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CONFIRMED MINUTES

Shire of West Arthur Ordinary Council Meeting 17 May 2022

MISSION STATEMENT

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

DISCLAIMER

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

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.

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

The Shire of West Arthur expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting

These Minutes were confirmed at the ordinary council meeting on: 21 June 2022

Signed: 

Presiding Member at the meeting at which the Minutes were Confirmed.

SHIRE OF WEST ARTHUR

Minutes for the Ordinary Meeting of Council held in the Council Chambers on Tuesday 17th May 2022
– commencing at 7.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 7.15pm.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLORS: Cr Neil Morrell (Shire President)
Cr Graeme Peirce (Deputy Shire President)
Cr Neil Manuel
Cr Adam Squires
Cr Robyn Lubcke
Cr Karen Harrington
Cr Duncan South

STAFF: Vin Fordham Lamont (Chief Executive Officer)
Raj Sunner (Manager Corporate Services)
Darren Friend (A/Manager Corporate Services)
Kerryn Chia (Projects Officer)

APOLOGIES:
Nil

LEAVE OF ABSENCE:
Nil

ABSENT:
Nil

MEMBER OF THE PUBLIC:
Nil

3. Announcements by the Presiding Member
Nil**4. Response to Previous Public Questions Taken on Notice**
Nil**5. Public Question Time**
Nil**6. Petitions / Deputations / Presentations / Submissions**
Nil**7. Applications for Leave of Absence**
Nil

8. Disclosures of Interest

Cr Lubcke declared both Financial and Impartiality Interest in Item 12.1 – Heritage Survey & List as a property owner of a Category 3 building listed in the Heritage Survey and a Committee Member of a Group with a building listed as a Category 2 in the Heritage Survey.

Kerryn Chia has declared an Impartiality Interest in Item 12.1 – Heritage Survey & List as the writer of the report.

9. Confirmation of Minutes of Previous Meetings Held**9.1 Ordinary Council Meeting Minutes 12th April 2022****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

Officer Recommendation:

That the attachment West Arthur CRC Manager's Report from the meeting held 23rd March 2022 be removed from the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 12th April 2022 (as they were confidentially addressed to the CRC board) and that the amended Minutes be confirmed as true and correct.

Moved: Cr Harrington

Seconded: Cr Lubcke

CARRIED 7/0

9.2 Special Council Meeting Minutes 10th May 2022**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

Officer Recommendation:

That the Minutes of the Special Meeting of Council held in the Council Chambers on 10th May 2022 be confirmed as true and correct.

Moved: Cr South

Seconded: Cr Peirce

CARRIED 7/0

10. Reports of Committees of Council

Nil

11. Reports from Councillors**Cr Neil Morrell (President)**

- Cr Morrell attended the Bush Fire Advisory Committee Meeting.

Cr Graeme Peirce (Deputy President)

- Cr Peirce attended the Bush Fire Advisory Committee Meeting.

Cr Neil Manuel

- Nil

Cr Adam Squires

- Nil

Cr Robyn Lubcke

- Cr Lubcke advised she attended the 4WDL meeting via Zoom in the absence of the CEO, President and Deputy President. Cr Lubcke also attended the West Arthur CRC Board meeting on 4th May 2022.

Cr Karen Harrington

- Nil

Cr Duncan South

Cr South attended the Bush Fire Advisory Committee Meeting. He advised that Arthur River BFB has taken delivery of the new truck and notes that it just fits in the old shed. A new shed will need to be constructed. The WhatsApp group are being changed to a new app called Signal. The WhatsApp group limit is 256 and the Signal limit is 1000. There is a grant available from Forest Products Commission for \$10,000 to design a new fast fill high season usage appliance for the highway.

Cr Lubcke left the meeting at 7.31pm.

12. CHIEF EXECUTIVE OFFICER

12.1 Heritage Survey and List

File Reference:	6.5.14
Location:	Whole of Shire of West Arthur
Applicant:	N/A
Author:	Kerryn Chia – Projects Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	6 May 2022
Disclosure of Interest:	The Author is an owner of a place listed as Category 3 in the Heritage Survey
Attachments:	Local Heritage Survey Report, Appendix 1 (Local Heritage Survey Place Records), Appendix 2 (Heritage List), Mill House Report

Summary:

The Draft Heritage Survey and List was endorsed for public comment by Council at the February 2022 meeting. The draft Survey and List was advertised for public comment on the Shire website (17 Feb 2022 - 4th March 2022) and in the Bleat (21st Feb 2022). All private owners of places listed as Category 1 or 2 were also informed in individual letters.

Two people provided feedback and these comments have been taken into consideration in the preparation of the final Heritage Survey and List. The final List will be incorporated into the Heritage Local Planning Policy which is currently being advertised for public comment after Council endorsement at the April 2022 Council Meeting.

Background:

A review of the 1997 Shire of West Arthur Municipal Heritage Inventory is a requirement of the Heritage Act 2018. Inventories have been renamed “Local Heritage Surveys”. This review is in accordance with Part 8 of the Heritage Act 2018 that is essentially the same guidelines as the 1990 Heritage Act requirements, including the identification of the “Heritage List”.

The review is undertaken in consideration of the Department of Planning, Lands and Heritage’s guidelines; Criteria for the assessment of local heritage places and areas as recommended in State Planning Policy 3.5 Historic Heritage Conservation.

In 2020/21 Shire staff participated in a Heritage Framework Discussion forum with the Department of Planning Lands and Heritage (DPLH). As a result of this participation, the Shire were invited to apply for a grant to review its Municipal Inventory and was successful in receiving funding. Heritage Consultant Laura Gray was contracted to review the inventory, and include and research additional places identified by the Project Officer since the last review in 2009. The public were also invited to nominate places for inclusion in the Heritage Survey.

A draft Survey and List were prepared and endorsed by council for public comment in February 2022. During the public comment period, two comments were received. One comment challenged the listing for the owner’s property and the Heritage Consultant visited this property for further assessment. The property has since been down graded to a Category 3 listing due to the deterioration that has taken place. The consultants report on the site visit is attached.

The second comment was correcting some of the historical information included in the Place Records and this has been updated accordingly.

Comment:

The attached documents comprise the final Heritage Survey and List report, the place records (Appendix 1) and the Heritage List (Appendix 2). The final Heritage List together with public comments will inform the finalisation of the Heritage Local Planning Policy currently being advertised for public comment.

Consultation:

Shire Planner, Geoffrey Lush
Heritage Consultant, Laura Gray
Site visit to Darkan Mill Cottages
Letter to all owners of private properties listed as Category 1 or 2

Statutory Environment:

A review of the 1997 Heritage Inventory is a requirement of the Heritage Act 2018. This review is in accordance with Part 8 of the Heritage Act 2018 that requires the identification of the "Heritage List".

Policy Implications:

A draft Local Planning Policy endorsed by Council in April 2022 is currently being advertised for Public Comment for the required 21 days and will be presented to Council at the June meeting.

Financial Implications:

Nil. The costs related to the completion of this project have been included in Council's 2021/2022 budget.

Strategic Implications:

Shire of West Arthur's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025

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

Outcome 4.3 – Our cultural heritage is preserved and promoted

Risk Implications:

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

Risk Themes:

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

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

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

Risk Matrix:

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

Description of Key Risk	Non-compliance with Heritage Act 2018
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (8)
Risk Likelihood (based on history and with existing controls)	Likely
Risk Consequence	Minor
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Finalise report

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council endorses the Shire of West Arthur's updated 2022 Local Heritage Survey and List.

Moved: Cr HarringtonSeconded: Cr Squires**CARRIED 6/0****ATTACHMENTS:**

Local Heritage Survey Report
 Appendix 1 (Local Heritage Survey Place Records)
 Appendix 2 (Heritage List)
 Mill House Report

**SHIRE OF WEST ARTHUR
LOCAL HERITAGE SURVEY 2022**

Primary Report: refer to Appendices 1 and 2

A review of the Shire of West Arthur's
2008 Municipal Inventory of Heritage Places



May 2022

HERITAGE INTELLIGENCE (WA)

Laura Gray JP M.ICOMOS B.Arch (hons)

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Appendix 1**Local Heritage Survey 2022****Appendix 2****Heritage List 2022**

Appendix 3

DPLH guidelines for Local Heritage Surveys

Appendix 4

DPLH Criteria for assessment of Local Places and Heritage areas

Appendix 5

Burra Charter – Foundation of heritage and conservation

1.0 INTRODUCTION

A review of the 2008 update of the original 1997 *Shire of West Arthur's Municipal Heritage Inventory of Heritage Places* is a requirement of the Heritage Act 2018. Inventories have been renamed 'Local Heritage Surveys'. This review is in accordance with the Part 8 of the Heritage Act 2018 that is essentially the same guidelines as the 1990 Heritage Act requirements, including the identification of the "Heritage List".

The review is undertaken in consideration of the Department of Planning, Lands and Heritage's guidelines; *Criteria for the assessment of local heritage places and areas* as recommended in *State Planning Policy 3.5 Historic Heritage Conservation*.

Assessments determine levels of significance for each place in consideration of the overall context of the Shire's towns and district. The levels of significance are consistent with the required categories (Heritage Act 2018).

1.1 Review Summary

Understanding a place is the foundation for substantiation of the heritage value and inclusion in the Local Heritage Survey. Almost every place in the review has been photographed, although that has not included a number of homesteads. Photographs are only taken from public space unless approval in advance on private properties. No further documentary research has been undertaken beyond the existing documentation and information provided by, or referenced by the Shire of West Arthur, and Conservation Plans prepared by L Gray.

The information has been interpreted and formatted, physically described from the photograph, cross referenced with other places, documented with references to the Department of Planning, Lands and Heritage's inHerit database number, and arranged in alphabetical order.

For each place deemed to be of heritage value, a level of significance and consequent category has been applied. The places with the highest level of significance are recommended for inclusion in the Shire of West Arthur's Heritage List that provides policies and the provisions of the Planning Scheme for future conservation.

Of the 141 identified places (including sites) identified in the Local Heritage Survey, only one place is State Registered: Category 1. The places recommended for the 2021 Heritage List are comprised of categories 1 and 2 in the Local Heritage Survey. Categories 3 and 4 are not included in the Heritage List and consequently have no implications.

"The Arthur" Wool Shed Group (2 buildings) is the only Category 1 place. "The Arthur River Precinct" (4 buildings) and St Mary's Church Group are both assessed for the Register of heritage Places, and are in the stakeholder consultation process at this time. Those category 1 places together with Category 2 places, form the 2022 Heritage List.

The Local Heritage Survey references places by their original owner/operators where possible with (former) after the name indicating the former naming rather than recent naming that changes over time.

Community consultation is invaluable in providing local input to places and their histories to further build on the Local Heritage Survey and to engage and empower the community in recognition of their heritage.

Kerryn Chia, Project Officer for the Shire of West Arthur, provided information, support and review of the documents.

2.0 CRITERIA for SIGNIFICANCE

Every place previously listed in the 2008 review of the Heritage inventory has been assessed within the Heritage Council's guidelines; *Criteria for the assessment of local heritage places and areas*. The four criteria for the assessment are summarised hereunder:

Assessment of significance

Aesthetic value*

Criterion 1 It is significant in exhibiting particular aesthetic characteristic.

Historic value

Criterion 2 It is significant in the evolution or pattern of the history of the local district.

Research value

Criterion 3A: It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.

Criterion 3B: It is significant in demonstrating a high degree of technical innovation or achievement.

Social value

Criterion 4 It is significant through association with a community or cultural group in Western Australia for social, cultural, education or spiritual reasons.

Degree of significance

Rarity

Criterion 5 It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness

Criterion 6 It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

Condition refers to the current state of the place in relation to each of the values for which the place has been assessed. Condition reflects

the cumulative effects of management and environmental effects.

Integrity is a measure of the likely long-term viability or sustainability of the values identified, or the ability of the place to restore itself or be restored, and the time frame for any restorative process.

Authenticity refers to the extent to which the fabric is in its original state.

* For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 2002.

3.0 LEVELS OF SIGNIFICANCE

For each place deemed to be of heritage value, a level of significance and consequent category is applied.

The following table from the Heritage Council's *Criteria for the assessment of local heritage places and areas* illustrates the details to identify relevant categories for the identified places.

Each place was categorised on the basis of the following levels of significance:

LEVELS OF SIGNIFICANCE	DESCRIPTION	DESIRED OUTCOME
Category 1 Exceptional significance	Essential to the heritage of the locality Rare or outstanding example.	HERITAGE LIST Register of Heritage Places The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists for the place). Refer to Heritage Council. Planning Scheme provisions
Category 2 Considerable significance	Very important to the heritage of the locality. High degree of integrity/ authenticity.	HERITAGE LIST Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place. Planning Scheme provisions
Category 3 Some/Moderate significance	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item.	NO CONSTRAINTS Conservation of the place is desirable. Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place. Original fabric should be retained where possible.
Category 4 Little significance	Some community interest to the history/heritage of the locality.	NO CONSTRAINTS Contributes to the history of the locality. Photographically record prior to any major development or demolition. Recognise and interpret the site.

4.0 CATEGORIES

In line with Heritage Council's guidelines, Category 1 and 2 places are recommended to be included in the Local Heritage Survey to facilitate a level of management through the Local Planning Scheme that will provide guidance to the owners, managers, and statutory authority, to respond to that assessed significance.

Categories have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised.

Category 1 Registered Places and those currently under consideration for the Register.

A place of exceptional cultural heritage significance to Shire of West Arthur and the state of Western Australia, that is either in the Heritage Council of Western Australia's Register of Heritage Places, or worthy of consideration for entry into the Register.

A place worthy of recognition and protection through provisions of the Shire of West Arthur's Planning Scheme.

Planning application needs to be submitted to Shire of West Arthur for any proposed development. A Heritage Impact Statement may be required.

Planning application referred for heritage comment and background information for Heritage Council of Western Australia (HCWA).

The development application needs to be submitted to HCWA for support for any proposed development, and Shire of West Arthur cannot approve contrary to HCWA recommendation.

Recommend: Maximum encouragement to owners to retain and conserve the place. Full consultation with property owner prior to making the recommendation.

IMPLICATIONS of REGISTRATION:

A Memorial is lodged on the Certificate of Title of the Registered place under the provisions of the *Heritage Act (2018)*.

By virtue of the *Heritage Act (2018)*, the owner is bound to conserve the place.

ALL development (including demolition) MUST be referred to Heritage Council for consideration PRIOR to undertaking any works.

The Shire of West Arthur cannot approve anything contrary to Heritage Council recommendations.

Private owners of Registered places qualify for the Heritage Council's Conservation Grants Funding. A Conservation Management Plan or Conservation Management Strategy is a pre-requisite for conservation works funding assistance from the Heritage Council.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is a pre-requisite for conservation works funding and can also be funded.

Local Government owned Registered places qualify to claim for \$10,000 per annum 'Disability allowance' through the Grants Commission. Up to a maximum of \$50,000 is allowed for 5 buildings or more.

Category 2 A place of considerable cultural heritage significance to Shire of West Arthur that is worthy of recognition and protection through provisions of the Shire of West Arthur's Planning Scheme.

Planning application needs to be submitted to Shire of West Arthur for any proposed development for particular consideration of the heritage impact.

Recommend: Inclusion in the Heritage List

Retain and conserve the place.

Document the place prior to any development; and photographic archive report if retention is not possible.

IMPLICATIONS:

Planning applications must be submitted to Shire of West Arthur for approval prior to undertaking any works.

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

Category 3 A place (including a site with no built remains) of some /moderate cultural heritage significance to Shire of West Arthur.

No constraints.

Some/moderate contribution to the heritage of the Shire of West Arthur.

No constraints.

Recommend: Encourage retention of the place, or where there are ruins, archaeological findings or no built remains: Interpret the place.

IMPLICATIONS:

If a planning application is submitted to the Shire of West Arthur for approval, if approved a condition of development will require documentation and a photographic record of the place prior to any development or if retention is not possible.

There are **no statutory requirements** pertaining to heritage issues.

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding, although at a lower priority. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

Category 4 A place (including a site with no built remains) of little cultural heritage significance to Shire of West Arthur.

No constraints.

Recommend: Encourage retention of the place, or where there are ruins, archaeological findings or no built remains: Interpret the place.

IMPLICATIONS:

If a planning application is submitted to the Shire of West Arthur for approval, if approved a condition of development will require documentation and a photographic record of the place prior to any development or if retention is not possible.

There are **no statutory requirements** pertaining to heritage issues.

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding, although at a lower priority. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

5.0 LOCAL HERITAGE SURVEY

A number of new places and sites have been identified and listed (and identified as NEW) in the Local Heritage Survey (Refer to Appendix 1 for details).

The places proposed for the Heritage List are identified in the Local Heritage Survey by the pink colour block.

The Local Heritage Survey List is presented in alphabetical order of towns and districts except for Darkan and Darkan surrounds that are top of the list.

Refer to Appendix 1 for the detailed table of place records of the places listed hereunder.

Review No.	TOWN/DISTRICT	Address	Category
	DARKAN TOWN		
1	St Mary's Catholic Church	33 Arthur Street	3
2	West Arthur Road Board Office (former)	29 Burrowes Street	2
3	SITE RSL Hall	25 Burrowes Street	4
4	Smith's General Store (former)	23 Burrowes Street	3
5	Putland Motors	35 Burrowes Street	3
6	Elder Smith's (former)	39 Burrowes Street	3
7	Butchers shop (former)	57 Burrowes Street	4
8	SITE Darkan Bowling Club	Burrowes Street	4
9	War Memorial and gates	Coalfields Highway	2
10	Darkan Railway Station Precinct	Coalfields Highway	2
10a	Precinct; Darkan Railway Station (Traffic Office)	Coalfields Highway	2
10b	Precinct; Darkan Station Master's House	Coalfields Highway	2
10c	Precinct; SITE Railway refreshment rooms	Coalfields Highway	2
10d	Precinct; Railway Crane & Loading Ramp	Coalfields Highway	2

Review No.	TOWN/DISTRICT	Address	Category
11	SITE: Sarah Ann Gibbs tree (replacement tree)	Coalfields Highway	4
12	CWA meeting rooms	Coalfields Highway	2
13	Darkan Post Office (former) SITE Lintott's Darkan Trading Co	Coalfields Highway	3
14	National Bank (former) SITE of original bank & Darkan Dining Rooms	Coalfields Highway	3
15	SITE C.F. Brown's General Store SITE Green Gable Tearooms (roadhouse)	Coalfields Highway	4
16	Darkan Hotel	Coalfields Highway	2
17	Aboriginal Reserve and Nissan Hut (caravan park)	Coalfields Highway	2
18	Darkan School (1908, 1952)	Darkan Road South	2
19	SITE Darkan Tennis Club and courts and basketball courts	Darkan Road South	4
20	Darkan Cemetery	Darkan Road South	2
21	Darkan Farm Advisory Service Building	Hillman Street	3
22	Darkan Town Hall	Hillman Street	2
23	Darkan Pioneer Hall	Hillman Street	2
24	Darkan Uniting Church	Hillman Street	3
25	Mick & Maude King's House (former)	Hillman Street	3
26	Darkan and District Sports Club	Memorial Drive	3
	DARKAN DISTRICT		
27	Darkan Sawmill & Mill houses	Coalfields Highway	3
28	Sunnyhurst Homestead ruin	Coalfields Highway	3
29	Riverview	Coalfields Highway	3

Review No.	TOWN/DISTRICT	Address	Category
30	SITE West Arthur Rifle Club		4
31	SITE Darkan South School		4
32	SITE Maybrook School (Fleay's Homestead)	Coalfields Highway	4
33	SITE Mt Brown School (Brown Homestead)		4
34	Tachbrook Homestead - originally Bocalarrup	Coalfields Highway	3
35	Nangip Homestead	Darkan South Road	2
36	Six Mile Cottage	Darkan-Quindanning Road	2
37	SITE Mount Zion ruins	Capercup North Road	4
	ARTHUR RIVER		
38	"The Arthur" Wool Shed Group Old Tillellan (Piesse's) Shearing Quarters	Wagin Rd & Albany Highway	1
39	St Paul's Anglican Church, Graveyard, Sandalwood Trees	Albany Highway	1
40	Arthur River Group	Albany Highway	2
40a	Arthur River Group: Mount Pleasant Inn Kitchen, Wayside Inn (former) & wells	Albany Highway	1
40b	Arthur River Group: Arthur River Hall	Albany Highway	2
40c	Arthur River Group: Arthur River Post Office (former)	Albany Highway	3
41	SITE Arthur River School	Albany Highway	4
42	Madden's Homestead and Cottage (Mareeba homestead)	Albany Highway	3
43	Tabelup Homestead	Albany Highway	3
44	Woagin Farm out buildings	Albany Highway	2
45	SITE Arthur River Racecourse		4

Review No.	TOWN/DISTRICT	Address	Category
46	SITE Arthur River Store	Albany Highway	4
47	SITE Arthur River Workshop area	Albany Highway	4
48	SITE Arthur River Country Club	Bokal East Arthur Road	4
49	SITE East Arthur Siding	Bokal East Arthur Road	4
	BENNELACKING		
50	SITE Bennelacking Siding	Duranillin Bowelling Road	4
	BOKAL		
51	SITE Bokal townsite		4
52	SITE Bokal Siding and ramp	Bokal North Road	4
53	SITE Bokal School	Bokal North Road	4
54	SITE Bokal Hall		4
55	SITE Bokal telephone exchange		4
56	SITE Bokal Tennis courts		4
57	SITE Bokal rifle range		4
58	SITE Beaufort River School 1		4
59	SITE Beaufort River School 2		4
	BOOLADING (Bulading)		
60	SITE Boolading Townsite	Rajander Road & Coalfields Highway	4
61	SITE Boolading Railway siding, ramp and pine tree	Coalfields Highway	4
62	SITE Boolading Hall	Gibbs Siding Rd & Coalfields Highway	4

Review No.	TOWN/DISTRICT	Address	Category
63	SITE Boolading School	Rajander Rd & Coalfields Highway	4
64	SITE Bulading Scorheool	Coalfields Highway & Gibbs Siding Road	4
65	SITE (ruins) Boolading (Gibbs) Homestead and Telephone exchange	Coalfields Road	4
66	SITE Gibbs Siding	Coalfields Highway	4
67	Dandaling	Spencer Road	3
68	The Angle Homestead, SITE Darkan Rifle Club	Cordering North Road	3
	BOWELLING		
69	SITE Bowelling townsite	Coalfields Highway	4
70	Bowelling Railway Station	Coalfields Highway	2
71	Bowelling Station Masters House (former) Phone exchange	Coalfields Highway	2
72	Bowelling Railway Dam	off Coalfields Highway.	3
73	SITE Bowelling School	Coalfields Highway	4
74	SITE Australian Lumbar Company	Cnr Hill and Jarrah streets	4
74	SITE Bowelling timber mill		4
76	SITE James Crossing Siding	Between Bowelling & Boolading	4
77	Burra Gulla Homestead & School	Coalfields Highway	3
78	SITE Cowcher Siding	West of Bowelling	4
	CAPERCUP		
79	SITE Capercup townsite	Capercup Nature Reserve	4
80	SITE Capercup Railway Siding and ramp		4

Review No.	TOWN/DISTRICT	Address	Category
81	SITE Capercup telephone Exchange	Springdale Capercup South Road	4
	CORDERING		
82	SITE Cordering townsite		4
83	SITE Cordering Siding	Duranillin Bowelling Road	4
84	SITE Cordering School	Cordering North Road	4
85	SITE Cordering phone exchange	Cordering Road South (Gunadoo)	4
86	SITE Hebb's Mills		4
	DARDADINE		
87	SITE Dardadine East School	Dardadine Road South	4
	DURANILLIN		
88	Duranillin townsite	Farrell Street	4
89	SITE Duranillin railway siding & ramp	Farrell Street	2
90	Duranillin Store	Farrell Street	2
91	Duranillin Garage (former)	Farrell Street	2
92	Duranillin Hall	Horley Street	3
93	Duranillin School (former) 3, & SITE headmaster's house	Horley Street	2
94	SITE Infant Health Clinic	Cnr William and Farrell Street	4
95	SITE Duranillin Sports oval	William Street	4
96	SITE Tennis Courts	Horley Street	4
97	Duranillin Railway Bridge		2
98	Duranillin Road Bridge ruins	Hughes Mill Road	2

Review No.	TOWN/DISTRICT	Address	Category
99	SITE Hughes Mill	Hughes Mill Road	4
100	SITE Duranillin School 1		4
101	SITE Cochrane's – chimney ruin	Darkan South Road	4
102	SITE Capercup Phone exchange	Capercup South Road	4
103	Kapea house ruins	409 O'Connell Road	4
104	Slattery Ruins- Boonining Downs		4
105	SITE Three Mile Gully sports oval	Cnr Darkan South & Quill roads	4
106	Rock carving		3
	GLENORCHY		
107	SITE Glenorchy homestead (chimney)	Boyup Brook Arthur Road	4
108	SITE Glenorchy Telephone Exchange		4
109	Glenorchy School	Glenorchy Road	2
110	Glenorchy road bridge ruins	Glenorchy Road	3
	HILLMAN		
111	SITE Hillman townsite	Hillman-Dardadine Road	4
112	SITE Hillman railway siding	Hillman-Dardadine Road	4
113	Hillman railway bridge ruins	Hillman-Dardadine Road	2
114	SITE Hillman River School	Near bridge	4
115	SITE Glenside School	Coalfields Highway	4
116	SITE Glenside Phone exchange		4

Review No.	TOWN/DISTRICT	Address	Category
117	Hillman Dam, channels and catchment	Hillman Nature Reserve off Hillman-Dardadine Road	2
118	Hillman Airfield (not buildings)	Hillman-Dardadine Road	3
119	Hillman Speedway		4
	KYLIE		
120	SITE Kylie Railway Siding & Kylie Water Tower	Bokal East Arthur Road	2
121	Kylie Dam, channels, remnants of the timber jetty and site of the water tower	Bokal East Arthur Road	2
	McALINDIN		
122	SITE McAlindin Telephone Exchange		4
123	SITE McAlindin School		4
124	SITE McAlindin Homestead		4
	MOODIARRUP		
125	SITE Moodiarrup townsite		4
126	SITE Moodiarrup half-time School		4
127	SITE Moodiarrup School 2		4
128	Moodiarrup Hall and SITES of tennis courts, oval, bowling green & race course	Dinninup Road	2
129	Darlingup Homestead ruin	Darlingup	3
130	SITE Moodiarrup (Horley) Homestead	Tarwilli Road	3
131	Moodiarrup Sports Complex	Dinninup Road	3
132	Towerrinning Homestead	Lt 3110 Darkan South Road	3
133	Lake Towerrinning foreshore areas and jetties	Duranillin South Road	2

Review No.	TOWN/DISTRICT	Address	Category
134	Lake Towerrinning Re-diversion system	Duranillin South Road	3
135	Traverse point & ford at 'Capercup' property	Dinninup Road	4
136	Capercup Homestead, Capercup Well, Charles Marsh's Chimneys	Dinninup Road	3
	TRIGWELL		
137	Haddleton Homestead ruin, Lonely grave of 2 Dale children	Trigwell Bridge Road	3
138	Haddleton Shearing Shed	Trigwell Bridge Road	2
139	Trigwell Bridge ruin	Trigwell Bridge Road	2
140	Haddleton School (former) Branded tree	Trigwell Bridge Road	2
141	Adelaide Timber Company		4

6.0 HERITAGE LIST

Categories 1 & 2 places

An important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers and statutory authority, to respond to that assessed significance.

Categories have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised. The Heritage List is subject to the provisions of the Local Planning Policy.

The Heritage List is comprised of:

Category 1 A place of exceptional cultural heritage significance to Shire of West Arthur and the state of Western Australia, that is either in the Heritage Council of Western Australia's (HCWA) Register of Heritage Places (R) or worthy of consideration for entry into the Register.

Category 2 A place of considerable cultural heritage significance to Shire of West Arthur that is worthy of recognition and protection through provisions of the Shire of West Arthur's Planning Scheme.

Category 1 places (identified in list hereunder in colour block) are:

38	"The Arthur" Wool Shed group	Entered on Register of Heritage Places
39	St Paul's Anglican Church, Graveyard & Sandalwood trees	Assessed and in the process for entry on the Register
40	Arthur River precinct	Assessed and in the process for entry on the Register

Category 2 places are the remaining 32 places listed hereunder.

Refer to Appendix 2 for full details.

No.	TOWN/DISTRICT	Address	Category
	DARKAN TOWN		
2	Darkan Road Board Office (former)	29 Burrowes Street	2
9	War Memorial and gates	Coalfields Highway	2
10	Darkan Railway Station Precinct	Coalfields Highway	2
10a	Precinct; Darkan Railway Station (traffic office)	Coalfields Highway	2
10b	Precinct; Darkan Station Master's House	Coalfields Highway	2
10c	Precinct; SITE Railway refreshment rooms	Coalfields Highway	2
10d	Precinct; Railway Crane & Loading Ramp	Coalfields Highway	2
12	CWA meeting rooms	Coalfields Highway	2
16	Darkan Hotel	Coalfields Highway	2
17	Aboriginal Reserve and Nissan Hut (caravan park)	Coalfields Highway	2
18	Darkan School (1908,1952)	Darkan Road South	2
20	Darkan Cemetery	Darkan Road South	2
22	Darkan Town Hall	Hillman Street	2
23	Darkan Pioneer Hall	Hillman Street	2
	DARKAN DISTRICT		
35	Nangip Homestead	Darkan South Road	2
36	Six Mile Cottage	Darkan-Quindanning Road	2
No.	TOWN/DISTRICT	Address	Category
	ARTHUR RIVER		
38	"The Arthur" Wool Shed Group	Wagin Rd & Albany Highway	1

	Old Tillellan (Piesse's) Shearing Quarters		
39	St Paul's Anglican Church, Graveyard, Sandalwood Trees	Albany Highway	1
40	Arthur River Group	Albany Highway	1
40a	Arthur River Group: Mount Pleasant Inn Kitchen Wayside Inn (former) & wells	Albany Highway	1
40b	Arthur River Group: Arthur River Hall	Albany Highway	1
40c	Arthur River Group: Arthur River Post Office (former)	Albany Highway	1
44	Woagin Farm out buildings	Albany Highway	2
	BOWELLING		
70	Bowelling Railway Station	Coalfields Highway	2
71	Bowelling Station Masters House (former) Phone exchange (former)	Coalfields Highway	2
	DURANILLIN		
89	SITE Duranillin railway siding & ramp	Farrell Street	2
90	Duranillin Store	Farrell Street	2
91	Duranillin Garage (former)	Farrell Street	2
93	Duranillin School (former) 3 & SITE headmaster's house	Horley Street	2
97	Duranillin Railway Bridge		2
98	Duranillin Road Bridge ruins	Hughes Mill Road	2
	GLENORCHY		
109	Glenorchy School	Glenorchy Road	2

	HILLMAN		
113	Hillman railway bridge ruins	Hillman-Dardadine Road	2
117	Hillman Dam, channels and catchment	Hillman Nature Reserve off Hillman-Dardadine Road	2
	KYLIE		
120	SITE Kylie Railway Siding & Kylie Water Tower	Bokal East Arthur Road	2
121	Kylie Dam, channels, remnants of the timber jetty and site of the water tower	Bokal East Arthur Road	2
	MOODIARRUP		
128	Moodiarrup Hall and SITES of tennis courts, oval, bowling green & race course	Dinninup Road	2
133	Lake Towerrinning foreshore areas and jetties	Duranillin South Road	2
	TRIGWELL		
138	Haddleton Shearing Shed	Trigwell Bridge Road	2
139	Trigwell Bridge ruin	Trigwell Bridge Road	2
140	Haddleton School (former) Branded tree	Trigwell Bridge Road	2

7.0 ABORIGINAL HERITAGE

The Heritage Inventory under the requirements of the Heritage Act (2018) is relevant to places of Aboriginal significance of the post-contact period only.

The Department of Aboriginal Affairs (DAA) oversees an “Aboriginal Sites Database” and works with Aboriginal people to protect their culture and to protect and manage places and objects of significance to Aboriginal heritage.

8.0 CONCLUSION

The 2022 Local Heritage Survey reiterates the considerable significance of the rich heritage and history of West Arthur’s towns and districts and will provide strategic guidance to conserve those places of assessed as having a high level of cultural significance.

9.0 REFERENCES

Bird, J., *West of the Arthur.*, West Arthur Shire Council. 1990.

Gray, L., Conservation Management Plans:

Darkan Pioneer Hall

Arthur River Group

The Arthur Shearing Shed and Quarters

Darkan Railway Station and Stationmasters House

Bowelling Railway Station

Kylie Water tower and tank, and Kylie Dam (draft)

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Spencer, I., *Darkan Early Days: 1862-1962.* circa 1967: No publisher listed.

Playgrounds of the Past: West Arthur District Schools. 1997

10.0 APPENDICES

- | | |
|-------------------|---|
| Appendix 1 | <u>Local Heritage Survey 2022</u> (DRAFT recommendations) |
| Appendix 2 | <u>Heritage List 2022</u> (DRAFT recommendations) |
| Appendix 3 | DPLH guidelines for Local Heritage Surveys |
| Appendix 4 | DPLH Criteria for assessment of Local Places and Heritage areas |
| Appendix 5 | Burra Charter – Foundation of heritage and conservation |

APPENDIX 1

SHIRE OF WEST ARTHUR

LOCAL HERITAGE SURVEY 2022

A review of the Shire of West Arthur's
2008 Municipal Inventory of Heritage Places

LOCAL HERITAGE SURVEY

TABLE OF PLACE RECORDS

May 2022



LOCAL HERITAGE SURVEY

Refer to primary report for the overall context and further details pertaining to the relevant categories.

For each place deemed to be of heritage value, a level of significance and consequent category is applied. The following table illustrates the details to facilitate the draft proposed categories are listed against them.

In line with Heritage Council's guidelines, Categories 1 and 2 places are recommended to be included in the Shire of West Arthur's Heritage List (refer to Appendix 2) to provide a level of management through the Shire of West Arthur's Planning Scheme and Local Planning Policies.

Each place was categorised on the basis of the following levels of significance:

<u>LEVELS OF SIGNIFICANCE</u>	<u>DESCRIPTION</u>	<u>DESIRED OUTCOME</u>
Category 1 Exceptional significance	Essential to the heritage of the locality Rare or outstanding example.	HERITAGE LIST Register of Heritage Places The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists for the place). Refer to Heritage Council. Planning Scheme provisions
Category 2 Considerable significance	Very important to the heritage of the locality. High degree of integrity/ authenticity.	HERITAGE LIST Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place. Planning Scheme provisions
Category 3 Some/Moderate significance	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item.	NO CONSTRAINTS Conservation of the place is desirable. Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place. Original fabric should be retained where possible. Recognise and interpret the site.
Category 4 Little significance	Some community interest to the history/heritage of the locality	NO CONSTRAINTS Contributes to the history of the locality. Photographically record prior to any major development or demolition.

LOCAL HERITAGE SURVEY

A number of new places and sites have been identified and listed (and identified as NEW) in the Local Heritage Survey.

The places proposed for the Heritage List (refer to Appendix 2) are identified in the Local Heritage Survey by the colour block.

The Local Heritage Survey List is presented in alphabetical order of towns and districts except for Darkan and Darkan surrounds that are top of the list.

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			DARKAN TOWN				
	1	NEW	St Mary's Catholic Church	33 Arthur Street	3	<p>St Mary's Catholic Church is of historical and social significance. After the culmination of many years of fundraising, it was finally constructed in 1964 and blessed and dedicated by the Bishop of Bunbury on 11 April 1965.</p> <p>The highlight of the numerous fundraising efforts was the annual Debutant Balls from 1957.</p> <p>It has considerable social significance for its role in religious activities of the local community and the sense of place evoked by those activities.</p> <p>It is aesthetically significant for the design and construction by Stan Costello, renowned through the 1950s for his Catholic churches in the Midwest and Wheatbelt regions. St Mary's is different to his previous design with the roof concealed by the pale-coloured decorative face-brick parapet walls, no gables, and a protruding frontage with a cross.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	2	2700	West Arthur Road Board Office (former)	29 Burrowes Street	2	<p>The former West Arthur Road Board building is of considerable historic and aesthetic significance, built in 1929 centenary year, in Inter-war Free Classical architectural style it is a fine regional example and arguably the finest architecture in Darkan and the entire West Arthur district.</p> <p>The building, replacing the original office on the site, represents the progress and optimism for the future, and associations with Administration, Board representatives and (later) Councillors, working for the benefit of the West Arthur communities. The Road's Board building was located in Darkan after much discontent and a referendum to decide Darkan or Duranillin as the centre for the West Arthur district. From the 1960s when a new Shire complex was opened it has provided various services and community functions and in 2021 houses the Betty Brown Heritage Centre.</p>	D8
	3	NEW	SITE RSL Hall	25 Burrowes Street	4	<p>The site of the RSL hall is significant for its associations with the commemoration of those who served in the wars. After World War Two, ex-servicemen reformed with World War One veterans to achieve a hall for their members, The RSL hall was volunteer built under the direction of builder Jack Lalor. It was opened by the State President of the Returned Soldiers League in 1958.</p> <p>In 1966 the Kindergarten moved into the RSL hall. In 2000 the Arts Council occupied the building, and in 2019 a new extension was built to house the West Arthur CRC.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	4	NEW	Smith's General Store (former)	33 Burrowes Street	3	<p>The former Smith's General Store is of historic significance as it was the only commercial facility in the gazetted townsite south of the railway line in 1923 when it was built.</p> <p>Alf Galloway ran a drapery store there until 1964. Additions and alterations have taken place.</p>	N/A
	5	8813	Putland Motors	35 Burrowes Street	3	<p>Putland Motors is historically significant as the site of the first garage/mechanical repairs in Darkan and its association with transition from horse drawn vehicles to the motor age. It is also significant that the original building (part of it at the front) used local timber and was constructed in the period 1933-35 by Tom and Fred Curnow using timber cut on the family's 'The Angle' property at Boolading.</p> <p>Fred and Tom Curnow were two of 12 children of Jim and Sophia (nee Gibbs). Each of the seven sons displayed a strong degree of technical ability- inherited from their father Jim who was a much-valued wheelwright/blacksmith in the district.</p> <p>In 1937 the Curnow brothers introduced the first 32-volt lighting plant to the district.</p> <p>Later owners have made extensive alterations and modifications since that time. After the Second World War the business was sold to Dorsett's Motor Agency and changed hands a few times until the Putland family since 1963.</p>	D14

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	6	NEW	Elder Smith's (former)	39 Burrowes Street	4	It is of historic significance evidencing progress in the 1960s associated with agricultural services, located in the central service area for the West Arthur Shire area. The shop has a semi-detached residence at the rear. It was later converted to a café.	N/A
	7	NEW	Butcher's shop (former)	57 Burrowes Street	3	The shop is of historic significance evidencing one of the only remaining original shops that were part of the post-World War Two development in the late 1940s in the main street of Darkan. In poor condition in 2022.	N/A
	8	NEW	SITE Darkan Bowling Club	Burrowes Street	4	Darkan Bowling Club was established in 1963. The site represents the social significance of the recreational activity. Darkan Bowling Club relocated to the Darkan and Districts Sports Club in 2010 after it was renovated under the Royalties for Regions scheme.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	9	NEW	War Memorial and gates	Coalfields Highway	2	<p>The Darkan War Memorial commemorates those who sacrificed during times of war. It is historically significant for its association with the two world wars and other conflicts.</p> <p>It is of historic and social significance that evokes a sense of place and remembrance for the community.</p>	N/A
	10	2703	Darkan Railway Station Precinct	Coalfields Highway	2	<p>The Collie-Narrogin railway line was constructed to facilitate agricultural land settlement in part of the area between the Great Southern and South Western lines, providing a direct link to the port at Bunbury. The townsite of Darkan was gazetted in December 1906, and after the railway line was completed in October 1907, Darkan developed as a railway station and local government centre for the West Arthur farming region. The traffic office was constructed in 1912 and Stationmaster's house in 1913. When the Wagin-Bowelling branch line was completed in 1918, the Darkan Stationmaster was moved to Bowelling and Darkan became an unmanned station. Passenger services on the Collie-Narrogin line ceased in 1949 and, in 1969, the complete replacement of steam locomotives with diesel resulted in a further reduction of traffic on the line. In 1988, the Collie-Narrogin and Wagin-Bowelling lines were closed.</p> <p>Darkan Railway Precinct, comprising brick and iron Traffic Office (1912); brick and iron Stationmaster's house (1913); and, loading ramp</p>	N/A

					<p>and crane (1965), has cultural heritage significance for the following reasons:</p> <p>it is one of a number of remaining examples of the type of Traffic Office with associated railway structures in their original setting, and one of three such small railway precincts which include the Stationmaster's house. The place demonstrates a way of life and functions no longer practiced;</p> <p>it illustrates the State Government's proactive attitude to agricultural land settlement, and the importance of the railway system in the development of the agricultural areas and their supporting townships;</p> <p>it is highly valued by the Darkan community as an identifiable built representation of the significant railway presence in the town. The places and elements within the precinct are valued for their individual aesthetic characteristics, and landmark quality. Together they form a significant group which contributes to the local community and the wider district's sense of place; and,</p> <p>it is a good representative example of the type of Traffic Office and Stationmaster's house constructed on the agricultural railway lines early in the twentieth century.</p> <p>Refer to Conservation Plan for full history.</p>	
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Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	10a	24447	Precinct; Darkan Railway Station (traffic office)	Coalfields Highway	2	<p>Railway Station (Traffic Office) (1912) is of historical and aesthetic significance as one of several remaining examples of the type of traffic office constructed on the agricultural railway lines early in the twentieth century. It represents functions no longer practiced.</p> <p>The railway line was completed in October 1907, Bowelling was one of three sidings along the line west of Darkan, until the Wagin-Bowelling branch line was completed in 1918, and Bowelling became a junction. A Stationmaster's house and Traffic Office were built at Bowelling, and the Darkan Stationmaster was relocated to Bowelling. Darkan became an unmanned station.</p>	D3
	10b	23917	Precinct; Darkan Station Master's House	Coalfields Highway	2	<p>Stationmaster's house, 1913, is of historic and aesthetic significance as a good representative example of the type of Stationmaster's house constructed on the agricultural railway lines early in the twentieth century, that demonstrates a way of life no longer practiced and contributes to the historic townscape of Darkan.</p> <p>It was built initially for the Stationmaster and was later occupied by other railway staff.</p>	D4
	10c	NEW	Precinct; SITE Railway Refreshment rooms	Coalfields Highway	2	<p>In 1908 the Government Railways announced a refreshment stop for Darkan Railway Station, Located directly across from the hotel. Fred Smith, the hotel licensee took the lease over the refreshment rooms and operated it in conjunction with the hotel.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	10d	23874	Precinct; Railway Crane & Loading Ramp	Coalfields Highway	2	<p>The ramp and crane are of significance as elements integral to the railway operation on the site. Ramp 1908, crane 1965).</p> <p>The Ramp (1908) is built up and retained by timber railway sleepers and iron railway line construction.</p> <p>In 1949 the Farmers Union of WA requested a crane for the loading ramp to handle the offloading of heavy machinery and goods. A second-hand crane was finally provided in 1965.</p>	D15
	11	18827	SITE: Sarah Ann Gibbs tree (replacement tree)	Coalfields Highway	4	<p>The site of Sarah Ann Gibbs Tree is an important representation of the pioneering women of the district, honouring Sarah Ann Gibbs.</p> <p>A pine tree was planted in 1906 by Mrs Sarah Ann Gibbs the wife of pioneer settler William Gibbs. A plaque was erected on the tree in 1947 and it read:</p> <p><i>"This tree was planted in 1906 by Mrs. Sarah Ann Gibbs, wife of pioneer settler William Gibbs. Born near Brunswick in 1854. Mrs. Gibbs lived at Boolading Farm for over 70 years and died on 30th July 1946 at the age of 92 years. Erected in memory of a pioneer country woman by the Darkan Branch, CWA."</i></p> <p>The pine tree was significant for the association with Herbert Spencer who acquired trees from New Zealand and grew them from seeds that he gave away to the community to enhance the environment including trees in Darkan townsite. The Sarah Ann Gibbs tree was one of those pine trees.</p> <p>In 1990, the Pine tree was deemed unsafe by the Shire Council and was felled. Members of the</p>	D18

						<p>community considered the tree so important that it was replaced with a young pine tree that was transplanted from the Boolading Siding in 2001.</p>	
	<p>12</p>	<p>NEW</p>	<p>CWA meeting rooms</p>	<p>9873 Coalfields Highway</p>	<p>2</p>	<p>The Country Women’s Association meeting rooms represents the organisation that is of considerable historic and social significance for the invaluable contribution they have made to women and children in regional areas and their community spirit, fundraising and participation.</p> <p>The meeting rooms are aesthetically pleasing, traditionally modest in form and scale presenting a homely atmosphere.</p> <p>The Darkan branch of the CWA formed in 1938, and in 1939, Jack Knight of Carberry, donated the land for a CWA rest room. Association with Mrs Ida Spencer is of considerable significance as she was to become the State President of the CWA (1955-1958), National President in 1958, Member of the British Empire honour in 1961, and represented the state and the nation in World Women’s conferences.</p> <p>Ida Spencer became a member of the Darkan branch in 1941 after marrying Jack Spencer of Boodaling and by 1952 established a Duranillin-Moodiarup branch with 29 members.</p> <p>The Darkan CWA, members worked for the Red Cross Comforts fund during the war years and secured a fortnightly Infant Health sister from Wagin in 1945. In 1950 they erected a fence around the site and by 1952 had their first meeting in their rest rooms that officially opened by the Divisional President, Mrs Ida Spencer in 1954.</p>	

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	13	NEW	Darkan Post Office (former)	9875 Coalfields Highway	3	<p>The former Darkan Post Office demonstrates the historic development of communication services that operated in the town for many years and was a critical service to the community.</p> <p>The original post office on the site was built in 1912, with quarters. In 1927, the post office section was shifted from the shop to the quarters. Lewis Hibble started the post office business in 1912, and his brother Gus took over in 1923. The telephone exchange started in 1925. Charles Lintott purchased the PO in 1931 working until 1945 when he died and his wife continued the business. In 1957 the new post office building, in post war austerity style, housed the telephone exchange with continuous service for 55 subscribers, increasing in 1964 when the Glenside exchange closed. In 1966 when it changed hands again, there were 79 subscribers. Automatic mode took over the manual operation in 1979, and the Dardadine subscribers connected to Darkan achieving 156 subscribers. A new post office was established in Burrowes Street in 2015.</p>	

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	14	8786	National Bank (former) SITE of original bank & Darkan Dining Rooms	9877 Coalfields Highway	3	<p>The Darkan Dining Rooms were located on this site prior to the National Bank/s.</p> <p>The site and existing former National Bank building are of historical significance for the banking services, associations with Bank Managers, as a place of business in the centre of the region, and hospitality associated with the dining rooms.</p> <p>The National Bank purchased the site (part of Burrow's land) in 1906 and in 1912 built the original bank behind Darkan Dining Rooms, as a result of a community partition; it was an agency of the Williams branch that was serviced weekly. Darkan Dining Rooms was still operating in 1918. The bank was rebuilt in 1951 as a full-time branch that operated an agency in Duranillin (until 1963) and closed in 1990 when a new bank was built in Burrowes Street. In 2022 it operates as the Oppy Shop.</p> <p>The modest form for a bank function evidences the post-World War Two austerity architectural style with simple form gabled roof and weatherboard cladding.</p> <p>The former National Bank makes a contribution to the Coalfields Highway streetscape on the north side of the former railway line in Darkan townsite.</p>	

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	15	NEW	SITE C.F. Brown's General Store SITE Green Gable Tearooms (roadhouse)	9879 Coalfields Highway	4	The site of C.F. Brown's General Store, built in c.1906 by Mr Findley, later became the Green Gable Tearooms. It is of historic and social significance recognising the general store and hospitality business, located on Coalfields Highway opposite the railway station and near the hotel, providing for the convenience of the community and travellers.	
	16	2702	Darkan Hotel	9889 Coalfields Highway	2	Darkan Hotel is of social and historic significance. The hotel has played an important role in the community as a meeting place and venue for social events. A fine example of a country hotel, it makes a significant contribution to the streetscape and the architectural heritage of Darkan. It was under construction when the town of Darkan, south of the railway line, was gazetted in 1906. The owner, Mrs Francis opened the hotel without a license or any alcoholic drinks. The stone hotel with surrounding verandas was strategically located opposite the railway station. Mrs Francis ran the hotel until 1925. A major brick extension to the southeast corner of the old hotel in the 1960's resulted in the bar being enlarged and now faces the Coalfields Highway. The hotel has been developed over the years and has always been an important social venue for the town and district.	D2

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	17	18807	Aboriginal Reserve and Nissan Hut (caravan park)	Coalfields Highway	2	<p>The Aboriginal Reserve and Nissan Hut is of considerable historic and social significance in recognising the provisions for Aboriginal people to camp in Darkan in the 1960s and played a significant role as a meeting place and often housed up to fifty Aboriginal people at any one time.</p> <p>The site was vested on the 3rd of July 1964 as an Aboriginal Camping Ground. The Department of Native Affairs erected a few small cement houses and a Nissan Hut for recreational purposes, a few years later.</p> <p>In 1972 the Reserve was closed. In 1975 the Pony Club and Girl Guides operated until the 1980's.</p>	D16
	18	8789	Darkan School (1908, 1952)	Darkan Road South	2	<p>Darkan School (1908, 1952) is historically and socially significant for its ongoing role in education and associated socialisation and recreation for generations of the Darkan and broader community. It is the first school in the West Arthur district. The building is a good example of the building styles of the periods. It is an important part of the town's original building stock and makes a positive contribution to the streetscape.</p> <p>Originally a one room building on the site opened on 27 April 1908.</p> <p>During World War Two the children dug air raid shelters and trenches in the playground. They were infilled when the school was extended significantly in Post-World War Two. At that time buses were introduced for outlying communities to attend the central education facility. The 1952 addition is clearly evidenced, as is the separate</p>	D7

						<p>more contemporary addition to the original 1908 building. Darkan School (1908, 1952) represents significant associations with generations of students and teachers and evokes memories of a sense of place.</p>	
	<p>19</p>	<p>NEW</p>	<p>SITE Darkan Tennis Club and courts and Basketball courts</p>	<p>Darkan Road South</p>	<p>4</p>	<p>The basketball courts were located on an empty block between Darkan Hotel and the Tearooms, in c.1959. Four years later new courts were established near the bowling green on Hillman Street. Ten years after that new tennis courts and clubrooms were laid out and officially opened on a new a new site on Darkan South Road (Moodiarrup Road) by the Shire President Pat Watkins on 24 February 1973. The basketball courts were next to the tennis courts.</p> <p>The sites represent the social significance of the recreational activities, relocating to a centralised Darkan and Districts Sports Club after extensive renovation to the Club due to Royalties for Regions funding. The basketball courts were opened by Des O'Connell in October 2012.</p>	<p>N/A</p>

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	20	18808	Darkan Cemetery	Darkan South Road	2	<p>Darkan Cemetery recorded the first burial in 1914. It is a significant record of the early settlers and generations of residents of Darkan and the broader West Arthur area.</p> <p>The Cemetery evokes a sense of place, of reverence and commemoration. The memorials, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p> <p>The only Aboriginal soldier who served in the AIF during WW1, Frank H. Smith, is interred in the cemetery.</p> <p>A niche wall was erected in 1982/83.</p>	D17
	21	NEW	Darkan Farm Advisory Service Building	1 Hillman Street	3	<p>The Farm Advisory service is significant as part of the post war development of the region. Built for the first farm advisor that was organised for the district in the early 1960s. Bob Hall, the second farm adviser, arrived in 1966 and took up the Farm Advisory position.</p>	N/A
	22	NEW	Darkan Town Hall	32 Hillman St	2	<p>Darkan Town Hall (1962, 2015) is historically socially and aesthetically significant as a fine example of 1960s architecture that as part of the Shire administration complex in 1962. It represented moving into the future and a facility for generations of the community, adjoining the Pioneer Hall in 2015 with contemporary architecture that makes a substantial contribution to the Darkan townscape and character. The place represents a sense of place for the events</p>	N/A

						that have taken place including recreational, civic, social and formal. The proposal for the hall was very controversial in the community. There was a referendum, and in 1961, a meeting in Moodiarrup Hall in 1961 protesting against the rates required for the Darkan Hall. Legal action pursued. The budget for the Darkan Hall and shire offices was reduced, and a new community hall was built in Duranillin in 1966.	
	23	3327	Darkan Pioneer Hall	32 Hillman St	2	Darkan Pioneer Hall was the first substantial building constructed in the official townsite of Darkan on the south side of the railway line. It is of considerable social and historic significance as the venue for civic and social events and school overflow, from when it was constructed in 1910. It is a fine example of Federation vernacular architecture of local stone construction by George Cuthbert. It was re-structured in 1960. Darkan Pioneer Hall makes a substantial contribution to the historic townscape of Darkan. Refer to Conservation Plan for full history.	D11
	24	15260	Darkan Uniting Church	43 Hillman St	3	The Uniting Church is of historical and social significance dedicated on 19 November 1955. The historic significance of the Church is demonstrated in the original establishment by the Methodist Church and their amalgamation into the Uniting Church. It has considerable social significance for its role in religious activities of the local community and the sense of place evoked by those activities. The historical and aesthetic significance of the cement brick building is typical of the post-war 1950s austere construction, in the use of local materials made with a brickmaking machine at a	N/A

						<p>sand deposit at Tachbrook and the builder EN Devereux assisted by volunteer labour.</p>	
	<p>25</p>	<p>8791</p>	<p>Mick & Maude King's House (former)</p>	<p>46 Hillman St</p>	<p>3</p>	<p>The 1930s residence has historical significance for its association with Mrs Maude King, a respected local citizen, and her husband Mick. It is a good example of the construction style of the Inter-war period that contribution to the Darkan townscape. Maude King played the organ for the Anglican church for decades from a young lady until her seventies, and at "Breezy Peaks" (before moving here) singing hymns with the Williams Brotherhood or the Minister when they stayed overnight. Mrs King was honoured with life membership of the Country Women's Association and the Red Cross in recognition of her services to those organisations.</p> <p>After her husband (Mick) passed away, Mrs King boarded local schoolteachers and bank clerks working in town.</p> <p>Mick King's property 'Breezy Peaks', where, after marrying Maude, they lived in a timber-framed galvanised iron house and raised 10 children. He was the inaugural President of the (West) Arthur Football team founded in 1907, first President of the West Arthur Agricultural Society in 1929, Road Board member, and during World War Two was chairman of the Patriotic Committee in Darkan.</p> <p>The Hillman Street house was built for the Lynch family in 1925 after coming from Victoria to cut sleepers. Later Lynch was foreman of the Roads Board and lived in this house until the 1940's when it was purchased by Mick and Maude King.</p>	<p>D8</p>

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	26	NEW	Darkan and District Sports Club	Memorial Drive	3	<p>Darkan District Sports Club is significant in the recognition of the importance of sport and recreation in the community and combining all those activities to a central venue.</p> <p>The Greater Sports Ground is significant for the social and recreation activities with the first sports meeting on Boxing day in 1906, setting up an annual event. In May 1916, the Government vested the Darkan Racecourse to WP Burrowes, G Bennett and TG Llyod.</p> <p>The inaugural annual Darkan Agricultural Show in the centenary year of 1929 and subsequent shows, with an exhibition hall.</p> <p>Part of the 1950s post-war development was the construction of a golf clubroom. The outside perimeter of the football oval was the racetrack.</p> <p>A small committee formed and worked for four years raising funds through a sheep scheme. Darkan and District Sports Club established in 1983, bringing the clubs together in a new building on the site of the original golf club building.</p> <p>Between 2009-2011, extensive renovation to Darkan and Districts Sports Club was undertaken as a result of Royalties for Regions funding. Bowls, basketball and tennis all relocated to the central Club.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			DARKAN DISTRICT				
	27	8787	Darkan Sawmill/Mill Houses	9994 Coalfields Highway	3	<p>Darkan Sawmill is historically and aesthetically significant for the following reasons:</p> <p>It was an important local industry providing building materials and local employment.</p> <p>It is representative of a number of sawmills that were located throughout the western half of the Shire until recent years.</p> <p>It represents a way of life for the employees who were provided with housing for their families, to work in the country.</p> <p>The mill houses form a significant vista in the Coalfields Highway streetscape.</p> <p>In 1952, Guiseppi (Jack or Joe) Coli build the mill and together with his Quindanning Road mill operating, Coli employed about forty men cutting and hauling timber at the mill sites.</p> <p>The Darkan Mill mainly supplied railway sleepers, railway requirements, building materials and fence posts.</p> <p>After the mill burnt down in 1964, it was rebuilt in six weeks. Approximately one hundred guests, comprising business associates, workers and local residents, enjoyed high tea and barbecue to celebrate the reopening. Coli built six mill houses for employees and their families.</p>	D5

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
Not viewed	28	8793	Sunnyhurst Homestead ruin	Coalfields Highway	3	The ruin of Sunnyhurst Homestead is historically significant in representing one of the first locations taken up in the Darkan area in 1900 and is still owned by descendants of the original pioneers - William and Sarah Gibbs.	D10
	29	NEW	Riverview	Coalfields Highway	3	<p>Betty Brown's house. The house was built by George Marfleet in the early 1900s.</p> <p>Betty Edith Brown was a prominent figure for rural women in agriculture and her legacy has been honoured with the opening of the Betty Brown Historical Centre in Darkan in 2020. It was made possible by Ms Brown's bequest of \$200,000 to the Shire of West Arthur to showcase her family's contribution to the district and to celebrate the role of women in rural Australia.</p> <p>Ms Brown's family settled at Riverview and she worked alongside her father on their farming properties from the 1950s, learning considerable skills before gaining qualifications as a wool classer in 1984. After her father's death she took over the farm. She passed away in 2015.</p>	N/A
	30	NEW	SITE West Arthur Rifle Club		4	<p>The site is socially significant in representing the establishment of one of the rifle clubs in the district. Rifle shooting was very popular in the district. The Darkan Club was at Curnow's in 1906, and later at Frank Horwood's in Darkan, who later gave the range to the West Arthur Rifle Club. All the rifle clubs closed in 1939 at the advent of World War Two. The Darkan Club started again in c.1946 at the West Arthur range in Darkan.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	31	NEW	SITE Darkan South School	Cochrane Road	4	The site of Darkan South School represents the developing years of the Darkan South on Johnson's property and the value of education. The school opened between January 1913 and August 1915, after which time it was relocated to Bulading.	N/A
	32	NEW	SITE Maybrook School (Fleay's Homestead)	Coalfields Highway	4	Maybrook School, located in Fleay's homestead, is historically and socially significant representing the inclusion of a school room within the home, providing education and socialisation for their children and nearby farming families; a way of life no longer practiced. From the 1890s until about 1906, they shared and accommodated a teacher for alternate months with the Browns at Mt Brown School.	N/A
	33	NEW	SITE Mt Brown School (Brown Homestead)		4	Mt Brown School, located in Brown's homestead, is historically and socially significant representing the inclusion of a school room within the home, providing education and socialisation for their children and nearby farming families; a way of life no longer practiced. From the 1890s until about 1906, they shared and accommodated a teacher for alternate months with the Fleays at Marybrook School.	N/A
Not viewed	34	8796	Tachbrook Homestead	Coalfields Highway	3	Tachbrook Homestead, including the stone shed, is historically significant as an important part of the district's early building stock in 1909. It demonstrates significant associations with various owners including a number of prominent identities after Henry Walter Fleay originally took up the property, in conjunction with Maybrook.	D13

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	35	8792	Nangip Homestead	182 Darkan South Road	2	<p>Nangip Homestead, is historically significant as an important part of the district's early building stock in 1905.</p> <p>It's associations with the Fisher family who were very early pioneers of the Darkan are significant as the Fishers are also linked with the Marsh and Gibbs families, all who had a considerable role in opening up the district for further settlement.</p> <p>It is also aesthetically significant as a very good example of the Federation bungalow detailed in Flemish bond brickwork, with relatively few interventions, making a contribution to the rural landscape.</p> <p>Thomas Fisher (b.1841/42) moved to 'Nangip' in about 1871, and married Sofia Gibbs in 1891. Although they had no children of their own, they fostered their nephew Charlie (son of Emma Marriott nee Fisher), then Bella Marsh, and later Bill Marsh's two children. Bill Marsh and his wife Elizabeth had two children with her dying at the birth of the second child Charlie in 1915.</p> <p>In 1916 Thomas Fisher died while attending a sheep that was down. Sofia marked the spot with a wooden cross which is still evident.</p> <p>Bella Marsh eventually inherited 'Nangip'. Charlie Fisher inherited Hillman Downs but managed Nangip for Bella who married Bill Kelliher, whose sons own the property.</p> <p>The kiln on the property was used to make bricks for the homestead and later, the Darkan Hotel.</p> <p>The house was built in two stages - the front section using the Flemish bond brick pattern and the rear English bond.</p>	D9

						In 1985 a dam was built at Nangip to supply water for the footy oval at the Darkan and Districts Sports Club.	
	36	8795	Six Mile Cottage	Darkan-Quindanning Road	2	<p>The two-roomed slab hut with hessian lined walls is of considerable historic and aesthetic significance, for associations with Dick Strange, Joe Symonds and Bert Bingham, and as a landmark on the Darkan Quindanning Road.</p> <p>The Six Mile hut is a good example of vernacular construction of local materials in the early 1900s, and restoration work.</p> <p>Built by Dick Strange, a sleeper-cutter, for the landowner, for Joe Symonds, to supplement his farm income. Bert Bingham also worked for Joe Symonds and his wife and four children came on a spring cart and horse from Boddington to stay with Bert in this place.</p> <p>The earth floor was replaced with timber after the Coli mill was established. (c.1925-30)</p> <p>Originally the windows had wooden shutters. There was a 100-gallon tank for drinking water, and they would cart water from a dam for washing.</p>	D12
	37	NEW	SITE Mount Zion ruins	Capercup North Road	4	<p>The site shows the ruins of the Mt Zion Homestead that housed a family of seventeen children. The mother was colloquially referred to as Mrs Ellen"17:" Johnson.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			ARTHUR RIVER				
	38	8804 23458 23459	"The Arthur" Wool Shed Group Old Tillellan (Piesse's) Shearing Quarters	Wagin Rd & Albany Hwy	1	<p>The Arthur Wool Shed group comprises the timber shearing shed, the stone shearers' quarters, and remnants of the cricket pitch.</p> <p>It is of exceptional significance, included on the Register of Heritage Places, for associations with Charles Arthur Piesse and three sons, particularly Gerald Austin William Piesse, associations with the Western Australian Land Company in c.1908, the War Settlement Land Scheme in c.1947, and the establishment of community shearing facilities in the 1950s.</p> <p>Its representation of the pastoral industry of the region is a landmark on Albany Highway.</p> <p>Refer to Conservation Plan for full history.</p>	AR1 AR2
	39	2698 23851 23804 23808	St Paul's Anglican Church, Graveyard, Sandalwood Trees	Location 21 Albany Highway	1	<p>St Paul's Anglican Church comprising the church, surrounding graveyard and Sandalwood trees is significant for its historic, aesthetic and social values.</p> <p>Historically, St Paul's Anglican Church demonstrates the Anglican faith in rural settlements along the Perth-Albany road, and in the community activities and the development of the Arthur River district before rail transport.</p> <p>It has considerable social significance for its role in religious activities of the local and broader</p>	AR6 AR7 AR11

					<p>communities and the sense of place evoked by those activities.</p> <p>The graveyard is important for the historical information recorded on the memorials.</p> <p>Aesthetically, the church, built of local stone, is a fine example of regional ecclesiastical architecture evidencing details influenced by the Victorian Romanesque style. It is a significant landmark on Albany Highway in Arthur River.</p> <p>The church with surrounding graveyard is relatively uncommon with only a few other pioneer period churches evidencing the same.</p> <p>The cemetery evokes a sense of place, of reverence and commemoration. The memorial, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p> <p>The Sandalwood trees inform of employment and income in the area from the 1850's until after the turn of the century.</p>	
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Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	40		Arthur River Precinct	Albany Hwy	1	<p><i>Arthur River Precinct</i>, comprising Arthur River Hall (c.1898, c.1934, 1950s), Mt Pleasant Inn kitchen (1869, c.1990) and inn site (1869, 1907, 1934 demolished), Post Office (former) (c.1882, c.1990), and various other elements including a stone well, is of cultural heritage significance:</p> <p>The development of Arthur River Group evolved from the original land acquisition in 1865 at the 125 mile on the Albany Road. By 1869, James Spratt had established an inn and a staging post on the Albany Road, with a post office function within the inn. The Mt Pleasant Inn was a substantial facility that was extended in 1907, but after being delicensed, operated as a boarding house in the 1920s, it was demolished in 1934. The post office function ceased in 1940 when the post office was operated from the store.</p> <p>The hall evidences three distinct periods of development and demonstrates the continued development of the Arthur River community, whereas the inn and post office clearly represent the demise of the Albany Road after the Great Southern Railway bypassed Arthur River in the late 1880s.</p> <p>The kitchen building of the Mt Pleasant Inn is an important example of the Colonial Georgian style architecture in a rural setting.</p> <p>The Precinct has significant association with James Spratt who established the Mt Pleasant Inn, and post office at the 125 mile, and generations of the Arthur River community who continue their associations.</p>	N/A

						<p>It demonstrates a distinctive way of life in a small rural settlement on the Albany Road.</p> <p>It has the archaeological potential to inform on social, hospitality, and cultural ways of life and adaptations forced by settlement in a rural area, on an important stopping place on the Albany Road.</p>	
	<p>40a</p>	<p>4269 23904</p>	<p>Arthur River Precinct: Mount Pleasant Inn Kitchen Wayside Inn (former) & wells</p>	<p>Albany Hwy</p>	<p>1</p>	<p>Mt Pleasant Inn kitchen is of considerable historic, aesthetic and social significance for its association with the Mount Pleasant Inn (demolished 1930s).</p> <p>The kitchen is located to the rear of the remnants of the inn. It is on the site of one of the earliest settlements on the Albany Road and the kitchen is one of the oldest surviving buildings along the line of the road. The building style with Flemish bond brickwork is a good example of the building style from the period it is an important part of the district's building stock and makes a positive contribution to the streetscape.</p> <p>The site was taken up in c.1865 by James Spratt and the inn was built in 1869 by John Cronin.</p> <p>The inn became an important social centre and a resting place for travellers. The Mail Coach used this as a staging post until the police took over the Mail Service in 1878. The inn was used for Road Board elections and meetings a number of inquests following deaths and other public uses. Following the building of the Great Southern Railway in 1889, the importance of the Albany Road settlement quickly diminished. James Spratt realising the new opportunities opened the Wagin Hotel.</p> <p>After several changes of ownership, the licence was transferred to the McKenzie family in 1921, it</p>	<p>AR3</p>

						<p>was then delicensed and Mrs. McKenzie ran it as a boarding house. Later sold to Arthur Trimming. The Arthur River Restoration Society formed in 1980, was granted the land and restored the remaining building, and in 1988 funding for a she-oak shingle roof.</p>	
	<p>40b</p>	<p>2706 23876</p>	<p>Arthur River precinct: Arthur River Hall</p>	<p>Albany Hwy</p>	<p>1</p>	<p>The Arthur River Hall, comprising the original stone hall (1906), front addition (c.1937) and new hall addition (1950s), is of historical, aesthetic and social significance, as the heart of the Arthur River community. The stone hall, now lesser hall, is a fine vernacular example of local stone. The main hall dominates and adds to the landmark value of Arthur River.</p> <p>From 1906, the hall was the half time venue for school in conjunction with Tarwonga until 1913 when a separate school was built.</p> <p>It has served as a meeting venue for the local branches of the Arthur River Farmers Club Association (pre-WW I), the Country Women's Association, Farmers Union (post WW II), Junior Farmers, Arthur River Fire Brigade etc. It also was the venue for the Methodist (later Uniting) Church services and Sunday School and for the annual Christmas Tree for the children.</p> <p>The old hall became the kitchen and supper room for the occasions when the new hall was built to cater for large balls,</p> <p>The original building measuring 35' x 20' was added to during the late 1930's when the front 'T' section was constructed using stone from the demolished Inn in 1935/36.</p> <p>Refer to Conservation Plan for full history.</p>	<p>AR5</p>

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	40c	23812	Arthur River Precinct: Arthur River Post Office (former)	Albany Highway	1	<p>The Arthur River Post Office is historically significant for its significant role in communications and the development of the district and in giving the district a sense of place and identity. The form is identifiable as a part of what was original, and was extensively reconstructed in 2021, but still represents the form and materials identified as the post office, a landmark element on the highway in Arthur River.</p> <p>On 16 January 1866, Miss Mary Ann Spratt was appointed postmistress at the 125-mile, Arthur River. Gazetted as a post office in 1882. Her brother James had Mount Pleasant Inn that was built in 1869, and the Post Office was located in a room at the north of the inn. The Post Office building was constructed and connected by telegraph in c.1883 and by telephone shortly after the turn of the century.</p> <p>In 1905, the Arthur River Post Office was downgraded to the status of a 'non-official' Post Office despite a reported "90% increase in population within the last few years."</p> <p>In 1913 a subscriber service was available. During the Second World War the post office duties were transferred to the store across the highway.</p>	AR4

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	41	NEW	SITE Arthur River School	Albany Highway	4	The site of Arthur River School represents the developing years of the Arthur River community, and the value of education for the settlers' families. Arthur River School opened on 3 December 1906 on a half-time basis with Tarwonga, and then full-time from February 1909 until June 1935, closing for a short time to operate again between October 1936 and 1943 when it closed due to fall in number of students after three families moved from the district while the men were at war. The school was built on Spratt's land, and opened in c.1913 after previously the utilising the hall. The school building was demolished in the 1970s	N/A
Not viewed	42	8798	Madden's Homestead and Cottage (Mareeba homestead)	Albany Highway	3	<p>Madden's Homestead and Cottage are historically significant as an early homestead, associations with the original owner, Anthony Madden, a prominent identity, and the use of POW labour. Madden's Homestead and Cottage are 80 metres apart.</p> <p>Madden was a prominent member of the West Arthur Road Board serving 1909 to 1926 and 15 of those years as Chairman and also chairing local branches of the Farmers and Settlers Association of WA and Liberal League.</p> <p>Madden had been a National Bank Manager and later Resident Magistrate at Toodyay and Roebourne and took up farming in 1903, later acquiring 'Mareeba' and built the homestead in c.1923.</p> <p>The large stone dwelling with five bedrooms was labelled "Madden's Madness" due to the economic depression at the time. Madden planted the pine trees lining the entrance driveway.</p>	AR8 AR9

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	43	18809	Tabelup Homestead	Albany Highway	3	<p>Tabelup Homestead is significant as one of the first houses in Arthur River, from the early days of the Perth to Albany Road 1882-1902, and for the association with the original owners, the Piesses who were farmers and shopkeepers. When the Perth to Albany railway was constructed, they expanded their interests to Wagin and Katanning and established a branch of their Williams store in the homestead.</p> <p>Tabelup is a mud brick homestead and adjoining stone kitchen and storeroom with a fireplace.</p>	AR10
Not viewed	44	2694	Woagin Farm out buildings	17961 Albany Highway	2	<p>Woagin Farm out buildings (1863-1866) are of considerable historical significance as they were constructed to house the convicts that were building the Perth to Albany road at the 131 mile, and later as Police Barracks. The associations with the convicts, police barracks, and coach change station relate to a significant period in WA's history.</p> <p>131 Mile was vacant from 1873 until 1878 when the Police Department took over the mail coach and the barracks at Woagin (131 Mile) were used for a mail coach stop and changing of horses. Charles William Davey was the first farmer to live in the homestead. Lloyd Hogan then took on the farm and stopped the War Service Department plan to demolish the building.</p>	AR12
	45	NEW	SITE Arthur River Racecourse		4		N/A
	46	NEW	SITE Arthur River Store	16969 Albany Highway	4		N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	47	NEW	SITE Arthur River Workshop area	Corner of Albany Highway Boyup Brook Arthur Road	4		N/A
	48	NEW	SITE Arthur River Country Club	Bokal East Arthur Road	4		N/A
	49	NEW	SITE East Arthur Siding	Bokal East Arthur Road	4	East Arthur Siding is historically significant as the Wagin-Duranillin-Bowelling line railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since.	N/A
			BENNELACKING				
	50	NEW	SITE Bennelacking Siding	Duranillin Bowelling Road	4	Bennelacking Siding is historically significant as the Wagin-Duranillin-Bowelling line railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since.	N/A
			BOKAL				
	51	NEW	SITE Bokal townsite	Reserve 38731	4	There is no evidence of gazettal of the designated townsite. It is historically important as the railway siding and townsite are integral to a community.	N/A
	52	NEW	SITE Bokal Siding and ramp	Bokal North Road	4	Bokal Siding is historically significant as the Wagin-Duranillin-Bowelling line railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since. The ramp is a significant remaining element.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	53	NEW	SITE Bokal School	Bokal North Road	4	The site of Bokal School represents the developing years of the Bokal community, the value of education for the settlers' families. After the school was at the hall, the Bokal School opened in 1925, with a house nearby for the teacher. It closed in 1928, opening again briefly between February and October 1929.	N/A
	54	NEW	SITE Bokal Hall		4	The site of the Bokal Hall represents a sense of place for the events that have taken place. Bokal School opened in the Hall in the May holidays in 1918. The hall was destroyed by fire.	N/A
	55	NEW	SITE Bokal telephone exchange		4	The site recognises the significance of communications in the developing of the district. The phone exchange and postal centre for the Bokal area was at Robert Ness' place. A mail bag was delivered twice a week from Wagin, and the residents could then get their mail from the Ness'.	N/A
	56	NEW	SITE Bokal Tennis Club	Reserve 1737	4	Bokal tennis club was located on the banks of the Beaufort River south of Bokal Siding. The courts were a hard court made of ants' nest.	N/A
	57	NEW	SITE Bokal rifle range		4	The site is socially significant in representing the establishment of one of the rifle clubs in the Shire.	N/A
	58	NEW	SITE Beaufort River School 1		4	The site of Beaufort River School (1) represents the developing years of the Bokal community, and the value of education for the settlers' families. The school was a Government assisted school in the home of Mr and Mrs Sullivan "Many Waters" that opened between November 1909 and August 1910 was in a lean to on the side of the house with an earth floor and boxes for seats. Their eldest son was the teacher.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	59	NEW	SITE Beaufort River School 2		4	The site of Beaufort River School (2) represents the developing years of the Bokal community, and the value of education for the settlers' families. In 1911 a school was built on a reserve adjoining George Cuthbert's property. The school operated between February and August 1911.	N/A
			BOOLADING (Bulading)				
	60	NEW	SITE Boolading Townsite	Rajander Road and Coalfields Highway	4	Bulading townsite was gazetted in 1909. It is historically important as the railway siding and townsite were usually integral in the planning. There were four streets in the townsite: Curnow, Gibbs, Perry and Spencer streets.	N/A
	61	NEW	SITE Boolading Railway siding, ramp and pine tree	Coalfields Highway	4	Boolading Siding is historically significant as the Narrogin-Darkan-Collie railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since. Ramp and Pine trees that were part of Herbert Spencer's gift to the district remain on site.	N/A
	62	NEW	SITE Boolading Hall	Cnr Coalfields Highway and Gibbs Siding Road	4	The site of the Boolading Hall represents a sense of place for the events that have taken place. Gibbs association. Non-denominational Sunday School was held between 1934 and 1937. Hall was demolished in c.1984.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	63	NEW	SITE Boolading School	Rajander Road	4	<p>The site of Boolading School represents the developing years of the Boolading community, the value of education for the settlers' families.</p> <p>The Boolading locals agitated for a school on the premises that they should have got the school instead of Darkan in early 1908. By September 1908 they had a school at the Boolading Siding. The Boolading School opened intermittently between September 1908 and August 1911, January and April 1912, and October 1914 to October 1915. Boolading School boasted a library.</p>	N/A
	64	NEW	SITE Bulading School	Cnr Coalfields Highway and Gibbs Siding Road	4	<p>The site of Bulading School represents the developing years of the Bulading community, the value of education for the settlers' families.</p> <p>The South Darkan School that closed in 1916, was relocated to this site, opening the Bulading School in May 1916, and providing education to the community until 1941.</p>	N/A
	65	8809	SITE (ruins) Boolading (Gibbs) Homestead and Telephone exchange	Coalfields Highway	4	<p>Not viewed</p> <p>The ruins of the mud brick Boolading Homestead are historically significant in representing an early location taken up in the area west of Darkan in 1899, and the Gibbs family, respected identities in the region, and is still owned by descendants of the original pioneers - William and Sarah-Ann (nee Fisher) Gibbs.</p> <p>Williams Gibbs (Jnr), the second son of William John and Harriet Gibbs, selected this property, that was a few miles west of his father's property ("Darkan").</p> <p>It is socially significant as the social and communication centre, operating the telephone</p>	81

					<p>exchange 1925-1952, for the area with the family noted for their generous hospitality. Gatherings at Boolading included dances, weddings, parties, sing songs, church services and cricket matches. The mail was brought on horseback from Wagin and collected by the settlers.</p> <p>A rifle club was formed at a meeting in April 1906 at William Gibbs Boolading Homestead. The club formed on 30 November 1907.</p> <p>The historical references to the homestead that was named after an Aboriginal water hole and subsequently the railway siding was named after the homestead, is significant.</p> <p>William Gibbs made a significant contribution to the development of the region, storing skins for shooters until buyers came, becoming a land guide to show prospective settlers around the district particularly during the land boom at the turn of the century. He also helped in the survey of the Collie/Narrogin railway line. William Gibbs served on the Road Board his son; Thomas Henry Gibbs also served for sixteen years on the Board.</p>	
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Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	66	NEW	SITE Gibbs Siding	Cnr Coalfields Highway and Gibbs Siding Road	4	Gibbs Siding is historically significant as the Narrogin-Darkan-Collie railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the early development of the region.	N/A
	67	NEW	Dandaling	Spencer Road	3	Not viewed Home of Herbert Spencer 1909.	N/A
	68	NEW	The Angle Homestead SITE Darkan Rifle Club	Cordering North Road	3	The Angle Homestead was established in c.1908 by James Curnow, the original four room house with 1945 additions was the birthplace of all of their 12 children. The site is socially significant in representing the establishment of one of the first rifle clubs in the district. Rifle shooting was very popular in the district. The Darkan Club was at Curnow's in 1906. In 1912 Tom Fisher gave the Darkan Club a cup for incentives to be involved after World War One. All the rifle clubs closed in 1939 at the advent of World War Two. The Darkan Club started again in c.1946 at the West Arthur range in Darkan.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			BOWELLING				
	69	NEW	SITE Bowelling townsite	Coalfields Highway	4	The townsite is historically important as the railway siding and townsite were usually integral in the planning. The 1906 opening of the Bowelling Siding, marked a significant increase in economic growth and development in the district. No evidence available regarding gazettal of the townsite. However, it was surveyed and land released for sale in 1908, being 5 acre "Working Men's Blocks", and taken-up. It was a large settlement with railway workers houses and timber mill workers. Dinny Meagher had a store with a cricket pitch and tennis courts, there were three boarding houses until 1926, and a town lot was designated 'cemetery'.	N/A
	70	18814	Bowelling Railway Station	Coalfields Highway	2	The Bowelling Railway Station (Traffic Office) 1919, is aesthetically significant as a representative example of its type, an integral part of the vista, and a significant landmark on Coalfields Highway. It is historically significant as an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since the original proposal of developing a rail line. The 1906 opening of the junction of the Narrogin-Darkan-Collie and Wagin-Duranillin-Bowelling lines at Bowelling Siding, marked a significant increase in economic growth and development in the district with the arrival of local and migrant workers as timber cutters and/or rail gangs, during the operation and development of the station until closure in 1967.	BW1

					<p>Restored by the Shire in 2007, with a water tank installed, it is a stopping place and temporary camp for groups of trekkers and hikers utilising the Darkan-Collie Rail Trail (opened 2005)</p> <p>The Collie-Narrogin railway line was constructed to facilitate agricultural land settlement in part of the area between the Great Southern and South Western lines, providing a direct link to the port at Bunbury. The railway line was completed in October 1907, Bowelling was one of three sidings along the line west of Darkan, until the Wagin-Bowelling branch line was completed in 1918, and Bowelling became a junction. The Traffic Office and Stationmaster's house were built at Bowelling, and the Darkan Stationmaster was relocated to Bowelling and Darkan became an unmanned station. The junction station developed. Passenger services on the Collie-Narrogin line ceased in 1949 and, in 1969, the complete replacement of steam locomotives with diesel resulted in a further reduction of traffic on the line. In 1988, the Collie-Narrogin and Wagin-Bowelling lines were closed.</p> <p>Refer to the Conservation Plan for full history.</p>	
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Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	71	NEW	Bowelling Station Masters House (former) Phone exchange	Coalfields Highway	2	<p>The former Bowelling Station Master's House is closely associated with the Bowelling Railway Station and demonstrates a way of life no longer practiced, for the Stationmaster and his family. It is a good representative example of its type, particularly outside of a town location, and its elevated position allows for vistas from Coalfields Highway.</p> <p>It is historically significant as an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region.</p>	N/A
	72	18815	Bowelling Railway Dam (Photo 2017)	off Coalfields Highway	3	<p>The site is an historically important connection with the railways which assisted in the development of the West Arthur District. The Bowelling Dam was built in 1922 to supply water for the coal/steam trains on the Narrogin-Darkan-Collie railway line and the Wagin-Duranillin-Bowelling line.</p> <p>The dam is fed by gravitational water flow from the Darling Ranges with a bitumen catchment area and stone drains and a galvanised iron pipe that gravity fed a water tank at the station.</p>	BW2
	73	NEW	SITE Bowelling School	Cnr Hill and Jarrah streets	4	<p>The site of Bowelling School represents the developing years of the Bowelling community and the value of education. Bowelling School originally opened for a brief four months in 1918 and again from July 1925 through to 1947.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	74	NEW	SITE Australian Lumbar Company		4	Australian Lumbar Company was an important local industry providing building materials and local employment. It is representative of a number of sawmills which were located throughout the western half of the Shire until recent years. It was the first major mill in the district. Arnold and Moss ran it between 1922 and 1926. They introduced short hall milling and extending the line that proved to be not viable.	N/A
	75	NEW	SITE Bowelling timber mill		4	Bowelling timber mill was an important local industry providing building materials and local employment. It is representative of a number of sawmills which were located throughout the western half of the Shire until recent years.	N/A
	76	NEW	SITE James Crossing Siding	Between Bowelling and Boolading	4	James Crossing Siding is historically significant as the Narrogin-Darkan-Collie railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the early development of the region since.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
Not viewed	77	NEW	Burra Gulla Homestead & School	Coalfields Highway	3	<p>Burra Gulla Homestead is historically and socially significant representing the addition (veranda enclosure) of a school room and a room for the teacher, within the home, providing education and socialisation for their children and nearby farming families; a way of life no longer practiced. The "assisted" school opened in 1928 and closed in 1937.</p> <p>In 1926, Thomas Henry and Mary Ann James employed two Italian men to build the 6-room house of stone that was carted from a nearby hill. The use of local materials and Italian workers is of significance evidencing a period of history in the district. The continuation of the James family ownership until c.1960s is of significance.</p>	N/A
	78	NEW	SITE Cowcher Siding	West of Bowelling	4	<p>Cowcher Siding is historically significant as the Narrogin-Darakan-Collie railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the early development of the region since.</p>	N/A
			CAPERCUP				
	79	NEW	SITE Capercup townsite	Fence evident in Capercup Nature reserve	4	<p>The townsite was gazetted in May 1916. It is historically important as the railway siding and townsite were usually integral in the planning. The 1906 opening of the Bowelling Siding, marked a significant increase in economic growth and development in the district.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	80	NEW	SITE Capercup Railway Siding and ramp		4	Capercup Siding is historically significant as the Wagin-Duranillin-Bowelling line railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the early development of the region since. The ramp is a significant remaining element.	N/A
	81	NEW	SITE Capercup telephone Exchange	Springdale Capercup South Road	4	Located at Greg Cochranes property and operated by Sophie Amelia Cochrane (nee Gibbs)	N/A
			CORDERING				
	82	NEW	SITE Cordering townsite		4	The townsite was gazetted in May 1916. It is historically important as the railway siding and townsite were usually integral in the planning. The 1906 opening of the Bowelling Siding, marked a significant increase in economic growth and early development in the district. The school was located within the townsite.	N/A
	83	NEW	SITE Cordering Siding	Duranillin Bowelling Road	4	Cordering Siding is historically significant as the Wagin-Duranillin-Bowelling railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the early development of the region since.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	84	NEW	SITE Cordering School	Cordering North Road	4	The site of Cordering School represents the developing years of the Cordering community, the value of education for the settlers' families. The School, built by the parents and students, was weatherboard and iron with a mudbrick chimney. It was an "assisted" school located in a reserve in the Cordering townsite. It was only open between July 1939 and December 1940 due to the advent of World War Two. Seven children from three families attended.	N/A
	85	NEW	SITE Cordering phone exchange	Cordering Road South	4	The phone exchange was established at Gunadoo farm in 1952 when Cordering was connected to the trunk line network with J. Devine being the office keeper.	N/A
	86	NEW	SITE Hebb's Mill		4	The sawmills were important local industries providing building materials and local employment. Located throughout the western half of the Shire until recent years. Ted and Dick Hebb ran their mill between 1937 and 1947 on Thompson's property. They were the first to start spot mills, moving the mill to the timber instead of carting the timber. The mill closed in the 1960s. There are other mills in the area: George Young's Mill, Burton's Mill, Giorgi bros, Swan Timber Company, Suett's Mill.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			DARDADINE				
	87	NEW	SITE Dardadine East School	Dardadine Road South	4	The ruins of Dardadine East School represent the developing years of the Dardadine community, the value of education for the settlers' families. 1935 to 1943. Built by parents of the children attending between 1935 to 1943.	N/A
			DURANILLIN				
	88	NEW	Duranillin townsite	Farrell St	4		N/A
	89	NEW	SITE Duranillin railway siding & ramp	Farrell St	2	Duranillin Siding is historically significant as the Wagin-Duranillin-Bowelling railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since. The ramp is a significant remaining element.	N/A
	90	8788	Duranillin Store	Farrell St	2	Duranillin Store, established in 1925, is historically and socially significant as the hub of the communities in Duranillin/Moodiarrup district- an area isolated by distance and poor roads until the 1950's. It provided food and other goods, telephone exchange (until 1979) and postal services and later, a liquor outlet. The historical associations with store owners, in particular, the long-term proprietor, K.B. Thompson, a notable district personality, who took over the store in 1929, with his wife Bidy, a double certificated nursing sister who provided her services in the community.	DU1

					<p>The previous store on the site had burnt down (1917-1923), and a new store built by Ted Nordstrom in 1925.</p> <p>Mr. & Mrs. K.B. Thompson were celebrated at Duranillin Hall in 1978 for 50 years' service, when KB was listed in the Queen's Birthday Honours; awarded the British Empire Medal in recognition of his services to Australia Post and to the people of the district.</p> <p>The historical significance of such community service is worthy, and also demonstrates a way of life that is no longer practiced.</p> <p>In 1987, K.B. Thompson was honoured with the first ever Freeman of the Shire of the West Arthur, a recognition bestowed on a local resident.</p>	
	<p>91</p>	<p>18813</p>	<p>Duranillin Garage (former)</p>	<p>Farrell St</p>	<p>2</p> <p>The former Duranillin Garage is a significant part of the Duranillin streetscape and historically significant for the associations with Tom Elias and Tom Atkinson, the letterboxes, and the mechanical services they provided in the community from 1949. Although Ken Thompson owned the land, Tom Elias, a qualified mechanic and a good builder, built the garage. The garage was fitted with a very modern hydraulic hoist. He repaired and cars and trucks and employed a number of locals over the years. In 1957, Tom Atkinson came to work for Tom Elias and leased the garage. During Atkinson's tenure Tom Elias made hundreds of mailboxes out of recycled oil drums for the farmers of Duranillin and surrounding localities. He had them painted and the farmers' name and farm name painted by Collie sign writer Harry Fellows. Many are still at farm entrances.</p> <p>After the garage closed, it was vacant for a period before a group of five local ladies formed a woollen</p>	<p>DU4</p>

						<p>quilt business between 1991 and 1998. Later it housed a wool buying business and is now vacant.</p>	
	<p>92</p>	<p>NEW</p>	<p>Duranillin Hall SITE original hall 2nd school site</p>	<p>Horley St</p>	<p>3</p>	<p>The site of the original hall 1925-1966 and the Duranillin Hall is of significance as the social centre of the Duranillin community for generations, and the school for 5 years in the 1930s, and represents a sense of place for the events that have taken place.</p> <p>The 2nd Duranillin School opened in the unlined Duranillin Hall in 1931, and the first teacher boarded with the Quills. It closed in 1935, after the former Glenside School was located opposite the hall and was the 3rd site for a school in Duranillin</p> <p>In 1960, a proposed new hall in Darkan was very controversial in the community. There was a referendum, and in 1961, a meeting in Moodiarup Hall protesting against the rates required for the Darkan Hall. Legal action pursued. The budget for the Darkan Hall and shire offices was reduced, and a new community hall was built in Duranillin in 1966. The 1925 hall was demolished.</p>	<p>N/A</p>

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	93	8790	Duranillin School (former)- 3 And site of headmaster's house	Horley St	2	<p>The former Duranillin School is of historical and social significance, representing the value of education for the settlers' families.</p> <p>In 1937 the school building, relocated from "Glenside", opened in Duranillin.</p> <p>By 1968 the attendance had dropped by half due to railway employees being transferred to Darkan and Bowelling, and it closed in 1970 when only six of the required eight students were enrolled to keep it open. The Headmaster's house was relocated to Darkan.</p> <p>Duranillin School closed on 6 March 1970.</p> <p>Refer to Conservation plan for full history.</p>	DU2
 <p>Photo prior to demolition</p>	94	NEW	SITE Infant Health Clinic	Cnr William and Farrell Street	4	<p>Ida Spencer became a member of the Darkan branch of the CWA in 1941 and by 1952 established a Duranillin- Moodiarup branch with 29 members.</p> <p>The Darkan CWA, members worked for the Red Cross Comforts fund during the war years and secured a fortnightly Infant Health sister from Wagin in 1945 to visit Darkan and Duranillin. The Sister would meet women at their farm gates on their route to Duranillin where more would be waiting in the hall. In 1955, the Road Board allotted this site to build a clinic. Local residents elected a committee to raise funds for the clinic building. Wally Egas built the clinic with bricks made by Hercules Bricks at the river, and the Road Board supplied the cement for the 9000 bricks.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	95	NEW	SITE Duranillin Sports oval	William Street	4	The site of the sports oval represents the social significance of the recreation activity.	N/A
	96	NEW	SITE Tennis Courts	Horley Street behind school	4	The site of the tennis courts represents the social significance of the recreation activity.	N/A
	97	18812	Duranillin Railway Bridge		2	<p>The bridge is an excellent example of the timber railway bridges constructed in the World War One (1914-1918) era.</p> <p>The Duranillin Railway Bridge was constructed across the Arthur River as part of a branch line linking Wagin to the existing Collie-Narrogin Railway line.</p> <p>Each pier is constructed of three pylons and is cross braced with two large beams. On the sides of the bridge are refuge platforms for the workers to retreat onto if a train came through.</p> <p>Bowelling became the junction and the line extended from Bowelling through the sidings of Bennelaking, Cordering, Capercup, Duranillin, and Bokal, Kylie, East Arthur and Warup to Wagin. Construction of the Collie-Wagin branch line commenced in July 1914 and the first train travelled from Bowelling to Wagin in July 1918. The last through train from Bowelling-Wagin ran</p>	DU3

						on 30th June 1984. Bowelling-Bokal was closed on 1st June 1986. Westrail continued to operate from Wagin-Bokal. It is no longer in use.	
	98	NEW	Duranillin Road Bridge ruins	Hughes Mill Road	2	No access The Duranillin road bridge was constructed across the Arthur River. There are only remnants of the timber structure remaining. A new road bridge has been constructed nearby.	N/A
	99	NEW	SITE Hughes Mill	Hughes Mill Road	4	Hughes Mill was an important local industry providing building materials and local employment. It is representative of a number of sawmills which were located throughout the western half of the Shire until recent years. Brothers Bill and Gordon Hughes ran the mill between 1935 and 1960.	N/A
	100	NEW	SITE Duranillin School 1		4	The site of Duranillin School represents the developing years of the Duranillin community, the value of education for the settlers' families. The first school was located five kilometres south of the townsite on the east bank of the Arthur River. The school operated between approximately 1909 and 1914. The children from the Cochrane, Fallon and Fitzpatrick families attended, with the Cochrane children having to cross the river. The school operated on a half time basis with Moodiarrup with two- and three-days week-about.	N/A
Not viewed	101	NEW	SITE Cochrane's property Chimney ruin	Darkan South Road	4		N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	102	NEW	SITE Capercup Phone exchange	Capercup South Road	4	Capercup Phone exchange operated by Sophie Amelia Cochrane (nee Gibbs)	N/A
	103	NEW	Kapea house ruins	409 O'Connell Road	4	Mud brick ruins built by Daniel O'Connell Jnr in mid 1930s. Daniel hand made the bricks from the adjacent dam. O'Connell family settled by the river in 1906. This was a second-generation house. Note that there are still some ruins of John O'Connell's property by the river.	N/A
	104	NEW	Slattery Ruins Boonining Downs		4	Ruins of a house built by Mortimer Slattery in the early 1900s. Slattery was there in 1908.	N/A
	105	NEW	SITE Three Mile Gully sports oval	Darkan South and Quill roads	4		N/A
	106	NEW	Rock carving		3	No access Reportedly craved by Italian railway workers during World War One years (1914-1918)	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			GLENORCHY				
	107	NEW	SITE Glenorchy homestead (chimney)	Boyup Brook Arthur Road	4	1890 James and Margaret Stewart. Chimney remains has been fenced off from stock.	N/A
	108	NEW	SITE Glenorchy Telephone Exchange		4	Located at "Capercup" farm. Operated by the Cusack family	N/A
	109	2704 NT	Glenorchy School	Glenorchy Rd	2	<p>The former Glenorchy School is of historical and social significance representing the value of education for the settlers' families.</p> <p>In September a temporary school as established in Roly Stewart's home on "Glenorchy" with 10 pupils. In 1936 Treasury approved the relocation of Moodiarrup State School to the existing Glenorchy site that was land donated by Hilton MacLean Campbell, part of his "Mokup Springs" property. The school opened in February 1937 with 16 students. In 1948, Dinninup School was added to Glenorchy school and it became a two-teacher school. In 1951 another room was added. The largest attendance was in 1954 with 69 students. In 1956 the school shelter was relocated from Westcliffe School.</p> <p>In 1996 the school closed due to the Education Department's rationalisation policy.</p> <p>The Principal's residence was on the west side of the school.</p>	M2

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	110	NEW	Glenorchy road bridge ruins	Glenorchy Rd	3		
			HILLMAN				
	111	NEW	SITE Hillman townsite	Hillman-Dardadine Road	4	There is no evidence that the designated townsite was gazetted. It is historically important as the railway siding and townsite were usually integral in the planning.	N/A
	112	NEW	SITE Hillman railway siding	Hillman-Dardadine Road	4	Hillman Siding is historically significant as the Narrogin-Darkan-Collie railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	113	15706	Hillman railway bridge ruins	Hillman-Dardadine Road	2	<p>The Hillman Railway bridge is one of 50 timber railway bridge classes of significant heritage value. A survey was conducted on Large Timber Structures in WA (Railway Bridges) and bridges were ranked on their industrial heritage status, classifying Hillman as a Ranking 5 (Register and maintain as an important industrial heritage structure but urgent assessment is required as bridge is subject to alteration, demolition or various types of damage or destruction).</p> <p>The Hillman River Railway bridge was built in 1906 and is a single track over a water course. With the availability of good quality steel and cement after the Second World War, the spans were renewed in 1955-56 and transoms renewed in 1977.</p> <p>The Collie Narrogin railway line ceased to operate in 1988 due to the decline in its usage for grain and fertilizer transport. Since the closure of the line parts of the bridge were removed.</p>	H3
	114	NEW	SITE Hillman River School	Near bridge	4	<p>The site of Hillman River School represents the developing years of the Hillman community, the value of education for the settlers' families.</p> <p>Hillman River School opened between July 1918 and 1928 when it moved to another site south of Coalfields Road and named Glenside School.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	115	NEW	SITE Glenside School	Coalfields Road	4	The site of Glenside School represents the developing years of the Hillman community, the value of education for the settlers' families. Hillman River School closed in 1928 when Glenside opened south of Coalfields Road in a more central location. It opened as Glenside in 1928, closed in July 1933 and re-opened again between February 1934 and December 1935.	N/A
	116	NEW	SITE Glenside Phone exchange		4	The site of Glenside phone exchange is significant in representing the importance of communication throughout the district. Between 1939 and 1952, 1939 Hardie and Maud Fleay operated the exchange, and then the Mephram family.	N/A
	117	8808	Hillman Dam, channels and catchment	Hillman Nature Reserve off Hillman-Dardadine Road	2	<p>Hillman Dam is historically significant for its connection with the railways that assisted in the development of the district, and the sustenance workers during the depression.</p> <p>When the Narrogin-Collie railway was built in 1906, a concrete weir was erected across the Hillman River. A steam engine was used to pump water from the dam to the overhead tank, at Hillman Siding, for the steam trains.</p> <p>By the early 1930s the water had become too saline, causing the boilers of the engines to rust, so a new dam was built, using the catchment from the Julikin Rock. Most of the labour was sustenance workers and the dam was sunk by horse teams owned and driven by local farmers. A concrete channel 1.5 kilometres long, was made from the base of Julikin Rock where the stone wall around the base directed the rock runoff into the stone channels to the dam and a pipeline ran from the dam to the siding where it</p>	H2

						gravity fed into the overhead storage tank. The dam has been covered by an asbestos roof supported by timber uprights. The cover has collapsed in many places.	
	118	8799	Hillman Airfield (not buildings)	Hillman-Dardadine Road		<p>Hillman Airfield is significant for its historical association representing the district's involvement in the Second World War.</p> <p>Prior to the war, an airfield at Hillman had been discussed. In 1933, the Defence Department inspected the Hillman Flat ascertained that it would be an appropriate site for an aerodrome. Although the Road Board made a representation to the Federal Minister for Defence in 1937, it wasn't until a possible invasion was imminent, that work started.</p> <p>When Japan entered the war in the north of Australia was under threat of invasion, it was decided to build airfields along the coast at a distance of 60 to 80 miles inland. The Hillman Flat was considered an ideal place for an airfield, and work started in 1942. Between 1952 and 1954 the Colie Motorcycle Club conducted organised events on the sealed airstrip.</p> <p>In August 1975 20 skydivers in the Westralian Skydivers Club jumped in drops with two aircraft. The Airstrip is now the base for the Hillman Sky Diving Club, one of only several in Western Australia. The skydiving club have set up basic overnight accommodation at the airfield.</p>	H1

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	119	NEW	Hillman Speedway		4	Hillman Speedway is significant as a social and recreational attraction in the district. It was established from a disused gravel pit on Hillman farm. The West Arthur Motor Sports Club held their first meet here in 1971. It was officially opened in 1972. In 1975, the State Championship of Formula 500 short circuit was held. It was the only track in the state to conform with the required standard.	N/A
			KYLIE				
	120	15262	SITE Kylie Railway Siding Kylie Water Tower	Bokal East Arthur Road	2	The 1914 water tower, comprising the tank and stand is one of only nine left standing in the state and is in the best condition of most of those remaining, and is the only structure left at the siding. It supplied water to the steam trains travelling along the Bowelling-Duranillin-Wagin Railway line. It is no longer connected to the dam. It is planned to be recommissioned for public water supply.	N/A
 (Photo 2019)	121	18795	Kylie Dam, channels, remnants of the timber jetty and site of the water tower.	Bokal East Arthur Road	2	The earthen dam is approximately 3 kilometres from the Kylie Railway Siding and water tower. The back wall is laid with local stone and the drains, silt trap and overflow are all lined with stone. There is a concrete block in the base of the wall where the pipe exits the dam. The 20-foot-high timber water tower that supported a 25,000-gallon tank has been demolished.	BO1

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			McALINDIN				
	122	NEW	SITE McAlindin Telephone Exchange		4	The site of McAlindin phone exchange is significant in representing the importance of communication throughout the isolated district.	N/A
	123	NEW	SITE McAlindin School		4	The site of McAlindin School represents the developing years of the McAlindin community, the value of education for the settlers' families.	N/A
	124	NEW	SITE McAlindin Homestead		4		N/A
			MOODIARRUP				
	125	NEW	SITE Moodiarup townsite		4	In 1909, the Mudiarrup townsite was gazetted. Historically the railway is integral to a townsite. Moodiarup was bypassed by Wagin-Duranillin-Bowelling railway line. The first golf course was located on the "Old townsite".	N/A
	126	NEW	SITE Mudiarrup half-time School		4	The building is closely associated with the provision of educational facilities in the Moodiarrup district. It was built initially on Location 3992 as a portable building and was later shifted to a more central position. The original Mudiarrup half-time School opened in 1909 and the next three years was operated half the time in conjunction with Duranillin. This school closed in 1912 due to low attendances and this building was removed to Ongerup in 1914.	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	127	NEW	SITE Moodiarrup School 2		4	In 1918 Moodiarrup School, on a different site to Mudiarrup half-time School, became a fulltime school until 1935 when it was closed. With the development of farming areas to the South and the arrival of new families it was necessary for a more central location for the school and temporary facilities were established at Glenorchy.	N/A
	128	2706	Moodiarrup Hall and SITES of tennis courts, oval, bowling green & racecourse	Dinninup Rd	2	Moodiarrup Hall has significant cultural heritage value for the aesthetic of the vernacular of the place and period, the associations and the sense of place it has engendered as a central focus of social and cultural activities since 1925, and this integral to the Moodiarrup bushland reserve forming a significant cultural environment. Moodiarrup Hall was established on the site in 1925, replacing an agricultural hall that was located elsewhere in the district. The supper room on the east end was constructed in 1935, with the kitchen added on the north of the supper room in 1956, and the storeroom (cloak room) in 1960. Refer to Conservation Plan for full history.	M1

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	129	8810	Darlingup Homestead ruin	Darlingup	3	<p>Not viewed</p> <p>The ruins of Darlingup Homestead are significant for their historical associations with early settlers in the region.</p> <p>The property was selected by Henry (Harry) Miller (Millar) c.1895. Harry was a half-brother to Charlie and John Marsh early settlers at "Capercup".</p> <p>The original split timber walled cottage was added to with mud brick construction that featured a large stone and pug chimney constructed using white clay excavated from the site. A large olive tree shelters the building a blacksmith shop made of split timber, has a stone for the anvil and bellows intact.</p>	N/A
Not viewed	130	NEW	SITE Moodiarrup (Horley) Homestead	Tarwilli Road	3		N/A
	131	NEW	Moodiarrup Sports Complex	Dinninup Rd	3	<p>Moodiarrup Sports complex is significant for the Shire's recognition of the importance of sport and recreation in the community, and provision of a facility to encompass a range of interests. The complex was established in 1982, with bowls, tennis and golf. Tennis was originally at the Moodiarrup Hall. The first bowls were at Bill Abbot's place. He built a rink in the 1930s. After World War two there was a rink at the hall until the salinity problems impacted the greens, and they moved to the golf club, installing a synthetic green.</p>	N/A

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
	132	18810	Towerrinning Homestead	Lt 3110 Darkan South Rd	3	<p>Towerrinning Homestead is historically and socially significant as an early settlement on farmland that overlooks the banks of Lake Towerrinning. The land was originally leased by George Shenton. Behind the house stand six remaining pine trees which are believed to be as old as the house itself and beyond the pine trees stands an old wooden/iron dairy approximately 80 years old. Ricardo Gianatti built the pointed stone homestead with brick quoins in c. 1900.</p> <p>Additions and interventions over time.</p> <p>The homestead was the venue for many dances with a band at the east end of the lounge room. During the World War two, Eucha card games were held to raise money for the Red Cross.</p>	M6
	133		Lake Towerrinning foreshore areas and jetties	Duranillin South and Duranillin Bowelling roads	2	<p>Lake Towerrinning has aesthetic and social value as a major landmark comprising the lake, jetties at the foreshore, and a range of amenities. It is a significant popular place for recreation and social celebrations for the community; the 'district's playground'. The jetties were rebuilt in 2021 on the piles of the original jetties. The activities and events include swimming lessons, speed boat racing, sailboat racing, and New Year's Day carnivals. Carnival Days were instigated in 1946 by the Moodiarrup Football Club. 1960 speed boat club. Motorcycle racing was also held on the eastern side of the Lake. The Lake historically plays a large role in social development of the community with the Shire's annual Australia Day breakfast a major event.</p> <p>Lake Towerrinning is of historical significance, having been "discovered" by Captain Bannister</p>	M7

						after the Aboriginal people had occupied the area, and were still there until about 1938.	
	134	NEW	Lake Towerrinning Re-diversion system	Duranillin South and Duranillin Bowelling roads	3	The Lake Towerrinning Re-diversion System (1993) is of historic significance demonstrating design creativity and ingenuity by a group of local farmers who formed the Lake Towerrinning Catchment Group, evidencing a strong sense of community. Since then, the Lake has maintained adequate water levels for flora, fauna and recreation. Their efforts resulted in State and National Landcare awards in 1993 and 1994.	N/A
	135	8811	Traverse point & ford Wellington Location 2859 at 'Capercup' property	Dinninup Road	4	Traverse point & ford are of historic significance, as the original starting point for the surveying of the first Location in the area and the position of the Capercup Well and the ford to cross the river before bridges allowing travellers, teams, shepherds and traders to safely cross the river.	M4

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
Not viewed	136	8812	Capercup Homestead, Capercup Well, Charles Marsh's Chimneys	Dinninup Road	3	<p>William Marsh and his new bride Elizabeth arrived in the colony in 1854. In the 1870s' Charles Marsh, one of their 4 children, re-selected land at the Capercup Well in the 1870's and settled there in c.1882, providing a base for sandalwood cutters and hunters due to the abundant supply of fresh water at "Capercup". The Marsh's used to winter the sheep at 'Capercup' to William Marsh's farm at the head of the Brunswick River in summer.</p> <p>The death in 1899 of Harriet Marsh resulted in Bella and Rachel, being brought up by their aunts, Sophia Fisher and Sarah-Ann Gibbs respectively. In 1900 Charlie Marsh left it to his son, Bill, who later sold it.</p> <p>In 1942 the Cusack family purchased 'Capercup' and has remained in this family until 2002.</p> <p>The chimneys are a remnant marker of the site of one of the first dwellings in the West Arthur Shire, in c.1880, and is significant for its association with the pioneering Marsh family.</p>	M5

Photograph	LHS	inherit	Place name	Address	1-4	Statement of Significance	Prev #
			TRIGWELL				
Not viewed	137	18818	Haddleton Homestead ruin, Lonely grave of 2 Dale children	Trigwell Bridge Road	3	<p>Walter Trigwell selected the land he named Haddleton in 1900. The ruin of the Haddleton 1920 homestead is of historical and aesthetic significance as an example of local materials and the inter-war architectural style.</p> <p>The bricks were made and fired on the farm by Walter Trigwell and Jack Charles. The roof, floors and framing timbers timber cut on the farm and carted to Stewarts Mill at Glenorchy. The house was flooded in the 1955 and in the 1982 flood to a wall height 10 to 12 feet above floor level of the empty house, having moved to the schoolhouse after the 1955 floods.</p> <p>A site south of the homestead marks the grave of two Dale children died in 1887.</p>	T1
Not viewed	138	18819	Haddleton Shearing Shed	Trigwell Bridge Road	2	<p>The Haddleton Shearing Shed is of historical and aesthetic significance as timber slab construction with an ironstone fireplace, with materials from the property.</p> <p>The two-stand shearing shed began as the first dwelling on the farm in 1900 and was turned into a shearing shed a few years later and was used until the 1970s. The 1982 flood rose to 10-12 feet above the floor.</p>	T2
Not viewed	139	NEW	Trigwell Bridge ruin	Trigwell Bridge Road	2		N/A
Not viewed	140	18820	Trigwell Bridge School (former) Haddleton School, Branded tree	Trigwell Bridge Road	2	<p>The Trigwell Bridge School is located on Trigwell's Haddleton property. The school building is historically aesthetically and socially significant in representing the value of education for the settlers'</p>	T3

					<p>families. The school for five children from the Ronald and Trigwell families was opened in 1920 and stayed open until 1924 when North Dinninup School opened close-by, on the south side of the river.</p> <p>The Trigwell Bridge School aesthetic is significant, demonstrated by the front of the original one-room school is detailed in reverse tone Flemish bond brickwork with bricks made on the property, and an arch above the window has "W. Trigwell, 1920" fired into the bricks. It was modified (1938/39) with an addition to the east providing a dwelling for the Trigwell family after the 1955 floods, and additions in 1964.</p> <p>Approximately 25m north of the school building is an old jarrah tree which has William Walter Trigwell's stock brand (WTW 1920) carved into the side of the tree with the date 1901.</p>	
	141	NEW	Adelaide Timber Company		<p>Adelaide Timber Company was an important timber mill industry providing building materials and local employment. It is representative of a number of sawmills which were located throughout the western half of the Shire until recent years.</p>	N/A

APPENDIX 2

SHIRE OF WEST ARTHUR

LOCAL HERITAGE SURVEY 2022

A review of the Shire of West Arthur's
2008 Municipal Inventory of Heritage Places

HERITAGE LIST

May 2022



HERITAGE LIST

Refer to primary report for the overall context and further details pertaining to the relevant categories.

An important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers and statutory authority, to respond to that assessed significance.

In line with Heritage Council's guidelines, Categories 1 and 2 places are recommended to be included in the Shire of West Arthur's Heritage List to provide a level of management through provisions of the Shire of West Arthur's Planning Scheme and Local Planning Policy.

The Heritage List is comprised of:

Category 1 A place of exceptional cultural heritage significance to Shire of West Arthur and the state of Western Australia, that is either in the Heritage Council of Western Australia's (HCWA) Register of Heritage Places (R) or worthy of consideration for entry into the Register.

Category 1 places are:

38	"The Arthur" Wool Shed group	Entered on Register of Heritage Places
39	St Paul's Anglican Church, Graveyard, Sandalwood trees	Assessed and in the process for entry on the Register
40	Arthur River precinct	Assessed and in the process for entry on the Register

Category 2 A place of considerable cultural heritage significance to Shire of West Arthur that is worthy of recognition and protection through provisions of the Shire of West Arthur's Planning Scheme.

Category 1 and 2 places are detailed hereunder, comprising the Heritage List.

Heritage List

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
			DARKAN TOWN				
	2	2700	West Arthur Road Board Office (former)	29 Burrowes Street	2	<p>The former West Arthur Road Board building is of considerable historic and aesthetic significance, built in 1929 centenary year, in Inter-war Free Classical architectural style it is a fine regional example and arguably the finest architecture in Darkan and the entire West Arthur district.</p> <p>The building, replacing the original office on the site, represents the progress and optimism for the future, and associations with Administration, Board representatives and (later) Councillors, working for the benefit of the West Arthur communities. The Road's Board building was located in Darkan after much discontent and a referendum to decide Darkan or Duranillin as the centre for the West Arthur district. From the 1960s when a new Shire complex was opened it has provided various services and community functions and in 2021 houses the Betty Brown Heritage Centre.</p>	D8
	9	NEW	War Memorial and gates	Coalfields Highway	2	<p>The Darkan War Memorial commemorates those who sacrificed during times of war. It is historically significant for its association with the two world wars and other conflicts.</p> <p>It is of historic and social significance that evokes a sense of place and remembrance for the community.</p>	N/A

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	10	2703	Darkan Railway Station Precinct	Coalfields Highway	2	<p>The Collie-Narrogin railway line was constructed to facilitate agricultural land settlement in part of the area between the Great Southern and South Western lines, providing a direct link to the port at Bunbury. The townsite of Darkan was gazetted in December 1906, and after the railway line was completed in October 1907, Darkan developed as a railway station and local government centre for the West Arthur farming region. The traffic office was constructed in 1912 and Stationmaster's house in 1913. When the Wagin-Bowelling branch line was completed in 1918, the Darkan Stationmaster was moved to Bowelling and Darkan became an unmanned station. Passenger services on the Collie-Narrogin line ceased in 1949 and, in 1969, the complete replacement of steam locomotives with diesel resulted in a further reduction of traffic on the line. In 1988, the Collie-Narrogin and Wagin-Bowelling lines were closed.</p> <p>Darkan Railway Precinct, comprising brick and iron Traffic Office (1912); brick and iron Stationmaster's house (1913); and, loading ramp and crane (1965), has cultural heritage significance for the following reasons:</p> <p>it is one of a number of remaining examples of the type of Traffic Office with associated railway structures in their original setting, and one of three such small railway precincts which include the Stationmaster's house. The place demonstrates a way of life and functions no longer practiced;</p> <p>it illustrates the State Government's proactive attitude to agricultural land settlement, and the importance of the railway system in the</p>	N/A

						<p>development of the agricultural areas and their supporting townships;</p> <p>it is highly valued by the Darkan community as an identifiable built representation of the significant railway presence in the town. The places and elements within the precinct are valued for their individual aesthetic characteristics, and landmark quality. Together they form a significant group which contributes to the local community and the wider district's sense of place; and,</p> <p>it is a good representative example of the type of Traffic Office and Stationmaster's house constructed on the agricultural railway lines early in the twentieth century.</p>	
	<p>10a</p>	<p>24447</p>	<p>Precinct; Darkan Railway Station (traffic office)</p>	<p>Coalfields Highway</p>	<p>2</p>	<p>Railway Station (Traffic Office) (1912) is of historical and aesthetic significance as one of several remaining examples of the type of Traffic Office constructed on the agricultural railway lines early in the twentieth century. It represents functions no longer practiced.</p> <p>The railway line was completed in October 1907, Bowelling was one of three sidings along the line west of Darkan, until the Wagin-Bowelling branch line was completed in 1918, and Bowelling became a junction. A Stationmaster's house and Traffic Office were built at Bowelling, and the Darkan Stationmaster was relocated to Bowelling. Darkan became an unmanned station.</p>	<p>D3</p>

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	10b	23917	Precinct; Darkan Station Master's House	Coalfields Highway	2	Stationmaster's house, 1913, is of historic and aesthetic significance as a good representative example of the type of Stationmaster's house constructed on the agricultural railway lines early in the twentieth century, that demonstrates a way of life no longer practiced and contributes to the historic townscape of Darkan. It was built initially for the Stationmaster and was later occupied by other railway staff.	D4
	10c	NEW	Precinct; SITE Railway refreshment rooms	Coalfields Highway	2	In 1908 the Government Railways announced a refreshment stop for Darkan Railway Station, Located directly across from the hotel. Fred Smith, the hotel licensee took the lease over the refreshment rooms and operated it in conjunction with the hotel.	N/A
	10d	23874	Precinct; Railway Crane & Loading Ramp	Coalfields Highway	2	The ramp and crane are of significance as elements integral to the railway operation on the site. Ramp 1908, crane 1965). The Ramp (1908) is built up and retained by timber railway sleepers and iron railway line construction. In 1949 the Farmers Union of WA requested a crane for the loading ramp to handle the offloading of heavy machinery and goods. A second-hand crane was finally provided in 1965.	D15

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	12	NEW	CWA meeting rooms	9873 Coalfields Highway	2	<p>The Country Women's Association meeting rooms represents the organisation that is of considerable historic and social significance for the invaluable contribution they have made to women and children in regional areas and their community spirit, fundraising and participation.</p> <p>The meeting rooms are aesthetically pleasing, traditionally modest in form and scale presenting a homely atmosphere.</p> <p>The Darkan branch of the CWA formed in 1938, and in 1939, Jack Knight of Carberry, donated the land for a CWA rest room. Association with Mrs Ida Spencer is of considerable significance as she was to become the State President of the CWA (1955-1958), National President in 1958, Member of the British Empire honour in 1961, and represented the state and the nation in World Women's conferences.</p> <p>Ida Spencer became a member of the Darkan branch in 1941 after marrying Jack Spencer of Boodaling and by 1952 established a Duranillin-Moodiarup branch with 29 members.</p> <p>The Darkan CWA, members worked for the Red Cross Comforts fund during the war years and secured a fortnightly Infant Health sister from Wagin in 1945. In 1950 they erected a fence around the site and by 1952 had their first meeting in their rest rooms that officially opened by the Divisional President, Mrs Ida Spencer in 1954.</p>	

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	16	2702	Darkan Hotel	9889 Coalfields Highway	2	<p>Darkan Hotel is of social and historic significance. The hotel has played an important role in the community as a meeting place and venue for social events. A fine example of a country hotel, it makes a significant contribution to the streetscape and the architectural heritage of Darkan.</p> <p>It was under construction when the town of Darkan, south of the railway line, was gazetted in 1906. The owner, Mrs Francis opened the hotel without a license or any alcoholic drinks. The stone hotel with surrounding verandas was strategically located opposite the railway station. Mrs Francis ran the hotel until 1925. A major brick extension to the southeast corner of the old hotel in the 1960's resulted in the bar being enlarged and now faces the Coalfields Highway. The hotel has been developed over the years and has always been an important social venue for the town and district.</p>	D2
	17	18807	Aboriginal Reserve and Nissan Hut (caravan park)	Coalfields Highway	2	<p>The Aboriginal Reserve and Nissan Hut is of considerable historic and social significance in recognising the provisions for Aboriginal people to camp in Darkan in the 1960s and played a significant role as a meeting place and often housed up to fifty Aboriginal people at any one time.</p> <p>The site was vested on the 3rd of July 1964 as an Aboriginal Camping Ground. The Department of Native Affairs erected a few small cement houses and a Nissan Hut for recreational purposes, a few years later.</p> <p>In 1972 the Reserve was closed. In 1975 the Pony Club and Girl Guides operated until the 1980's.</p>	D16

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	18	8789	Darkan School (1908, 1952)	Darkan Road South	2	<p>Darkan School (1908, 1952) is historically and socially significant for its ongoing role in education and associated socialisation and recreation for generations of the Darkan and broader community. It is the first school in the West Arthur district. The building is a good example of the building styles of the periods.</p> <p>It is an important part of the town's original building stock and makes a positive contribution to the streetscape.</p> <p>Originally a one room building on the site opened on 27 April 1908.</p> <p>During World War two the children dug air raid shelters and trenches in the playground. They were infilled when the school was extended significantly in Post-World War Two. At that time, buses were introduced for outlying communities to attend the central education facility.</p> <p>The 1952 addition is clearly evidenced, as is the separate more contemporary addition.</p> <p>Darkan School represents significant associations with generations of students and teachers and evokes memories of a sense of place.</p>	D7

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	20	18808	Darkan Cemetery	Darkan South Road	2	<p>Darkan Cemetery recorded the first burial in 1914. It is a significant record of the early settlers and generations of residents of Darkan and the broader West Arthur area.</p> <p>The Cemetery evokes a sense of place, of reverence and commemoration. The memorials, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p> <p>The only Aboriginal soldier who served in the AIF during WW1, Frank H. Smith, is interred in the cemetery.</p> <p>A niche wall was erected in 1982/83.</p>	D17
	22	NEW	Darkan Town Hall	32 Hillman St	2	<p>Darkan Town Hall (1962, 2015) is historically socially and aesthetically significant as a fine example of 1960s architecture that as part of the Shire administration complex in 1962.</p> <p>It represented moving into the future and a facility for generations of the community, adjoining the Pioneer Hall in 2015 with contemporary architecture that makes a substantial contribution to the Darkan townscape and character.</p> <p>The place represents a sense of place for the events that have taken place including recreational, civic, social and formal.</p> <p>The proposal for the hall was very controversial in the community. There was a referendum, and in 1961, a meeting in Moodiarup Hall in 1961 protesting against the rates required for the Darkan Hall. Legal action pursued. The budget for the Darkan Hall and shire offices was reduced, and a new community hall was built in Duranillin in 1966.</p>	N/A

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	23	3327	Darkan Pioneer Hall	32 Hillman St	2	<p>Darkan Pioneer Hall was the first substantial building constructed in the official townsite of Darkan on the south side of the railway line. It is of considerable social and historic significance as the venue for civic and social events and school overflow, from when it was constructed in 1910.</p> <p>It is a fine example of Federation vernacular architecture of local stone construction by George Cuthbert. It was re-structured in 1960.</p> <p>Darkan Pioneer Hall makes a substantial contribution to the historic townscape of Darkan. Refer to the Conservation Plan for the full history.</p>	D11
			DARKAN DISTRICT				
	35	8792	Nangip Homestead	182 Darkan South Road	2	<p>Nangip Homestead, is historically significant as an important part of the district's early building stock in 1905.</p> <p>It's associations with the Fisher family who were very early pioneers of the Darkan are significant as the Fishers are also linked with the Marsh and Gibbs families, all who had a considerable role in opening up the district for further settlement.</p> <p>It is also aesthetically significant as a very good example of the Federation bungalow detailed in Flemish bond brickwork, with relatively few interventions, making a contribution to the rural landscape.</p> <p>Thomas Fisher (b.1841/42) moved to 'Nangip' in about 1871, and married Sofia Gibbs in 1891. Although they had no children of their own, they fostered their nephew Charlie (son of Emma Marriott nee Fisher), then Bella Marsh, and later</p>	D9

					<p>Bill Marsh's two children. Bill Marsh and his wife Elizabeth had two children with her dying at the birth of the second child Charlie in 1915.</p> <p>In 1916 Thomas Fisher died while attending a sheep that was down. Sofia marked the spot with a wooden cross which is still evident.</p> <p>Bella Marsh eventually inherited 'Nangip'. Charlie Fisher inherited Hillman Downs but managed Nangip for Bella who married Bill Kelliher, whose sons own the property.</p> <p>The kiln on the property was used to make bricks for the homestead and later, the Darkan Hotel.</p> <p>The house was built in two stages - the front section using the Flemish bond brick pattern and the rear English bond.</p> <p>In 1985 a dam was built at Nangip to supply water for the footy oval at the Darkan and Districts Sports Club.</p>	
	<p>35</p>	<p>8795</p>	<p>Six Mile Cottage</p>	<p>Darkan Quindanning Road</p>	<p>2</p> <p>The two-roomed slab hut with hessian lined walls is of considerable historic and aesthetic significance, for associations with Dick Strange, Joe Symonds and Bert Bingham, and as a landmark on the Darkan Quindanning Road.</p> <p>The Six Mile hut is a good example of vernacular construction of local materials in the early 1900s, and restoration work.</p> <p>Built by Dick Strange, a sleeper-cutter, for the landowner, for Joe Symonds, to supplement his farm income. Bert Bingham also worked for Joe Symonds and his wife and four children came on a spring cart and horse from Boddington to stay with Bert in this place.</p> <p>The earth floor was replaced with timber after the Coli mill was established. (c.1925-30)</p>	<p>D12</p>

						Originally the windows had wooden shutters. There was a 100-gallon tank for drinking water, and they would cart water from a dam for washing.	
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Photograph	Inherit	Place name	Address	Cat	Significance	Prev #
		ARTHUR RIVER				
	38	8804 23458 23459 "The Arthur" Wool Shed Group Old Tillellan (Piesse's) Shearing Quarters	Wagin Rd & Albany Hwy	1	<p>The Arthur Wool Shed group comprises the timber shearing shed, the stone shearers' quarters, and remnants of the cricket pitch.</p> <p>It is of exceptional significance, included on the Register of Heritage Places, for associations with Charles Arthur Piesse and three sons, particularly Gerald Austin William Piesse, associations with the Western Australian Land Company in c.1908, the War Settlement Land Scheme in c.1947, and the establishment of community shearing facilities in the 1950s.</p> <p>Its representation of the pastoral industry of the region is a landmark on Albany Highway.</p> <p>Refer to the Conservation Management Plan for the full history.</p>	AR1 AR2
	39	2698 23851 23804 23808 St Paul's Anglican Church, Graveyard, Sandalwood Trees	Location 21 Albany Highway	1	<p>St Paul's Anglican Church comprising the church, surrounding graveyard and Sandalwood trees is significant for its historic, aesthetic and social values.</p> <p>Historically, St Paul's Anglican Church demonstrates the Anglican faith in rural settlements along the Perth-Albany road, and in the community activities and the development of the Arthur River district before rail transport.</p> <p>It has considerable social significance for its role in religious activities of the local and broader communities and the sense of place evoked by those activities.</p>	AR6 AR7 AR11

					<p>The graveyard is important for the historical information recorded on the memorials.</p> <p>Aesthetically, the church, built of local stone, is a fine example of regional ecclesiastical architecture evidencing details influenced by the Victorian Romanesque style. It is a significant landmark on Albany Highway in Arthur River.</p> <p>The church with surrounding graveyard is relatively uncommon with only a few other pioneer period churches evidencing the same.</p> <p>The graveyard evokes a sense of place, of reverence and commemoration. The memorial, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p> <p>The Sandalwood trees inform of employment and income in the area from the 1850's until after the turn of the century.</p>	
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Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	40		Arthur River Precinct	Albany Hwy	1	<p><i>Arthur River Precinct</i>, comprising Arthur River Hall (c.1898, c.1934, 1950s), Mt Pleasant Inn kitchen (1869, c.1990) and inn site (1869, 1907, 1934 demolished), Post Office (former) (c.1882, c.1990), and various other elements including a stone well, is of cultural heritage significance:</p> <p>The development of Arthur River Group evolved from the original land acquisition in 1865 at the 125 mile on the Albany Road. By 1869, James Spratt had established an inn and a staging post on the Albany Road, with a post office function within the inn. The Mt Pleasant Inn was a substantial facility that was extended in 1907, but after being delicensed, operated as a boarding house in the 1920s, it was demolished in 1934. The post office function ceased in 1940 when the post office was operated from the store.</p> <p>The hall evidences three distinct periods of development and demonstrates the continued development of the Arthur River community, whereas the inn and post office clearly represent the demise of the Albany Road after the Great Southern Railway bypassed Arthur River in the late 1880s.</p> <p>The kitchen building of the Mt Pleasant Inn is an important example of the Colonial Georgian style architecture in a rural setting.</p> <p>It has significant association with James Spratt who established the Mt Pleasant Inn, and post office at the 125 mile, and generations of the Arthur River community who continue their associations.</p> <p>It demonstrates a distinctive way of life in a small rural settlement on the Albany Road.</p>	N/A

					<p>It has the archaeological potential to inform on social, hospitality, and cultural ways of life and adaptations forced by settlement in a rural area, on an important stopping place on the Albany Road.</p>	
	<p>40a</p>	<p>4269 23904</p>	<p>Arthur River Precinct: Mount Pleasant Inn Kitchen Wayside Inn (former) & wells</p>	<p>Albany Hwy</p>	<p>1</p> <p>Mt Pleasant Inn kitchen is of considerable historic, aesthetic and social significance for its association with the Mount Pleasant Inn (demolished 1930s).</p> <p>The kitchen is located to the rear of the remnants of the inn. It is on the site of one of the earliest settlements on the Albany Road and the kitchen is one of the oldest surviving buildings along the line of the road. The building style with Flemish bond brickwork is a good example of the building style from the period it is an important part of the district's building stock and makes a positive contribution to the streetscape.</p> <p>The site was taken up in c.1865 by James Spratt and the inn was built by John Cronin in 1869.</p> <p>The inn became an important social centre and a resting place for travellers. The Mail Coach used this as a staging post until the police took over the Mail Service in 1878. The inn was used for Road Board elections and meetings a number of inquests following deaths and other public uses. Following the building of the Great Southern Railway in 1889, the importance of the Albany Road settlement quickly diminished. James Spratt realising the new opportunities opened the Wagin Hotel.</p> <p>After several changes of ownership, the licence was transferred to the McKenzie family in 1921, it was then delicensed and Mrs. McKenzie ran it as a boarding house. Later sold to Arthur Trimming.</p>	<p>AR3</p>

					<p>The Arthur River Restoration Society formed in 1980, was granted the land and restored the remaining building, and in 1988 funding for a she-oak shingle roof.</p>	
	<p>40b</p>	<p>2706 23876</p>	<p>Arthur River precinct: Arthur River Hall</p>	<p>Albany Hwy</p>	<p>1</p> <p>Arthur River Hall, comprising the original stone hall (1906), front addition (c.1937) and new hall addition (1950s), is of historical, aesthetic and social significance, as the heart of the Arthur River community. The stone hall, now lesser hall, is a fine vernacular example of local stone. The main hall dominates and adds to the landmark value of Arthur River.</p> <p>From 1906, the hall was the half time venue for school in conjunction with Tarwonga until 1913 when a separate school was built.</p> <p>It has served as a meeting venue for the local branches of the Arthur River Farmers Club Association (pre-WW I), the Country Women's Association, Farmers Union (post WW II), Junior Farmers, Arthur River Fire Brigade etc. It also was the venue for the Methodist (later Uniting) Church services and Sunday School and for the annual Christmas Tree for the children.</p> <p>The old hall became the kitchen and supper room for the occasions when the new hall was built to cater for large balls and events.</p> <p>The original building measuring 35' x 20' was added to during the late 1930's when the front 'T' section was constructed using stone from the demolished Inn in 1935/36.</p> <p>Refer to the Conservation Plan for the full history.</p>	<p>AR5</p>

Photograph		Inherit	Place name	Address	Cat	Significance	rev #
	40c	23812	Arthur River Precinct: Arthur River Post Office (former)	Albany Highway	1	<p>The Arthur River Post Office is historically significant for its role in communications and the development of the district and in giving the district a sense of place and identity. The form is identifiable as a part of original, after it was reconstructed in 2021, but still identifies as the post office, a landmark element on the highway in Arthur River.</p> <p>On 16 January 1866, Miss Mary Ann Spratt was appointed postmistress at the 125-mile, Arthur River. Gazetted as a post office in 1882. Her brother James had Mount Pleasant Inn that was built in 1869, and the Post Office was located in a room at the north of the inn. The Post Office building was constructed and connected by telegraph in c.1883 and by telephone shortly after the turn of the century.</p> <p>In 1905, the Arthur River Post Office was downgraded to the status of a 'non-official' Post Office despite a reported "90% increase in population within the last few years."</p> <p>In 1913 a subscriber service was available. During the Second World War the post office duties were transferred to the store across the highway.</p>	AR4

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
Not viewed	44	2694	Woagin Farm out buildings	17961 Albany Highway	2	<p>Woagin Farm out buildings (1863-1866) are of considerable historical significance as they were constructed to house the convicts that were building the Perth to Albany road at the 131 mile, and later as Police Barracks. The associations with the convicts, police barracks, and coach change station relate to a significant period in WA's history.</p> <p>131 Mile was vacant from 1873 until 1878 when the Police Department took over the mail coach and the barracks at Woagin (131 Mile) were used for a mail coach stop and changing of horses. Charles William Davey was the first farmer to live in the homestead. Lloyd Hogan then took on the farm and stopped the War Service Department plan to demolish the building.</p>	AR12
			BOWELLING				
	70	18814	Bowelling Railway Station	Coalfields Highway	2	<p>The Bowelling Railway Station (Traffic Office) 1919, is aesthetically significant as a representative example of its type, an integral part of the vista, and a significant landmark on Coalfields Highway. It is historically significant as an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since the original proposal of developing a rail line. The 1906 opening of the junction of the Narrogin-Darkan-Collie and Wagin-Duranillin-Bowelling lines at Bowelling Siding, marked a significant increase in economic growth and development in the district with the arrival of local and migrant workers as timber cutters and/or rail gangs, during the operation and development of the station until closure in 1967.</p>	BW1

						<p>Restored by the Shire in 2007, with a water tank installed, it is a stopping place and temporary camp for groups of trekkers and hikers utilising the Darkan-Collie Rail Trail (opened 2005).</p> <p>The Collie-Narrogin railway line was constructed to facilitate agricultural land settlement in part of the area between the Great Southern and South Western lines, providing a direct link to the port at Bunbury. The railway line was completed in October 1907, Bowelling was one of three sidings along the line west of Darkan, until the Wagin-Bowelling branch line was completed in 1918, and Bowelling became a junction. The Traffic Office and Stationmaster's house were built at Bowelling, the Darkan Stationmaster was relocated to Bowelling and Darkan became an unmanned station. The junction station developed. Passenger services on the Collie-Narrogin line ceased in 1949 and, in 1969, the complete replacement of steam locomotives with diesel resulted in a further reduction of traffic on the line. In 1988, the Collie-Narrogin and Wagin-Bowelling lines were closed.</p> <p>Refer to the Conservation Plan for the full history.</p>	
	<p>71</p>	<p>NEW</p>	<p>Bowelling Station Masters House (former) Phone exchange</p>	<p>Coalfields Highway</p>	<p>2</p>	<p>The former Bowelling Station Master's House is closely associated with the Bowelling Station Station and demonstrates a way of life no longer practiced, for the Stationmaster and his family. It is a good representative example of its type, particularly outside of a town location, and its elevated position allows for vistas from Coalfields Highway.</p> <p>It is historically significant as an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region.</p>	<p>N/A</p>

DURANILLIN							
	89	NEW	SITE Duranillin railway siding & ramp	Farrell St	2	Duranillin Siding is historically significant as the Wagin-Duranillin-Bowelling railway line was an integral part of the State Government decision and the settlement of Agricultural land, directly impacting the development of the region since. The ramp is a significant remaining element.	N/A
	90	8788	Duranillin Store	Farrell St Lot 6	2	<p>Duranillin Store, established in 1925, is historically and socially significant as the hub of the communities in Duranillin/Moodiarrup district- an area isolated by distance and poor roads until the 1950's. It provided food and other goods, telephone exchange (until 1979) and postal services and later, a liquor outlet. The historical associations with store owners, in particular, the long-term proprietor, K.B. Thompson, a notable district personality, who took over the store in 1929, with his wife Biddy, a double certificated nursing sister who provided her services in the community.</p> <p>The previous store on the site had burnt down (1917-1923), and a new store built by Ted Nordstrom in 1925.</p> <p>Mr. & Mrs. K.B. Thompson were celebrated at Duranillin Hall in 1978 for 50 years' service, when KB was listed in the Queen's Birthday Honours; awarded the British Empire Medal in recognition of his services to Australia Post and to the people of the district.</p> <p>The historical significance of such community service is worthy, and also demonstrates a way of life that is no longer practiced.</p>	DU1

					<p>In 1987, he was honoured with the first ever Freeman of the Shire of the West Arthur, a recognition bestowed on a local resident.</p>	
	<p>91</p>	<p>18813</p>	<p>Duranillin Garage (former)</p>	<p>Farrell St Lot 7 and 8</p>	<p>2</p> <p>The former Duranillin Garage is a significant part of the Duranillin streetscape and historically significant for the associations with Tom Elias and Tom Atkinson, the letterboxes, and the mechanical services they provided in the community from 1949. Although Ken Thompson owned the land, Tom Elias, a qualified mechanic and a good builder, built the garage. The garage was fitted with a very modern hydraulic hoist. He repaired and cars and trucks and employed a number of locals over the years. In 1957, Tom Atkinson came to work for Tom Elias and leased the garage. During Atkinson's tenure Tom Elias made hundreds of mailboxes out of recycled oil drums for the farmers of Duranillin and surrounding localities. He had them painted and the farmers' name and farm name painted by Collie sign writer Harry Fellows. Many are still at farm entrances.</p> <p>After the garage closed, it was vacant for a period before a group of five local ladies formed a woollen quilt business between 1991 and 1998. Later it housed a wool buying business and is now vacant.</p>	<p>DU4</p>

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	93	8790	Duranillin School (former)- 3 And site of headmaster's house	Horley St	2	<p>The former Duranillin School is of historical and social significance, representing the value of education for the settlers' families.</p> <p>In 1937 the school building, relocated from "Glenside" opened in Duranillin.</p> <p>By 1968 the attendance had dropped by half due to railway employees being transferred to Darkan and Bowelling, and it closed in 1970 when only six of the required eight students were enrolled to keep it open. The headmaster's house was relocated to Darkan.</p> <p>Duranillin School closed on 6 March 1970.</p> <p>Refer to Conservation plan for full history.</p>	DU2
	97	18812	Duranillin Railway Bridge		2	<p>1914-1918</p> <p>The bridge is an excellent example of the timber railway bridges constructed in the World War One (1914-1918) era.</p> <p>The Duranillin Railway Bridge was constructed across the Arthur River as part of a branch line linking Wagin to the existing Collie-Narrogin Railway line.</p> <p>Each pier is constructed of three pylons and is cross braced with two large beams. On the sides of the bridge are refuge platforms for the workers to retreat onto if a train came through.</p> <p>Bowelling became the junction and the line extended from Bowelling through the sidings of Bennelaking, Cordering, Capercup, Duranillin, and Bokal, Kylie, East Arthur and Warup to Wagin. Construction of the Collie-Wagin branch line commenced in July 1914 and the first train travelled from Bowelling to Wagin in July 1918.</p> <p>The last through train from Bowelling-Wagin ran on 30th June 1984. Bowelling-Bokal was closed</p>	DU3

						on 1st June 1986. Westrail continued to operate from Wagin-Bokal. It is no longer in use.	
	98	NEW	Duranillin Road Bridge ruins	Hughes Mill Road	2	No access The Duranillin road bridge was constructed across the Arthur River. There are only remnants of the timber structure remaining. A new road bridge has been constructed nearby.	N/A
			GLENORCHY				
	109	2704 NT	Glenorchy School	Glenorchy Rd	2	The former Glenorchy School is of historical and social significance, representing the value of education for the settlers' families. In September a temporary school as established in Roly Stewart's home on "Glenorchy" with 10 pupils. In 1936 Treasury approved the relocation of Moodiarrup State School to the existing Glenorchy site that was land donated by Hilton MacLean Campbell, part of his "Mokup Springs" property. The school opened in February 1937 with 16 students. In 1948, Dinninup School was added to Glenorchy school and it became a two-teacher school. In 1951 another room was added. The largest attendance was in 1954 with 69 students. In 1956 the school shelter was relocated from Westcliffe School. In 1996 the school closed due to the Education Department's rationalisation policy. The Principal's residence was on the west side of the school.	M2

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
			HILLMAN				
	113	15706	Hillman railway bridge ruins	Hillman-Dardadine Road	2	<p>The Hillman Railway bridge is one of 50 timber railway bridge classes of significant heritage value. A survey was conducted on Large Timber Structures in WA (Railway Bridges) and bridges were ranked on their industrial heritage status, classifying Hillman as a Ranking 5 (Register and maintain as an important industrial heritage structure but urgent assessment is required as bridge is subject to alteration, demolition or various types of damage or destruction).</p> <p>The Hillman River Railway bridge was built in 1906 and is a single track over a water course. With the availability of good quality steel and cement after the Second World War, the spans were renewed in 1955-56 and transoms renewed in 1977.</p> <p>The Collie Narrogin railway line ceased to operate in 1988 due to the decline in its usage for grain and fertilizer transport. Since the closure of the line parts of the bridge were removed.</p>	H3

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
	117	8808	Hillman Dam, channels and catchment	Hillman Nature Reserve off Hillman-Dardadine Road	2	<p>Hillman Dam is historically significant for its connection with the railways that assisted in the development of the district, and the sustenance workers during the depression.</p> <p>When the Narrogin-Collie railway was built in 1906, a concrete weir was erected across the Hillman River. A steam engine was used to pump water from the dam to the overhead tank, at Hillman Siding, for the steam trains.</p> <p>By the early 1930s the water had become too saline, causing the boilers of the engines to rust, so a new dam was built, using the catchment from the Julikin Rock. Most of the labour was sustenance workers and the dam was sunk by horse teams owned and driven by local farmers. A concrete channel 1.5 kilometres long, was made from the base of Julikin Rock where the stone wall around the base directed the rock runoff into the stone channels to the dam and a pipeline ran from the dam to the siding where it gravity fed into the overhead storage tank.</p> <p>The dam has been covered by an asbestos roof supported by timber uprights. The cover has collapsed in many places.</p>	H2

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
			KYLIE				
	120	15262	SITE Kylie Railway Siding Kylie Water Tower (Photo 2008)	Bokal East Arthur Road	2	The 1914 water tower, comprising the tank and stand is one of only nine left standing in the state and is in the best condition of most of those remaining, and is the only structure left at the siding. It supplied water to the steam trains travelling along the Bowelling-Duranillin-Wagin Railway line. It is no longer connected to the dam. It is planned to be recommissioned for public water supply.	N/A
 (Photo 2019)	121	18795	Kylie Dam, channels, remnants of the timber jetty and site of the water tower.	Bokal East Arthur Road	2	The earthen dam is approximately 3 kilometres from the Kylie Railway Siding and water tower. The back wall is laid with local stone and the drains, silt trap and overflow are all lined with stone. There is a concrete block in the base of the wall where the pipe exits the dam. The 20-foot-high timber water tower that supported a 25,000-gallon tank has been demolished.	BO1
			MOODIARRUP				
	128	2706	Moodiarrup Hall and SITES of tennis courts, oval, bowling green & racecourse	Dinninup Rd	2	Moodiarrup Hall has significant cultural heritage value for the aesthetic of the vernacular of the place and period, the associations and the sense of place it has engendered as a central focus of social and cultural activities since 1925, and is integral to the Moodiarrup bushland reserve forming a significant cultural environment. Moodiarrup Hall was established on the site in 1925, replacing an agricultural hall that was located elsewhere in the district. The supper room on the east end was constructed in 1935,	M1

						with the kitchen added on the north of the supper room in 1956, and the storeroom (cloak room) in 1960. Refer to Conservation Plan for full history.	
	133	NEW	Lake Towerrinning foreshore areas and jetties	Duranillin South Rd and Duranillin Bowelling Road	2	<p>Lake Towerrinning has aesthetic and social value as a major landmark comprising the lake, jetties at the foreshore, and a range of amenities. It is a significant popular place for recreation and social celebrations for the community; the 'district's playground'. The jetties were rebuilt in 2021 on the piles of the original jetties. The activities and events include swimming lessons, speed boat racing, sailboat racing, and New Year's Day carnivals. Carnival Days were instigated in 1946 by the Moodiarrup Football Club. 1960 speed boat club. Motorcycle racing was also held on the eastern side of the Lake. The Lake historically plays a large role in social development of the community with the Shire's annual Australia Day breakfast a major event.</p> <p>Lake Towerrinning is of historical significance, having been "discovered" by Captain Bannister after the Aboriginal people had occupied the area, and were still there until about 1938.</p>	M7
			TRIGWELL				
Not viewed	138	18819	Haddleton Shearing Shed	Trigwell Bridge Rd	2	<p>Haddleton Shearing Shed is of historical and aesthetic significance as timber slab construction with an ironstone fireplace, with materials from the property.</p> <p>The two-stand shearing shed began as the first dwelling on the farm in 1900 and became a shearing shed a few years later. It was used until the 1970s. The 1982 flood rose to 10-12 feet above the floor.</p>	T2

Photograph		Inherit	Place name	Address	Cat	Significance	Prev #
Not viewed	139	NEW	Trigwell Bridge ruin	Trigwell Bridge Rd	2		N/A
Not viewed	140	18820	Trigwell Bridge School (former) Haddleton School Branded tree	Trigwell Bridge Road	2	<p>The Trigwell Bridge School is located on Trigwell's Haddleton property. The school building is historically aesthetically and socially significant in representing the value of education for the settlers' families. The school for five children from the Ronald and Trigwell families was opened in 1920 and stayed open until 1924 when North Dinninup School opened close-by, on the south side of the river.</p> <p>The Trigwell Bridge School aesthetic is significant, demonstrated by the front of the original one-room school is detailed in reverse tone Flemish bond brickwork with bricks made on the property, and an arch above the window has "W. Trigwell, 1920" fired into the bricks. It was modified (1938/39) with an addition to the east providing a dwelling for the Trigwell family after the 1955 floods, and additions in 1964.</p> <p>Approximately 25m north of the school building is an old jarrah tree which has William Walter Trigwell's stock brand (WTW 1920) carved into the side of the tree with the date 1901.</p>	T3

HERITAGE INTELLIGENCE (WA)*Laura Gray* JP M.ICOMOS B.Arch (Hons)**HERITAGE & CONSERVATION CONSULTANT**

29 April 2022

SHIRE OF WEST ARTHUR**LOCAL HERITAGE SURVEY 2022 (Draft)****Proposed amendment to Draft listing of No. 27 Darkan Sawmill & Mill houses**

Darkan Sawmill & Mill houses is recommended as a category 2 in the Draft Local Heritage Survey and recommended for inclusion in the Heritage List.

Further to a site visit, at the request of the new owner of the property, I undertook an inspection of the entire site with the owner, Ms Linda Bonney on 22 April 2022. Kerryn Chia, Shire of West Arthur's Project Officer, facilitated the meeting but was unable to attend.

Ms Bonney, who had purchased the property in October 2021, was most generous in her share of information and hospitality.

There are 5 houses across the Coalfields Highway frontage and the steel frame remnants of the sawmill at the rear of the site. I viewed the interiors of three of the five houses, the other two unavailable for interior viewing.

The three viewed houses are those closest to Darkan. Each of the three retains the original form at the front. However, the places are in very poor condition, with extensive adhoc additions and intrusions with little more than the form and some original fabric, mostly damaged or deteriorated.

Ms Bonney purchased the property to provide for herself and her family and fully intends to restore the five houses on site. Ms Bonney is conversant with conservation practice and retaining the significance of the places.

In my opinion, given the very poor condition of the houses, low degree of authenticity, and the sawmill remains that are just a roofed steel frame on a concrete slab, that a Category 3 is more relevant to the property.

I recommend that No. 27 Darkan Sawmill & Mill houses be amended to a Category 3 in the Draft Local Heritage Survey and deleted from the draft Heritage List.

Sincerely



Cr Lubcke returned to the meeting at 7.35pm.

12.2 Review of Policy G1.11 – Risk Management

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	13 April 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.11 – Risk Management
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the revised Policy G1.11 – Risk Management.

Background:

Staff have reviewed Policy G1.11 – Risk Management and Council is requested to adopt the revised policy.

Comment:

As part of the recent Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting of Council, it was recommended that changes/updates needed to be made to Council's existing Risk Management policy to align it with current standards.

The new standard (2018) places an emphasis on Senior Management accepting responsibility for implementation, review and communication of the policy within its own organisation.

These changes are reflected in the attached revised policy.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Local Government (Audit) Regulations 1996

Policy Implications:

Review of Policy G1.11 – Risk Management

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached revised Policy G1.11 – Risk Management in accordance with the provisions of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.

Moved: Cr PeirceSeconded: Cr Lubcke**CARRIED 7/0****ATTACHMENT**

Policy G1.11 – Risk Management



Shire of West Arthur Council Policy – Risk Management

Policy Number	G1.11 Governance
Policy Title	Risk Management
Related Legislation	Local Government (Audit) Regulations 17 AS/NZS ISO 31000:2018 Risk Management
Strategic Outcome Supported	Outcome 1.1: The Shire is a safe place to live, strives to reduce risks and is prepared for emergencies.
Adopted by Council	28 August 2014
Review	17 May 2022

1. Objective

The Shire of West Arthur's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

It is the Shire's policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

2. Scope

Risk management will form part of the strategic, operational, project and line management responsibilities and where possible, be incorporated within the Shire's Integrated Planning and Reporting (IPR) framework.

The Shire's Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee, Elected Member, Volunteer and Contractor within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

3. Definitions (from AS/NZS ISO 31000:2018)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Framework: The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

4. Policy Statement

4.1 Risk Management Objectives:

- optimise the achievement of our vision, mission, strategies, goals and objectives.
- provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- enhance risk versus return within our risk appetite.
- embed appropriate and effective controls to mitigate risk.
- achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- enhance organisational resilience.
- identify and provide for the continuity of critical operations

4.2 Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's risk assessment and acceptance criteria. The criteria are included as an attachment and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's risk assessment and acceptance criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

5. Associated Documents

Risk Management Procedures (1.6.8)

Risk Profile and Reporting Spreadsheet (1.6.8)

Shire of West Arthur Summary Risk Report 2019

Attachment - Risk Assessment and Acceptance Criteria

Shire of West Arthur Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$5,001 - \$25,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 Days	\$25,001 - \$100,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 Days	\$100,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

Shire of West Arthur Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Shire of West Arthur Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

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

Shire of West Arthur Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (16-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of West Arthur Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

12.3 New Policy G1.14 – Complaints Handling

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	20 April 2022
Disclosure of Interest:	Nil
Attachments:	Draft Policy G1.14 – Complaints Handling Customer Service Charter
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached draft Policy G1.14 – Complaints Handling.

Background:

Staff have drafted Policy G1.14 – Complaints Handling and Council is requested to adopt the new policy.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting of Council, it was recommended that Council needed a Policy to guide the administration in dealing with complaints and grievances.

The report acknowledged that Council already had Policy 1.6 in place to deal with vexatious or persistent complaints but did not have any documented processes for management in dealing with general complaints and grievances

In drafting the attached policy for Council's consideration, it became apparent that the policy should work closely with a Customer Service Charter showing the respective parties their rights and obligations expected of each other. It appears that Council does not have a formal Customer Service Charter so one has been drafted for Council's endorsement.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Local Government (Functions and General) Regulations 1996

Policy Implications:

New policy G1.14 – Complaints Handling

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

Risk Matrix:

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

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:

- adopts the attached new Policy G1.14 – Complaints Handling in accordance with the provisions of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996; and
- endorses the attached Customer Service Charter for use by Administration Staff.

Moved: Cr ManuelSeconded: Cr South**CARRIED 7/0****ATTACHMENT**Policy G1.14 – Complaints Handling
Customer Service Charter



Shire of West Arthur Council Policy – Complaints Handling Policy

Policy Number	G1.14 Governance
Policy Title	Complaints Handling Policy
Related Legislation	Local Government Act 1995
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	17 May 2022
Review	Annually

1. Objective

- 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 staff.
- To develop a structured systematic approach to dealing with complaints received by the Shire of West Arthur from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate employee with minimal referral.
- To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

2. Scope

This Policy applies to complaints made by customers/clients about services or service delivery.

The Shire of West Arthur recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

3. Definitions

A complaint is –

“an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”

(as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations*).

Policy Statement

4.1 Principles

4.1.1 Procedural fairness

The Shire of West Arthur recognises the right of its customers to make complaints about services or service delivery. The Shire will make it a priority to address those complaints and rectify unsatisfactory consequences.

The Council and its staff will be open and honest in its dealings with customers.

When unable to satisfy the complaint wholly or in part, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with the complainant’s request.

The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

The Shire may determine to take the following courses of action –

- take no further action and advise the complainant of the reason/s;
- determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

4.1.2 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.

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.

A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

4.1.3 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.

4.2 Procedure

Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –

- decisions made by Council or staff;
- inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
- the standard of works or services provided by the local government;
- the standard or condition of a facility provided by the local government; and
- failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.

The following issues are not regarded as complaints and will not be dealt with under this policy –

- requests for services;
- compliance enforcement action;
- a civic dispute between private individuals;
- a petition;
- requests for information or explanations of policies and/or procedures;
- the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
- the lodging of a submission in response to an invitation for comment.

Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.

Complaints from Councillors, the Ombudsman, the Department of Local Government or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Any person or their representative may lodge a complaint.

Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. It is preferred that complaints are received in writing to avoid any miscommunication.

If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter **must be submitted in writing.**

Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint to a Manager or not to deal with the complaint.

When any complaint is made, other than a complaint referred to above, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if necessary, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.

The standard response times when dealing with complaints are those in the Customer Service Charter.

Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with updates from time to time until the complaint is satisfied.

The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –

- nature of each complaint;
- services or facilities about which the complaints are made;
- outcomes; and
- other relevant information.

The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in Council's records system.

4.3 Outcomes

Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that:

- the remedy is carried out;
- the complainant is advised that the Shire acknowledges substance in the complaint; and
- the specific action that will be taken by the Shire to respond to the circumstances of the complaint.

The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the employee cannot easily remedy the matter, he or she must liaise with his/her Manager or the CEO to agree on a course of action.

Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.

Where appropriate or necessary, the CEO or relevant Manager may refer the complaint to an external agency having jurisdiction in the matter.

4.4 Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following –

- a rude, angry and harassing customer;
- an aggressive customer;
- habitual or obsessive behaviour which may include –
 - cannot 'let go' of their complaint;
 - cannot be satisfied despite the best efforts of the Shire;
 - makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.

The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –

- require the complainant to make an appointment to meet with employees;
- limit all future dealings to writing;
- only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
- direct all contact to be through a specific employee or area.

The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire is the sole jurisdiction of the Chief Executive Officer.

5. Associated Documents

- Shire of West Arthur Code of Conduct for Employees
- Shire of West Arthur Customer Service Charter

WE VALUE AND ENCOURAGE your feedback

KEY PRINCIPLES

We set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability.

In doing so, we:

- respect the points of view of individuals and groups;
- build on existing community involvement;
- encourage community leadership;
- promote self-reliance and initiative;
- recognise and celebrate achievement;
- support the principles of social justice; and
- acknowledge the value of staff and volunteers.

Our employees are committed to providing customers with high quality service through access to consistent, accurate and relevant advice and information.

CUSTOMER SERVICE STANDARDS

Our employees will:

- identify themselves
- listen carefully to what you have to say
- be helpful, polite and courteous
- follow through on any commitments they make
- value and encourage your feedback.

Our information will be:

- easy to access
- accurate and consistent
- relevant and practical.

Our actions will:

- be fair and impartial
- be completed within a specified timeframe
- take your individual needs into consideration.

OUR COMMITMENT

We will:

- answer telephone calls promptly and respond to telephone messages by the end of the next working day
- respond to verbal queries within 5 working days
- respond to written queries within 10 working days
- respond to complaints within 10 working days
- update you on the progress of your query or complaint if a delay is encountered
- acknowledge and rectify when an error has occurred
- honour the Shire of West Arthur's Code of Conduct
- comply with Council's Complaint Management Policy.
- In giving advice of a refusal, approval or authorisation (including a license or permit) with or without conditions, Council's service promise is that its officers will, in all instances, provide the details of how, to whom and by when, an Appeal, Objection or Review of the decision can be made, if such right exists either at law or Council Policy.

HOW TO LODGE A COMPLIMENT, SUGGESTION OR WORKS REQUEST OR COMPLAINT

We encourage you to help us improve our products, facilities and services by contacting us to:

- compliment us on the services we do well
- offer suggestions on what we might do differently
- send a complaint and tell us what we can do better.

WHAT IS A ...

...compliment? - an expression of approval or praise about our products or services.

...suggestion? - an idea or proposal that you believe will help improve our products or services.

...complaint? - an expression of dissatisfaction about our products or services, or the complaints handling process itself, where you or expect a response or a resolution.

...works request?

If you want to report a problem or request a service from the Shire for one of our many Council provided services or facilities, please obtain or download our [Works Request Form](#).

WHEN TO LODGE A COMPLIMENT?

To help us to continue to deliver quality services, you are encouraged to:

- acknowledge quality service with a simple 'thank you'
- acknowledge quality service with a letter, email or advice on our Facebook Page perhaps when you feel it appropriate and justified
- let us know so that we may acknowledge the employee/s in some small way.

You may wish to obtain or download our [Service Compliment / Complaint Form](#).

WHEN TO LODGE A COMPLAINT?

To help us help you, we ask that you:

- try to resolve the issue before lodging a complaint by contacting the employee you initially dealt with
- clearly state your complaint and provide all relevant information
- treat all employees with respect and courtesy.

WHAT TO INCLUDE IN YOUR COMPLAINT

Your complaint should include details such as:

- who or what you are complaining about
- what you think has gone wrong
- how you have been affected
- when the issue occurred
- details of any telephone conversations and/or meetings
- copies of any relevant documents (e.g. letters)
- what you have done to try resolve the issue
- the outcome you are seeking.

You may wish to obtain or download our [Service Compliment / Complaint Form](#).

When we receive your complaint, we will:

- acknowledge that we have received your complaint
- keep your concerns confidential and discuss them only with the people who need to be involved
- consider your complaint carefully
- treat you fairly and impartially with courtesy and respect
- keep you informed about the progress of your complaint
- explain to you the reasons for any decision we make
- tell you about any action we have taken
- use your complaint to help improve our products or services.

TAKING A COMPLAINT FURTHER

If you have a complaint, that you do not wish to raise directly with us, or after dealing with us you are not satisfied with the outcome, you may refer the matter to the Ombudsman Western Australia.

Telephone (Country callers): 1800 117 000 Email:

mail@ombudsman.wa.gov.au

Further information can be obtained by visiting:

www.ombudsman.wa.gov.au

MISCONDUCT

If your complaint involves alleged **minor** misconduct of a Shire employee, then you may wish to refer your complaint direct to the Public Sector Commission (PSC).

If your complaint involves alleged **serious** misconduct of a Shire employee, then you may wish to refer your complaint direct to the Corruption and Crime Commission (CCC).

If your complaint involves an alleged **minor** misconduct of an elected member, then you are encouraged to contact the Chief Executive Officer or the Rules of Conduct Complaints Officer at the Shire.

If your complaint involves an alleged **serious** misconduct of an elected member, then you are encouraged to contact the Department of Local Government, Sport and Cultural Industries.

<https://www.dlgsc.wa.gov.au/localgovernment/forcouncils/Pages/Breaches-of-the-Local-Government-Act.aspx>

The definitions of what constitutes **minor** and **serious** misconduct is detailed on the following websites:

<https://publicsector.wa.gov.au>

<https://www.ccc.wa.gov.au>



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

Shire of West Arthur

Customer Service Charter

CONTACT US

For all compliments, suggestions concerns or complaints, please contact:

Shire of West Arthur
Manager Corporate Services

Telephone

(08) 9736 2222

Email

shire@westarthur.wa.gov.au

Web

www.westarthur.wa.gov.au

Post or In Person

Shire of West Arthur
31 Burrowes Street
DARKAN WA 6392

12.4 New and Revised Policies – Financial Hardship

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	27 April 2022
Disclosure of Interest:	Nil
Attachments:	Draft Policy F4.2 a – Financial Hardship Revised Policy F4.2 b – COVID-19 Financial Hardship
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached Policies F4.2 a – Financial Hardship and F4.2 b – COVID-19 Financial Hardship.

Background:

Staff have drafted Policy F4.2 a – Financial Hardship and reviewed and renumbered Policy F4.2 (COVID-19) Financial Hardship and Council is requested to adopt the new and revised policies.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting, it was recommended that Council review and update its existing policy relating to COVID-19 Financial Hardship as well as reviewing the existing policy to apply to circumstances not related to the current pandemic.

The Moore report makes comment on the scope of the existing policy only applying to the 2020/2021 financial year and requires updating given the COVID-19 pandemic state of emergency is still in effect. In addition, the limited scope of the existing policy doesn't provide consideration for financial hardship experienced other than as a result of the current pandemic or how these should be treated.

Staff have "split" the policy as per the attached Policies 4.2 a and 4.2 b.

The new Policy (4.2 a) can be termed a "generic" policy in that it captures the circumstances that can lead to ratepayers being unable to meet their financial requirements in payment of their annual account with Council whilst the former policy has been updated as per the Moore Australia recommendations, taking into account the evolving COVID-19 mandates, including that the policy will "lapse" once the current pandemic order is revoked.

Both policies require a high level of confidential communication and places an emphasis on the ratepayer to keep staff abreast of any changed circumstances.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Local Government (Functions and General) Regulations 1996

Policy Implications:

New Policy - F4.2 a – Financial Hardship
Revised Policy - F4.2 b – COVID-19 Financial Hardship

Financial Implications:

There may be some financial implications depending upon the ability to recover and/or write off debts.

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached:

- new Policy F4.2 a – Financial Hardship; and
- revised Policy F4.2 b – COVID-19 Financial Hardship (formerly Policy 4.2)

in accordance with the provisions of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Moved: Cr Lubcke

Seconded: Cr Squires

CARRIED 7/0

ATTACHMENT

New Policy - F4.2 a – Financial Hardship

Revised Policy - F4.2 b – COVID-19 Financial Hardship



Shire of West Arthur Council Policy – Financial Hardship

Policy Number	F4.2 (a) Finance
Policy Title	Financial Hardship Policy
Related Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996.
Strategic Outcome Supported	
Adopted by Council	17 May 2022
Review	

1. Objective

To assist ratepayers who are experiencing difficulty in meeting their rate payments and to alleviate the need to bring individual applications to Council's attention, when a ratepayer has demonstrated that they are experiencing financial hardship, the CEO shall have delegated authority to exercise discretion in making alternative financial arrangements to the options provided on the rate notice with interest to be charged in accordance with the Local Government Act 1995 Section 6.51.

2. Scope

This policy applies to all outstanding rates and service charges as at the date of adoption of this policy.

3. Policy Statement

3.1 Payment Difficulties, Hardship and Vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of West Arthur recognises the occurrence of payment difficulties, financial hardship, and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

3.2 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Guidelines:

- Letters confirming a payment arrangement details must accompany each application.
- Staff to ensure that ratepayers meet their commitments to payment arrangements.
- Defaulting on payment arrangements will result in commencement of legal proceedings.
- Standard Rate Recovery Procedures:
- Rates Issued – minimum of 35 days given to make the following payments:
 - Payment in full – no further action to be taken
 - Payment of 1st Instalment – Instalment option to be taken and if all future instalments paid on time no further action to be taken. (Note: Instalment fee and interest is applied to this option).
 - Payment arrangement is entered into between the ratepayer and Council as per this policy. Whilst the payment arrangement is being met no further action is to be taken. (Note: Instalment fee and interest is applied to this option).
 - No payment is made – ratepayer has defaulted.
- Outstanding ratepayers are reviewed and final notices are sent. Ratepayers have a minimum of 14 days to make payment in full or enter into a payment arrangement.
- Once the 14 day period has expired, outstanding ratepayers are sent to Debt Collection. A letter is sent by the debt collection agency giving the ratepayer a further 7 days to make payment in full or enter into a satisfactory payment arrangement. No debt collection fees are charged at this point.
- Expiry of the 7 day period – Legal Action commences and charges are incurred by the ratepayer.
- Rates debt is either recovered in full (including debt collection charges) via payment by the ratepayer or property seizure is pursued.

3.3 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Local Government Act are of an agreed frequency and amount. These arrangements will consider the following:

- that a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- the payment arrangement will establish a known end date that is realistic and achievable;
- the ratepayer will be responsible for informing the Shire of West Arthur of any change in circumstance that jeopardises the agreed payment schedule.



Shire of West Arthur Council Policy – COVID-19 Financial Hardship

Policy Number	F4.2 b Finance
Policy Title	COVID-19 Financial Hardship Policy
Related Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996. The Local Government Amendment (COVID-19 Response) Act 2020 Ministerial Order May 2020 - Local Government (Covid-19 Response) Order 2020 Local Government (COVID-19 Response) Amendment Order 2021 (Amendment Order)
Strategic Outcome Supported	
Adopted by Council	28 July 2020
Review	17 May 2022

1. Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of West Arthur recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

2. Scope

This policy applies to:

1. outstanding rates and service charges as at the date of adoption of this policy; and
2. rates and service charges levied from the 2020/21 financial year onwards.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

This Policy will remain in place until such time as the COVID19 pandemic order is revoked.

3. Definitions

Debtor – an individual, organisation or other party that transacts with the Shire where goods or services are provided, use of facilities are made available, fines and licence fees are levied and any other transaction that results in an expected future payment to the Shire.

Financial hardship means a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

4. Policy Statement

4.1 Payment Difficulties, Hardship and Vulnerability 1

Payment difficulties, or short-term financial hardship, occurs where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of West Arthur recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship, and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

4.2 Anticipated Financial Hardship due to COVID-19

The Shire of West Arthur recognises that many ratepayers are experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

Staff will contact ratepayers at the time their account falls into arrears to advise of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, staff will also provide recommendations to contact a recognised financial counsellor and/or other relevant support services.

4.3 Financial Hardship Criteria

While evidence of hardship will be required, it is recognised that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

4.4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- that a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- the payment arrangement will establish a known end date that is realistic and achievable;
- the ratepayer will be responsible for informing the Shire of West Arthur of any change in circumstance that jeopardises the agreed payment schedule.

4.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria may not attract interest or penalty charges on rates / service charge debt, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of West Arthur may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

4.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

4.7 Debt recovery

The Shire will suspend further debt recovery action whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July each year (following adoption of this policy), we will offer the ratepayer **one** further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, may then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995, subject to any further COVID-19 Response Amendment Orders.

4.8 Review

Staff will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

4.9 Communication and Confidentiality

Staff will always maintain confidential communications, and will undertake to communicate with a nominated support person or other third party at the request of the ratepayer.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

5. Legislative and Strategic Context

Local Government Act 1995 (WA)

Local Government (Financial Management) Regulations 1996.

6. Associated Documents

The Local Government Amendment (COVID-19 Response) Act 2020

Ministerial Order May 2020 - Local Government (Covid-19 Response) Order 2020

Local Government (COVID-19 Response) Amendment Order 2021 (Amendment Order)

12.5 Revised Policies G1.1 – Elected Members Continuing Professional Development and G1.3 – Elected Members Entitlements Policy

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	28 April 2022
Disclosure of Interest:	Nil
Attachments:	Revised Policy G1.1 – Elected Members Continuing Professional Development Revised Policy G1.3 – Elected Members Entitlements
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached revised Policies G1.1 – Elected Members Continuing Professional Development and G1.3 – Elected Members Entitlements.

Background:

Staff have revised the policies G1.1 – Elected Members Continuing Professional Development and G1.3 – Elected Members Entitlements and Council is requested to adopt these.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting, it was recommended that Council review and update its existing policies relating to Members Professional Development and Entitlements.

The Moore report makes the following comments on the existing policies:-

- G1.1 Applications should be submitted to the CEO or Council for approval as the Shire President and Deputy President have no authority to approve such applications under the Act.
- G1.3 Use of Council vehicles for attendance at training events and incidental personal use of the vehicles needs to be clarified and processes put in place to ensure controls exist and responsibilities acknowledged when using a Shire owned vehicle.

Staff have amended the policies taking into account the comments and recommendations made by Moore Australia in their report. The WALGA template has been used for Policy G1.1 – Elected Members Continuing Professional Development with options contained within the template being changed to suit the Shire's own circumstances.

As shown in the revised Policy G1.3 – Elected Members Entitlements, a paragraph has been added (as highlighted for Council) to page three of the policy and a pro-forma form added as Appendix B to tighten control as required by Regulation 34AD (2) of the Local Government (Administration) Regulations 1996.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Local Government (Functions and General) Regulations 1996
Local Government (Administration) Regulations 1996

Policy Implications:

Revised Policy - G1.1 – Elected Members Continuing Professional Development
Revised Policy - G1.3 – Elected Members Entitlements

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

Risk Matrix:

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

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 adopts the attached revised Policies G1.1 – Elected Members Continuing Professional Development and G1.3 – Elected Members Entitlements in accordance with the provisions of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and the Local Government (Functions and General) Regulations 1996.

Moved: Cr Harrington

Seconded: Cr South

CARRIED 7/0

ATTACHMENT

Revised Policy - G1.1 – Elected Members Continuing Professional Development
Revised Policy - G1.3 – Elected Members Entitlements



Shire of West Arthur Council Policy – Elected Members Continuing Professional Development

Policy Number	G1.1 Governance
Policy Title	Elected Members Continuing Professional Development
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Strategic Outcome Supported	Outcome 5.1 - Representation by skilled Councillors to achieve the best outcomes for the Shire.
Adopted by Council	18 August 2020
Review	17 May 2022

1. Objective

This policy describes the Shire of West Arthur's approach to enable council members to meet their statutory obligations for training and gives effect to the requirement to adopt a continuing professional development policy.

This policy also provides guidance on training and professional development for elected members that is not of a statutory nature.

2. Scope

This policy applies to all elected members of the Shire of West Arthur.

Training can take several forms including formal qualifications, short courses, seminars and conferences.

3. Definitions

There are no definitions relevant to this policy.

4. Policy Statement

Councillors have a unique and challenging role performing their functions under the Act. The Shire recognises the value of training and continuing professional development to build and supplement council members skills and experience.

4.1 Compulsory Elected Member Training

The Local Government (Administration) Regulations 1996, requires elected members to complete a Council Members Essentials course consisting of five modules. Certain exemptions, specified in the Regulations apply.

In accordance with the Regulations, training must be completed by all elected members following their election within 12 months of taking office and is valid for five years. The Regulations specify three training providers.

Elected members have a responsibility to complete the training in accordance with the legislation. Following each ordinary election, elected members will be provided with the relevant information on training options.

Training that an elected member is required to complete under Section 5.126 of the Act will be paid for by the Shire from the elected member training account. eLearning is the preferred method of training as it is the most cost efficient form of delivery, however it is acknowledged that some elected members may prefer to receive training face to face. Elected members may select a training option to meet their learning style and availability from one of the approved providers.

4.2 Elected Member Commitment

Elected Members are committed to:

- a. Take a positive approach to identifying opportunities for improvement and professional development.
- b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
- c. Apply the benefits of professional development to fulfilling their Member role, including by sharing their knowledge with other Elected Members.
- d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
- e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.

In order to realise the maximum benefit for the Shire of West Arthur, Elected Members will provide a report on their attendance, key features and benefits of the training or professional development within two months after completion.

Elected Members may include ideas and innovations identified through the professional development for discussion at future Council workshops, where the matter relates to the Shire of West Arthur's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Elected Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Councillors.

4.3 Continuing Professional Development

The Shire is committed to supporting the continuing professional development of council members to the benefit of Council, the Shire and the community.

Continuing professional development can include training and attendance at conferences in accordance with this policy.

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire of West Arthur will seek to take advantage of reduced prices for early registration.

Approval for Elected Member attendance may be granted by:

- (a) the Chief Executive Officer where the:
 - (i) application complies with this policy;
 - (ii) event is to be held within Australia or New Zealand; and
 - (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.
- (b) resolution of Council where the:
 - (i) application has been refused by the Chief Executive Officer;
 - (ii) application does not comply with this policy;
 - (iii) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
 - (iv) event is to be held outside of Australia or New Zealand.

Claims for reimbursement of expenses (with receipts) must be submitted within 14 days of the conference or training and may include:

- Registration and training costs for the elected member;
- accommodation for the duration of the conference or training
- taxi fares associated with the conference or workshop
- parking at the venue or accommodation
- food and drink costs (excluding alcohol)
- mileage costs in accordance with Salary & Allowances Tribunal (SAT) determination.

Training that exceeds the allocated budget provision, must be approved by absolute majority resolution of Council.

The Shire of West Arthur is required to produce a report detailing the training completed by Elected Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Elected Members:

- Name of Member;
- Date of election;
- Whether the Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion;
- Title of each training course or module completed or event/conference attended;
- The date attended or completed;
- The training provider or event/conference organiser;
- The cost of attendance; and
- Location of the training or event.

The report will be provided to Elected Members for their information, before being published on the Shire of West Arthur's website within one month of the end of the financial year.

5. Legislative and Strategic Context

The Local Government Act 1995, Section 5.126, requires all elected members to undertake compulsory training within 12 months of being elected. The Shire of West Arthur is required, under the Local Government Act 1995 Sections 5.127 and 5.128, to adopt a policy and report on compulsory training and continuing professional development for elected members.

Part 10 of the Local Government (Administration) Regulations 1996 provides the legal frameworks for elected member statutory training.

6. Review Position and Date

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The Shire of West Arthur will ensure the policy review occurs within the first 12-months following each ordinary election.

7. Associated Documents

G1.3 Elected Members Entitlements Policy



Shire of West Arthur Council Policy – Council Members Entitlements

Policy Number	G1.3 Governance
Policy Title	Council Members Entitlements
Related Legislation	<ul style="list-style-type: none"> • Local Government Act 1995 (WA) • Local Government (Admin) Regulations • Local Government Council Members Section of SAT • Public Service Award 1992 • Local Government Officers' Interim Award
Strategic Outcome Supported	Outcome 5.1 - Representation by skilled councillors to achieve the best outcomes for the Shire.
Note	Combined previous policies- 3.3 Members – Sitting Fees – Expenses and Allowances and 3.4 Councillor Training and Development Council increased Sitting fees 2020/21 Budget
Adopted by Council	26 June 2016 Amended 15 June 2021
Review	17 May 2022

1. Objective/Outcomes

This policy is to outline the allowances, training and conference, and other entitlements that may be provided to Council members, including those that are an automatic entitlement under the Local Government Act and those that require specific Council approval.

2. Scope

The Council Members Entitlements policy applies to the reimbursement of expenses incurred by a Council member in the performance of their functions and duties, fees and allowances, training and conferences, and gifts on leaving office.

3. Definitions

Conferences: Annual Local Government Conference including the Councillor Development Program, other conferences or training that are approved on application by the CEO.

Elected Member: Any person who holds the office of Councillor on the Council of the Shire of West Arthur including the President.

Prescribed Meetings: As set out in section 5.98(1) and (2A) of the LG Act and R30(3A) of LG (Admin) Regulations (as at June 2016); these are Ordinary Council Meetings, Special Council Meetings and Council Committee meetings where the Councillor is an appointed member; and WALGA Zone meetings, Main Roads WA Regional Road Group Meetings, or other meetings where the Councillor is appointed representative, delegate or proxy by a decision of Council; or meetings attended at the request of a Minister of the Crown).

4. Policy Statement

Upon commencement of office and thereafter annually, Council members, for the purpose of budget development, will be requested to indicate whether it is their intention to claim meeting attendance fees and other allowances to which they are entitled. Nothing in the relevant legislation or this policy prevents an elected member from changing their intention at any time.

A listing of the Council adopted and SAT determined fees is included at Appendix A to this policy and will be updated as adopted and determined fees are changed.

Any taxation liability arising from the payment of meeting fees is the individual responsibility of the Council member.

All of the following payments will be made quarterly in arrears on presentation of a statement certified by the Council Member within 14 days of the end of the quarter. The Shire administration will provide a schedule of attendance at local government Council and Committee meetings to assist Council Members to complete a statement of claims. Council Members are required to keep their own records for all approved travel, allowable and attendance at other prescribed meetings.

4.1 Attendance Fees and Allowances

The rates for Council Member attendance fees at Council, committee meetings and prescribed meetings will be the minimum fee determined from the WA Salaries and Allowances Tribunal (SAT) for Local Government Chief Executive Officers and Council Members, unless a higher amount is adopted through the annual budget process.

Council and Committee meetings must be properly convened and formally minuted for meeting attendance fees to be claimable.

Payments are made for each meeting attended rather than by an annual allowance.

4.2 Information and Communications Technology (ICT)

An annual ICT payment is made at the minimum rate set by the SAT in lieu of reimbursement of the cost of telephone and facsimile rental and any other expenses that relate to information and communication technology (i.e. internet service provider charges).

The allowance will be calculated on a pro-rata basis for any Council Member who commences or ceases office during the quarter.

4.3 Travel

In accordance with the Local Government Act 1995 a Council member who incurs expenses to travel to a Council meeting or a meeting of a formally constituted Council Committee of which they are a member is entitled to be reimbursed. Travel costs while driving a privately owned or leased vehicle are to be calculated in accordance with the SAT determination.

The following list represents the meetings and events at which the attendance of a Council Member is required for which the Council member will be able to claim reimbursement for incurring travel expenses:

- Council meetings - ordinary and special;
- Committee meetings of a formally constituted Council committee of which they are a member or a deputy member acting in the capacity of a member;
- Electors' meetings - annual general and special;
- civic receptions hosted by the Shire of West Arthur;
- visits by Ministers of the Crown;
- inspection tours of matters arising before the Council;
- any officially convened meeting requiring Council member attendance, including briefing sessions, workshops and other forums;
- Council member training courses;
- officially convened meetings with ratepayers;
- attendance at community functions with a formal invitation as a Council member;
- seminars and conferences attended in the capacity of a Council member;
- meetings of community groups or other external organisations of which the Council Member has been appointed the Council's representative by Council resolution (except where the other body pays the Council member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards).

The reimbursement will be made available to the Council member on the receipt of a certified claim form and in accordance with the rates determined by the SAT.

An elected member may use a Shire-owned motor vehicle for the types of travel approved under this section and this is encouraged where practical for the Council member's purposes. Subject to the approval of the Chief Executive Officer in writing, the Councillor is entitled to use the Shire-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for Shire purposes, provided such use does not go beyond use of a minor incidental nature. An agreement to this effect must be signed by the CEO and the elected member and is shown as Appendix B to this policy.

Where a Shire vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed.

Council Members can also be reimbursed for other types of travel in accordance with Regulation 32 of the Local Government (Administration) Regulations 1996. The extent to which travel expenses can be reimbursed is in accordance with the Public Service Award 1992.

4.4 Reimbursement of Child Care Expenses

In accordance with the Local Government Act 1995 a Council member who incurs childcare expenses due to their attendance at a Council meeting or a meeting of a formally constituted Council Committee of which they are a member is entitled to be reimbursed.

The extent to which the childcare expenses incurred will be reimbursed, in accordance with the SAT Local Government Elected Council Members Determination, is the actual cost per hour or (SAT determined amount) per hour, whichever is the lesser amount.

For the purposes of this section, the number of hours claimed shall be limited to the actual length of the meeting, with a nominal time allowance for partaking in refreshments and travel to and from the place of care.

4.5 President and Deputy President Allowance

In addition to their entitlements as a Council member, the President and Deputy are eligible for an additional allowance recognising their leadership role, the functions for which they are accountable, and ceremonial and civic duties required. The SAT determines a minimum and maximum allowance. The Shire of West Arthur will pay an amount as determined in its annual budget process.

The allowance will be calculated on a pro-rata basis where a president or deputy president commences or ceases office during the quarter.

4.6 Conference and Training Expenses

Council members who wish to attend training courses, appropriate conferences or seminars may make application to the CEO in writing. A decision on attendance will be made by the CEO based on the need and budgeted funds being available.

Claims for reimbursement of expenses (with receipts) must be submitted within 14 days of the conference or training and may include:

- Registration and training costs for the elected member;
- accommodation for the duration of the conference or training
- taxi fares associated with the conference or workshop
- parking at the venue or accommodation
- food and drink costs (excluding alcohol)
- mileage costs in accordance with SAT determination.

4.7 Recognition on Retirement from Council

The following is provided to retiring Council Members to acknowledge their contribution to Council and the community on leaving office:

- for service less than four years in office – Certificate of Appreciation.
- for service more than four years in office – Certificate of Appreciation and an appropriate gift to be chosen by the Shire President to a value not exceeding \$200.

5. Associated Documents

- Code of Conduct for Council Members
- Department of Local Government publication - 2015 Local Government Elections – Fact Sheet 3 - Council members' responsibilities and rights.

Appendix A

Council Members Entitlements

Fees & Allowances	Min Sat Determined (from 04/21)	Amount adopted by Council (July 2020)
Council Member – Per Council Meeting	\$91.00 to \$238	\$180
President – Per Council Meeting	\$91.00 to \$490	\$180
Council Member – Per Committee Meeting	\$46.00 to \$119.00	\$70
Council Member per meeting for 4WDL VROC, WALGA Central Zone, and Regional Road Group meetings		\$100
President Allowance (Annual)	Min \$513.00 to maximum \$20,063	\$4,000
(Annual) Deputy President Allowance	25% of President Allowance	\$1000 (25% of President)
ICT Allowance (Annual)	\$500	\$500

Childcare (Council or Committee Meeting) – Actual or \$30 – whichever is the lesser amount.

Travel – In accordance with SAT - rate as per Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per kilometre		
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motorcycle	Rate c/km		
Distance travelled	32.55		

Links to relevant documentation:

- [SAT](#)
- <http://forms.wairc.wa.gov.au/awards/LOC001/p6/LOC001.pdf>
- [Admin Regulations](#)
- [LG Act](#)
- [Local Government Chief Executive Officers and Council Members Determination No 1 of 2021 – https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2021](https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2021)

Appendix B

Use of Council Motor Vehicles by Elected Members

The use of Shire motor vehicles is subject to users maintaining the vehicle in a clean and orderly manner and adherence at all times to insurance policy requirements.

This agreement acknowledges the responsibility of all parties in the use of Shire of West Arthur motor vehicles in attendance at Elected Members Conferences as per Council policy G1.3.

Date: _____/_____/_____

Name of Elected Member: _____

Conference/Training: _____

Location: _____

Council Vehicle: _____

Estimated Kilometres: _____

Odometer Out: _____ Odometer In: _____

Elected Member's Declaration:

I acknowledge receipt of Council vehicle _____ and will use the vehicle in attendance at the Conference/Training _____

I agree to use of the vehicle in accordance with Council policies.

Councillor Signature & Date

CEO Signature & Date

12.6 New Policy – G1.15 – Internal Control

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	29 April 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.15 – Internal Control
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached new Policy G1.15 – Internal Control.

Background:

Staff have drafted Policy G1.15 – Internal Control and Council is requested to adopt the new policy.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting , it was recommended that Council, having no policy on internal controls, formulate and adopt a policy which formalises Council's commitment and approach to internal controls, based on its risk management process.

Staff have drafted the new policy as shown in the attachment to this item and Council is requested to adopt the policy.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Other Legislation
Local laws

Policy Implications:

New Policy G1.15 – Internal Control

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached new Policy G1.15 – Internal Control in accordance with the provisions of the Local Government Act 1995.

Moved: Cr LubckeSeconded: Cr Peirce**CARRIED 7/0****ATTACHMENT**

New Policy G1.15 – Internal Control



Shire of West Arthur Council Policy – Internal Control

Policy Number	G1.15 Governance
Policy Title	Internal Control
Related Legislation	Local Government Act 1995 (WA) Other Legislation Related Local Laws
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: Financial management and decision making will be transparent, accountable and in an accessible format for the public.
Adopted by Council	17 May 2022
Review	Annually

1. Objective

To provide policy direction as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

2. Policy Statement

The Internal Control Policy serves as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

1. The purpose of this policy is to assist the Shire of West Arthur to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Council's financial records.
2. This policy applies to all aspects of the Shire of West Arthur operations.
3. This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.
4. This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.
5. The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.

6. Internal Control –

Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.

7. Principles –

- A risk based approach to address and reduce the risk of loss caused by fraud, error or misstatement.
- Protection of the Shire of West Arthur's assets – people, property, reputation, financial sustainability and information.
- On-going audit and identification of system gaps and improvement of internal controls within the Shire of West Arthur.

8. Roles and Responsibilities –

- An appropriate and effective internal control framework is the responsibility of all employees.
- All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.
- The Audit and Risk Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.
- The Chief Executive Officer will report at least once every three years to the Audit and Risk Committee and Council on the review and improvement to Council's internal control framework.

9. Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

12.7 New Policy – G1.16 – Legislative Compliance

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	29 April 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.16 – Legislative Compliance
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached new Policy G1.16 – Legislative Compliance.

Background:

Staff have drafted Policy G1.16 – Legislative Compliance and Council is requested to adopt the new policy.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting , it was recommended that Council, having no policy on legislative compliance, develop and adopt a policy to formalise Council's commitment and approach to legislative compliance.

Staff have drafted the new policy as shown in the attachment to this item and Council is requested to adopt the policy.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Other Legislation
Local laws

Policy Implications:

New Policy G1.16 – Legislative Compliance

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached new Policy G1.16 – Legislative Compliance in accordance with the provisions of the Local Government Act 1995.

Moved: Cr ManuelSeconded: Cr Peirce**CARRIED 7/0****ATTACHMENT**

New Policy G1.16 – Legislative Compliance



Shire of West Arthur Council Policy – Legislative Compliance

Policy Number	G1.16 Governance
Policy Title	Legislative Compliance
Related Legislation	Local Government Act 1995 (WA) Other Legislation Related Local Laws
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: Financial management and decision making will be transparent, accountable and in an accessible format for the public.
Adopted by Council	17 May 2022
Review	Annually

1. Objective

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of West Arthur has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that Council will comply with applicable legislation and should take all appropriate measures to ensure that that expectation is met.

2. Policy Statement

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sport and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit and Risk Committee on the results of that review.

1. The Shire of West Arthur will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

2. The processes and structures will aim to –

- a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
- b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
- c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
- d) Provide people with the resources to identify and remain up-to-date with new legislation.
- e) Establish a mechanism for reporting non-compliance.
- f) Review accidents, incidents and other situations where there may have been non-compliance.
- g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

3. Roles and Responsibilities

a) Elected members and committee members –

Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.

b) Senior Management –

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

c) Employees –

- Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

The Shire of West Arthur will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

a) Identifying Current Legislation –

The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au. Direct access to this site is provided from the Shire's networked computer system.

b) Identifying New or Amended Legislation –

i) Western Australian Government Gazette

The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Officers to determine whether any gazetted changes to legislation need to be incorporated into processes.

ii) Department of Local Government, Sport and Cultural Industries –

The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the CEO and relevant Shire officers for implementation.

iii) Department of Planning, Lands and Heritage (DPLH) –

The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the relevant officers for implementation.

iv) Western Australian Local Government Association (WALGA) –

The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

c) Obtaining advice on Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sport and Cultural Industries, WALGA or the relevant initiating government department for advice.

d) Informing Council of legislative change

i) If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

ii) The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance

The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

7. Reporting of Non-compliance

- a) All instances of non-compliance shall be reported immediately to the supervising Manager.
- b) The Manager shall determine the appropriate response and then report the matter to the CEO.
- c) The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department.
- d) The CEO will also take the necessary steps to improve compliance systems.

12.8 Governance Policies Review

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	2 May 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.2 – Attendance at Events - Elected Members and CEO Policy G1.4 - Complaint Handling Division 3 Code of Conduct Policy G1.5 - Behaviour Complaints Committee Terms of Reference Policy G1.6 - Vexatious or Unreasonable Persistence Complaints Policy G1.7 - Legal Representation for Council Members & Employees Policy G1.8 - Acting Chief Executive Officer Policy G1.12 - Related Party Disclosures Policy Policy G1.13 - Audio Recording of Council Meetings
Previous Reference:	N/A

Summary:

Council is requested to adopt the revised Governance Policies as listed;
G1.2 Attendance at Events Elected Members and CEO
G1.4 Complaint Handling Division 3 Code of Conduct
G1.5 Behaviour Complaints Committee Terms of Reference
G1.6 Vexatious or Unreasonable Persistence Complaints
G1.7 Legal Representation for Council Members & Employees
G1.8 Acting Chief Executive Officer
G1.12 Related Party Disclosures
G1.13 Audio Recording of Council Meetings

Background:

Staff have reviewed the policies as listed and Council is requested to adopt the revised policies.

Comment:

Staff have reviewed the balance of the Governance policies (those that were not specifically mentioned in the Moore Australia report on Financial Management, Risk management, Legislative Compliance and Internal Controls) with minimal alteration, if any.

Policy G1.8 – Acting CEO has been updated to reflect the revised corporate structure/senior officers.

Policy G1.13 – Audio Recording of Council Meetings is now a “may” rather than a “shall” as per 4.1 of the attached policy.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Subsidiary Legislation
Other Legislation
Local laws

Policy Implications:

Revised policies:-

G1.2 Attendance at Events Elected Members and CEO

G1.4 Complaint Handling Division 3 Code of Conduct

G1.5 Behaviour Complaints Committee Terms of Reference

G1.6 Vexatious or Unreasonable Persistence Complaints

G1.7 Legal Representation for Council Members & Employees

G1.8 Acting Chief Executive Officer

G1.12 Related Party Disclosures

G1.13 Audio Recording of Council Meetings

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

Risk Matrix:

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

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 adopts the revised policies;

- G1.2 Attendance at Events Elected Members and CEO
- G1.4 Complaint Handling Division 3 Code of Conduct
- G1.5 Behaviour Complaints Committee Terms of Reference
- G1.6 Vexatious or Unreasonable Persistence Complaints
- G1.7 Legal Representation for Council Members & Employees
- G1.8 Acting Chief Executive Officer
- G1.12 Related Party Disclosures
- G1.13 Audio Recording of Council Meetings

in accordance with the provisions of the Local Government Act 1995.

Moved: Cr South

Seconded: Cr Lubcke

CARRIED 7/0

ATTACHMENTS

Revised policies:-

- G1.2 Attendance at Events Elected Members and CEO
- G1.4 Complaint Handling Division 3 Code of Conduct
- G1.5 Behaviour Complaints Committee Terms of Reference
- G1.6 Vexatious or Unreasonable Persistence Complaints
- G1.7 Legal Representation for Council Members & Employees
- G1.8 Acting Chief Executive Officer
- G1.12 Related Party Disclosures
- G1.13 Audio Recording of Council Meetings



Shire of West Arthur Council Policy – Attendance at Events Elected Members and CEO

Policy Number	G1.2 Governance
Policy Title	Attendance at Events Elected Members and CEO
Related Legislation	S5.90A of the Local Government Act
Strategic Outcome Supported	Outcome 5.2: ACCOUNTABLE service delivery by Council and well trained, motivated, customer focused staff. STRATEGY: <ul style="list-style-type: none"> • Policy Development and Review • Develop new polices as required and regularly review existing policies.
Adopted by Council	18 May 2021
Review	17 May 2022

1. Objective

The purpose of the policy is to provide transparency for Councillor and CEO attendance at events, whether free of charge, part of a sponsorship agreement, or paid by the Shire of West Arthur.

S5.90A of the Local Government Act provides that a local government must prepare and adopt an Attendance at Events Policy.

This policy is made in accordance with those provisions. This policy addresses attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

2. Scope

Applies to all Councillors and the Chief Executive Officer.

3. Definitions

Act: Local Government Act 1995.

CEO: means the Chief Executive Officer of the Shire of West Arthur

Elected Member: means the Councillors of the Shire of West Arthur

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with s5.90A(1)(e) of the Act.

Gift: has the meaning given to it under the Local Government Act 1995. Ticket includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

4. Policy Statement

S5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

4.1 Invitations

All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Shire President.

Any invitation or offer of tickets not addressed to the Shire President is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the Local Government (Administration) Regulation 20A applies in this case.

Event	Event Organiser or Date	Approved Attendees
Local Government Week, including WALGA Annual General Meeting and other events hosted by Western Australian Local Government Association (WALGA)	Western Australian Local Government Association (WALGA)	All Councillors Chief Executive Officer
Events hosted by Local Government Professionals Australia WA (LG Pro)	Local Government Professionals Australia WA (LG Pro)	All Councillors Chief Executive Officer
Local Events (within the Shire of West Arthur) – where there is a clear link between the Shire and attendance at the event	Sporting Cultural Industry	Shire President Deputy Shire President
Events hosted by Australian Local Government Association (ALGA)	Australian Local Government Association (ALGA)	Shire President Deputy Shire President Chief Executive Officer
Events hosted by a local government or regional local government.	Events hosted by a local government or regional local government.	Shire President Chief Executive Officer
Events hosted by a department of the public service, a government department of another State, a Territory or the Commonwealth	Any Federal, State or Territory Government agency	Shire President Chief Executive Officer

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a 'gift' to that person unless the ticket or invitation is referred to the local government for consideration regarding this policy.

The following events and attendees are pre-approved for the purposes of this policy:

4.2 Approval of attendance

In deciding on attendance at an event, Council must consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the Shire (within the region or out of the region),
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the Shire of West Arthur,
- e) the benefit of Shire of West Arthur representation at the event,
- f) the number of invitations / tickets received; and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend pre-approved events in accordance with this policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate. Where attendance at an event is approved in accordance with this policy, the requirement to disclose a financial interest under the Act will not apply.

4.3 Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the region if the Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this policy as a pre-approved event, Council will determine whether it is in the best interests of the Shire for an Elected Member, the CEO, or another employee to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

4.4. Excluded Events

Events that will not be considered for approval under this policy include:

- Political party events and fundraisers,
- Entertainment events with no link to the Shire; and
- Events that primarily benefit Councillors or the CEO in a personal capacity or in a role other than their role at the Shire.

5. Legislative and Strategic Context

S5.90A of the Local Government Act requires that local governments have an attendance at events policy.

In accordance with the Act, the Policy must be adopted by an absolute majority of Council members and be published on the local government's website.

6. Review Position

Chief Executive Officer

7. Associated Documents

Departmental Circular 14 2019 - New Gifts framework



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	27 July 2021
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	27 July 2021
Review	CEO Annually

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.

	<u>NOTE TO CONDITIONS (C) AND (D)</u> : 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.



Shire of West Arthur Council Policy – Vexatious or Unreasonable Persistence Complaints

Policy Number	G1.6 Governance
Policy Title	Vexatious or Unreasonable Persistence Complaints
Related Legislation	Local Government Act 1995
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	15 June 2021
Review	CEO Annually

1. Objective

To provide a framework for dealing with vexatious or unreasonable persistence complaints and to assist Council Members and employees in their engagement with members of the public, ratepayers, and other stakeholders.

2. Scope

This policy and the principles within it, apply to all Council Members, Shire employees and contractors of the Shire that receive and manage complaints.

3. Definitions

Complainant: means a person, organisation or its representative, making a complaint (and may include staff, Council Members and/or the Chief Executive Officer).

Complaint: means an expression of dissatisfaction made to or about an organization, related to:

- products and/or services; or
- staff, Council Members and/or the Chief Executive Officer.

A complaint is not:

- an initial service request to the Shire;
- a request for information from the Shire;
- the lodging of an appeal in accordance with statutory process;
- a submission relating to a regulatory function;
- a petition;
- the reporting of a civil dispute between two individual parties.

Vexatious: means a complaint or complaints brought solely to harass or subdue. Complaints may take the form of repetitive, burdensome or unwarranted communication with one or more Shire employees over matters that are considered resolved or responded to in previous communication with the complainant.

4. Policy Statement

4.1 Principles

Principles underlying this Policy are:

- commitment to providing quality services to the Shire's ratepayers, residents, and stakeholders;
- compliance with the local government legislative framework;
- respect and sensitivity towards the needs of the Shire's ratepayers, residents, and stakeholders;
- transparency and accountability in the delivery of services; and
- maintenance of confidentiality and respect for natural justice principles.

This Policy sets out how the Shire will deal with complainants who:

- cannot be satisfied;
- make unreasonable demands;
- constantly raise the same issue with different employees; and/or
- are rude, abusive, inappropriate or aggressive/intimidating.

4.2 Policy Threshold Considerations

Prior to enacting this Policy, Council Members and employees must ensure they have complied with the provisions listed below:

- Code of Conduct for Council Members, Committee Members, and candidates for Election – for Council Member;
- Code of Conduct for Employees – for employees;
- Ombudsman WA Effective Complaints Handling Guidelines

4.3 Difficult People Categories

4.3.1 A person who cannot be satisfied

Despite the best efforts of Council and/or Shire employees, some members of the public may not be satisfied with the action taken or the service provided by the Shire in the resolution of a complaint or service request.

4.3.2 A person who makes unreasonable demands

Demands or levels of contact are deemed to be unreasonable when the matter begins to impact excessively on the work of employees and Council Members or the time dealing with the issue impacts on service levels available to other customers.

This can be due to:

- the quantity of information the customer is requesting;
- the nature and scale of service the customer is seeking; or
- the number of approaches the customer makes.

4.3.3 A Person who constantly raises the same issue with different employees

A person who is dissatisfied with the action taken or service provided and continues to raise the same issue with different employees.

4.3.4 A Person who is Rude, Inappropriate, Intimidating, Angry, Threatening or Harassing

For a range of reasons, a person may display inappropriate, rude, angry, harassing, or intimidating behaviour whilst using Shire facilities, attending a Shire activity, or during other interactions with Council Members, Shire employees, customers and/ or clients.

4.3.5 General Management of Policy

If the CEO determines that service or access restrictions are necessary in line with this policy, the customer must be notified accordingly and given an opportunity to make representations about the proposed course of action to the CEO and, if applicable, the Manager of the appropriate Section.

The CEO must advise the Council as soon as practicable of the relevant circumstances and action taken if a decision is made to withdraw service or limit/refuse access in accordance with this policy.

The duration of any service or access restrictions will be at the discretion of the CEO.

In actioning this policy, the CEO and management will follow current procedures as guided by the Ombudsman WA, which may include written notification that the Shire may:

- not accept any further calls from the person;
- not grant any further interviews;
- require all further communication to be put in writing; and
- only a nominated person will discuss their concerns in the future;
- continue to receive, read, and file correspondence but only acknowledge or otherwise respond to it, if:
 - the person provides significant new information relating to their complaint or concern; or
 - the person raises new issues which, in the CEO opinion, warrant fresh action.
- If, in the opinion of the CEO, correspondence received by the Shire contains personal abuse, inflammatory comments or material clearly intended to intimidate, this correspondence will be returned to the sender and not otherwise acted upon.

Shire employees may take the following actions when subjected to a person who displays the above behaviour during their duties:

- ask the person to stop their current behaviour and warn the person that if the behaviour continues the conversation, interview or access to the facility/activity will be terminated,
- cease the conversation or interview if the rude, angry, or harassing behaviour continues after a warning has been given,
- where this behaviour continues to occur at a Shire facility/activity, the person will be asked to leave, and,
- call the Police should the situation require.

Where a person or persons have been asked to leave a Shire facility or activity, the CEO may notify the person in writing, advising them of Council's concerns and that they could be banned from Shire facilities and future functions if the behaviour continues to occur.

This procedure 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.

5. Associated Documents

- Shire of West Arthur Code of Conduct for Council Members, Committee Members, and Candidates for Election.
- Shire of West Arthur Code of Conduct for Employees.
- WA Ombudsman "Helping Public Authorities" - "Effective Complaints Handling".
<https://www.ombudsman.wa.gov.au/Publications/Documents/guidelines/Dealing-with-unreasonable-complainant-conduct.pdf>
https://www.ombudsman.wa.gov.au/Publications/Documents/guidelines/Unreasonable_Complainant_Conduct_Manual.pdf



Shire of West Arthur Council Policy – Legal Representation for Council Members and Employees

Policy Number	G1.7 Governance
Policy Title	Legal Representation for Elected Members and Employees
Related Legislation	Local Government Act 1995 (WA).
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	17 May 2022
Review	CEO Annually

1. Objective/Outcomes

This policy sets out guidelines and procedures to assist the Council in determining when it is appropriate to pay Legal Representation Costs when a Council Member or employee is defending or will need to defend a legal action or requires advice or representation and is requesting financial assistance.

2. Scope

This policy applies to Council Members and Employees which includes registered volunteers inducted with the Shire of West Arthur.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district.

3. Definitions

Approved lawyer is to be:

1. A 'certified practitioner' under the Professions Act 2008;
2. Approved in writing by the Council or CEO under delegated authority.

Council Member, employee or volunteer: means a current or former council member, non-elected member of a council committee of the Shire.

Employee: means an employee or inducted volunteer of the Shire.

Legal Proceedings: may be civil, criminal or investigative (including an inquiry under any written law).

Legal Representation: is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of:

1. A matter or matters arising from the performance of the functions of the council member or employee; and
2. Legal proceedings involving the council member or employee that have been or may be commenced.

Legal Representation Costs: costs including fees and disbursements, properly incurred in providing legal representation.

Legal Services: includes advice, representation or documentation that is provided by an approved lawyer.

Payment: by the Shire of West Arthur of legal representation costs may be either by:

1. A direct payment to the approved lawyer or the relevant firm; or
2. A reimbursement to the council member or employee.

4. Policy Statement

4.1 Payment Criteria

Four major criteria for determining whether the Shire will pay the legal representation costs of a Council Member or employee.

These are:

1. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
3. in performing his or her functions, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully, dishonestly or in a way that constitutes improper conduct; and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

4.2 Examples of legal representation costs that may be approved

If the criteria in clause 4.1 of this policy are satisfied, the Shire may approve the payment of legal representation costs:

- where proceedings are brought against an Elected Member or Employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by Council Member or employee; or
- for involvement in a statutory or other inquiry that requires information to be given, or to which information is given, by a Council Member or employee in connection with his or her functions.
- to enable proceedings to be commenced and/or maintained by a Council Member or employee to permit them to carry out their functions – for example where a Council Member or employee seeks to commence defamation action or to

This policy does not relate to situations where legal proceedings are commenced by a Council Member or employee and there is a presumption that the Shire will not pay for legal representation costs in these circumstances. However, this policy does not preclude such a request being submitted and considered by Council for extenuating circumstances where the Council Member or employee is the subject of threatening behaviour by another person.

The Shire will not approve the payment of Legal Representation Costs to a Council Member or employee for a defamation action, or a negligence action, instituted by the Council Member or employee.

4.3 Application for payment

1. A Council Member or employee who seeks assistance under this policy is to make an application(s), in writing, to Council.
2. The written application for payment of legal representation costs is to give details of:
 - the matter for which legal representation is sought;
 - how that matter relates to the functions of the council member or employee making the application;
 - the lawyer (or law firm) who is to be asked to provide the legal representation;
 - the nature of legal representation to be sought (such as advice, representation in court, preparation of a document, etc.);
 - an estimated cost of the legal representation; and
 - why it is in the interests of the Shire for payment to be made.
3. The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
4. As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
5. The application is to be accompanied by a signed written statement by the applicant that he or she:
 - has read, and understands, the terms of this policy;
 - acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 4.6 and any other conditions to which the approval is subject; and
 - undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 4.6.
6. An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

4.4 Legal representation costs – limit

1) Unless otherwise determined by Council, payment of Legal Representation Costs in respect of a particular application is not to exceed \$10,000.

(2) A Council Member or employee may make a further application to Council in respect of the same matter.

4.5 Determining the Application

4.5.1 In relation to an application for payment of legal representation costs, Council may:

- (a) Refuse;
- (b) Grant approval; or
- (c) Grant approval subject to conditions which may include:
 - a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

4.5.2 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Council Members or employee's insurance policy or its equivalent.

4.5.3 Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

4.5.4 Council may, subject to clause 4.5.5, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- given false or misleading information in respect of the application.

4.5.5 A determination under clause 4.5.4 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal, or inquiry.

Where Council makes a determination under clause 4.5.5, the legal representation costs paid by the Shire are to be repaid by the Council Member or employee in accordance with clause 4.6.

4.6 Repayment of legal representation costs

A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire:

- (a) All or part of those costs, in accordance with a determination by the Council under clause 4.4 of this policy.
- (b) As much of those costs as are available to be paid by way to off-set, where the Council Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- (c) Where assistance is so withdrawn subject to clause 4.5, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

5. Legislative and Strategic Context

Local Government Act 1995 (WA).

Section 9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith.

6. Associated Documents

<https://www.dlgsc.wa.gov.au/department/publications/publication/legal-representation-for-council-members-and-employees>



Shire of West Arthur Council Policy – Appointment of Acting CEO

Policy Number	G1.8 Governance
Policy Title	Appointment of Acting CEO
Related Legislation	Local Government Act 1995 (WA) Section 5.36, Section 5.42
Strategic Outcome Supported	
Adopted by Council	Adopted – 17 August 2021
Review	17 May 2022

1. Objective

To provide for the appointment of one of the Shire's Senior Officers as Acting Chief Executive Officer during prolonged absences of the Chief Executive Officer.

2. Scope

Applies to the role of Chief Executive Officer of the Shire of West Arthur.

3. Definitions

Nil.

4. Policy Statement

Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the CEO in periods of unforeseen prolonged absence of the Chief Executive Officer or for a period of leave exceeding 4 weeks.

The Council has determined that the people appointed as Senior Officers at the Shire of West Arthur in accordance with Policy G1.10 (a) are suitably qualified to perform the role of Acting CEO:

- Manager Works & Services
- Manager Corporate Services

Acting arrangements for the position of Chief Executive Officer for leave periods up to and including 4 weeks is to be at the discretion of the CEO. Appointments to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed 4 weeks.

Senior Officers or Managers will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.

5. Legislative Context

Local Government Act 1995 Section 5.36 - a local government is to employ a person to be the CEO of the local government.

Local Government Act 1995 – Section 5.39(1a) – an employee may act in the position of a CEO for a term not exceeding one year

Local Government Act 1995 – Section 5.39C – requires a local government to have a policy for the temporary employment or appointment of CEO (as per *Local Government Legislation Amendment Act 2019*).

Local Government Act 1995 - Section 5.42 (1) which provides for delegation of functions to the CEO.

6. Associated Documents

Delegation to CEO



Shire of West Arthur Council Policy – Related Party Disclosure

Policy Number	G1.12 Governance
Policy Title	Related Party Disclosure
Related Legislation	AASB 124 Related Party Disclosures Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Related Party Disclosures – Disclosure Form
Strategic Outcome Supported	Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	Adopted 24 October 2017
Review	17 May 2022

1. Objective

The objective of this policy is to provide guidance on the application of AASB 124 to the Shire of West Arthur's financial statements.

The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions and outstanding balances, including commitments, with such parties.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

This policy stipulates the information requested from related parties to enable an informed judgement to be made.

2. Scope

To identify parties and transactions, outstanding balances and disclosure requirements in line with AASB 124.

3. Definitions

AASB 124 - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the Corporations Act 2001

Key Management Personnel - see AASB 124.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Related Party – see AASB 124.

Related Party Transaction – see AASB 124.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

Remuneration - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.

4. Policy Statement

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

4.1 Related Parties

Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

The Shire has determined that the following persons as meeting the definition of a related party:

- An elected Council Member;
- The Chief Executive Officer, Manager Corporate Services and the Manager Works & Services;
- Close family members of any person listed above in accordance with the definition provided in AASB 124; and
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (includes companies, trusts, joint ventures, partnerships, and non-profit associations such as sporting clubs.)

A **related party transaction** is a transfer of resources, services or obligations between the Shire and the related party, regardless of whether a price is charged.

For the purpose of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire of West Arthur owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
- Lease agreements for commercial properties

- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of West Arthur (trading arrangement)
- Sale or purchase of any property owned by the Shire, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services.

4.2 Ordinary Citizen Transactions (OCT)

Ordinary Citizen Transactions (OCT) are those transactions that an ordinary citizen would undertake with the Shire and where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, **no disclosure** in the annual financial report will be required.

Council declares that in its opinion, based on the facts and circumstances, the following OCT (*that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make*), **no disclosure** in the annual *Related Party Disclosures - Declaration* form will be required for the following transactions:

- Paying rates;
- Fines;
- Application fees for licences, approvals or permits;
- Fees and charges for Shire services and memberships such as childcare, Gym and Swimming Pool membership;
- Use of Shire owned facilities such as halls, community centres, parks, ovals and other public open spaces (whether charged a fee or not); and
- Attending Council functions that are open to the public.
- Sale of gravel and sand at market rates for civil works i.e. road construction or building works.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

Disclosure Requirements

For the purposes of determining relevant transactions above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form annually.

The Ordinary Citizen Transactions:

- a) **Non-material in Nature** - A KMP is not required to notify in a RPT Notification, and Council will not disclose in its financial statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature
- b) **Material in Nature** - A KMP is required to notify in a RPT Notification, and Council will disclose in its financial statements related party transactions that are ordinary citizen transactions assessed to be material in nature.
- c) **Materiality Assessment** - The Chief Executive Officer will review and assess the materiality of the related party transactions' that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the financial statements, having regard to the criteria specified.
- d) **Information Extraction** - The Chief Executive Officer will identify and extract information specified in against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

As a general rule, Council will utilise \$10,000 as the threshold for materiality.

4.3 Register of Related Party Transactions

Shire staff will maintain and keep up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transaction assessed as being material in nature) during the financial year.

The contents of the register of related party transactions must detail:

- a) The description of the related party transaction;
- b) The name of the related party;
- c) The nature of the related party's relationship with Council;
- d) Whether the notified related party transaction is existing or potential
- e) A description of the transactional documents the subject of the related party.

4.4 Procedures

The method for identifying the close members and associated entities of KMP will be by KMP self-assessment. KMPs have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

The preferred method of reporting is for KMPs to provide details of Related Parties and Related Party Transactions to the Chief Executive Officer.

Information provided will be reviewed in accordance with the Council's operational requirements and held on a centralised register held within the Corporate Services area.

Should a KMP have any uncertainty as to whether a transaction may constitute a Related Party Transaction they should contact the Manager Corporate Services who will make a determination.

4.5 Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified if the disclosure requirements of AASB 124 so demands.



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

Policy Number	G1.13 Governance
Policy Title	Audio Recording of Council Meetings
Related Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 State Records Act 2000 Shire of West Arthur Standing Orders Local Law
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	27 July 2021
Review	17 May 2022

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 may 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 to 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 of West Arthur 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

12.9 Review of Policy F4.3 – Significant Accounting

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	3 May 2022
Disclosure of Interest:	Nil
Attachments:	Policy F4.3 – Asset Depreciation and Threshold Old Policy F4.3 – Significant Accounting
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the revised Policy F4.3 – Asset Depreciation and Threshold.

Background:

Staff have reviewed Policy F4.3 – Significant Accounting and Council is requested to adopt the revised and renamed policy.

Comment:

As part of the recent Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting of Council, it was recommended that, to avoid conflict with the accounting standards and legislation, the policy should not include legislation and standards requirements or provide a policy decision where an accounting standard allows a policy decision. Council should consider rescinding the policy or reviewing and amending the policy accordingly.

As the existing policy has little reference to standards and legislation, the comments made by Moore are somewhat confusing to say the least. Given that the policy only relates to material threshold in financial reporting (an annual decision of Council made at the commencement of the financial year) and asset information on take up of assets and life expectancy, it is recommended that the policy be renamed and the reference to material threshold be removed.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications:

Review of Policy F4.3 – Asset Depreciation and Threshold/Significant Accounting

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached revised and renamed Policy F4.3 – Asset Depreciation and Threshold in accordance with the provisions of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Moved: Cr HarringtonSeconded: Cr Squires**CARRIED 7/0****ATTACHMENT**

Revised and Renamed Policy F4.3 – Asset Depreciation and Threshold



Shire of West Arthur Council Policy – Asset Threshold and Depreciation

Policy Number	F4.3 Finance
Policy Title	Asset Threshold and Depreciation
Related Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996
Strategic Outcome Supported	Outcome 5.2: Financial management and decision making will be transparent, accountable and in an accessible format for the public.
Adopted by Council	2009 Amended 16 June 2020 Amended 15 June 2021
Review	17 May 2022

1. Objective

To provide policy direction for the management of assets and financial reporting for the Shire that is clear, transparent, consistent, and complies with statutory obligations and requisite Accounting Standards.

2. Scope

This policy applies to the Shire's accounting practices in relation to Non-Current Assets.

3. Definitions

<u>Asset:</u>	A resource controlled by a local government as a result of past events and from which future economic benefits are expected to flow to the local government.
<u>Non-Current Assets:</u>	Land, buildings, plant and equipment, and furniture and equipment purchased over the Capitalisation Threshold values.
<u>Infrastructure Assets:</u>	Roads, footpaths, drainage, crossovers, car parks, streetlights, parks and ovals purchased over the Capitalisation Threshold.
<u>Capitalisation Threshold:</u>	The minimum threshold amount for the recognition of a Non-Current Asset and Infrastructure Asset to be taken up onto the Asset Register.
<u>Asset Register:</u>	A record of asset information considered worthy of separate identification.

4. Policy Statement

4.1 Fixed Assets

4.1.1 Land Under Roads

Council does not recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

Last Reviewed	June 2020
Legal (Parent)	AASB 1051; LGA
Legal (Subsidiary)	Financial Man. Reg. 16 and 4 (2)
Chief Executive Instruction	Nil

4.1.2 Depreciation of Non-Current Assets

Depreciation is recognised on a straight-line basis, using the following useable life:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	70 years
Seal	
bituminous seals	15-25 years
asphalt surfaces	15-25 years
Gravel roads	
formation	not depreciated
Pavement	50 years
Gravel sheeting	10-15 years
Formed Roads	
formation	<i>Not depreciated</i>
pavement	50 years
Foot paths – slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years
Bridges	60 to 90 years

4.1.3 Capitalisation Threshold

Capitalisation of Thresholds for Non-Current Assets are:

Land	\$5,000
Buildings	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure (all classes)	\$5,000
Bridges	\$5,000



Shire of West Arthur Council Policy – Significant Accounting

Policy Number	F4.3 Finance
Policy Title	Significant Accounting
Related Legislation	Local Government Act 1995 (WA) Local Government (Accounting) Regulations 1996
Strategic Outcome Supported	Outcome 5.2: Financial management and decision making will be transparent, accountable and in an accessible format for the public.
Adopted by Council	2009 Amended 16 June 2020 Amended 15 June 2021
Review	Annually June

1. Objective

To provide policy direction for the management of accounts and financial reporting for the Shire that is clear, transparent, consistent, and complies with statutory obligations and requisite Australian Accounting Standards.

2. Scope

This policy applies to the Shire's accounting practices.

3. Definitions

<u>Asset:</u>	A resource controlled by a local government as a result of past events and from which future economic benefits are expected to flow to the local government.
<u>Non Current Assets:</u>	Land, buildings, plant and equipment, and furniture and equipment purchased over the Capitalisation Threshold values.
<u>Infrastructure Assets:</u>	Roads, footpaths, drainage, crossovers, car parks, street lights, parks and ovals purchased over the Capitalisation Threshold.
<u>Capitalisation Threshold:</u>	The minimum threshold amount for the recognition of a Non Current Asset and Infrastructure Asset to be taken up onto the Asset Register.
<u>Asset Register:</u>	A record of asset information considered worthy of separate identification.

4. Policy Statement

4.1 Reporting of Material Variances for Monthly Financial Statements

Material variances of +/- 10% and +/- \$10,000 from the budget figure shall be reported by way of a supporting note to the 'Monthly Statement of Financial Activity'.

Initial Adopted	April 2009
Last Reviewed	16 June 2020
Legal (Parent)	
Legal (Subsidiary)	Financial Man. Reg. 34
Chief Executive Instruction	Nil

4.2 Fixed Assets

4.2.1 Land Under Roads

Council does not recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

Last Reviewed	June 2020
Legal (Parent)	AASB 1051; LGA
Legal (Subsidiary)	Financial Man. Reg. 16 and 4 (2)
Chief Executive Instruction	Nil

4.2.2 Depreciation of Non-Current Assets

Depreciation is recognised on a straight-line basis, using the following rates:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	70 years
Seal	
bituminous seals	15-25 years
asphalt surfaces	15-25 years
Gravel roads	
formation	not depreciated
Pavement	50 years
Gravel sheeting	10-15 years
Formed Roads	
formation	<i>Not depreciated</i>
pavement	50 years
Foot paths – slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years
Bridges	60 to 90 years

4.2.3 Capitalisation Threshold

Capitalisation of Thresholds for Non Current Assets are:

Land	\$5,000
Buildings	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure (all classes)	\$5,000
Bridges	\$5,000

12.10 New Policy – G1.17 – Internet, E-mail and Computer Use

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	3 May 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.17 – Internet, E-mail and Computer Use
Previous Reference:	Audit Committee – 9 March 2022 Council Meeting – 15 March 2022

Summary:

Council is requested to adopt the attached new Policy G1.17 – Internet, E-mail and Computer Use.

Background:

Staff have drafted Policy G1.17 – Internet, E-mail and Computer Use and Council is requested to adopt the new policy.

Comment:

As part of last year's Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting , it was noted that there exists limited controls in relation to the access to Information Technology (IT) systems including physical access to hardware. Some levels of permissions have been established to network access to software and data however, this is largely undocumented. It was recommended that the administration undertake a comprehensive IT review, articulate current practices and implement findings of the review.

As part of the process to implement controls concerning Information and Communications Technology (ICT), a policy is required to underpin the review process.

Staff have used the WALGA template to draft the new policy as shown in the attachment to this item and Council is requested to adopt the policy.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Other Legislation
Staff Code of Conduct

Policy Implications:

New Policy G1.17 – Internet, E-mail and Computer Use

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts the attached new Policy G1.17 – Internet, E-mail and Computer Use in accordance with the provisions of the Local Government Act 1995.

Moved: Cr SquiresSeconded: Cr Lubcke**CARRIED 7/0****ATTACHMENT**

New Policy G1.17 – Internet, E-mail and Computer Use



Shire of West Arthur Council Policy – Internet, Email and Computer Use

Policy Number	G1.17 Governance
Policy Title	Internet, Email and Computer Use
Related Legislation	Local Government (Audit) Regulations 17 AS/NZS ISO 31000:2018 Risk Management
Strategic Outcome Supported	Outcome 1.1: The Shire is a safe place to live, strives to reduce risks and is prepared for emergencies.
Adopted by Council	17 May 2022
Review	Annually

1. Policy statement

This policy sets out the conditions for acceptable use of the Shire of West Arthur's (**the Shire's**) corporate information and communication technology (**ICT**) facilities. The Shire's ICT facilities include but are not limited to the Shire of West Arthur's computer network, computer systems, access to the internet and email, corporate systems and corporate hardware.

The purpose of this policy is to:

- regulate and provide guidelines on the proper use of the Shire's ICT facilities for their intended purposes without infringing legal requirements or creating unnecessary business risk, and
- protect against the risk of virus/malware attacks, theft and disclosure of information, and disruption of network systems and services.

2. Application

This policy applies to all employees, elected members, contractors, visitors and volunteers (collectively referred to as **employees** in this policy) engaged or appointed by the Shire of West Arthur while on the Shire's premises or while engaged in Shire of West Arthur related activities.

3. Definitions

Authorised User means any employee that has been granted authorised access to the Shire of West Arthur's ICT facilities.

Email means the Shire provided Microsoft Outlook, Outlook Web Access, or any email system that is synchronised to a PC or mobile device, whether the mobile device is provided by and remains the property of the Shire of West Arthur, or owned by an Authorised User.

ICT means Information, Communications, and Technology. This includes but is not limited to mail, telephones, mobile phones, voice mail, SMS, email, intranet, computers, tablets, printers, multi-functional devices, scanners and other electronic devices owned by the Shire of West Arthur.

Malware is an abbreviation of 'malicious software' and means software programs designed to cause damage and other unwanted actions on a computer system. Examples of malware include spyware, worms, viruses and Trojans.

Network Access includes connectivity from any device to Shire of West Arthur managed ICT infrastructure connecting both local and remote network servers.

Prohibited Material means content which:

- could be reasonably regarded as pornographic
- contains offensive language, cruelty or violence
- is illegal, defamatory or discriminatory
- breaches copyright
- promotes terrorism or encourages terrorist acts, and
- contravenes the Shire of West Arthur's values and policies.

4. General use of ICT equipment

Data created and stored on the corporate systems remain the property of the Shire of West Arthur. Because of the need to protect the Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire cannot be guaranteed.

For security and network maintenance purposes, authorised members of the Shire of West Arthur's Executive or appointed contractor may monitor equipment, systems, network traffic and emails at any time, according to the specific nature and requirements of their roles.

The Shire of West Arthur reserves the right to audit networks and systems periodically to ensure system integrity and compliance with this policy.

5. Personal use

A degree of reasonable personal use of the Local Government's ICT assets is allowed on the Shire's equipment/devices/systems.

Employees should exercise conservative judgment regarding the reasonableness of personal use and be guided by the following principles:

- Personal use should be undertaken either before or after contracted hours of work or during authorised breaks.
- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking.
- If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or line manager for guidance.

6. Security and proprietary information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their line manager for guidance.

Passwords and accounts must be kept secure and must not be shared. Authorised Users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the ICT team.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software. Employees must be attentive to emails they receive from outside parties and use caution when opening files received from unknown senders. The responsible manager must be advised of any warning received by employees to determine if it is appropriate to advise all staff of the warning.

7. Email and communication activities

All emails sent by Shire of West Arthur staff should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire's style guide or as otherwise advised by management.

The following activities are not permitted when using a Shire of West Arthur email address:

- except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of 'junk mail' or other advertising material, jokes, or chain communication to individuals who did not specifically request such material
- any form of harassment via electronic/ICT means
- use of any of the Shire's network or systems for the purpose of generating unsolicited communications
- sending any confidential Shire information to parties external to the organisation or to personal email addresses
- communicating in a manner that could adversely affect the reputation or public image of the Shire, and
- communicating in a manner that could be construed as making statements or representations on behalf of the Shire of West Arthur without the Shire's express permission to do so.

The use of personal email accounts (e.g. Gmail, Hotmail, Yahoo Mail, etc.) is not permitted for conducting Shire of West Arthur business.

8. Remote access

Users with remote access are reminded that when connected to the Shire's network, their devices are an extension of that network and as such are subject to the same rules and regulations that apply to the Shire of West Arthur's corporate equipment and systems.

The device that is connected remotely to the Shire's corporate network must be secure from access by external non-Local Government parties and should be under the complete control of the user.

All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-Malware software.

Where possible, users should avoid using public access terminals to establish a remote connection.

9. Unacceptable use

Under no circumstance is any user authorised to engage in any activity that is illegal under Local, State, Federal or International law while connected to or utilising Shire of West Arthur ICT systems or resources.

9.1 Prohibited material

Employees must not distribute emails, phone messages or documents (electronic or otherwise) under any circumstances that include information or activities which relate to Prohibited Material.

9.2 System and network activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of 'pirated' or other software products that are not appropriately licensed for use by the Shire of West Arthur or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introduction of Malware or code into the network or onto devices connected to the network.
- Revealing your account password to others or allowing use of your account by others.
- The Shire's equipment shall not be used to download or distribute any material that could be considered offensive or Prohibited Material. If a user receives such material they should notify their line manager.

- Making fraudulent offers of products, items, or services, or undertaking private work via any Shire of West Arthur equipment, device or account.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access.
- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Attempting to avoid or bypass the Shire's network security measures.
- Interfering with any other user's account, by whatever means.
- Using the system in a way that could damage or affect the performance of the network.

10. Provision and use of mobile phones and electronic devices

Some employees may be provided with a mobile phone, tablet and/or other electronic devices if it is deemed necessary to their position. All electronic devices supplied remain the property of the Shire of West Arthur and users of these devices must comply with this policy.

11. Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

In addition to disciplinary action, the Shire reserves the right to temporarily block or remove email, internet and Network Access for employees in breach of this policy.

12. Variation to this policy

This policy may be cancelled or varied from time to time. All Shire of West Arthur employees will be notified of any variation to this procedure by the normal correspondence method.

13. Related documents

13.1 Internal

- Code of Conduct

12.11 Investment Policy Review

File Reference: 2.30.1
Location: N/A
Applicant: N/A
Author: Darren Friend – A/Manager Corporate Services
Authorising Officer: Vin Fordham Lamont – Chief Executive Officer
Date: 3 May 2022
Disclosure of Interest: Nil
Attachments: Policy F4.4 – Investment
Previous Reference: N/A

Summary:

Council is requested to adopt revised Policy F4.4 – Investment.

Background:

Staff have reviewed Policy F4.4 - Investment and Council is requested to adopt the revised policy.

Comment:

Staff have reviewed Policy F4.4 - Investment with minimal alteration.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995
The Trustees Act 1962
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

Policy Implications:

Revised Policy F4.4 - Investment

Financial Implications:

Nil

Strategic Implications:

Nil

Risk Implications:

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

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 adopts revised Policy F4.4 - Investment in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Moved: Cr PeirceSeconded: Cr Squires**CARRIED 7/0****ATTACHMENTS**

Revised Policy F4.4 - Investment



Shire of West Arthur Council Policy – Investment

Policy Number	F4.4 Finance
Policy Title	Investment
Related Legislation	Local Government Act 1995 (WA) Section 6.14 The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act. Local Government (Financial Management) Regulations 1996 – Regulation 19, 28 and 49. Australian Accounting Standards
Strategic Outcome Supported	Outcome 5.2: Financial management and decision making will be transparent, accountable and in an accessible format for the public.
Adopted by Council	November 2008 Last reviewed June 2021
Review	17 May 2022

1. Objective

The Investment Policy is intended to minimise the possibility of incurring capital loss whilst providing a reasonable rate of return.

Objectives are:

- Provide maximum capital security of funds
- Provide the best available rate of interest from an approved source.
- Ensure sufficient liquidity to meet Council's cash flow requirements.
- Achieve adequate level of diversification to spread risk.

2. Scope

The policy applies to any investment of surplus funds other than bank deposits for operational purposes.

3. Definitions

Nil

4. Policy Statement

4.1 Investments

Investments shall be restricted to interest bearing deposits offered by the following banks or government institutions:

- Commonwealth Bank of Australia
- Bendigo Bank
- Bankwest
- Australia and New Zealand Bank
- NAB
- Westpac
- ANZ
- St George
- Rabobank
- ING Direct
- HSBC
- Citibank
- Bank of Queensland

Speculative financial instruments are specifically prohibited together with the use of the portfolio for speculation. Leveraging of the portfolio (borrowing to invest) is prohibited.

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

The term of individual investments shall be consistent with cash flow requirements and not exceed 12 months.

The status and performance of the investment policy shall be reported to Council at least quarterly.

Where the total of deposits is in excess of \$1 million, Council elects not to pay the fee to be covered by the deposit guarantee being offered by the Federal Government

4.2 Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise.

4.3 Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

4.4 Delegated Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995.

5. Associated Documents

Nil

12.12 Disability Access and Inclusion Plan 2022-2027

File Reference:	4.10.4
Location:	Shire of West Arthur
Applicant:	Shire of West Arthur
Author:	Kerryn Chia – Projects Officer
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	28 Apr 2022
Disclosure of Interest:	NIL
Attachments:	Disability Access and Inclusion Plan

Summary:

The Shire of West Arthur is required to prepare a Disability Access and Inclusion Plan (DAIP) under the Disability Services Act (1993). The attached plan is a full review of the previous DAIP including consultation with the local community and provides direction for improving access and inclusion for everyone based on the outcomes of the consultation. The DAIP needs to be endorsed by Council before being submitted to the Department of Communities.

Background:

It is a requirement of the Disability Services Act (1993) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

The Shire of West Arthur adopted its first Disability Service Plan in 1995. In 2007 the Shire developed a DAIP and began implementing many of the initiatives outlined in the plan. It is a requirement of the Disability Services Act (1993) that the DAIP is reviewed every five years. In addition, the Shire is required to report annually on the achievements made each year.

The Shire of West Arthur's Disability Access and Inclusion Plan 2022-2027 outlines the outcomes the Shire will achieve to improve access and inclusion for all people of all abilities visiting, living and working in West Arthur. Key actions will be implemented to reduce and eliminate barriers within the Shire to advocate for equity of access for all.

Comment:

Once approved by the Department of Communities the DAIP will be implemented by Shire staff.

Consultation:

Department of Communities
Darkan St John Ambulance branch
Home and Community Care workers
Individual Community members that have a disability or Carers of these people
West Arthur Community and Resource Centre Staff
Advertised for public comment in the Bleat on two occasions
Advertised for comment at Sheepfest

Statutory Environment:

Disability Services Act (1993)
Western Australia Equal Opportunity Act (1984)
Commonwealth Disability Discrimination Act 1992 (DDA) and
The Disability (Access to Premises Buildings) Standards 2010.

Policy Implications:

None

Financial Implications:

There are a number of initiatives within the DAIP that will require the allocation of funds to ensure that they are implemented.

Strategic Implications:

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

Strategy - Actively support and promote a range of activities for a range of ages and abilities

Action - Review and update the Disability Access and Inclusion Plan and implement the strategies to improve inclusion and access to all, throughout the Shire.

Risk Implications:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Noncompliance with document preparation for Department of Communities
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	2
Risk Likelihood (based on history and with existing controls)	1
Risk Consequence	1
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure council endorsed document is presented to Department of Communities

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council endorses the attached Disability Access and Inclusion Plan for submission to the Department of Communities

Council Motion:

That Council endorses the attached Disability Access and Inclusion Plan 2022 to 2027 for submission to the Department of Communities.

Moved: Cr LubckeSeconded: Cr Manuel**CARRIED 7/0****ATTACHMENTS**

Disability Access and Inclusion Plan

DISABILITY ACCESS AND INCLUSION PLAN

West Arthur 2022-2027



This report is available in alternative formats upon request and includes electronic format by email, in hard copy both large and standard print, in audio on cassette or compact disc and on the Shire website at www.westarthur.wa.gov.au

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Acknowledgements

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.

The Shire of West Arthur acknowledges the input received from many individuals and groups within the community, which has been invaluable in the review of the Disability Access and Inclusion Plan. In particular, thanks are given to West Arthur Community and Resource Centre, Home and Community Care staff, Seniors officers, St John Ambulance volunteers and Shire employees, Councillors and individual community members.



Introduction

The Shire of West Arthur's Disability Access and Inclusion Plan 2022-2027 outlines the outcomes the Shire will achieve to improve access and inclusion for all people of all abilities visiting, living and working in West Arthur. Key actions will be implemented to reduce and eliminate barriers within the Shire to advocate for equity of access for all.

It is a requirement of the Disability Services Act (1993) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

The DAIP is informed by the following legislation:

- Western Australia Equal Opportunity Act (1984)
- Commonwealth Disability Discrimination Act 1992 (DDA) and
- The Disability (Access to Premises Buildings) Standards 2010.

The Shire is committed through this plan and future updates to ongoing consultation, collaboration and action to create a community environment that is available for everyone.

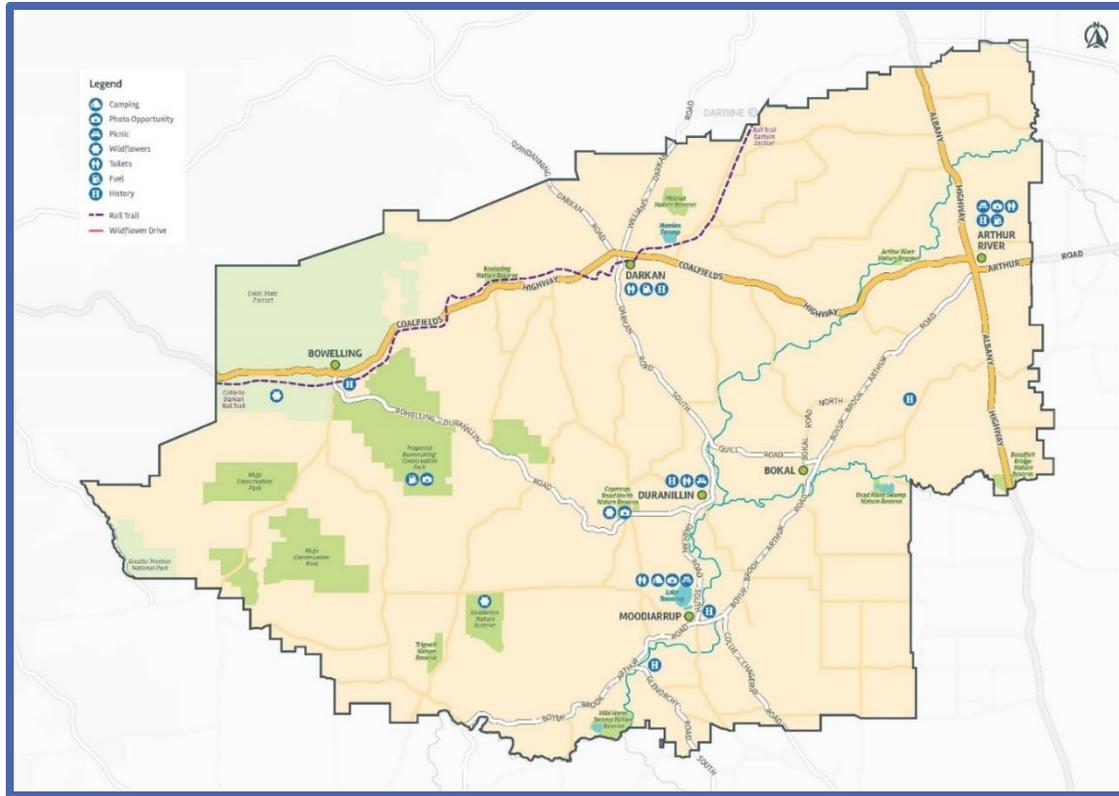
Background

The Shire of West Arthur

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 broadacre farming land of the Wheatbelt. At 2,580 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 main town of Darkan is a mix of retail and commercial centres, an industrial area, recreation, and local government and community facilities. Duranillin and Arthur River are other smaller towns located within the Shire. Recently the townscapes and surrounds have benefited from additional Federal funding and many of the facilities have been improved or renovated.

The total population of the Shire at the 2016 Census was 809 people of which approximately 200 live in the town of Darkan.



Functions, Facilities and Services

The Shire of West Arthur is responsible for a variety of facilities, services and functions.

Property Services

- Construction and maintenance of Local Government-owned buildings
- Construction and maintenance of roads, footpaths, rail trail and cycle facilities
- Land drainage and development
- Waste collection and disposal
- Litter control and street cleaning
- Planting and caring for street trees
- Numbering of buildings and lots
- Street lighting
- Bush fire control and emergency management

Regulatory Services

- Planning of road systems, sub-divisions and town planning schemes
- Building approvals for construction, additions or alterations to buildings
- Environmental health services and ranger services, including dog control
- Development, maintenance and control of parking.

Community Services

- Provision and maintenance of playing areas, parks, gardens, halls, cemeteries, reserves, Lake Towerrinning, publically owned historical buildings and facilities for sporting and community groups
- Management of recreation centre and pool
- Public library, Betty Brown Historical Centre, Community Archives and information services
- Senior's meals, activities and welfare;
- Citizenship ceremonies; youth services and community events.

General Administration

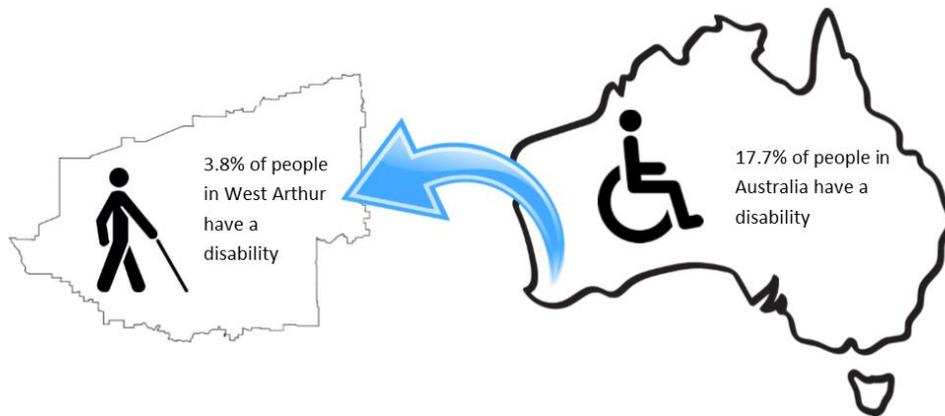
- Provision of general information to the public
- Lodging of complaints
- Payment of fees including rates, dog licences and Department of Transport licensing services.

Processes of Government

- Ordinary and special Local Government and committee meetings
- Council meetings and election of Council Members
- Community consultations.

The communities of Darkan, Arthur River, Duranillin and Moodiarrup are part of the Shire of West Arthur.

People with Disability in West Arthur



The number of people within the Shire of West Arthur with a disability is well below the national average. Of those people that identified as having a disability, 28 were over the age of 55 (9.7%) and 15 (10%) were over the age of 65 years.

The SDAC defines a disability as any limitation, restriction or impairment which has lasted or is likely to last for at least six months and restricts everyday activities. It found that almost 90% of people with a disability had a limitation with the core activities of communication, mobility or self-care and/or schooling or employment restriction.

Notwithstanding these low numbers, the Shire of West Arthur is committed to ensuring that the community is accessible for, and inclusive of, people with disability, their families and carers.

Our Commitment to an Accessible and Inclusive Community

The Shire of West Arthur has been working towards improving access and facilities since adopting its first Disability Service Plan in 1995. In 2007, the Shire developed a Disability Access and Inclusion Plan and implemented many initiatives and made significant progress towards better access. These improvements have continued since extensive consultation was undertaken and the DAIP was reviewed and adopted in 2017.

Access and Inclusion Policy Statement

The Shire of West Arthur interprets an accessible and inclusive community as one in which people with a disability can access and are welcomed to participate in all Local Government functions, facilities and services (both in-house and contracted) in the same manner and with the same rights and responsibilities as other members of the community.

The Shire of West Arthur recognises that people with disability are valued and contributing members of the community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life.

The Shire of West Arthur believes that people with disability, their families and carers should be supported to remain in the community of their choice.

The Shire of West Arthur is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access and inclusion are addressed appropriately.

The Shire of West Arthur is committed to ensuring that its agents and contractors work towards the desired outcomes in the DAIP.

The Shire of West Arthur is committed to working in partnership with local community groups and businesses to facilitate the inclusion of people with disability through improved access to information, services and facilities in the community.

The Shire of West Arthur is committed to achieving the seven desired outcomes of its DAIP. These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Review of Disability Access and Inclusion Plan

The initial DAIP under the current legislation was prepared in 2017 and a review is required every five years. The Chief Executive Officer has the responsibility to oversee the review of DAIP and its implementation. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.



The consultation undertaken has been used to develop the strategies in this plan.

Review of Plan

Progress has continued since the consultation and review of the DAIP in 2017 and the list below outlines some of these achievements:

- Improved access into the pool area via a ramp through the entrance gate
- Dedicated ACROD permit parking bay at swimming pool
- Wheelchair accessible chalet at the caravan park
- Wheelchair access to Nissen Hut
- Wheelchair accessibility to the camp kitchen and ablutions at the caravan park
- Environmental Audit of Shire and public facilities to identify areas that require improvement to be an inclusive community
- Dementia and Alzheimer's information sessions organised
- Modifications to signage and billboard at front office to improve visibility

The Shire's Human Resources Policy was created and is reviewed taking into consideration the following legislation

- Local Government Act 1995 (WA)
- Workplace Relations Act 1996 (Commonwealth)
- Superannuation Guarantee (Administration) Act 1992 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Human Rights and Equal Opportunity Act 1986 (Commonwealth)
- Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Industrial Relations Act 1979 (WA)
- Minimum Conditions of Employment Act 1993 (WA)
- Long Service Leave Act 1958 (WA)
- Workers Compensation and Injury Management Act 1981(WA)
- Industrial Training Act 1979 (WA)
- Occupation Safety and Health Act 1984 (WA)
- Work Place Health and Safety Act 2020 (WA)
- Migration Act 1958 (Commonwealth).

Findings of the consultation

The review and consultation found that most of the initial objectives in the Disability Access and Inclusion Plan 2017-2021 had been achieved. Shire staff and the community reported a range of improvements to Shire services, buildings and other facilities.

Whilst these improvements have resulted in our community becoming more inclusive, there is always room for further improvement. Through the consultation process the following were identified as needing improvement.

Buildings and facilities

Darkan Sports complex

- Doors into the complex are difficult to open

West Arthur Community Resource Building

- Back ramp into the Hawthorn room is very steep and are difficult to maneuver for people with walkers. Some ridging on the ramp would slow walkers down
- Betty Brown Historical Centre – step at the entry door is difficult to negotiate

Sports clubs and ovals

- No wheelchair access to the Darkan Town Oval for events.

Swimming pool

- Access through the front gate is good. Toilets and change rooms are not accessible.
- No access into the pool for disabled.
- Water heating is turned off too early. The cold water is an issue for those with body temperature regulation conditions.

Playgrounds

- Very few pieces of play equipment that can be used by disabled children

Communication

- Information should always be provided in the Bleat or by mail. Many elderly use this as their main form of communication.

Welfare

- Aging population needs more activities that allow them to get out and about.
- Buddy system during COVID was excellent. Request for it to be re-enacted once COVID spreads through the community.

Footpaths

- No disabled parking at post office/general store
- Gravel path on corner of Bulter and Hillman Street, current footpath does not connect with other footpaths.

- Arthur Street footpath needs improvement
- Some areas of footpaths are not level and are trip hazards
- Trees near the footpaths need to be trimmed and maintained

Transportation and Car Parking

- All disabled car parks around town need to be repainted
- Disabled car park at Darkan Sports Complex is difficult to get in and out of when there the car park is busy. Its location close to the complex door is good but reversing out is difficult.
- There is not enough disabled car parking at Darkan Sports Complex for major events
- There are no markings on the ground for the disabled car park at the swimming pool and it is not undercover.
- Provision of a community car as transportation for appointments is currently an issue. Volunteers could be used to drive the car and clients could claim back through the Patient Assisted Transport System (PATs).
- Marking on Burrowes street for pedestrian crossovers through roadside parking areas needs to be repainted to prevent cars blocking access for pedestrians.

Housing

- Future housing (particularly for the elderly) should take into consideration wide passage ways and accessible entrances that will allow for both wheelchair and ambulance accessibility.
- Additional Independent Living Units are required

Seating

- Additional seating around town should be provided

It was also noted that many private businesses on the main street are difficult to access. The Uniting Church also is difficult to access as there is no access ramp.

Implementation

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2022-2027 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan. The Shire will provide a progress report to the Department of Communities – Disabilities on the progress of the listed actions.

Outcome 1			
People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of West Arthur			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their needs for services and the accessibility of current services be considered to enable access and inclusion in the community.	<ul style="list-style-type: none"> • Involvement in the review of the Disability Access and Inclusion Plan. • Involvement in review of Community and Strategic Plans. • Ensure any consultation process is advertised through a variety of mediums (print, social media and website) so ensure that everyone has the opportunity to contribute to review processes. 	<p>March 2022</p> <p>July of each year Ongoing</p>	<p>Community Development Officer/CEO</p> <p>All staff</p>
Continue to link the DAIP to other Shire plans and strategies.	Identify all planning and strategic development documents that can be aligned with the DAIP	Ongoing	CEO
Ensure that events, whether organised or funded, are accessible to people with disability.	<ul style="list-style-type: none"> • Ensure all Shire events planned are accessible to all using the Access and Inclusion Checklist for Creating Accessible Events (Appendix 1). • Develop an accessible events checklist for organisations requesting permission to host events in the Shire of West Arthur. 	<p>Ongoing</p> <p>July 2022</p>	<p>All staff</p> <p>Community Development Officer/Event Coordinators</p>
Ensure suitable access to the information in the library.	Continue to improve accessibility of collection and technology available.	Ongoing	Library Manager

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of West Arthur.

Strategy	Task	Task Timeline	Responsibility
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> Undertake inspections on all buildings and public infrastructure using the Access and Inclusion Resource Kit Checklists (Appendix 1) Complete all identified urgent maintenance. Update asset management plans for all Council buildings and community infrastructure to remove access barriers and improve accessibility. Consider means of improving access to heritage buildings whilst maintaining their integrity. Investigate means of improving door access to the Darkan Sports Complex. Investigate means of slowing walkers on the back ramp at the West Arthur CRC 	<ul style="list-style-type: none"> 2022/23 Annually Ongoing Ongoing 2022/23 2022/23 	Shire Builder
Ensure that all new or redevelopment works meet the standard for access.	<ul style="list-style-type: none"> Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. Ensure that no development application is signed off without a declaration that it meets the legal requirements. Ensure that key staff are trained and kept up to date with the legal requirements. Ensure that all new developments are reviewed using the Access and Inclusion Resource Checklist (Appendix 1). Ensure that all tender documentation includes specifications for disability access. 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Ongoing Ongoing 	<ul style="list-style-type: none"> Shire Builder CEO/Environmental Health Officer CEO Shire Builder Shire Builder

Strategy	Task	Task Timeline	Responsibility
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> • Ensure new parking lots comply and ensure the bays are marked and the kerb on to the road is easily manoeuvred. • Repaint marking on the existing ACROD parking lots to ensure visibility. • Review the provision of ACROD parking at other locations in the Shire (e.g. Darkan Post office/general store, Darkan Sports Complex, Duranillin, Moodiarrup and Arthur River). 	<ul style="list-style-type: none"> • Ongoing • 2022/23 • 2022/23 	Shire Works Manager
Promote the requirements for, and benefits flowing from, the provision of accessible venues for local businesses.	Inform proprietors during routine inspections and enquiries regarding new ventures or modifications.	Ongoing	Environmental Health Officer
Ensure that all public spaces and recreational areas are accessible.	<ul style="list-style-type: none"> • Continue the implementation of the program of footpath upgrades including access ramps. • Ensure that trees overhanging footpaths are trimmed and maintained. • Remove trees that create hazards from tree roots and replace damaged sections. • Install a composting toilet at Bowelling Station • Investigate the provision of access (prams, wheelchairs, walkers) to the Darkan Town Oval (used for large events) • Provide accessible change rooms and toilets at the swimming pool • Investigate the provision of disability access to the Darkan Swimming Pool • Ensure that new playground developments and picnic facilities cater for children and families with disabilities. 	<ul style="list-style-type: none"> • 2022/23 • Ongoing • Ongoing • 2023 • 2022/23 • 2022/23 • 2022/23 • Ongoing 	<ul style="list-style-type: none"> • Works Manager • Parks and Gardens staff • Works Manager • Shire Builder • Parks and Gardens Staff • Project Officer • Shire Builder • Shire Builder • Works Manager

Outcome 3

People with disability receive information from the Shire of West Arthur in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Task Timeline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> Ensure that all documents carry a notation that it is available in alternative formats. Publicise the availability of other formats in the local newspaper "The Bleat" 	Ongoing	Administration staff Community Development Officer
Improve employee awareness of accessible information needs and how to provide information in other formats.	Train employees in providing accessible information and advice. Information can be sourced from the State Government Access Guidelines for Information, Services and Facilities guidelines.	Ongoing	Community Development Officer
Ensure the Shire's website meets contemporary good practice.	Ensure website complies with the W3C web content guidelines.	Ongoing	Administration staff

Outcome 4

People with disability receive the same level and quality of service from the employees of the Shire of West Arthur as other people receive.

Strategy	Task	Task Timeline	Responsibility
Ensure that elected members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> Provide training to newly elected members and staff during induction processes Periodically survey all staff to review requirements for ongoing training. 	Ongoing	Manager Corporate Services
Seek feedback on service provision from people with disabilities.	Consult with people with disabilities during strategic planning process.	Annually	Community Development Officer

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of West Arthur.

Strategy	Task	Task Timeline	Responsibility
Ensure that complaint and feedback procedures are accessible to people with disabilities and area acted upon.	<ul style="list-style-type: none"> Review current grievance procedures to ensure they are inclusive. Develop a process to respond to access issues identified by the community. 	2022	Manager Corporate Services

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation undertaken by the Shire of West Arthur.

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disabilities are actively consulted about the DAIP and other significant planning processes	<ul style="list-style-type: none"> Ensure that all advertising relating to public consultation is disseminated across a variety of platforms. Ensure that methods of providing input are available in a variety of ways and that information on how to participate is provided in a clear and concise manner. Engage directly with members of the public that are impacted. Include appropriate questions about access and inclusion in general Shire surveys and consultation events. 	Ongoing	Community Development Officer
Maintain access for people with disabilities to the established consultative process of Council	Ensure that minutes, agendas and other documents are available on request in alternative formats and are published on the Shire website.	Ongoing	Manager Corporate Services

Outcome 7			
People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.			
Strategy	Task	Task Timeline	Responsibility
Improve inclusive recruitment practices to ensure attraction, recruitment and retention of people with disability.	<ul style="list-style-type: none"> • Make sure job information documents are in an accessible format. • Ensure interviews are held in an accessible venue. • Work with employees and service providers to enable ongoing employment, where possible, for people with disability. • Seek opportunities to engage local people with a disability in the workforce by liaising with support agencies. 	Ongoing	Manager Corporate Services

Document Management

Status: Rev 0

Date of Adoption: 17 May 2022

Shire of West Arthur

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Photo credits: Caroline Telfer, Astrid Volzke, Kerryn Chia

APPENDIX 1 - Access and Inclusion Checklists

Creating Accessible Events Checklist is available from the following link (Outcomes 1 and 6):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Creating-accessible-events-checklist-for-Outcome-1-and-Outcome-6.pdf>

Buildings and facilities Checklist is available from the following link (Outcomes 2 and 7):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Buildings-and-facilities-checklist-for-Outcome-2-and-Outcome-7.pdf>

Information Checklist is available from the following link (Outcomes 3 and 7):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Information-checklist-for-Outcome-3-and-Outcome-7.pdf>

Staff access and awareness Checklist is available from the following link (Outcomes 4 and 7):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Staff-access-awareness-checklist-for-Outcome-4-and-Outcome-7.pdf>

Adapting Services Checklist is available from the following link (Outcomes 5, 6 and 7):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Adapting-services-checklist-for-Outcomes-5-6-and-7.pdf>

Public participation Checklist is available from the following link (Outcomes 5 and 6):

<https://www.disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Archived%20DAIP%20docs/Public-Participation-checklist-for-Outcome-5-and-Outcome-6.pdf>

12.13 Asset Management Plan

File Reference:	2.8.4
Location:	N/A
Applicant:	N/A
Author:	V Fordham Lamont - CEO
Authorising Officer	V Fordham Lamont - CEO
Date:	27 April 2022
Disclosure of Interest:	Nil
Attachments:	Nil

Summary:

Council is requested to consider authorising out of budget expenditure of \$15,100 for the development of a new Asset Management Plan.

Background:

The Shire's Asset Management Plan (AMP) was last updated in 2015.

Asset Management Plans define levels of service, the processes local governments use to manage each of their asset classes, demand and financial projections and an asset management improvement plan.

They are underpinned by an Asset Management Register, which is a record of assets which the local government controls and uses to deliver various services and activities. The Register includes an assessment of the condition of assets, which is a critical factor in determining renewal and preventive maintenance requirements to achieve the chosen service levels.

Asset Management Plans should be linked to the Strategic Community Plan and Corporate Business Plan. They should be developed for all major asset classes, including, but not limited to, roads, drainage, paths, parks and buildings. There is discretion in the form of documentation used, according to the size and nature of the asset base involved.

The AMP is an informing plan under the Integrated Planning and Reporting Framework.

Comment:

In its Annual Audit Report for the financial year ended 30 June 2021, the Shire's auditor noted that the Shire does not have an up-to-date AMP in place. This resulted in the asset renewal funding ratio not being able to be included in the corresponding Annual Financial Report documentation.

The Audit Report recommended that the Shire review the current AMP to ensure that the required capital renewals, capital expenditure and replacement costs estimated are relevant and up-to-date to enable the calculation of the asset renewal funding ratio for future years.

Management advised the auditor that the AMP would be reviewed before 30 June 2022.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

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

Department of Local Government, Sport and Cultural Industries
Integrated Planning and Reporting Guidelines 2016

Policy Implications:

F4.1 Purchasing Policy

Financial Implications:

The cost of preparing an AMP was not included in the 2021/2022 annual budget. Consequently, \$15,100 will need to be taken from the additional general purpose Financial Assistance Grant payments which were received in the 2021/22 financial year.

Additional grants were received as follows:

General Purpose	Actual \$ 602,892	Budget \$ 534,721	Variance \$ 68,171
Roads	Actual \$ 563,197	Budget \$ 532,341	Variance \$ 30,856

In September 2021 the following budget amendments were made:

2021/22 Budget Variances

	Increase	Decrease	Net Result
General Purchase Grant	68,171		68,171
Road Grant	30,856		30,856
Fire Shed Grant	52,214		52,214
Fire Shed Build Cost		54,000	-54,000
Ute Mounted Spray Unit		10,000	-10,000
Town Planning Expenses		20,000	-20,000
	151,241	84,000	67,241

Strategic Implications:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome 5.3 Establish and maintain sound business and governance structures

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

Risk Implications:

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

Risk Themes:

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

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

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

Risk Matrix:

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

Description of Key Risk	Asset Management Plan is not current.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(3) Moderate
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Draft up-to-date Asset Management Plan

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council approves out of budget expenditure of \$15,100 for the preparation of an up-to-date Asset Management Plan and funds the expenditure from additional general purpose grants received in 2021/22.

Moved: Cr Lubcke

Seconded: Cr Squires

CARRIED BY ABSOLUTE MAJORITY 7/0

13. FINANCE**13.1 Financial Reports – April 2022**

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	M King – Manager Financial Reporting
Authorising Officer	V Fordham Lamont – Chief Executive Officer
Date:	13 May 2022
Disclosure of Interest:	N/A
Attachments:	Financial Reports – April 2022
Previous Reference:	N/A

Summary:

Consideration of the financial reports for the period ending 30 April 2022.

Background:

The financial reports for the period ending 30 April 2022 are included as attachments.

Comment:

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

Consultation:

Not applicable.

Statutory Environment:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

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 environmental implications.
- **Economic:** There are no economic implications.
- **Social:** There are no social implications.

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 the financial report for the period ending 30 April 2022 as presented be accepted.

Moved: Cr PeirceSeconded: Cr Harrington**CARRIED 7/0****ATTACHMENT**

Financial Report – April 2022

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2022

	Note	Annual Budget 2021/2022 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,162,486	1,162,486	1,162,486	0	0%	
Revenue from operating activities							
Rates		1,776,244	1,776,244	1,776,845	601	0%	
Operating Grants, Subsidies and Contributions	6	813,807	572,272	1,669,653	1,097,381	192%	▲
Fees and Charges		262,985	232,918	278,037	45,119	19%	▲
Interest Earnings		36,389	25,158	18,474	(6,684)	(27%)	
Other Revenue		71,872	53,904	47,158	(6,746)	(13%)	
Profit on Disposal of Assets		6,799	0	2,580	2,580		
		2,968,096	2,660,496	3,792,747	1,132,251		
Expenditure from operating activities							
Employee Costs		(1,869,777)	(1,882,812)	(1,947,663)	(64,851)	(3%)	
Less overhead and wage allocations			355,588	359,586	3,999		
Materials and Contracts		(811,033)	(798,280)	(819,796)	(21,516)	(3%)	
less Pdepn and POC allocations			232,808	235,426	2,618		
Utility Charges		(93,534)	(70,151)	(62,609)	7,542	11%	
Depreciation on Non-Current Assets		(2,140,359)	(434,144)	(440,059)	(5,915)	(1%)	
Interest Expenses		(25,232)	(19,430)	(19,430)	0	0%	
Insurance Expenses		(103,791)	(103,791)	(103,527)	264	0%	
Other Expenditure		(36,500)	(18,250)	(24,403)	(6,153)	(34%)	
Loss on Disposal of Assets		(5,350)	0	(2,968)	(2,968)		
		(5,085,576)	(2,738,462)	(2,825,443)	(86,981)		
Operating activities excluded from budget							
Add back Depreciation		2,140,359	434,144	440,059	5,915	1%	
Adjust (Profit)/Loss on Asset Disposal		(1,449)	0	388	388		
Adjust Provisions and Accruals		0	(32,833)	(32,833)	0	0%	
Amount attributable to operating activities		21,430	323,345	1,374,918	1,051,573		
Investing activities							
Grants, Subsidies and Contributions	6	995,128	478,411	478,411	0	0%	
Proceeds from Disposal of Assets		64,228	0	48,118	48,118		▲
Land and Buildings	7	(579,700)	(35,000)	(35,168)	(168)	(0%)	
Infrastructure Assets - Roads	7	(1,138,717)	(752,448)	(746,677)	5,771	1%	
Infrastructure Assets - Other	7	(586,188)	(190,000)	(185,883)	4,117	2%	
Plant and Equipment	7	(530,115)	(385,715)	(385,712)	3	0%	
Furniture and Equipment	7	(8,500)	(8,500)	(6,437)	2,063	24%	▲
Amount attributable to investing activities		(1,783,864)	(893,252)	(833,348)	59,904		
Financing Activities							
Proceeds from Self Supporting Loan - repayments		28,087	20,978	20,978	0	0%	
Transfer from Reserves	5	1,237,967	0	0	0		
Repayment of Debentures		(96,883)	(75,134)	(75,134)	0	0%	
Transfer to Reserves	5	(569,223)	(4,338)	(3,901)	437	10%	▲
Amount attributable to financing activities		599,948	(58,494)	(58,057)	437		
					0		
Closing Funding Surplus (Deficit)	2	0	534,085	1,645,999	1,111,914	208%	▲

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

Refer to Note 1 for an explanation of the reasons for the variance.

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2021/22 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions

51,128	General Purpose Grant above budget - permanent variance
23,142	WALGGC - Roads Grant above budget - permanent variance
540,114	General Purpose Grant above budget - prepayment of 2022/2023 grant - permanent variance
478,705	WALGGC - Roads Grant above budget - prepayment of 2022/2023 grant permanent variance

Fees and Charges

43,017	Caravan Park Income is above budget. Includes \$21,627 employee accommodation (non cash). - permanent variance
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Employee Costs

(64,851)	Employee costs greater than budget due to Council decision made 3 November 2021 and payment of entitlements. Permanent variance Recognition of accommodation for staff at caravan park chalet (non cash). Partly offset by vacant positions.
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Materials and Contracts

(25,986)	Fire shed for Arthur River ESL funded. Will be offset by income. Council decision Sep 21. Will be moved to capital expenditure. Permanent variance
(30,436)	Plant operation costs are above budget. Fuel cost increase and increased plant repairs. Permanent variance
(25,518)	Storm damage expenditure. Council approval November 21. Expected reimbursement to offset. Permanent variance
29,500	Bridge maintenance below budget. Permanent variance
15,851	Refuse collection below budget. Permanent variance
(20,902)	Lake Towerinning furniture - reallocation of funding (funded by LRCI) - Timing variance
(18,455)	IT Audit, Records Management audit and phone upgrade (approved by Council, to be funded from IT Reserve)
54,430	There are several non reportable variances which partly offset the additional expenditure.

Proceeds from Disposal of Assets

9,686	Proceeds from written off vehicle.
37,302	Sale of Toyota Prado - unbudgeted. Council decision Nov 21. Permanent variance.

Land and Buildings

See Capital Report

Infrastructure Assets - Roads

See Capital Report

Infrastructure Assets - Other

See Capital Report

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2021	30 Apr 2022
		\$	\$
Current Assets			
Cash Unrestricted	3	1,261,046	1,456,041
Cash Restricted	5	2,892,467	2,896,368
Cash Restricted - unspent grants		296,748	175,845
Receivables - Rates	4	145,377	135,388
Receivables - Other	4	241,642	133,509
Inventories		23,433	23,433
		4,860,713	4,820,584
Less: Current Liabilities			
Payables		(509,012)	(102,372)
Unspent grants, contributions and reimbursements 20/21		(296,748)	(84,062)
Unspent grants, contributions and reimbursements current 21/22		0	(91,783)
		(805,760)	(278,217)
Less: Cash Reserves	5	(2,892,467)	(2,896,368)
Net Current Funding Position		1,162,486	1,645,999

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	94,067			94,067	NAB	0.01%	At Call
Municipal Bank - Bendigo	57,219			57,219	Bendigo	0.01%	At Call
Municipal Cash Maximiser	1,000,000			1,000,000	NAB	0.01%	At Call
Trust Bank Account			3,074	3,074	NAB	0.01%	At Call
Trust Cash Maximiser			10,269	10,269	NAB	0.01%	At Call
Reserve Cash Maximiser		4		4	NAB	0.01%	At Call
Bendigo Reserve		9		9	Bendigo	0.10%	At Call
(b) Term Deposits							
Municipal term deposit	480,000			480,000	Bendigo	0.40%	27/06/2022
Reserve term deposit		1,278,005		1,278,005	NAB	0.34%	28/06/2022
Reserve term deposit		1,618,350		1,618,350	Bendigo	0.25%	27/06/2022
Trust term deposit			60,000	60,000	NAB	0.62%	27/06/2022
Total	1,631,286	2,896,368	73,343	4,540,997			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 4: Receivables

Receivables - Rates Receivable	30 Apr 2022	30 June 2021	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	237,534	199,932	Receivables - General	89,784	4,403	316	39,006	133,509
Levied this year (incl rubbish & ESL)	1,876,228	1,847,083						
<u>Less Collections to date</u>	(1,891,769)	(1,809,481)	Balance per Trial Balance					
Equals Current Outstanding	221,993	237,534	Sundry Debtors					0
Add paid in advance	5,552		Receivables - Other					0
Net Rates Collectable	227,545	237,534	Total Receivables General Outstanding					133,509
% Collected	89.50%	88.40%						
Less Recognised as doubtful	(92,157)	(92,157)	Amounts shown above include GST (where applicable)					

90+ day amount includes funding including \$36,669 LRCI to be received when annual report/acquittal finalised and accepted.

\$1,764 pensioner rebates to be processed

\$234,279 was outstanding at the 30 April 2021

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	210,490	842	284	0	0	(25,000)	0	186,332	210,774
Plant Reserve	522,877	2,102	705	310,000	0	(465,887)	0	369,092	523,582
Building Reserve	677,641	2,712	914	85,650	0	(515,000)	0	251,003	678,555
Town Development Reserve	71,305	285	96	0	0	(70,000)	0	1,590	71,401
Recreation Reserve	162,775	651	220	0	0	0	0	163,426	162,995
Heritage Reserve	5,755	23	8	300	0	0	0	6,078	5,763
Community Housing Reserve	153,767	610	207	20,000	0	(25,000)	0	149,377	153,974
Waste Management Reserve	122,370	489	165	0	0	(100,000)	0	22,859	122,535
Darkan Swimming Pool Reserve	44,081	176	59	5,000	0	0	0	49,257	44,140
Information Technology Reserve	50,306	201	68	50,000	0	0	0	100,507	50,374
Darkan Sport and Community Centre Reserve	289,516	1,158	390	30,000	0	0	0	320,674	289,906
Arthur River Country Club Renewal Reserve	34,043	136	46	6,000	0	0	0	40,179	34,089
Museum Reserve	128,155	497	173	0	0	(5,000)	0	123,652	128,328
Moodiarrup Sports Club Reserve	13,539	58	18	5,000	0	0	0	18,597	13,557
Landcare Reserve	37,871	173	51	0	0	(17,080)	0	20,964	37,922
Corporate Planning and Valuation Reserve	34,836	139	47	0	0	(15,000)	0	19,975	34,883
Kids Central Members Reserve	1,607	3	2	5,704	0	0	0	7,314	1,609
The Shed Reserve	12,258	47	17	0	0	0	0	12,305	12,275
Recreation Trails Reserve	1,214	5	2	0	0	0	0	1,219	1,216
Community Gym Reserve	11,026	34	15	0	0	0	0	11,060	11,041
Economic Development Reserve	73,617	294	99	40,000	0	0	0	113,911	73,716
Road Reserve	233,418	934	315	0	0	0	0	234,352	233,733
	2,892,467	11,569	3,901	557,654	0	(1,237,967)	0	2,223,723	2,896,368

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)+(g)	Comment
				\$	\$	\$	\$	\$	
General Purpose Funding									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	279,900	0	261,053	0	0	Grant income expected to be \$68,172 above budget
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	237,417	0	201,205	0	0	Grant income expected to be \$30,855 above budget
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	0	0	540,114	0	0	Prepaid 2022/23 grant
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	0	0	478,705	0	0	Prepaid 2022/23 grant
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	43,126	0	43,708	(34,440)	9,268	
Federal Road & Community Infrastructure - St Johns Building	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	75,000	0	0	0	0	Project reallocated
Housing									
Community Housing Repairs	Dept of Communities	Operating - Tied	0	10,495	0	10,495	(10,495)	0	Recognised as income when corresponding expenditure recognised
Community Amenities									
Federal Road & Community Infrastructure - Seat Service WA Assistance Grant	Dept. of Infrastructure, Transport, Regional Development and Communications State Library of WA	Operating - Tied Operating - Tied	0 0	2,000 0	0 0	2,000 1,500	(2,000) 0	0 1,500	Seat ordered.
Recreation and Culture									
Federal Road & Community Infrastructure - Railway reserve and cricket wicket	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	77,000	41,657	(41,657)	0	
Federal Road & Community Infrastructure - Swimming pool	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	20,000	0	0	0	0	Project reallocated.
Federal Road & Community Infrastructure - Lake Towerrinning shade and landscaping	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	27,996	47,966	(47,966)	0	Additional LRCI funds allocated to project.
Heritage Inventory	Dept of Planning, Lands & Heritage	Operating - Tied	0	9,198	0	9,198	(4,774)	4,424	
Community event grants	Unknown	Operating - Tied	0	1,000	0	0	0	0	
Betty Brown Museum chart grant	Australian Museum & Galleries Association	Operating - Tied	0	0	0	3,000	0	3,000	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	320,264	136,568	(136,568)	0	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	102,073	102,073	(102,073)	0	Shown as a liability until spent, then recognised as income
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	350,884	213,945	(140,354)	73,591	Shown as a liability until spent, then recognised as income
Federal Road & Community Infrastructure Direct Grant	Main Roads - Direct Grant	Non-operating Operating	0 0	0 134,671	38,000 0	84,062 134,671	0 0	84,062 0	Line marking project reallocated. Reseal projects new allocation.
Economic Development									
Kylie Dam Project	Department of Water	Non-operating	0	0	53,911	0	0	0	
Federal Road & Community Infrastructure - Potable water	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	25,000	9,792	(9,792)	0	
TOTALS			0	812,807	995,128	2,321,712	(530,119)	175,845	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	651,988	0	1,615,748	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	160,819	0	69,901	(51,709)	18,192	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	995,128	636,063	(478,410)	157,653	
TOTALS			0	812,807	995,128	2,321,712	(530,119)	175,845	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance Total YTD to Budget	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget		
		\$	\$	\$	\$	\$	\$		
Furniture									
Other Property & Services									
	Printer	0	(6,437)	(6,437)	0	(8,500)	(8,500)	2,063	
	Furniture Total	0	(6,437)	(6,437)	0	(8,500)	(8,500)	2,063	
Land and Buildings									
Housing									
	Renovations to existing joint venture community housing units	0	0	0	0	(25,000)	(25,000)	25,000	
Community Amenities									
	Chalet completion	0	(23,612)	(23,612)	(1,000)	(25,000)	(26,000)	2,388	
	Toilet - Bowelling (grant to be sourced for materials)	0	0	0	(8,700)	0	(8,700)	8,700	
Other Property & Services									
	Staff housing improvements/renovations	0	0	0	(8,300)	(50,000)	(58,300)	58,300	
	New staff house	0	(11,556)	(11,556)	(11,700)	(450,000)	(461,700)	450,144	Land has been purchased.
	Buildings Total	0	(35,168)	(35,168)	(29,700)	(550,000)	(579,700)	544,532	
Infrastructure									
Community Amenities									
	Darkan Refuse Site	0	0	0	(20,000)	(100,000)	(120,000)	120,000	
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	(3,366)	(132,338)	(135,704)	(30,000)	(220,000)	(250,000)	114,296	
	Cricket oval infrastructure - wicket	(369)	(6,573)	(6,942)	0	(17,000)	(17,000)	10,058	
	Lake Towerrinning - Shade and landscaping	(7,058)	(25,953)	(33,011)	0	(40,000)	(40,000)	6,989	
Transport									
	Slip lane car park off Burrowes Street	0	0	0	(34,073)	(19,115)	(53,188)	53,188	
Economic Development									
	Kylie Dam Water Project	0	(500)	(500)	(14,000)	(67,000)	(81,000)	80,500	
	Potable water Infrastructure	(1,595)	(8,132)	(9,727)	0	(25,000)	(25,000)	15,273	
	Infrastructure Total	(12,388)	(173,496)	(185,884)	(98,073)	(488,115)	(586,188)	400,304	
Plant , Equip. & Vehicles									
Transport									
	Prime Mover	0	(163,656)	(163,656)	0	(170,000)	(170,000)	6,344	
	Side Tipping Trailer	0	(20,600)	(20,600)	0	(120,000)	(120,000)	99,400	
	Passenger Vehicle	0	(51,725)	(51,725)	0	(52,225)	(52,225)	500	
	Forklift	0	(22,325)	(22,325)	0	(25,000)	(25,000)	2,675	
	Road Broom	0	0	0	0	(45,000)	(45,000)	45,000	Will not be purchased this year.
	Utes	0	(107,123)	(107,123)	0	(104,000)	(104,000)	(3,123)	
	Mower	0	(10,890)	(10,890)	0	(13,890)	(13,890)	3,000	
	Spray unit	0	(9,393)	(9,393)	0	0	0	(9,393)	Council decision Nov 21
	Plant, Equip & Vehicles Total	0	(385,712)	(385,712)	0	(530,115)	(530,115)	144,403	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2022

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance Total YTD to Budget	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget		
		\$	\$	\$	\$	\$	\$		
Roads									
Regional Road Group									
	Boyup Brook Arthur Road	(127,180)	(113,736)	(240,916)	(158,152)	(126,856)	(285,008)	44,092	
	Bowelling Duranillin Road	(54,813)	(11,497)	(66,310)	(146,055)	(104,307)	(250,362)	184,052	
	Regional Road Group Total	(181,993)	(125,233)	(307,226)	(304,207)	(231,163)	(535,370)	228,144	
Roads to Recovery									
	Darkan South Road - Slip Lane and Intersection	(26,338)	(23,978)	(50,316)	(28,850)	(29,600)	(58,450)	8,134	
	Darkan South Road - Widening Corners	(79,789)	0	(79,789)	(67,652)	(40,220)	(107,872)	28,083	
	Sandalwood Road	(86,141)	(9,852)	(95,993)	(83,641)	(26,480)	(110,121)	14,128	
	Moodiarup South Road	(63,790)	0	(63,790)	(46,394)	(12,450)	(58,844)	(4,946)	Allocations above budget, materials will be below.
	Darkan South Road	(471)	0	(471)	(47,664)	(51,100)	(98,764)	98,293	Project reallocated.
	Roads to Recovery Total	(256,529)	(33,830)	(290,359)	(274,201)	(159,850)	(434,051)	143,692	
Road and Community Infrastructure Program									
	Bowelling Dura, Darkan South, Moodiarup Changerup Centre line	0	(4,989)	(4,989)	0	(38,000)	(38,000)	33,011	Project reallocated LRCI.
	Shire Funded Total	0	(4,989)	(4,989)	0	(38,000)	(38,000)	33,011	
Shire Funded									
	Burnett Road	(75,249)	0	(75,249)	(53,011)	(11,031)	(64,042)	(11,207)	Allocations above budget
	Cordering North Road	(68,853)	0	(68,853)	(50,019)	(11,690)	(61,709)	(7,144)	Allocations above budget
	Collie South East Road	0	0	0	(225)	(5,320)	(5,545)	5,545	
	Shire Funded Total	(144,102)	0	(144,102)	(103,255)	(28,041)	(131,296)	(12,806)	
	Roads Total	(582,624)	(164,052)	(746,676)	(681,663)	(457,054)	(1,138,717)	392,041	
	Capital Expenditure Total	(595,012)	(764,865)	(1,359,877)	(809,436)	(2,033,784)	(2,843,220)	1,483,343	

13.2 Accounts For Payment – April 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	R Schinzig – Customer Service Officer
Authorising Officer	V Fordham Lamont – Chief Executive Officer
Date:	13 May 2022
Disclosure of Interest:	N/A
Attachments:	Cheque Listing – April 2022
Previous Reference:	N/A

Summary:

Council to endorse payments of accounts for 1 – 30 April 2022 as listed.

Background:

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

Comment:

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

Consultation:

There has been no consultation.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making
 - (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
 - (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
 - (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;
 and
 - (b) the date of the meeting of the council to which the list is to be presented.
 - (3) A list prepared under sub regulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications:

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 environmental implications.
- **Economic:** There are no economic implications.
- **Social:** There are no social implications.

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 06042022.1-06042022.31 and 20042022.1-20042022.42, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$561,573.45 listed (attached) be noted as approved for payment.

Moved: Cr SouthSeconded: Cr Lubcke***CARRIED 7/0*****ATTACHMENT**

Accounts for Payment Listing – April 2022

Shire of West Arthur
Cheque Detail
April 2022

Date	Num	Name	Original Amount
02/04/2022	DirectDebit	BENDIGO BANK	205.43
		MERCHANT FEES	
06/04/2022	06042022.1	BUNCE, GEOFF	13.60
		KEYS CUT FOR OFFICE KITCHEN SLIDING DOOR	
06/04/2022	06042022.2	BURDENS AUSTRALIA	22,320.12
		PARKLINE BENCH SEAT, TABLE, WHEELCHAIR ACCESSIBLE TABLE	
06/04/2022	06042022.3	C & D CUTRI	4,400.00
		LEVEL 1 INSPECTIONS FOR 16 BRIDGES	
06/04/2022	06042022.4	CLAW ENVIRONMENTAL	1,454.20
		DRUM MUSTER COLLECTION	
06/04/2022	06042022.5	CORSIGN	1,776.50
		RAIL RESERVE SIGNAGE, WASTE SIGNAGE AND ROADWORKS SIGNAGE	
06/04/2022	06042022.6	CORUM HEALTH SERVICES	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE & PBS ONLINE FEE FOR PERIOD: 1 APR 22 - 30 JUN 22	
06/04/2022	06042022.7	DARDANUP BUTCHERING COMPANY	429.39
		MEAT ORDERS FOR SENIORS MEALS	
06/04/2022	06042022.8	DARKAN HOTEL	235.00
		FEB & MARCH COUNCIL MEETING REFRESHMENTS	
06/04/2022	06042022.9	DARREN FRIEND.	324.50
		REIMBURSE SEEK ADVERT FOR MCS VACANCY	
06/04/2022	06042022.10	DAVID BRUINS	190.00
		REFUND CHALET BOOKING 29/4/22-30/4/22	
06/04/2022	06042022.11	DKM WORKPLACE SOLUTIONS	372.33
		TRAVEL AND SUSTENANCE 402.2KM PLUS ONE BREAKFAST- COVID PANDEMIC PLAN	
06/04/2022	06042022.12	DUNCAN P SOUTH & CO	41.59
		REIMBURSE SUPPLIES FOR SENIORS MEAL	
06/04/2022	06042022.13	FUELS WEST PETROLEUM	26,492.62
		14000LTR DIESEL MON 28/03/2022	
06/04/2022	06042022.14	FULTON HOGAN	104,023.92
		R2R DARKAN SOUTH SLIP 3500M TWO COAT SEAL & RRG BOYUP BROOK ARTHUR TWO COAT SEAL 12000M	
06/04/2022	06042022.15	G & M DETERGENTS	674.00
		TOILET ROLLS/ HAND TOWELS/DISINFECTANT	
06/04/2022	06042022.16	HOLYOAK CATTERY	1,600.00
		EMPLOYEE COSTS OTHER - BOARDING SERVICES FOR POPPY, ANGEL AND DAISY (VIN FORDHAM LAMONT)	
06/04/2022	06042022.17	INTEGRATED ICT	8,985.71
		SERVER MAINTENANCE AND SUBSCRIPTIONS	
06/04/2022	06042022.18	KING MELINDA	254.99
		MYER VOUCHER AND CARD FOR MAXINE MCKENZIE GIFT	
06/04/2022	06042022.19	LANDGATE	184.54
		VALUATION SERVICES 11/12/21-04/2/2022	
06/04/2022	06042022.20	MALATESTA ROAD PAVING & HOTMIX	984.00
		FILL 3x44 GALON DRUMS OF BITUMEN EMULSION FOR PATCHING	
06/04/2022	06042022.21	MARINDUST	396.00
		FLAG POLE - RSL FOR WAR MEMORIAL	
06/04/2022	06042022.22	MIDALIA STEEL PTY LTD	1,156.39
		SL72 REINFORCING MESH	
06/04/2022	06042022.23	MUIR, JAMES	70.04
		REIMBURSE 33.37L DIESEL FUEL	
06/04/2022	06042022.24	OFFICE OF THE AUDITOR GENERAL	32,890.00
		FEE FOR ATTEST AUDIT OF THE SHIRE OF WEST ARTHUR FOR THE YEAR 30 JUNE 2021	
06/04/2022	06042022.25	PRICES FABRICATION AND STEEL	8,868.04
		SUPPLY 200,000L ZINC WATER TANK AS PER QUOTATION	
06/04/2022	06042022.26	PUTLAND MOTORS	10,201.84
		GREASE & OILS, PARTS AND REPAIRS ON UTES, TRACTOR, SIDE TIP, ROLLER & SUNDRY PLANTS	
06/04/2022	06042022.27	RAREBITS ON BURROWES 1	1,965.00
		CATERING FOR ZONE MEETING AND MARCH COUNCIL MEETING	
06/04/2022	06042022.28	REGIONAL FIRE & SAFETY	2,932.60
		FIRE EXTINGUISHER REPLACEMENT & SERVICE	
06/04/2022	06042022.29	SWAT PEST CONTROL	319.00
		INSECT SPRAYING, CARAVAN PARK CHALET 2 & 15 NANGIP CR	
06/04/2022	06042022.30	THINKWATER BUNBURY	220.00
		20MM WATER METER BSP MALE MT-EX20 PER JIM PO 272	
06/04/2022	06042022.31	TOLL TRANSPORT PTY LTD	83.87
		FREIGHT FOR WATER SAMPLES AND CJD EQUIPMENT	

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Date	Num	Name	Original Amount
06/04/2022	BPAY	WA TREASURY CORPORATION 3RD QTR CAPITAL REPAYMENTS AND GUARANTEE FEES ON LOANS	27,550.72
06/04/2022	BPAY	WA TREASURY CORPORATION 3RD QTR CAPITAL REPAYMENTS AND GUARANTEE FEES ON LOAN 69	3,970.63
14/04/2022	EFT	SALARIES AND WAGES PAYROLL	53,569.99
20/04/2022	20042022.1	AIR LIQUIDE FACILITY FEES ON CYLINDERS FEB & MARCH 22	177.92
20/04/2022	20042022.2	AUSTRALIA POST BULK MAILOUT COVID SURVEY DARKAN, DURANILLIAN & ARTHUR RIVER	61.28
20/04/2022	20042022.3	BURGESS RAWSON WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 7 FEB 22 - 31 MAR 22	576.37
20/04/2022	20042022.4	CHIA, KERRYIN REIMBURSE SENIORS MEALS - PLASTIC BOX, MOP BUCKET, STORAGE CONTAINERS	273.25
20/04/2022	20042022.5	COLLIE BETTA HOME LIVING 15 NANGIP WESTINGHOUSE FREESTANDING DISHWASHER	799.00
20/04/2022	20042022.6	COLLIE ELECTRICAL SERVICES DISCONNECT/RECONNECT ELECTRIC STORAGE HOT WATER SYSTEM AT U1/10 HILLMAN ST DARKAN	235.13
20/04/2022	20042022.7	COLLIE EMBROIDERY SERVICE SHIRE POLO SHIRTS WOMEN 2 X12, 1 X 10, MEN'S 1 X XL & 1 X 3XL	205.70
20/04/2022	20042022.8	COLLIE MOWERS & MORE MOWER BLADES	23.00
20/04/2022	20042022.9	CORSIGN PLANT STICKERS	470.25
20/04/2022	20042022.10	CUBY WINDSCREENS WINDSCREEN REPLACEMENTS - HILUX DUAL CAB, HINO CREW CAB AND ISUZU PRIME MOVER	2,075.04
20/04/2022	20042022.11	DARKAN AGRI SERVICES WORKSHOP CONSUMABLES, PEST CONTROL, GLOBES, BATTERIES, GAS, REPAIRS AND MAINTENANCE, ANIMAL CONTROL	1,948.65
20/04/2022	20042022.12	DARREN FRIEND. REIMBURSE MCS ADVERT - SEEK	302.50
20/04/2022	20042022.13	DKM WORKPLACE SOLUTIONS COVID-19 SAFETY PLANS, COVID-19 MEETING PROTOCOLS, RESIGNATION ADVICE WORKS MGR, FINANCIAL HARDSHIP POLICY REVIEW	606.21
20/04/2022	20042022.14	DOWN TO EARTH TRAINING & ASSESSING TRAINING FOR SARAH GODDARD CIII IN CIVIL CONSTRUCTION - ROAD CONSTRUCTION & MAINT. 18 MAR 22	400.00
20/04/2022	20042022.15	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD SALARY SACRIFICE PAYMENTS BUNCE - MONTH OF 1 APR 22	1,318.99
20/04/2022	20042022.16	FLEAYS STORE SUPPLIES FOR SENIORS MEALS, OFFICE ADMIN REFRESHMENTS, MEETING REFRESHMENTS - MARCH 2022	1,311.56
20/04/2022	20042022.17	G & M DETERGENTS TOILET PAPER	348.00
20/04/2022	20042022.18	GREAT SOUTHERN FUEL SUPPLIES 44 GALLON DRUM OF ADD BLUE	651.10
20/04/2022	20042022.19	HALSALL & ASSOCIATES REVIEW OF LOCAL PLANNING FRAMEWORK, SCHEME AND LOCAL POLICY REVIEW FINAL REPORT FOR SHIRE	1,980.00
20/04/2022	20042022.20	HERSEY'S SAFETY PTY LTD PPE, WORKSHOP CONSUMABLES, TRAFFIC CONES, BYPASS PRUNER & RAKES	2,373.54
20/04/2022	20042022.21	INTEGRATED ICT SERVER MAINTENANCE AND SUBSCRIPTIONS	1,027.40
20/04/2022	20042022.22	LANDGATE MINIMUM CHARGE MARCH 22	70.40
20/04/2022	20042022.23	LUSH FIRE & PLANNING HILLMAN SAS SHED APPLICATION, DEVELOPMENT QUERIES, HERITAGE LIST, CAPERCUP RD NTH LEASE FREEHOLD	1,848.00
20/04/2022	20042022.24	LYN SHAW REFUND 30 APR 22 BOOKING - CHALET 30/4/22-1/5/22	160.00
20/04/2022	20042022.25	MCLEODS BARRISTERS AND SOLICITORS LEGAL ADVICE REGARDING COMPLAINT FROM PETER METCALF	920.78
20/04/2022	20042022.26	MR TRAMPOLINE PTY LTD OLYMPIC ELITE TRAMPOLINES	18,715.00
20/04/2022	20042022.27	NARROGIN FREIGHTLINES SIGMA CHEMICALS FREIGHT	107.17
20/04/2022	20042022.28	OFFICEWORKS OFFICE STATIONERY SUPPLIES	326.54
20/04/2022	20042022.29	P & S GRIGGS PLUMBING REPLACE 125L STORAGE HOT WATER SYSTEM AT U1/10 HILLMAN ST DARKAN	1,675.00

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Date	Num	Name	Original Amount
20/04/2022	20042022.30	PFD FOOD SERVICES PTY LTD GUEST SOAPS AND SUGAR STICKS - CARAVAN PARK	91.60
20/04/2022	20042022.31	SHIRE OF DUMBLEYUNG WHEATBELT DEVELOPMENT COMMISSION	2,200.00
20/04/2022	20042022.32	SHIRE OF NARROGIN (SUPPLIER) SENIOR HEALTH OFFICER - FEB & MARCH 2022	919.50
20/04/2022	20042022.33	SIGMA CHEMICALS- COMPANIES GROUP PTY LTD POOL CHEMICALS	1,696.09
20/04/2022	20042022.34	SOS OFFICE EQUIPMENT PHOTOCOPIER BILLING MARCH 2022 FOR XEROX APEOSPORT C4570	188.78
20/04/2022	20042022.35	SOUTH WEST ISUZU 2 X SPRINGS - ISUZU PRIME MOVER	558.69
20/04/2022	20042022.36	SOUTHERN ATU SERVICES HEALTH & RESOURCE CENTRE - AEROBIC TREATMENT SERVICE	600.00
20/04/2022	20042022.37	TBTC REGIONAL WA TIPT PROJECT DETAILING, MANAGEMENT AND TRAINING	10,854.80
20/04/2022	20042022.38	TOLL TRANSPORT PTY LTD FREIGHT FOR CORSIGN, SW ISUZU, WATER SAMPLES, STATE LIBRARY & SOS OFFICE EQUIPMENT	221.88
20/04/2022	20042022.39	WALGA BUSINESS SOLUTIONS TRAINING & DEVELOPMENT	3,259.25
20/04/2022	20042022.40	WARREN BLACKWOOD WASTE WASTE CHARGES MARCH 2022	2,824.86
20/04/2022	20042022.41	WEST ARTHUR COMMUNITY RESOURCE CENTRE MEDICAL FUNDING, LIBRARY FUNDING AND DOCTORS HOURS DECEMBER 21 - MARCH 22	7,960.61
20/04/2022	20042022.42	WESTCOAST SEAFOOD SENIORS MEALS ORDER	68.00
20/04/2022	DEBIT	SYNERGY VARIOUS ELECTRICITY USAGE & SUPPLY CHARGES - 6 JAN TO 8 MAR, STREET LIGHTS 25 FEB 22 TO 24 MAR 22	1,916.53
20/04/2022	DEBIT	TELSTRA VARIOUS PHONE USAGE & SERVICES CHARGES	1,201.60
20/04/2022	DEBIT	WATER CORPORATION WATER USAGE & SERVICE CHARGES - VARIOUS - FEB/MARCH 2022	5,709.49
20/04/2022	BPAY	ASGARD SUPER Q3 21/22 SUPERANNUATION PAYMENT	354.84
20/04/2022	BPAY	AUSTRALIAN ETHICAL SUPER FUND Q3 21/22 SUPERANNUATION PAYMENT	610.48
20/04/2022	BPAY	AUSTRALIAN SUPER Q3 21/22 SUPERANNUATION PAYMENT	10,710.84
20/04/2022	BPAY	AWARE SUPER Q3 21/22 SUPERANNUATION PAYMENT	36,472.92
20/04/2022	BPAY	CBUS Q3 21/22 SUPERANNUATION PAYMENT	1,767.56
20/04/2022	BPAY	COLONIAL FIRST STATE Q3 21/22 SUPERANNUATION PAYMENT	1,877.12
20/04/2022	BPAY	D AND K MELBOURNE SUPERANNUATION FUND Q3 21/22 SUPERANNUATION PAYMENT	1,381.82
20/04/2022	BPAY	GD & MA GOODING SUPERANNUATION FUND Q3 21/22 SUPERANNUATION PAYMENT	46.07
20/04/2022	BPAY	PRIME SUPER Q3 21/22 SUPERANNUATION PAYMENT	1,369.06
20/04/2022	BPAY	SUNSUPER Q3 21/22 SUPERANNUATION PAYMENT	78.98
20/04/2022	BPAY	TWUSUPER Q3 21/22 SUPERANNUATION PAYMENT	1,676.25
21/04/2022	DIRECTDEBIT	AUSTRALIAN TAXATION OFFICE Q3 21/22 BAS PAYMENT	27,247.00
28/04/2022	EFT	SALARIES AND WAGES PAYROLL	52,231.70
28/04/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK NAB CONNECT FEES	45.99
29/04/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK ACCOUNT FEES	62.00
29/04/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK ACCOUNT FEES	10.00

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Date	Num	Name	Original Amount
29/04/2022	DEBIT	ASGARD SUPER	138.97
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	AUSTRALIAN ETHICAL SUPER FUND	75.69
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	AUSTRALIAN SUPER	2,649.77
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	AWARE SUPER	11,391.40
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	CBUS	506.70
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	COLONIAL FIRST STATE	500.89
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	D AND K MELBOURNE SUPERANNUATION FUND	393.84
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	PRIME SUPER	521.00
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	SUNSUPER	55.95
		FORTNIGHTLY SUPERANNUATION PAYMENT	
29/04/2022	DEBIT	TWUSUPER	506.70
		FORTNIGHTLY SUPERANNUATION PAYMENT	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		06042022.1 - 06042022.31	234,560.38
		20042022.1 - 20042022.42	72,431.84
		EFT/DEBIT/BPAY	141,006.24
		SALARIES & WAGES	105,801.69
		LICENSING APRIL 2022 TRANSFERS	7,773.30
		TOTAL	561,573.45

14 PLANNING AND TECHNICAL SERVICES

Nil

15 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

16.1 Elected Members

Nil

16.2 Officers

Nil

17 MATTERS BEHIND CLOSED DOORS

Nil

18 CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 8.27pm.