items from waste destined for refuse sites and the use of home composting and recycling. Include a second hand shop at the Darkan Refuse Site if the site becomes manned, allowing recycling of items that would otherwise be disposed of in landfill. 		OE	•	•	•	•	→

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

Outcome 4.1 – Our road network is well maintained

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Regularly review and update our long term road construction and maintenance program	Road Management <ul style="list-style-type: none"> Renew the 10 year road program taking into consideration data held in Roman, road preservation needs, future transport needs, current and future school bus routes, available funds, and traffic data, developing an integrated road management plan. Implement the road construction program driven by priorities identified in integrated road management plan. Ongoing collection of data and management of Roman system for road infrastructure. Develop a gravel strategy to meet the requirements of the road program. Maximise external funding for works on Shire roads by applying for grants and maintaining a high standard of reporting and accountability on funds received. Ensure ongoing maintenance of bridges in accordance with Main Roads requirements. 	Road Asset Management Plan	OE	•	•	•	•	→
	Clearing permits Develop a database of clearing permits and develop a program for replanting and managing off set plantings that are part of revegetation for clearing off sets.	Road Asset Management Plan	OE	•	•	•	•	→
	Plant Replacement and Acquisition Ongoing review of the plant replacement program, with consideration for efficiency, available funds, and available work force, and annual acquisition and disposal of plant.	Plant Replacement and Asset Management Plan	OE	•	•	•	•	→

Outcome 4.1 – Our road network is well maintained

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Regularly review and update our long term road construction and maintenance program (cont'd)	State Government Road Network Advocate for improvements to the State Government road network in the Shire with consideration for increased road traffic from grain cartage		OE	•	•	•	•	→
Collaborate with surrounding Shires and State government to ensure sound planning and resource utilization	Regional Network Planning <ul style="list-style-type: none"> Liaise with neighbouring shires and the Wheatbelt Regional Road Group on future road programs to ascertain potential for collaborative partnerships on works and for a mutual understanding on road network impacts from upgrades. Support strategies for the identification of key transport routes across the region and subsequent upgrades. 		OE	•	•	•	•	→
	Shared Plant Support the use of sharing plant and resources with neighbouring shires.		OE	•	•	•	•	→
Enhance road safety strategies for road users	School Bus Transport Liaise with State agencies on bus network changes, and regularly liaise with school bus operators on road conditions.		OE	•	•	•	•	→
	Tree Plantations Maintain good relationship with tree plantation operators and liaise with affected land holders with regards to permits for transport of wood chips and logs.		OE	•	•	•	•	→
	White lines Complete the installation of centre white lines on the Duranillin Bowelling road, Moodiarrup-Changerup Road and the Darkan South Road		LCRI Funding	•	•			

Outcome 4.2 – Our built infrastructure is well maintained, attractive and inviting

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Our parks and gardens are well maintained and attractive	Regular Maintenance of Parks, Gardens and Reserves	Lake Townerinning Concept Plan	OE	•	•	•	•	→
	<ul style="list-style-type: none"> Carry out maintenance and improvements to the parks, gardens and reserves on an ongoing basis. Undertake plantings at Lake Townerinning outlined in the Lake Townerinning Concept Plan 		OE	•	•			
Community facilities are continually reviewed and upgraded as required through asset management plans	Building and Asset Management	Building Asset Management Plan	OEchool	•	•	•	•	→
	<ul style="list-style-type: none"> Review, update and implement the Asset management plan to ensure that public buildings will be improved and maintained. Carry out annual inspections and complete regularly maintenance to ensure assets (including Shire owned houses) are maintained and well preserved. Review whether to demolish, maintain or re-utilise the old tennis court building and toilets Undertake inspections of all public buildings and ensure that they comply with current standards and legislation 							
	Footpaths and Walkways	Road Asset Management Plan/Disability Access and Inclusion Plan	OE	•	•	•	•	→
	Review and ongoing implementation of pathways renewal and upgrade program allowing for ongoing upgrades and renewal.							
Our townscapes are attractive and well developed with consideration for current and future usage	Darkan Railway Reserve	Darkan Railway Reserve Concept Plan	LCRI Funding and OE	\$60,000	•	•	•	→
	Darkan Swimming Pool			•	•	•		
	Review the pool facilities, management and upgrades required to determine the most appropriate way of providing the community and visitors with a swimming pool facility into the future.							

Outcome 4.2 – Our built infrastructure is well maintained, attractive and inviting (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Our townscapes are attractive and well developed with consideration for current and future usage (cont'd)	Town Streetscapes <ul style="list-style-type: none"> Encourage owners of buildings on the main street of Darkan to update and maintain buildings to ensure the street is attractive Encourage owners of properties in Duranillin townsite to maintain a tidy appearance Undertake landscape activities in Duranillin to improve the visual amenity of the town (including updating the entrance statements) Liaise with the Arthur River Development Group on signage and entrance statements for the Arthur River Townsite 							

Outcome 4.3 – Our cultural heritage is preserved and promoted

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Maintain the integrity of our heritage buildings	<ul style="list-style-type: none"> Ensure that regular maintenance is carried out on Heritage buildings to ensure that they retain their historical character. Encourage private owners to maintain historical buildings in their care Investigate opportunities to purchase and preserve the Arthur River Shearing Shed 	Heritage Survey and List Heritage Act 2018	OE	•	•	•	•	→
Investigate opportunities to develop our historical assets	<ul style="list-style-type: none"> Continue to review potential uses for the Darkan Station and Station Masters house and investigate funding opportunities to turn these buildings into useable assets. Investigate the potential for the development of an Inventor's Museum in the Darkan Railway Reserve 	Heritage Survey and List	OE	•	•	•	•	→

Outcome 4.3 – Our cultural heritage is preserved and promoted (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Planning and development take into consideration heritage values	Heritage Review <ul style="list-style-type: none"> Undertake a review of the existing Municipal Inventory and convert to a Heritage Survey Develop a Heritage list from the Heritage Survey and prepare a Local Planning Policy that considers heritage in development and ensures conservation of those buildings or places that are considered to have high historical significance to the local community. 	Municipal inventory/Shire Heritage Survey and Heritage List	DPLH Funding and OE	•				

Outcome 4.4 – Appropriate planning and development

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
	Policies <ul style="list-style-type: none"> Review and develop town planning policies including a policy with regards to sea containers. Review and update the Shire Policy Register to reflect current policies and develop new policies relevant to recent regulatory changes. 		OE	•	•	•	•	→
	Local Laws Develop new local laws as required and review and amend existing local laws as required and in accordance with legislation.		OE	•	•	•	•	→

Leadership and Management – inspirational, dynamic, transparent

Outcome 4.1 – Councillors represent the community and well trained

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
The Shire Council is representative of the community and collaborates with Shire staff to ensure the best outcomes for the community	<ul style="list-style-type: none"> Develop and implement a program to encourage candidates for elections to increase diversity of elected members. Promote voting through Shire wide advertising and provide easily accessible in person voting. Encourage leadership in younger members of the community, through an invitation/mentorship program. 		OE	•	•	•	•	→
Elected members have the training and skills relevant to serving as councillors in order to act in the best interest of the Shire	<ul style="list-style-type: none"> Develop an Induction Manual for Elected Members. Training, informing, and skill development is promoted and available to all elected members including in house development sessions, access to external programs, and induction programs. Implement education and advisory programs where required to ensure that Councillors are abreast of current issues such as heritage and Aboriginal reconciliation. (OTHER ISSUES?) Fund, promote, support and encourage elected member representation at relevant conferences, workshops and meetings at a regional and state level. Support and encourage elected members, officers and community representatives to be active participants on key external and strategic bodies and discussion groups that will benefit the Shire. Upgrade information technology in Council chambers to allow for video or teleconferencing. 		OE	•	•	•	•	→

Outcome 4.2 – Shire staff are well trained, motivated and customer focused

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Ensure that staff have opportunities to continue professional development when available.	<ul style="list-style-type: none"> Encourage a philosophy of continual learning through structured and unstructured programs. Ensure staff training opportunities are identified during performance management process. Encourage staff to be members of appropriate professional bodies like LG Professionals to allow networking opportunities and the provision of information to ensure that staff remain up to date with current trends and information in local government. 		OE	•	•	•	•	→
Provide flexible working arrangements where possible in order to attract the best quality staff	<ul style="list-style-type: none"> Continue to provide opportunities for flexible work opportunities including part time, work from home, casual, and extended leave to suit employee's personal commitments and chosen lifestyle. Improve the quality of staff housing to assist to attract and retain staff. Continue to provide a safe and positive workplace, ensuring OHS and mitigating risks where required. Regularly review the Shire Workforce Plan 	Workforce Plan	OE	•	•	•	•	→
Continuously strive to be customer focused and serve Council and the community	<ul style="list-style-type: none"> Monitor system used for dealing with customer queries and complaints, and revise where appropriate. Review code of conduct every two years. Ensure prompt responses to enquiries through the Shire website 							

Outcome 4.3 – Establish and maintain sound business and governance structures

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Ensure that the local community is provided with value for money through the prudent expenditure of rates.	<ul style="list-style-type: none"> Conduct annual reviews of the forward financial plan. Prepare an annual budget to guide the distribution of funding for the Shire's operations Sporting clubs will be encouraged to plan for asset replacement and upgrade, which support business plans, through reserve funds matched on a dollar-for-dollar basis with the Shire. Continue to monitor opportunities to apply for external funding for improvements to facilities and the community. 		OE	•	•	•	•	→
Provide informed decision making based on our strategic directions and legal requirements and that these are adequately communicated with the community.	<ul style="list-style-type: none"> Demonstrate compliance with the Western Australian Department of Local Government's Integrated Planning and Reporting Requirements Framework and align planning documents to the framework. Continue to have all meetings and discussion forums open to public and encourage community members to participate in the invited guest program. Regularly consult with the local community to identify community directions and areas for improvement. 	IPRF	OE	•	•	•	•	→
Comply with regulations and best practice standards to drive good decision making by Council and Staff	<ul style="list-style-type: none"> Annually review the Shire's Policy Manual and develop new policies as required. Continue to maintain professional networks and undertake appropriate training to ensure staff remain up to date with current best practice. 		OE	•	•	•	•	→

Outcome 4.4 – Actively engage with community, business and other stakeholders to grow and develop the community

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Continue to collaborate with other regional shires to achieve maximum benefits for the region	<ul style="list-style-type: none"> Support and actively participate in the 4WDL Voluntary Regional Organisation of Councils. Examine further opportunities and continue to work cooperatively with other councils to create efficiencies and improved services through regional collaboration. Maintain connections with regional groups such as Regional Development Australia (Wheatbelt) and Wheatbelt Development Commission to ensure collaborative opportunities are identified. 		OE	•	•	•	•	→
Council will advocate on behalf of the community on issues that the community identifies as important	<ul style="list-style-type: none"> Councillors or Shire staff will represent and promote the Council at appropriate regional, state and federal forums Encourage and facilitate deputations and questions at Council meetings and ensure community members have the opportunity to participate in discussion at Council meetings. Councillors and staff will represent the Shire on community groups (such as West Arthur Community Resource Centre and West Arthur Cottage Homes) to provide a conduit for information and to show Council support for the community groups. 		OE	•	•	•	•	→
Continued improvement in communication with the community through various platforms that ensure all members of the community have access to information	<ul style="list-style-type: none"> Increase use of new technology to engage with public and keep them informed through ongoing review and development of the web site and other digital means including social media platforms Provide regular information in Bleat Community Newsletter and local newspapers to residents and ratepayers at least once per annum. Facilitate meetings and functions to address community opportunities and needs. Conduct community forums for project specific matters as required and as appropriate. 		OE	•	•	•	•	→

Outcome 4.4 – Actively engage with community, business and other stakeholders to grow and develop the community (cont'd)

Strategy	Action	Informing documents	Budget	2021-22	2022-23	2023-24	2024-25	Ongoing
Continued improvement in communication with the community through various platforms that ensure all members of the community have access to information (cont'd)	<ul style="list-style-type: none"> Develop a guide for colours, style and logos to be used consistently in promotion, securing strong public recognition of the Shire. Continue to support volunteers to care for the community and maintain its assets including Duranillin School, Glenorchy School, and seniors helpers. <p>Update the Shire website to ensure compliance with legislation and ensure ease of use for the general public</p>							
Continuously review and revise the Community Plan to reflect the changing needs of the community.	Annually review the community plan and corporate plan to update projects and Shire direction based on available funding and the changing requirements of the community.	Community Plan/Corporate Plan	OE	•	•	•	•	→

Financial information

INSERT FINANCIAL INFORMATION HERE

Abbreviations used throughout the document

BBG – Blackwood Basin Group

BBI – Blackwood Biosecurity Inc.

BBHC – Betty Brown Historical Centre

CBP – Corporate Business Plan

DBCA – Department of Biodiversity, Conservation and Attraction

DPLH – Department of Planning, Lands and Heritage

DoT – Department of Transport

ESL – Emergency Services Levy

LCRI – Local Community Roads and Infrastructure (Economic stimulus funding program implemented by the Federal Government as a result of COVID pandemic)

OE –Operating Expenses

OM – Operating materials

pa – per annum

WAX –West Arthur eXpression

ITEM 12.6 – CHANGE OF MEETING DATE

File Reference: 2.2.1
Location: Shire of West Arthur
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 21 July 2021
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

Council is requested to consider changing the date of the September Council Meeting from Tuesday 21 September to Tuesday 28 September 2021 at 7.00pm at Council Chambers Darkan.

Background:

Council at the meeting held on 20 October 2020 determined the 2021 Ordinary Council meeting schedule. It has now been identified that the published September Ordinary Council meeting date will conflict with the 2021 WALGA Local Government Week Convention being held in Perth.

It is anticipated the Shire President and a number of Councillors and Chief Executive Officer would wish to attend the Local Government Week Convention.

Comment:

It is requested Council endorse changing the meeting date from Tuesday 21 September to Tuesday 28 September at 7.00pm in Council Chambers Darkan.

Consultation:

Shire President

Statutory Environment:

Local Government (Administration) Regulations 1996

12. (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

Policy Implications:

Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic considerations
- **Social:** There are no known significant social considerations

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

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

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

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council;

1. Resolves to change the date of the Ordinary Meeting of Council to be held on Tuesday 21 September 2021 to Tuesday 28 September in Council Chambers Darkan commencing at 7.00pm; and
2. Authorise the Acting chief Executive Officer to undertake Local Public Notice of the revised date in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.

Moved: _____

Seconded: _____

ITEM 12.7 - COUNCIL MEETING TIMES

File Reference:	2.2.1
Location:	Shire of West Arthur
Applicant:	A/Chief Executive Officer
Author:	A/Chief Executive Officer
Authorising Officer	A/Chief Executive Officer
Date:	22 July 2021
Disclosure of Interest:	Nil
Attachments:	Operational Guideline No.5 – Council Forum Guidelines
Previous Reference:	Council Meeting and Minutes of May 2021

Summary:

At the Council workshop held on 13 July the time and format of the monthly Council Ordinary Council Meetings and Forum Sessions was discussed. It was agreed by those present to change the format to have the Forum Session first at 6.00pm, without public present, and then the Ordinary Council Meeting to commence at 7.00pm and be open to the public.

This report recommends trialling the new meeting times for 6 months.

Background:

At the May 2021 Ordinary Council Meeting the matter of Council Forums being open to the public was raised during Public Question Time and it would appear from the author's reading of the minutes after some discussion it was agreed the sessions would be open to the public. It is not reported whether a vote was taken on the matter.

Comment:

There are generally two formats that Council Forums may take – an agenda setting forum and an information/concept forum. Neither forum format is required to have a formal set agenda and there are no motions moved or minutes taken.

As stated in the Operational Guidelines: Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;*
- matters relating to the future development of the local government;*
- significant revenue-raising requirements or expenditure needs;*
- the development of internal strategic, planning, management and financial documents;*
- and*
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).*

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted. Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to

propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The Operational Guidelines state for Agenda Forums - For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed agenda forums. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that agenda forums are run with strict procedures.

The forums conducted by the Shire of West Arthur are of the Concept/Information style with no structured agenda, no motions moved, or minutes taken. Therefore, there is no statutory requirement for the meetings to be open to the public and it is recommended Council return to Forum Sessions being closed to the public.

There is nothing preventing Council from holding an information session or workshop with public present if there is any matter, they feel would be best with public input – the sessions held on the new Community Strategic and Council Corporate plans are examples.

The recommendation is that Forum Sessions commence at 6.00pm and Council Meetings-commence at 7.00pm.

Consultation:

Councillors

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no current policies on meetings.

Financial Implications:

Nil

Strategic Implications:

Outcome 4.1 – Councillors represent the community and well trained

Our strategies and plans to achieve this include:

- ⇒ The Shire Council is representative of the community and collaborates with Shire staff to ensure the best outcomes for the community
- ⇒ Elected members have the training and skills relevant to serving as Councillors in order to act in the best interest of the Shire
- ⇒ Council process is open and transparent to the general community

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic issues
- **Social:** There are no known significant social issues

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

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

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

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council:

1. hold the monthly Forum Sessions at 6.00pm prior to the Ordinary Council Meeting and to be held behind closed doors
2. hold the Ordinary Council Meetings at 7.00pm with the meetings being open to the public other than when discussing confidential matters as outlined in the Local Government Act 1995
3. the new times/format be trialled for 6 months and then be reviewed by Council
4. the change in meeting times be public advertised

Moved: _____

Seconded: _____



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 05 – January 2004

Council Forums

1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or [information sessions](#), [workshops](#) and [corporate discussions](#). For the purposes of this guideline the term “forum” will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime. This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed [agenda forums](#). It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that [agenda forums](#) are run with strict procedures.

4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

Accountability

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the [agenda forum](#) then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the [agenda forum](#) is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

Openness and Transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

Authority for the Chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

Meeting Notification

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

5. Particular Issues of Concern in the Forum Process

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

Dealing With Proposals Under the Town Planning Scheme

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

Formulating Management Documents

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

Forums Immediately Prior to an Ordinary Meeting of Council

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a [concept forum](#) and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the [concept forum](#) approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for [concept forums](#) which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for [agenda forums](#) which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a [concept format](#) environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or [agenda type](#) are encouraged to adopt rules and processes that are in line with these guidelines.

This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

ITEM 12.8 - EMERGENCY ACCOMMODATION ASSISTANCE

File Reference: 5.1.4
Location: 8 Hillman Street Darkan
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 22 July 2021
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

Council is requested to endorse the Chief Executive Officer's actions in offering emergency accommodation to Mr Tim Reichelt and his family following the damage to their rental accommodation by fire on the morning of 22 July 2021.

Background:

N/A

Comment:

On Thursday morning, 22 July 2021, a fire caused significant damage to the accommodation being occupied by Tim Teichelt and his 4 children making the residence uninhabitable.

The community has rallied to support the family as is the normal practice in small rural communities. As Council would be away there is a shortage of rental accommodation within the district.

As such, the Chief Executive Officer has authorised the use of the vacant shire residence at 8 Hillman Street Darkan as crisis accommodation for the family initially for a period of 4 – 6 weeks. This will allow the family to come to terms with their loss and to work with the community to try and source alternate accommodation.

The Chief Executive Officer has authorised the use of the property for this period free of rent and utility charges.

The shire has no planned need for the property in the short term so will not impact on our staffing arrangements.

The author believes that in situations like this the shire has a responsibility to support the family in any way that is possible without adversely impacting on operations.

Consultation:

Staff

Statutory Environment:

Local Government Act 1995

Policy Implications:

There is no policy that covers this situation.

Financial Implications:

The house was vacant so whilst no rent will be collected for this period rent income was not expected. (normal rental income as listed in the Schedule of Fees and Charges for the 6 weeks would have been \$489 for staff or \$978 for private rental). There will be utility charges borne by the shire for the initial period of occupancy. The Chief Executive Officer has delegated authority to waive or write-off debts of up to \$500 but this emergency situation is likely to exceed this amount.

Strategic Implications:

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

- Provide services and infrastructure to meet the needs of the community

Sustainability Implications:

- **Environmental:** There is no known environmental implications
- **Economic:** There will be a small cost borne by Council in providing the emergency accommodation
- **Social:** The provision of emergency accommodation within the community will assist the family come to terms with their situation and allow the community they know to support them

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. endorse the actions of the Chief Executive Officer in providing emergency accommodation to the family impacted by the house fire
2. agree to waive any costs associated with provision of the emergency accommodation up to a value of \$.....

Moved: _____

Seconded: _____

ITEM 12.9 - ADOPTION OF THE 2021/22 ANNUAL BUDGET

File Reference:	1.3
Location:	N/A
Applicant:	Shire of West Arthur Manager – Financial Reporting
Author:	Manager – Financial Reporting
Authorising Officer	A/Chief Executive Officer
Date:	23 July 2021
Disclosure of Interest:	Nil
Attachments:	2021/2022 Budget (Seperate Attachment)
Previous Reference:	Nil

Summary:

The purpose of this item is for Council to adopt the 2021/22 Budget based on the Corporate Plan.

Background:

Council to adopt the budget for the 2021/22 financial year. A copy of the draft budget is provided as a separate document to the agenda.

The budget is based on an increase in total rate revenue of 2.85%. There has been a reduction in the rate in the dollar due to an increase in UV property valuations by the Valuer General.

The ministerial order announced on 8 May 2020 has been extended to remain in force for the 2021/22 year and had the following implications on the 2021/22 budget:

Penalty interest reduced from a maximum of 8% to 7%. (Prior to the ministerial order the rate was 11%)

Instalment interest may remain at a maximum of 5.5% if a Local Government has a Hardship Policy and to be a maximum of 3% if a Local Government does not have a hardship policy. A 3% rate is proposed.

For those that are in hardship and meet the Local Government Hardship policy eligibility, then no penalty interest or instalment interest rate applies. Each Local Government decides on approving the application for hardship.

Comment:

The annual budget is one of the most important documents that Council approves each year. The budget outlines the income that is to be generated and the operations and projects that will be completed with that income.

The budget outlines both operational activities and capital construction and or purchases planned for the financial year.

Consultation:

The budget is based on the 2021/22 year identified in the Shire of West Arthur Corporate Plan which included community and councillor consultation.

Elected members have been involved in the development of the expenditure schedules and have had the opportunity to attend briefing sessions on the draft.

Statutory Environment:

In accordance with the Local Government Act 1995, Section 6.2 (1) Council is to adopt a budget not later than 31 August in each financial year.

The Local Government (COVID-19 Response) Ministerial Order 2020 was gazetted on the 8 May 2020. The draft 2021/22 budget gives consideration to the consequences of the COVID-19 pandemic and in accordance with the Ministerial Order adjustments have been made to interest rates charged on the instalment option and overdue rates. The Council also considered a COVID-19 Financial Hardship Policy in July 2020 to further support ratepayers suffering hardship.

Policy Implications:

The budget takes into account the COVID-19 Financial Hardship Policy and Elected Members Remuneration Policy.

Financial Implications:

Once adopted, the budget will guide the Shire's income and expenditure for the 2021/22 financial year

Strategic Implications:

The Shire's Corporate Plan was used to develop the Shire's 2021/22 Budget.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** Adoption of the budget allows the Shire to continue to operate
- **Social:** There are no known significant social considerations

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. That all income and expenditure as presented in the draft 2021/22 Budget be approved.
2. That the Fees and Charges as listed in the draft budget for 2021/22 year be adopted.
3. That the transfers/movements to and from Reserve Accounts as detailed in Note 7 of the Statutory Statements in the draft budget be adopted
4. That the following rate levels be adopted for the 2021/22 year:
 - 4.1 - For all rateable properties where Gross Rental Valuations are applied, a rate of 0.07412 in the dollar to apply
 - 4.2 - For all rateable properties where Unimproved Valuations are applied, a rate of 0.00511027 in the dollar to apply
 - 4.3 - The minimum rate of \$5531 to apply to land in the Darkan townsite and unimproved land and \$371 for land in other townsites
5. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020, that where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding Rates and Service Charges is set at seven (7%) percent per annum, to be calculated on a daily basis.
 - a) This additional interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy
6. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020 that for those ratepayers paying by instalments, the penalty interest to apply is set at three (3.0%) percent per annum, to be calculated on a daily basis.
 - a) This additional interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy

7. That the following Rates Instalments payment options be adopted

Option 1:

To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the rate notice issue

Option 2:

Payments to be made by two (2) instalments as will be detailed on the rates notices with the following anticipated dates

First Instalment	17 September 2021
Second Instalment	19 November 2021

Option 3:

Payments to be made by four (4) instalments as will be detailed on the rate notice with the following anticipated dates

First Instalment	17 September 2021
Second Instalment	19 November 2021
Third Instalment	21 January 2022
Fourth Instalment	25 March 2022

8. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020 that where payments are made by instalments, an administration charge of \$5 for each instalment after the first instalment shall apply

- a) This additional charge cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy

Moved: _____

Seconded: _____

13. Finance

ITEM 13.1 - ACCOUNTS FOR PAYMENT

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	A Telfer
Authorising Officer	N/A
Date:	20 July 2021
Disclosure of Interest:	N/A
Attachments:	Cheque Listing
Previous Reference:	N/A

Summary:

Council to note payments of accounts as presented.

Background:

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

Comment:

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

Consultation:

There has been no consultation.

Statutory Environment:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

There are no strategic implications.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic considerations
- **Social:** There are no known significant social considerations

Risk Implications:

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix:

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

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

Voting Requirements:

Simple majority

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 17062021.1 - 17062021.14, 21062021.1, 30062021.1 - 30062021.39, 08072021.1 - 08072021.25, 16072021.1 - 16072021.20, CHEQUES 20065 & 20066, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$591,692.81 listed (attached) be noted as approved for payment.

Moved: _____

Seconded: _____

Shire of West Arthur
Cheque Detail
June 10 through July 19, 2021

Date	Num	Name	Original Amount
10/06/2021	EFT	SALARIES & WAGES	47,170.82
		PAYROLL	
17/06/2021	17062021.1	AIR LIQUIDE	88.96
		GAS CYLINDERS	
17/06/2021	17062021.2	ARTHUR RIVER COUNTRY CLUB	350.00
		CONTRIBUTION FROM SHIRE - POWER TO FIRE SHED JULY 2020 TO JUNE 2021	
17/06/2021	17062021.3	BLACKWOOD BASIN GROUP (INC)	4,204.20
		LANDCARE SUPPORT	
17/06/2021	17062021.4	BURGESS RAWSON	316.25
		WATER CONSUMPTION FOR ROSE GARDEN	
17/06/2021	17062021.5	BW TRUCK PARTS	647.40
		PARTS & REPAIRS FOR SIDE TIPPING SEMI TRAILER	
17/06/2021	17062021.6	CHIA, KERRY	130.30
		REIMBURSEMENT FOR SENIORS SUPPLIES	
17/06/2021	17062021.7	CR J M MCFALL	655.00
		SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q3	
17/06/2021	17062021.8	DARDANUP BUTCHERING COMPANY	184.22
		MEAT ORDER FOR SENIORS MEALS	
17/06/2021	17062021.9	DURALYN GRAZING CO	155.38
		FUEL REIMBURSEMENT DURA FIRE TRUCK	
17/06/2021	17062021.10	FLEAYS STORE	311.25
		FRUIT & VEGGIES AND SUPPLIES FOR SENIORS MEALS & MILK FOR OFFICE	
17/06/2021	17062021.11	MARKET CREATIONS	2,255.43
		NEW DESKTOP COMPUTER & SUBSCRIPTION OFFICE SOFTWARE, MAINTENANCE, BACKUP & ANTI VIRUS	
17/06/2021	17062021.12	T-QUIP	709.00
		BLADES & ACCESSORIES FOR GIANNA FERRARI MOWER	
17/06/2021	17062021.13	WA TREASURY CORPORATION	31,521.53
		CAPITAL REPAYMENT & INTEREST PAYMENT ON GUARANTEE FEE ON LOANS 69, 70, 72 & 73	
17/06/2021	17062021.14	WARREN BLACKWOOD WASTE	2,431.90
		DOMESTIC WASTE & RECYCLING BINS FEES	
21/06/2021	21062021.1	MALCOLM THOMPSON PUMPS PTY LTD	1,491.42
		BEARING,GASKET COVER, SHAFT, PARTS & REPAIRS FOR MARSHALL WATER TANKER	
24/06/2021	EFT	SALARIES & WAGES	51,475.56
		PAYROLL	
30/06/2021	30062021.1	ADVENTURE PLAYGROUNDS PTY LTD	495.00
		BINOCULARS & DELIVERY FOR LAKE TOWERRINNING PARK FOR LCRI FUNDING	
30/06/2021	30062021.2	AL ANTZ ELECTRICAL	1,552.77
		ELECTRICAL WORKS FOR ARTHUR RIVER HALL	
30/06/2021	30062021.3	AUSTRALIA POST	249.50
		BOXES OF REFLEX PAPER	
30/06/2021	30062021.4	BCE SURVEYING PTY LTD	1,754.50
		RAILWAY RESERVE FISHER ST SURVEY	
30/06/2021	30062021.5	BODDINGTON MEDICAL CENTRE	300.00
		STAFF FLU SHOTS	
30/06/2021	30062021.6	C & D CUTRI	18,876.00
		PREVENTATIVE MAINTENANCE FOR BRIDGES	
30/06/2021	30062021.7	COLLIE EMBROIDERY SERVICE	336.60
		STAFF UNIFORMS	
30/06/2021	30062021.8	CONWAY HIGHBURY PTY LTD	4,345.00
		LOCAL LAWS AMENDMENTS AND NEW - FENCING, DOGS, WASTE	
30/06/2021	30062021.9	CORSIGN	3,295.60
		ROAD SIGNS	
30/06/2021	30062021.10	CRAWFORD BALL	30,150.00
		MOODIARRUP HALL CEILING REPAIRS	
30/06/2021	30062021.11	CREATIVE SPACES	5,467.00
		FABRICATION & DELIVERY DISPLAY CASE & TOY EXHIBITION DESIGN & PRINT GRAPHICS - BETTY BROWN MUSEUM	
30/06/2021	30062021.12	DARDANUP BUTCHERING COMPANY	225.88
		SENIORS MEALS MEAT ORDERS	
30/06/2021	30062021.13	DARKAN AGRI SERVICES	1,997.90
		GAS BOTTLES, PAINT, BUILDING SUPPLIES, GLOBES, PARKS & GARDEN SUPPLIES, CLOUTS, CEMENT	
30/06/2021	30062021.14	DARREL RADCLIFFE	4,000.00
		TURTLE PLAY STRUCTURE FOR LAKE TOWERRINNING	
30/06/2021	30062021.15	FREMANTLE CREATIONS	3,190.00
		REPAIRS TO ARTHUR RIVER HALL	
30/06/2021	30062021.16	FUELS WEST PETROLEUM	15,170.76
		DIESEL	

Shire of West Arthur
Cheque Detail
June 10 through July 19, 2021

Date	Num	Name	Original Amount
30/06/2021	30062021.17	HALCYON STEPPE	1,064.00
		GRAVEL	
30/06/2021	30062021.18	KATANNING PEST MANAGEMENT	990.00
		TERMITE TREATMENT AROUND ARTHUR RIVER HISTORICAL BUILDINGS & TRAVEL	
30/06/2021	30062021.19	KING, GERALDINE	19.00
		SUPPLIES FOR SENIORS MEALS	
30/06/2021	30062021.20	KOJONUP AGRICULTURAL SUPPLIES	193.44
		SERVICING OF ARTHUR RIVER FAST FILL PUMPS	
30/06/2021	30062021.21	LANDGATE	255.90
		VALUATION ROLL & MINING TENEMENTS	
30/06/2021	30062021.22	LGIS	3,618.96
		REGIONAL RISK CO-ORDINATOR FEE 2020-2021 2ND INSTALMENT	
30/06/2021	30062021.23	LUSH FIRE & PLANNING	786.50
		TOWN PLANNING SERVICES - NEW PLANTATION, OPTUS TOWERS MOODIARRUP & BOWELLING & SEA CONTAINER	
30/06/2021	30062021.24	MOTORPASS	5.50
		MOTORPASS CARD FEE	
30/06/2021	30062021.25	NARROGIN CARPET COURT	4,345.00
		NISSIN HUT FLOORING	
30/06/2021	30062021.26	PETE'S	206.15
		STAFF UNIFORMS	
30/06/2021	30062021.27	PUTLAND MOTORS	1,014.78
		PARTS & REPAIRS FOR CHAINSAW, LOADER, GRABRAKE, ROLLER & BACKHOE & GREASE CARTRIDGES, RAGS	
30/06/2021	30062021.28	SHIRE OF WAGIN.	385.00
		BUILDING PERMIT	
30/06/2021	30062021.29	TWEEDIE, STEVEN	2,750.00
		REVIEW OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS	
30/06/2021	30062021.30	WALES, PAM	200.00
		WESTCARE REIMBURSEMENT	
30/06/2021	30062021.31	WASMANN, NICOLE	254.13
		REIMBURSEMENT OF CEO PERSONAL PHONE 50% AS PER COUNCIL APPROVAL	
30/06/2021	30062021.32	WILSONS MACHINERY	2,000.00
		RETOOTHED 970MM SAW CUTTING BLADE	
30/06/2021	30062021.33	BUNCE, GEOFF	227.79
		SLIDING DOOR ROLLER, NISSEN HUT PLUMBING FITTINGS & WORK BOOTS	
30/06/2021	30062021.34	CR M LLOYD	914.86
		SITTING & TRAVEL FEES & COMMUNICATIONS ALLOWANCE FOR Q4	
30/06/2021	30062021.35	CR N M MANUEL	1,162.24
		SITTING & TRAVEL FEES & COMMUNICATIONS ALLOWANCE FOR Q3 & Q4	
30/06/2021	30062021.36	CR NEIL MORRELL	1,408.50
		DEPUTY PRESIDENT ALLOWANCE, SITTING & TRAVEL FEES & COMMUNICATIONS ALLOWANCE FOR Q4	
30/06/2021	30062021.37	FORPARK AUSTRALIA	1,218.80
		SPRING ROCKER SURFBOARD, TRILOBE DRIVER & TORX DRIV FOR LAKE TOWERRINNING	
30/06/2021	30062021.38	P & S GRIGGS PLUMBING	217.90
		REPLACE PRESURE VALVE ON HOT WATER SYSTEM & GROWDEN PLACE STANDPIPE BACKFLOW TESTING	
30/06/2021	30062021.39	SOS OFFICE EQUIPMENT	167.40
		METER READINGS FOR THE FUJI XEROX PRINTER	
08/07/2021	08072021.1	AIR LIQUIDE	157.29
		GAS CYLINDERS	
08/07/2021	08072021.2	ALLANDALE GRAZING	924.00
		GRAVEL	
08/07/2021	08072021.3	BODDINGTON MEDICAL CENTRE	1,235.00
		FUEL REIMBURSEMENT FOR DOCTOR	
08/07/2021	08072021.4	CJD EQUIPMENT PTY LTD	1,758.09
		PARTS & REPAIRS FOR LOADER	
08/07/2021	08072021.5	CONWAY HIGHBURY PTY LTD	660.00
		LOCAL LAWS CONSULTANCY	
08/07/2021	08072021.6	CORUM HEALTH SERVICES	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE & PBS ONLINE FEE	
08/07/2021	08072021.7	CR ADAM SQUIRES	875.00
		SITTING FEES & COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS Q4	
08/07/2021	08072021.8	CR J M MCFALL	585.00
		SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q4	
08/07/2021	08072021.9	CR K J KING	2,179.05
		PRESIDENT ALLOWANCE, SITTING FEES & COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS Q4	
08/07/2021	08072021.10	DEPARTMENT OF MINES, IND REG AND SAFETY	132.00
		JUNE BUILDING SERVICES LEVY	

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Date	Num	Name	Original Amount
08/07/2021	08072021.11	DEPT PLANNING, LANDS & HERITAGE	262.20
		EXCISE OF LAND FROM PER LEASE N105088 (OAKOVER) TO ARTHUR RIVER HALL	
08/07/2021	08072021.12	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	2,443.26
		SALARY SACRIFICE PAYMENTS	
08/07/2021	08072021.13	FOWLER SURVEYS	34,662.76
		SPOTTING & BARRIER ASSESSMENT OF BOWELLING DURANILLIN, DARKAN SOUTH & MOODIARRUP CHANGERUP	
08/07/2021	08072021.14	GEOGRAPHE FORD BUNBURY	57,367.67
		EVEREST 2021 SUV & LICENSING	
08/07/2021	08072021.15	LAKESIDE CAMPING PTY LTD	726.97
		SITTING & TRAVEL FEES & COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS FOR Q4	
08/07/2021	08072021.16	LANDGATE	254.25
		TITLE SEARCH AND LAND ENQUIRES FOR THE PURPOSE OF RATES	
08/07/2021	08072021.17	PARKER BLACK & FORREST PTY. LTD.	148.50
		LOCKS FOR HEALTH & RESOURCE CENTRE BACK DOOR & DELIVERY	
08/07/2021	08072021.18	PEDERICK ENGINEERING	700.00
		REPAIRS TO DOZER BLADE	
08/07/2021	08072021.19	RECKON	2,200.00
		RECKON USER ANNUAL LICENCES	
08/07/2021	08072021.20	REGIONAL FIRE & SAFETY	1,631.30
		VARIOUS SERVICING & CHECKING OF FIRE SAFTY EQUIPTMENT FOR SHIRE BUILDINGS, LOCATIONS & VEHICLES	
08/07/2021	08072021.21	SOS OFFICE EQUIPMENT	449.26
		METER READINGS FOR THE FUJI XEROX PRINTER	
08/07/2021	08072021.22	TOLL TRANSPORT PTY LTD	106.92
		DELIVERY OF SIGNS, CHALET FURNISHINGS, PARTS, PRINTER TONNER	
08/07/2021	08072021.23	WA TREASURY CORPORATION	2,368.25
		INTEREST PAYMENT AND GUARANTEE FEE ON LOAN 69, 70, 72 & 73	
08/07/2021	08072021.24	WALES, PAM	101.20
		WESTCARE PAYMENT REIMBURSEMENT	
08/07/2021	08072021.25	WEST ARTHUR COMMUNITY RESOURCE CENTRE	863.94
		DOCTORS HOUR FOR JUNE 2021	
08/07/2021	EFT	SALARIES & WAGES	52,078.24
		PAYROLL	
16/07/2021	16072021.1	APPS PLUMBING & GAS	6,684.70
		STOVE INSTALLATION FOR DARKAN HALL (LRCI FUNDING) & PLUMBING WORKS ARTHUR RIVER HALL KITCHEN	
16/07/2021	16072021.2	CHIA, KERRYIN	223.74
		SENIORS MEALS & MUSEUM REIMBURSEMENT	
16/07/2021	16072021.3	COLLIE ELECTRICAL SERVICES	1,336.50
		LAKE TOWERRINNING JETTY REMOVAL OF PUMP	
16/07/2021	16072021.4	CORSIGN	1,458.60
		ROAD SIGNS	
16/07/2021	16072021.5	CTF	191.75
		BCITF LEVY FOR THE PERIOD 1 APRIL -30 JUNE 2021	
16/07/2021	16072021.6	DARDANUP BUTCHERING COMPANY	139.79
		MEAT FOR SENIORS MEALS	
16/07/2021	16072021.7	DARKAN AGRI SERVICES	1,193.15
		PAINT, CEMENT, GAS BOTTLES, GLOBES, ADAPTERS, BUILDING SUPPLIES, UHF RADIOS, TOILET BOLTS	
16/07/2021	16072021.8	ENVIRO INFRASTRUCTURE PTY LTD	78,165.35
		REMEDIAL WORKS ON JETTY 1 & 2 AT LAKE TOWERRINNING & REPLACEMENT OF PIERLINE ON JETTY 2	
16/07/2021	16072021.9	FLEAYS STORE	453.20
		SUPPLIES FOR SENIORS MEALS & MILK & COFFEE FOR OFFICE	
16/07/2021	16072021.10	FUELS WEST PETROLEUM	1,531.08
		HYDRAULIC OIL & DIESEL ULTRA 15w 40	
16/07/2021	16072021.11	GODDARD, SARAH	60.50
		WHITE CARD	
16/07/2021	16072021.12	JI & LA RILEY	14,594.00
		REPAIRS TO ARTHUR RIVER POST OFFICE	
16/07/2021	16072021.13	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	716.00
		LG PROFESSIONALS FULL MEMBERSHIP & AFFILIATE MEMBERSHIPS 2021-22	
16/07/2021	16072021.14	LUSH FIRE & PLANNING	1,573.00
		TOWN PLANNING SERVICES - AR ROADHOUSE, ADVICE ON LPS REGULATIONS, OPTUS TOWERS & SEA CONTAINER	
16/07/2021	16072021.15	MARKET CREATIONS	3,038.64
		HP PROBOOK NOTEBOOK, 3 YR WARRANTY & SETUP & MONTHLY SERVICES, OFFICE 365, ANTI VIRUS ETC	
16/07/2021	16072021.16	MIRACLE RECEATION EQUIPMENT	269.50
		STEERING WHEEL FOR LAKE TOWERRINNING PARK FOR LCRI FUNDING	
16/07/2021	16072021.17	MUIR, JAMES	1,288.00
		REIMBURSEMENT FOR NEW WORKS MANAGER PHONE & COVER	

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Date	Num	Name	Original Amount
16/07/2021	16072021.18	REGIONAL DEVELOPMENT AUST WHEATBELT INC	467.50
		SUBSCRIPTION TO COLLABORATIVE RDA WHEATBELT & MIDWEST GASCOYNE GRANTGURU PORTAL (YEAR 2 OF 3)	
16/07/2021	16072021.19	STEWART & HEATON CLOTHING CP. PTY LTD	193.34
		XL WILDLANDS GLOVES & LGE WILDLANDS GOLVES	
16/07/2021	16072021.20	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	18,674.07
		WALGA MEMBERSHIP	
17/06/2021	DEBIT	SYNERGY	1,664.31
		ELECTRICITY USAGE AND SUPPLY CHARGES FOR DURA HALL, CRICKET NETS, STREET LIGHTS	
17/06/2021	DEBIT	TELSTRA	910.45
		PHONES OFFICE, DEPOT, CRC, POOL PHONE LINE & CHARGES	
17/06/2021	DEBIT	WATER CORPORATION	4,979.18
		VARIOUS WATER USAGE CHARGES	
30/06/2021	DEBIT	TELSTRA	322.09
		ADMIN PHONE LINE CALLS AND CHARGES & DEPOT PHONE AND CHARGES	
08/07/2021	DEBIT	SYNERGY	5,936.01
		VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES	
08/07/2021	DEBIT	TELSTRA	330.76
		TELEPHONE CALLS FOR THE CRC	
16/07/2021	DEBIT	AUSTRALIAN COMMUNICATIONS & MEDIA	114.00
		MT FISHER LICENCE RENEWAL	
16/07/2021	DEBIT	BUNNINGS WAREHOUSE	426.60
		CORNICE FOR KITCHEN UPGRADE AT HEALTH & RESOURCE CENTRE	
16/07/2021	DEBIT	SYNERGY	411.33
		ELECTRICITY USAGE AND SUPPLY CHARGES FOR LAKE, MOODI HALL, REES ROAD BORE	
16/07/2021	DEBIT	TELSTRA	811.36
		PHONES OFFICE, DEPOT, CRC, WORK MOBILES & INTERNET CHARGES & FEES	
29/06/2021	DIRECTDEBIT	AUSTRALIAN TAXATION OFFICE	2,480.22
		2020 2021 FBT LIABILITY	
30/06/2021	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	52.80
		FEE ACCOUNT 086724 508314385 FEES	
02/07/2021	DIRECTDEBIT	BENDIGO BANK	146.68
		BENDIGO MERCHANT FEE JUNE 2021	
29/06/2021	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	40.24
		NAB CONNECT FEES	
01/07/2021	20065	AUSTRALIA POST	10,912.50
		LICENCE AND THIRD PARTY INSURANCE FOR SHIRE VEHICLES	
30/06/2021	20066	PETTY CASH	64.45
		MICROWAVE CONTAINERS - CHALETS, BISCUITS MEETINGS, MILK, POSTAGE RENT LETTER & TRANSFER PLATES	
		VOUCHERS	AMOUNT
MUNICIPIAL FUND			
		17062021.1 - 17062021.14	43,960.82
		21062021.1	1,491.42
		30062021.1 - 30062021.39	114,812.36
		08072021.1 - 08072021.25	113,492.50
		16072021.1 - 16072021.20	132,252.41
		CHEQUE 20065 & 20066	10,976.95
		EFT/DEBIT/BPAY	18,626.03
		SALARIES & WAGES	150,724.62
		LICENSING JUNE 2021 TRANSFERS	5,355.70
		TOTAL	591,692.81

14. Planning and Technical Services

ITEM 14.1 – DRAFT POLICY W2.1 ROAD CLOSURE

File Reference:	7.4.3 Road Closures
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Works Manager
Authorising Officer	A/Chief Executive Officer
Date:	22 July 2021
Disclosure of Interest:	Nil
Attachments:	Draft Policy W2.1 Road Closure
Previous Reference:	N/A

Summary:

Council to consider draft policy W2.1 Road Closure, to manage road closures in a manner that preserves the safety of road users and lifespan of the Shire's Road network, in particular unsealed roads, due to inclement weather.

Background:

The Shire has approximately 854 km of roads of which 664km are unsealed, use of these roads by vehicles in adverse conditions accelerates the wear of the road asset and can pose a significant safety risk to the public. Remediation of the asset to an acceptable safe condition represents a significant cost the shire.

Comment:

There has been significant feedback regarding the general state of unsealed roads in the Shire of West Arthur. The Shire has experienced heavy winter rainfall, substantially deteriorating the condition of our unsealed network. Restricted Access Vehicles (RAV) operate on most of our unsealed network, their high axle loads quickly worsen the condition of the gravel road surface in wet conditions. There is currently no control on their operation which causes accelerated deterioration of these roads.

Council has provided delegation to close shire roads and this policy helps support and inform this delegation.

Consultation:

Manager Works & Services, A/Chief Executive Officer.

Statutory Environment:

- *Local Government Act 1995*, s3.50
- Under s3.50 of the *Local Government Act 1995*, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements
- *Road Traffic Act 1974*, s84.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Medium (9)
Risk Likelihood (based on history and with existing controls)	Medium (9)
Risk Impact / Consequence	Medium (9)
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9)
Risk Action Plan (Controls or Treatment Proposed)	Medium (9)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council adopt the Draft Policy W2.1 Road Closure as presented.

Moved: _____

Seconded: _____



Shire of West Arthur Council Policy – Road Closure

Policy Number	W2.1
Policy Title	Road Closure
Related Legislation	Local Government Act 1995 (WA)
Strategic Outcome Supported	Outcome 3.1 - A well maintained road system.
Adopted by Council	Adopted July 2021
Review	CEO Annually

1. Objective

To manage road closures in a manner that preserves the safety of road users and lifespan of the Shire's road network, in particular unsealed roads, due to inclement weather

2. Scope

This policy applies to:

- (a) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater
 - (b) vehicles which travel over roads under the care and control of the Shire of West Arthur.
1. Local traffic
 2. The delegated officer may exempt other certain vehicles that require access (for example school busses)
 3. Affected agencies shall include but are not limited to:
 - (a) Heavy Haulage carriers;
 - (b) Main Roads WA;
 - (c) Neighbouring Local Authorities;
 - (d) Department of Transport;
 - (e) Local residents; and
 - (f) Bus companies, Public Transport Authority
 4. This policy does not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons. The delegated officer may exempt other certain vehicles that require access (for example school busses)
 5. This policy may apply to singular, multiple or all roads.

3. Policy Statements

- (1) If there is a risk of damage to Shire road infrastructure and/or public safety due to inclement or persistent wet weather the Shire shall exercise its right under the Local Government act to close affected roads
- (2) The Chief Executive Officer is delegated the power to:
 - (a) Close Roads: and
 - (b) Define and impose conditions of road use.
- (3) Condition of delegated power:

- (a) Installing “Road Closed” signs where possible;
- (b) Providing an information bulletin to affected agencies, distributed via email, SMS system, local radio and by posting on the Shire of West Arthur website and social media channels

4. Legislation Relating to this Policy

Local Government Act 1995, s3.50

Under s3.50 of the *Local Government Act 1995*, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements

Road Traffic Act 1974, s84

5. Records Management

All records associated with the process must be recorded and retained including;

- rainfall data
- internal documentation;
- evaluation documentation;
- enquiry and response documentation;
 - notification documentation.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire’s internal records management policy.

ITEM 14.2 – DRAFT POLICY – GRAVEL ACQUISITION

File Reference:	7.4.13 Gravel and Sand Extraction
Location:	Shire of West Arthur
Applicant:	Shire of West Arthur
Author:	Works Manager
Authorising Officer	A/Chief Executive Officer
Date:	22 July 2021
Disclosure of Interest:	Nil
Attachments:	Draft Policy – W2.2 Gravel Acquisition
Previous Reference:	N/A

Summary:

Council to consider draft policy W2.2 Gravel Acquisition to ensure that the Shire of West Arthur provides fair and equitable compensation to all landowners for the acquisition of road building material.

Background:

The Shire will, when materials for construction and maintenance purposes need to be sourced from private land, obtain such material in consultation with the landowner or his/her authorised representative as per Schedule 3.2 of the Local Government Act 1995.

Comment:

The Shire is experiencing some challenges in securing adequate gravel road building supplies for the annual road construction program, this policy is a binding agreement that gives landowners confidence to work with the Shire for a mutual benefit.

Consultation:

Manager Works & Services, A/Chief Executive Officer.

Statutory Environment:

- A. Section 3.27 of the Local Government Act 1995 states:
Particular things a Local Government can do on land that is not Local Government Property-
 - 1. *A Local Government may, in performing its general functions, do any of the things prescribed in Schedule 3.2 even though the land in which it is done is not Local Government property and Local Government does not have consent to do it;*
 - 2. *Schedule 3.2 may be amended by Regulation; and*
 - 3. *If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as a site or curtilage of a building or has been developed in any other way or is cultivated.*
- B. Schedule 3.2 of the Local Government Act 1995 states:
Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.

- C. Schedule 3.6 of the Local Government Act 1995 states:
The Local Government may] Deposit and leave on land adjoining the thoroughfare any timber, earth, stone, sand, gravel and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the Local Government's opinion, require.
- D. Schedule 3.22 of the Local Government Act 1995 stipulates that an owner or occupier of land is to be compensated by the Local Government for any damages sustained through the performance of its functions under this Act.

Policy Implications:

There are no current policies addressing gravel acquisition.

Financial Implications:

Staff will

- a) Negotiate compensation with the landowner for materials extracted from within the Shire district, up to a rate of \$2.00 per cubic metre for gravel. Payment for gravel royalties will be by normal bank payment processes.
- b) Negotiate compensation with the landowner for materials extracted from properties outside of the Shire district, up to a rate of \$2.00 per m3.

Costs will be included as part of the road project budget.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Medium (6)
Risk Likelihood (based on history and with existing controls)	Medium (6)
Risk Impact / Consequence	Medium (6)
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Medium (6)
Risk Action Plan (Controls or Treatment Proposed)	Medium (6)

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council adopt the Draft Policy W2.2 Gravel Acquisition as presented.

Moved: _____

Seconded: _____



Shire of West Arthur Council Policy – Gravel Acquisition

Policy Number	W2.2
Policy Title	Gravel Acquisition
Related Legislation	Local Government Act 1995 (WA)
Strategic Outcome Supported	Outcome 3.1 - A well maintained road system.
Adopted by Council	To be adopted July 2021
Review	CEO Annually

1. Objective

To ensure that the Shire of West Arthur provides fair and equitable compensation to all landowners for the acquisition of road building material

2. Scope

Applies to all staff with the authority to purchase goods and services.

3. Policy Statement

The Shire will, when materials for construction and maintenance purposes need to be sourced from private land, obtain such material in consultation with the landowner or his/her authorised representative. Where such negotiations are successful the Shire will:

- a) Satisfactorily rehabilitate pit areas if requested, including drainage, upon completion of extraction;
- b) Construct where necessary and repair affected haul roads, gates, fences or other structures; and
- c) Negotiate compensation with the landowner for materials extracted from within the Shire district, up to a rate of \$2.00 per cubic metre for gravel. Payment for gravel royalties will be by normal bank payment processes.
- d) Negotiate compensation with the landowner for materials extracted from properties outside of the Shire district, up to a rate of \$2.00 per m3.

Values for gravel are to be determined by the Manager Works and Services on a case by case basis. The suggested value is \$2.00 per m3 (ex GST) for gravel that conforms to Main Roads WA Specification 501.08.01 for Naturally Occurring Basecourse material.

The Shire of West Arthur will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, the Shire is prepared to undertake private works for the landowner in accordance with the private works rate set by Council and at a time best suited for the Shire. Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private works activities.

Should an agreement for the removal of gravel not be reached with the land owner and the Chief Executive Officer (CEO) considers the acquisition of these materials in the best interest of the public, the CEO is to provide such notices, and takes such actions, as are prescribed by the Local Government Act 1995 to secure these materials.

The compensation rate that this policy sets extends to all landowners whose properties lie outside the boundaries of the Shire.

4. Legislation:

- A. Section 3.27 of the Local Government Act 1995 states:
Particular things a Local Government can do on land that is not Local Government Property-
 - 1. *A Local Government may, in performing its general functions, do any of the things prescribed in Schedule 3.2 even though the land in which it is done is not Local Government property and Local Government does not have consent to do it;*
 - 2. *Schedule 3.2 may be amended by Regulation; and*
 - 3. *If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as a site or curtilage of a building or has been developed in any other way or is cultivated.*
- B. Schedule 3.2 of the Local Government Act 1995 states:
Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.
- C. Schedule 3.6 of the Local Government Act 1995 states:
The Local Government may] Deposit and leave on land adjoining the thoroughfare any timber, earth, stone, sand, gravel and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the Local Government's opinion, require.
- D. Schedule 3.22 of the Local Government Act 1995 stipulates that an owner or occupier of land is to be compensated by the Local Government for any damages sustained through the performance of its functions under this Act.

5. Procedures:

A. Acquisition Guidelines

Staff will abide by the following procedures when attempting to secure road building materials from private lands:

- a) The Chief Executive Officer and/or Manager Works and Services shall approach landowners and request acquisition from their property by way of right of entry to search for materials.
- b) If suitable materials are located a written agreement (as attached) is to be reached with the landowner for compensation for materials removed. The written agreement is to be signed by both parties and a copy is to be provided to the landowner.
- c) Payment for road building materials acquired from the landowner will be in accordance with Council's schedule of payments and negotiated between the landowner and the Manager Works and Services.
- d) Should agreement for the removal of road building materials not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be

considered by the CEO prior to commencement.

- e) Once gravel has been pushed it legally becomes the property of the Shire and will be paid for in accordance with the measurements undertaken by the Manager of Works and Services at the time gravel is removed from the property.

B. Excavation

- a. All existing internal tracks, where possible, are to be utilised and will be maintained for the duration of the works and on its completion.
- b. Excavation is not to encroach any closer than 10 meters from any fence line and any damage to fences, gates, access roads etc is to be repaired.

C. Rehabilitation

If requested by the landowner, Staff will rehabilitate borrow pits according to the following specifications:

- a. Cross rip the pit floor at 1 metre spacing prior to reinstating overburden, etc.
- b. Level/batter the pit with sides no steeper than a gradient of 1 in 4.
- c. Reinstall overburden.
- d. Reinstall topsoil.
- e. Cross rip again at 1 metre across contours.
- f. Reinstall stock-piled vegetation (if any).

Other Property Rehabilitation

- a) Internal haul roads will be reinstated.
- b) All fences disturbed will be reinstated.

6. Records Management

All records associated with the direct purchase process must be recorded and retained including;

- internal documentation;
- enquiry and response documentation;
- notification and award documentation.
- quotation documentation;
- internal documentation;
- order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

ABN 96 912 320 795
GRAVEL ACQUISITION
AGREEMENT BETWEEN THE SHIRE OF WEST ARTHUR AND LANDOWNER
FOR THE ACQUISITION OF ROAD BUILDING MATERIALS

NAME:		
ADDRESS:		
PHONE:		
MATERIALS REQUIRED:		
ESTIMATED VOLUME:		
FROM LOCATIONS:		
COMPENSATION REQUIRED:	Yes/No	
REGISTERED FOR GST:	Yes/No	
PAYMENT: If registered for GST, the landowner must issue the shire of West Arthur with a Tax Invoice, on receipt of an official purchase order which will detail the quantity removed and price per m ³ . If not registered for GST, tax will be withheld from payment at the statutory rate. Council will immediately pay the landowner on receipt of the tax invoice.	Gravel compensation rate is \$.....m ³ (GST exclusive)	
ADDITIONAL REHABILITATION CONDITIONS AGREED TO (OTHER THAN THOSE LISTED IN COUNCILS POLICY):		

Landowners Consent

I/we hereby give consent to the Shire of West Arthur to remove road-making materials as detailed above in accordance with Council Policy and conditions outlined.

Signature:

Date: / /

Signature:

Date: / /

Acceptance

The Shire of West Arthur hereby undertakes to ensure that the requirements as noticed in this form and in Council's policy are adhered to.

Signature:

CEO / MANAGER WORKS & SERVICES

Date:

15. Elected Members Motions of Which Previous Notice Has Been Given

16. New Business or Urgent Business Introduced by Decision of the Meeting

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

16.1 ELECTED MEMBERS

16.2 OFFICERS

17. Matters Behind Closed Doors

18. Closure of Meeting

The Presiding Member to declare the meeting closed.