

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 27 July 2023 in the Council Chambers commencing at 7.00pm.

## Schedule

7.00pm Ordinary Council Meeting

Vin Fordham Lamont

**Chief Executive Officer**

## **DISCLAIMER**

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

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

## AGENDA

Shire of West Arthur  
Ordinary Council Meeting  
Thursday 27 July 2023

## **MISSION STATEMENT**

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

## DISCLAIMER

### INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

#### Please Note:

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

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

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

#### Meeting Procedures:

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

#### Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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

**Vin Fordham Lamont**  
**Chief Executive Officer**



## SHIRE OF WEST ARTHUR – QUESTIONS FROM THE PUBLIC

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Council Agenda Item Number: \_\_\_\_\_

*If applicable-see below\**

Name of Organisation Representing: \_\_\_\_\_

*If applicable*

### QUESTION

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

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

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

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





## APPLICATION FOR LEAVE OF ABSENCE

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

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



### WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

**NOTE: USE ONE FORM PER DECLARATION**

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

(2) \_\_\_\_\_

(3) Agenda item \_\_\_\_\_

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

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is  
\_\_\_\_\_  
\_\_\_\_\_

(6) The extent of my interest is  
\_\_\_\_\_  
\_\_\_\_\_

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

DECLARATION BY:

Signature	Date

RECEIVED BY:

Chief Executive Officer	Date

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

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

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

#### **5.60A – Financial Interest**

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

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

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

#### **5.60B – Proximity Interest**

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

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

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

#### **5.61 – Indirect financial interest**

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

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

#### **11 – Disclosure of interest**

- (1) In this regulation –

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

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

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

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

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

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



**Shire of West Arthur**

**Notice of Ordinary Council Meetings**

In accordance with the Local Government Act 1995 and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2022 to December 2022, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
23 February 2023	Council Chambers	7.00pm
23 March 2023	Council Chambers	7.00pm
27 April 2023	Council Chambers	7.00pm
25 May 2023	Council Chambers	7.00pm
22 June 2023	Council Chambers	7.00pm
27 July 2023	Council Chambers	7.00pm
24 August 2023	Council Chambers	7.00pm
28 September 2023	Council Chambers	7.00pm
26 October 2023	Council Chambers	7.00pm
23 November 2023	Council Chambers	7.00pm
21 December 2023	Council Chambers	7.00pm

## SHIRE OF WEST ARTHUR

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Thursday 27 July 2023 – commencing at 7.00pm.

### Contents

<b>1</b>	<b>Declaration of Opening/Announcement of Visitors .....</b>	<b>11</b>
<b>2</b>	<b>Attendance/Apologies/Approved Leave of Absence .....</b>	<b>11</b>
<b>3</b>	<b>Announcements of the Presiding Member.....</b>	<b>11</b>
<b>4</b>	<b>Response to Previous Public Questions taken on Notice.....</b>	<b>11</b>
<b>5</b>	<b>Public Question Time .....</b>	<b>11</b>
<b>6</b>	<b>Petitions, Deputations, Presentations, Submissions.....</b>	<b>11</b>
<b>7</b>	<b>Applications for Leave of Absence.....</b>	<b>12</b>
<b>8</b>	<b>Disclosures of Interest.....</b>	<b>12</b>
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings Held .....</b>	<b>12</b>
9.1	Ordinary Meeting of Council 22 June 2023 .....	12
9.2	Minutes of the Local Emergency Management Committee Meeting held on 30 May 2023 .....	13
<b>10</b>	<b>Reports from Councillors .....</b>	<b>32</b>
<b>11</b>	<b>Office of the Chief Executive Officer .....</b>	<b>33</b>
11.1	Appointment of Dual Fire Control Officer for Shire of West Arthur and Shire of Narrogin .....	33
<b>12</b>	<b>Corporate Services.....</b>	<b>37</b>
12.1	Accounts for Payment Listing - June 2023 .....	37
12.2	Amended and new Fees and Charges 2023-2024 .....	46
12.3	Draft Financial Reports - June 2023 .....	61
<b>13</b>	<b>Works and Services.....</b>	<b>73</b>
<b>14</b>	<b>Regulatory Services .....</b>	<b>73</b>
14.1	Rural Subdivision - Capercup Road North.....	73
14.2	Local Planning Scheme Review (Wind Farms) .....	79
14.3	Planning Application - Knight Road, Darkan.....	91
<b>15</b>	<b>Motions of which Previous Notice has been Given.....</b>	<b>96</b>
<b>16</b>	<b>New or Urgent Business Introduced by Decision of the Meeting .....</b>	<b>96</b>
<b>17</b>	<b>Matters Behind Closed Doors .....</b>	<b>97</b>
17.1	Execution of Deed of Assumption and Variation .....	97
<b>18</b>	<b>Closure of Meeting .....</b>	<b>98</b>

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member to declare the meeting open.

**2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

COUNCILLORS:	Cr Neil Morrell	(Shire President)
	Cr Graeme Peirce	(Deputy Shire President)
	Cr Robyn Lubcke	
	Cr Neil Manuel	
	Cr Duncan South	
	Cr Adam Squires	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Kerryn Chia	(Projects Officer)
	Sharon Bell	(Community Development Officer)

APOLOGIES:

ON LEAVE OF ABSENCE: Cr Karen Harrington

ABSENT:

MEMBER OF THE PUBLIC:

**3 ANNOUNCEMENTS OF THE PRESIDING MEMBER**

Nil

**4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5 PUBLIC QUESTION TIME**

**6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS**

Nil

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8 DISCLOSURES OF INTEREST**

Nil

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 ORDINARY MEETING OF COUNCIL 22 JUNE 2023****Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

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**RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 22 June 2023 be confirmed as true and correct.



**9.2 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 30 MAY 2023**

<b>File Reference:</b>	<b>ADM386</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Renee Schinzig, Administration Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>22/06/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Local Emergency Management Committee Minutes - 30 May 2023</b>

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

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**OFFICER RECOMMENDATION**

That the Minutes of the Local Emergency Management Committee Meeting held on 30 May 2023 be received and the recommendations therein be adopted.



## LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

May  
2023

- 
- 4.5 Williams Volunteer Fire and Rescue Service, Lester Fawcett:**  
Apology for the meeting but report sent in: Nothing of significance to report for the West Arthur Shire apart from the incident on 31<sup>st</sup> March, excellent response from all emergency services and was a good outcome for all.
- 4.6 Shire of West Arthur:**  
Nothing of significance to report.
- 4.7 CBFCO and Volunteer Bush Fire Brigade, Ben Robinson:**  
Nothing major to report, business as usual, have attended some small fires and escaped burns.
- 4.8 Community Emergency Services Manager, Kohdy Flynn:**  
Nothing of significance to report, conducted a review of the Shire's Welfare centres in consultation with the Dept of Communities. Will be sending out correspondence as it comes in inviting LEMC members to provide feedback on policy and guideline reviews.
- 4.9 Department of Communities, Jo Spadaccini:**  
Full report attached, The department have been heavily involved with deployments to support the Kimberly region during the recent floods and Cyclone Ilsa, along with responding to communities impacted by bushfires requiring evacuation centre being stood up. The Dept would like to organise some training to Shire staff and organisations who may be involved in the initial stages of opening an evacuation centre up in the Shire.
- 4.10 Department of Primary Industries and Regional Development, John Paul Collins:**  
Full report attached. Brief overview of invasive pests and diseases that the department is currently dealing with both on a local and international scale, funding available to Local Government to better equip them to deal with animals in emergencies.
- 4.11 Darkan Primary School, Joanne Newhouse:**  
Continuing to review the school's emergency management plans that includes lock down procedures, some issues around the siren notification not being broadcast into classrooms is being investigated, school grounds/undercover area potentially being used as a nominated evacuation or welfare centre, organisation of emergency services visit at the School with a fire truck.
- 4.12 Western Australia Country Health Service, Brigid Doudle:**  
Currently experiencing some staff shortages and are in the recruitment process at the Williams Health Centre.
- 5.0 Contact Register:**  
A LEMC contact register is being developed, input will be sought from the committee once a draft has been completed, the register will include contacts of suppliers both local and from neighbouring Shires that can provide goods and services should the Shire be impacted by a major event, the register's contacts should be updated regularly and at each meeting of the LEMC, this register will be available both in hard copy and electronic form.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES  
May  
2023

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**6.0 General Business:**

It was raised if there is any training or exercises planned into the future to test and exercise the LEMC. It was agreed that an exercise possibly based around a bush fire scenario that includes an ISG meeting would be beneficial to all, the issue was raised of the complexities around organising such an exercise, the DEMA would need to have significant involvement.

A 42kva generator has now been installed at the Shire's primary evacuation centre being the Darkan Sporting Complex and another trailer mounted 37kva generator is also available to run the Shire office should the buildings be without power.

**7.0 Next Meeting:**

The date of the next meeting is TBA.

**8.0 Closure:**

The Chair of the meeting declared the meeting closed at 6.45pm.

**DFES Report**

**West Arthur BFAC 30 May 2023**

**Paul Blechynden**

**2022/23 Fire Season**

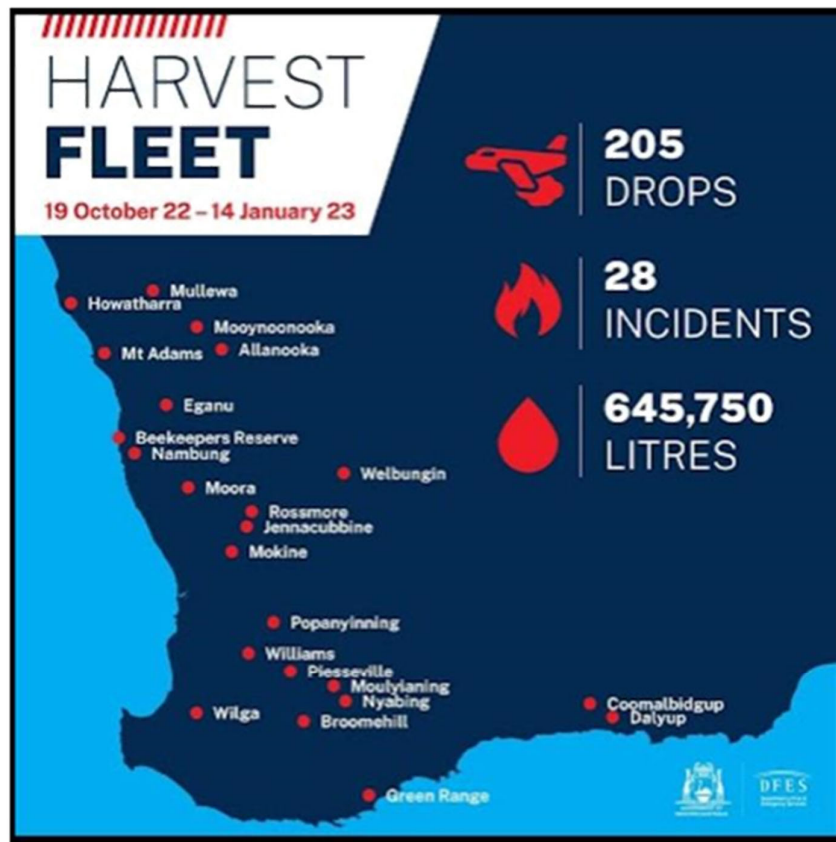
This season has been milder than some previous seasons, 151 bushfires reported since 1/7/2022 (175 in 2021/22 season), West Arthur - 9 fires since 1/7/2022, 4 were unreported, 2 suspicious/deliberate, 2 vehicles (farming activities) and one from a burn-off.

Key points from this season:

- **Two bushfire related fatalities in WA. Goomalling (farmer) and Mt Gibson (shire employee).**
- A higher number of header fires reported across the Upper Great Southern Region
- The grain harvest water bomber program saw water bombers start in the north (Geraldton) and follow the harvest south. Bombers were based in Narrogin (Nov – Dec) and were well used across the region.

Key water bomber messages:

- water bombers can be requested anytime during the season – important to make the call early and clearly state why they are needed
- Need to have trained Ground Controllers locally available – otherwise there can be issues / delays in sending a ground controller out.
- Crews need to understand how to work with water bombers



**Australian Fire Danger Rating System (AFDRS)**

The AFDRS was implemented across Australia on the 1 September 2023. A national review will be underway shortly (mid-May) where key stakeholders will have the opportunity to participate in surveys.

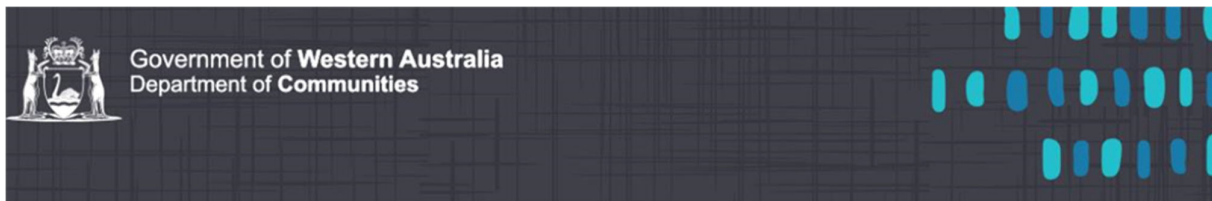
Everyone with an interest is encouraged to participate with these surveys, noting that the weather we experienced during the last fire season and autumn burning season were not a strong test of the system.

**Training**

Many shires have committed to significant improvements to their bushfire training in the form of:

- Rural Fire Awareness - as a minimum level of training
  - successfully run as a single late afternoon / evening course (meal included) with local FCOs assisting with the delivery by sharing their experience and local knowledge
- Higher level training (e.g. Ground Controller, Advanced Bushfire Firefighting)
- Fire Control Officer

I strongly encourage the West Arthur BFB Leadership to get behind this training and assist with encouraging as many brigade members to attend as possible. Kohdy is your point of contact, I'm happy to assist if and when needed.



### **District Emergency Services Officer – Wheatbelt DEMC Update: May 2023**

**In the event of an emergency please call the All Hazards - State On-Call Coordinator on 0418 943 853, this number is manned 24/7. [emergencyservices@communities.wa.gov.au](mailto:emergencyservices@communities.wa.gov.au). (Not for public distribution)**

Meetings, exercise details or information request can be emailed to [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au)

### **Name Change**

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

### **Emergency Relief and Support – Operations Update**

#### **• TC Ilsa**

On 12 April 2023, Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.
- On Thursday 13 April, Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and
- Supported 10 people to return to country.
- Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

#### **• Kimberley Floods**

The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Communities' supported commercial accommodation in Broome and Derby.
- 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community, and in the Derby Hostel.
- Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
- Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.

#### **• Bushfires –**

At the same time Communities have responded to a number of bushfires requiring Evacuation Centres including:

- Cervantes (Nambung)
- Armadale

- Henderson
  - Albany – Bakers Junction
  - Thomson Brook
  - Donnybrook Complex
  - Donnybrook (Glenn Mervyn)
  - Toodyay
- **Strategic Opportunities**
    - Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
    - Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia’s emergency relief and support capability.
    - Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
    - Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
    - People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
    - Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

If you would like any further information, please contact me on 0429 102 614 or email [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au).

Jo Spadaccini

District Emergency Services Officer – Wheatbelt  
0429 102 614  
Emergency Relief and Support  
Department of Communities





## Incident and Emergency Management

<b>Agency Name:</b>	Department of Primary Industries and Regional Development		<b>Date:</b> May 2023
<b>Report prepared by:</b>	Helen Kent	<b>Position:</b>	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
<b>LEMC and DEMC report – May 2023</b>			
<p><b>1. Declared incidents</b> – DPIRD is managing:</p> <ul style="list-style-type: none"> <li>• Eight (8) declared level 1 and 2 incidents in relation to plant pests/diseases and aquatic pests/diseases</li> <li>• Nil animal pest/disease incidents</li> </ul> <p><b>Queensland fruit fly</b></p> <p>The Department of Primary Industries and Regional Development (DPIRD) is working to stem the spread of the significant invasive pest, Queensland fruit fly (Qfly), after a recent confirmed detection in Bayswater.</p> <p>A level 2 incident was called on 1 March 2023 after several male Qfly were detected in a residential part of Bayswater, Perth. No Qfly have been detected in commercial areas or outside of the Perth metropolitan area at this time.</p> <p><b>Quarantine Area</b></p> <p>The Quarantine Area (QA) covers a 15 km radius from the Qfly detection points and includes Perth, Belmont, Gosnells, Kalamunda, Vincent, Joondalup, Swan, Wanneroo, Melville, Canning, Bayswater, South Perth, Subiaco, Stirling, Nedlands, Bassendean, Belmont, Claremont, Victoria Park, Cambridge and Mundaring. Please find the full Quarantine Area Notice this webpage <a href="https://www.agric.wa.gov.au/plant-biosecurity/biosecurity-alerts-queensland-fruit-fly-updates">https://www.agric.wa.gov.au/plant-biosecurity/biosecurity-alerts-queensland-fruit-fly-updates</a>.</p> <p>The QA is divided into two main zones: the <b>Corrective Action Zone</b> and the <b>Export Assurance Zone</b>.</p>			

**Corrective Action Zone**

The Corrective Action Zone is the 1.5 km area surrounding each detection point.

Residents located within this zone are required to comply with the following QA requirements:

- Qfly host fruit cannot be removed from or moved within any part of the Corrective Action Zone, unless treated or processed (cooked, frozen or solarised).
- All ripe or ripening host fruit on plants or trees must be picked, and all fallen host fruit must be removed every three days.
- Fruit can be eaten, or must be treated, bagged and then binned in residential waste bins.
- Residents must provide DPIRD personnel access to their premises to inspect and bait host plants twice a week until further notice

**Export Assurance Zone**

The **Export Assurance Zone** covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action Zone. The area will act as a buffer zone to further prevent further spread of the pest.

The requirements for the management of Qfly host fruit for this area are less stringent but commercially grown Qfly host fruit cannot move either within the QA or outside the QA unless it is treated.

Qfly is one of the most serious pests of fruit and vegetables in Australia, attacking over 300 species of fruit and vegetables and impacting a range of horticulture industries and access to valuable markets. While Qfly has been found in other areas of the country, Western Australia has remained free of the pest.

Further information is available at: [Queensland fruit fly \(Qfly\) updates | Agriculture and Food](#)

**Carpet sea squirt (*Didemnum vexillum*)**

Carpet sea squirt (CSS) is a highly invasive marine invertebrate animal that can overgrow and smother native species. It can overgrow rocks, shellfish, sea sponges and man-made structures such as wharves, jetty pylons, pontoons, buoys and vessels.

A level 2 incident was declared on 25 January 2023 in response to the detection of CSS in WA.

On 17 March 2023 a Quarantine Area Notice was put in place for the waters adjacent to the Australian Marine Complex Common User Facility at Henderson South.

The aim of the QAN is to:

- Manage the movement of vessels into the QA to minimise the spread of the pest.

- Strengthen the requirements for biofouling inspections and treatments for vessels that regularly operate in the Quarantine Area or have been in the Quarantine Area for a period of six days or more.

CSS has the potential to impact oyster and mussel aquaculture, marine environments, dive tourism industries as well as increasing maintenance costs for commercial and recreational vessels.

The aquatic pest has been detected in two locations in WA; Garden Island and at a marine facility in Henderson. The detection at Garden Island was the first confirmed detection in Australia.

[Biosecurity alerts: Carpet sea squirt | Agriculture and Food](#)

### **Polyphagous shot-hole borer**

Polyphagous shot-hole borer (PSHB) *Euwallacea fornicatus* is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

DPIRD has been responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area.

Response activities include:

- Conducting surveillance to determine the distribution of PSHB
- Containing the pest to prevent further spread to non-infested regions within Western Australia
- Providing advice and information to residents, industry and other stakeholders
- Ensuring that all response activities are conducted safely, consistently and efficiently

To stop the spread, a Quarantine Area Notice (QAN) is in place to support the Department of Primary Industries and Regional Development's ongoing surveillance program to determine the spread of the pest.

The Quarantine Area covers 25 local government areas. The new areas added to the expanded QAN on 21 March 2023 are:

- Beckenham, Canning Vale, Huntingdale, Kenwick, Langford, Maddington and Thornlie in the City of Gosnells
- Duncraig, Greenwood, Marmion, Sorrento and Warwick in the City of Joondalup
- Alexander Heights, Girrawheen, Koondoola and Marangaroo in the City of Wanneroo
- Ballajura, Beechboro, Bennett Springs, Dayton, Hazelmere, Kiara, Lockridge, Malaga, Middle Swan, Midland, Viveash, West Swan and Woodbridge in the City of Swan

- Forrestfield, High Wycombe, Perth Airport and Wattle Grove in the City of Kalamunda

Link to information about [Polyphagous shot-hole borer | Agriculture and Food](#)

## 2. State alerts and investigations

DPIRD is investigating four (4) pests or diseases.

## 3. National alerts & investigations

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- **African Swine Fever** – countries in the Asia Pacific which have reported African Swine Flu since August 2018: China, Mongolia, Viet Nam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal and Singapore  
Link to information about African Swine Fever – situation update in Asia and Pacific: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>
- **Lumpy Skin Disease** – Indonesia, Vietnam, Thailand and Malaysia
- **Foot and Mouth Disease** – Indonesia

Information regarding Foot and Mouth Disease prevention is available on the WA government website: [Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](#)

Information is also available on the DPIRD website: [Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

**Important to note that there are, currently, no known incidences of these diseases in Australia.**

## 4. Ex TC Ellie (Kimberley Floods) – January 2023

DPIRD is providing support to affected communities, in relation to its areas of responsibility, in the recovery from the January flooding in the west Kimberley.

- The State Support Plan – Animal Welfare in Emergencies was formally activated on 9 January 2023 and remained activated until 3 May 2023 to provide support to the local government in relation to the coordination of animal welfare.



**Recovery:**

- Wheatbelt Development Commission CEO, Rob Cossart, has been appointed as the State Recovery Coordinator for the Kimberley floods.
- The State recovery structure, across the four recovery environments of Social, Economic, Built and Natural environment, has been formalised with appropriate State Government agencies leading the domains:
  - Social: Department of Communities
  - Economic: DPIRD
  - Built: Department of Treasury and Main Roads WA
  - Natural environment: DWER
- The Shire of Derby West Kimberley has established its local recovery group and relevant subcommittees which are:
  - Media
  - Getting Home
  - Cadjebut Airport
  - Pastoral
  - Social/Wellbeing
- DPIRD has provided a departmental representative on the Shire of Derby West Kimberley's local recovery group and relevant subcommittees.
- Dedicated DPIRD web page for affected primary producers outlining available assistance: [Kimberley flood recovery | Agriculture and Food](#)

**Disaster Recovery Funding Arrangements WA (DRFAWA):**

Support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which DRFAWA has been invoked.

Category B - Assistance measures for primary producers may include grants for:

- Professional advice
  - Reimbursement of fees (maximum \$1,500) to obtain professional advice directly related to addressing issues arising from the declared natural disaster event
- Freight subsidy (reimbursement)  
Primary producers can claim a maximum of 50% of the costs to the producer of transporting any of the following items as a direct result of a natural disaster:

- Livestock;
  - Fodder or water for livestock; or
  - Building or fencing equipment or machinery.
- Fencing (for livestock producers only)  
Primary producers can claim 100% of the costs associated with any of the following:
    - restoration/replacement of fencing (to pre-disaster standard) where the fencing has been deliberately dismantled or damaged due to counter disaster operations activities undertaken in order to combat the eligible natural disaster event; and/or
    - reimbursement of the costs of materials only (to pre-disaster standard) to repair/replace boundary fencing damaged/lost as a direct result of the eligible natural disaster event. The measure is only available where the fencing adjoins a major road/rail transport corridor and where the roaming of livestock may present a danger to the travelling public (i.e., the aim being to preserve public safety).

The applicant must demonstrate to DPIRD's satisfaction that at the time of the natural disaster event the property was being used to hold or agist livestock.

- Expression of interest for interest subsidy on a new loan to recover  
An interest rate subsidy may be available to primary producers for new loans:
  - to repair/replace assets lost or damaged / repair damage caused by the natural disaster event
  - for carry on purposes to implement the next season's production program
  - or to replace livestock lost in the disaster for which the assistance measures under the DRFAWA have been activated

Link to further information regarding available funding and relevant conditions: <https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements>

Category D – Exceptional circumstances:

Freight Assistance Program

- Purposes: The Commonwealth and WA State Government jointly funded Freight Subsidy Program is to assist with the ongoing exceptional freight requirements for businesses impacted by ex Tropical Cyclone Ellie (DRFA AGRN1044).
- Eligible applicants: Businesses located in, or delivering to, the four (4) DRFAWA activated local government districts which are the Shire of Broome, Shire of Derby West Kimberley, Shire of Halls Creek and the Shire of Wyndham East Kimberley
- Funding duration: All claims must be submitted no later than two (2) months after a suitable road connection is re-established. Claims may be backdated for all freight movement that occurred on, or after, 1 January 2023

- DPIRD is the designated delivery agency for this funding

FAQs including details of eligibility: [Publications \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au/publications)

DRFAWA Cat B and D assistance, the Department has approved as at 27 April 2023:

DRFA Measures	Under assessment	Approved	Approved \$
Category B	2	1	\$37,830.00
Category D	35	33	\$35,296.26

**5. Severe Tropical Cyclone Seroja (Recovery funding)**

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja.

DRFAWA Cat B and C assistance the Department has approved as at 27 April 2023:

DRFA Measures	Under assessment	Approved	Approved \$
Category B	14	29	\$ 465,513.95
Category C	23	111	\$2,254,594.10

**6. Staff emergency management training:**

DPIRD has an ongoing schedule to deliver emergency management training and exercising in both metropolitan and regional areas.

The non-accredited training focusses on both the Department’s Hazard Management Agency responsibilities in relation to animal and plant biosecurity and its support role to other HMAs in relation to animal welfare during emergencies.

**Animal Health Australia and Plant Health Australia online training:**

DPIRD staff are encouraged to undertake suitable online training which is available on the Animal Health Australia (AHA) and Plant Health Australia (PHA) websites.

Links to AHA and PHA:

[Home - Animal Health Australia](#)

[Plant Health Australia](#)

#### **7. Animal welfare in emergencies grants program 2023**

Grants are available for local government officers to attend the Animal Welfare in Emergencies training at the Muresk Institute. This training is administered by the Department of Primary Industries and Regional Development and aims to enhance local government officers' skills and knowledge in safely dealing with animals during an emergency. The training focuses on livestock health, fauna handling, containment and transport, and includes a workshop about how to develop local animal welfare in emergencies plans.

Link to Animal Welfare in Emergencies training brochure: [FINAL\\_2023\\_incident\\_response\\_flyer-\(1\).pdf \(walga.asn.au\)](#)

Training dates:

June 7 - 9

June 14 - 16

August 9 - 11

August 16 - 18

Applications open Thursday, 27 April 2023 and **close 4pm, Friday 19 May 2023.**

Link to application form: [Emergency Management | WALGA | WALGA](#)

#### **8. DPIRD participation in fire and natural hazards during the natural hazard high season 2022 - 2023**

Southern bushfire season – October to April

North West tropical cyclone season – November to April



The Department of Primary Industries and Regional Development has provided support to the Department of Fire and Emergency Services as the hazard management agency for bushfire, tropical cyclone, flood and storm which are the predominant natural hazards of the southern and northern natural hazards high season.

From 1 November to 31 March, annually, DPIRD appoints an On Call Coordinator.

On Call Coordinator hours of operation:  
Monday to Sunday: 0700 – 2000

On Call Coordinator number: 9368 3132

In addition to the On Call Coordinator role, DPIRD appoints regionally-based on call officers for the DPIRD Christmas and New Year 'close down' period and up to the Monday of the third week of January.

**Incidents and emergencies response and recovery which DPIRD was involved in during the 2022-2023 natural hazards high season**

**Namban Bushfire – 23 November 2022:**

Local government: Shire of Moora

State Incident Level: 1

DPIRD field staff provided advice regarding the assessment of injured stock

**Donnybrook-Balingup Complex Fire (Sandhill and Noggerup fires) – 10 January 2023:**

Local government area: Shire of Donnybrook-Balingup

DPIRD activities:

- Supported the Shire of Donnybrook-Balingup in the coordination of animal welfare including the assessment of injured stock
- Assistance to the Controlling Agency in relation to essential fruit pickers being able to access orchards to undertake picking on behalf of orchardists
- Contributed to the Controlling Agency's Impact Statement
- DPIRD officer appointed to assist with recovery activities for which DPIRD has responsibility and expertise

**Ex Tropical Cyclone Ellie (Kimberley floods) – 6 January 2023:**

Local government area: Shire of Derby West Kimberley (Shires of Broome, Halls Creek and Wyndham East Kimberley in relation to freight in and out of the region)

State Incident Level: 3

State Support Plan – Animal Welfare in Emergencies formally activated

DPIRD activities:

- Representation on the DFES All Hazards Liaison Group and the State Emergency Coordination Group
- Representation on the Incident Support Group and the Kimberley Operational Area Support Group
- Animal welfare needs assessment and advice and support in relation to mitigation activities
- Contributed to the Controlling Agency's Impact Statement
- Representation on the Shire of Derby West Kimberley Local Recovery Group and relevant subcommittees
- DPIRD is the lead agency for the State Economic Domain and appointed liaison officers to sit on the State Social, Infrastructure and Natural Environment domains

**Ravensthorpe Complex Fires – 23 February 2023:**

Local government area: Shire of Ravensthorpe, Shire of Coolgardie, Shire of Esperance

State Incident Level 2

DPIRD activities:

- Representation on the operational area support group
- Provision of advice to the Controlling Agency regarding agricultural properties
- Contributed to the Controlling Agency's Impact Statement

**Tropical Cyclone Ilsa – 9 April 2023:**

Local government areas: Shire of Broome, Shire of East Pilbara and Town of Port Hedland

State Incident Level: 2

DPIRD activities:

- Representation on the DFES All Hazards Liaison Group and the State Emergency Coordination Group
- Representation on the Kimberley Operational Area Support Group
- Contributed to the Controlling Agency's Impact Statement in relation to agricultural impacts
- Representation on the Shire of East Pilbara Local Recovery Coordination Group

**DPIRD's role in emergency management**

DPIRD plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: [State Hazard Plan Animal and Plant Biosecurity \(www.wa.gov.au\)](http://www.wa.gov.au)
- Provision of support to other HMAs by:
  - coordinating animal welfare for other hazard emergencies including during bushfires, cyclones and floods;
  - contributing to the Controlling Agency's impact statement in relation to impacts to primary producers, and other economic impacts through its regional development commissions across the state
  - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding
  - providing professional expertise to primary industry producers and small business in a regional context

**Animal Welfare in Emergencies**

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

For tools and resources to assist local governments to develop a local PAWE [click here](#) and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.

**10      REPORTS FROM COUNCILLORS**

**Cr Neil Morrell (Shire President)**

**Cr Graeme Peirce (Deputy Shire President)**

**Cr Karen Harrington**

**Cr Robyn Lubcke**

**Cr Neil Manuel**

**Cr Duncan South**

**Cr Adam Squires**

**11 OFFICE OF THE CHIEF EXECUTIVE OFFICER****11.1 APPOINTMENT OF DUAL FIRE CONTROL OFFICER FOR SHIRE OF WEST ARTHUR AND SHIRE OF NARROGIN**

<b>File Reference:</b>	<b>ADM118</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>20/06/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Letter from Shire of Narrogin re Dual Fire Control Officer</b>

**SUMMARY:**

Council is requested to consider approving the appointment of Murray Saunders as a Dual Fire Control Officer (FCO) for the Shires of Narrogin and West Arthur for 2023/2024.

**BACKGROUND:**

Section 40 of the *Bush Fires Act 1954* allows for two or more local governments, by agreement, to join in appointing, employing and remunerating bush fire control officers (known as dual FCOs) for the purposes of that Act. Dual FCOS are given the authority to perform their duties in all of the local governments that are party to the agreement.

Section 38 of the *Bush Fires Act 1954* states that all FCO appointments, dual or otherwise, are required to be approved by the local government(s), advertised locally, and the FCO provided with appropriate written authorisation.

**COMMENT:**

The attached letter was received from the Shire of Narrogin advising that it had resolved to nominate Murray Saunders to our Shire for consideration for appointment as Dual Fire Control Officer for 2023/2024.

**CONSULTATION:**

Bush Fire Advisory Committee  
Community Emergency Service Manager

**STATUTORY ENVIRONMENT:**

Bush Fires Act 1954

s38. Local government may appoint bush fire control officer

s40. Local governments may join in appointing and employing bush fire control officers

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community

Outcome: A safe place to work, live and visit

Strategy: Support for the provision of emergency services and volunteers

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Significant	Severe
		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	If Fire Control Officers are not trained and authorised as required, there is a risk of loss of property and/or life and a risk of litigation against the Shire.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(5) Severe
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Approve FCO appointments and implement training program.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council:

1. Approve the appointment of Murray Saunders as a Dual Fire Control Officer (FCO) for the Shires of Narrogin and West Arthur for 2023/2024; and
2. Cause Notice of the above appointment to be published in “The Bleat” newsletter, on the Shire’s website and on public noticeboards.

YOUR REF:  
 OUR REF:           OCR2314247 - 9.1.1  
 ENQUIRIES:       Azhar Awang



15 June 2023

Mr Vin Fordham Lamont  
 Chief Executive Officer  
 Shire of West Arthur  
 Burrowes Street  
 DARKAN WA 6392

89 Earl Street, Narrogin  
**Correspondence to:**  
 PO Box 1145, Narrogin WA 6312  
 T (08) 9890 0900  
 E enquiries@narrogin.wa.gov.au  
 W www.narrogin.wa.gov.au

(via: shire@westarthur.wa.gov.au)

Dear Vin

**APPOINTMENT OF DUAL FIRE CONTROL OFFICERS FOR THE 2023/24 SEASON**

At the Shire of Narrogin Council meeting held on 22 March 2023, it was resolved to nominate Murray Saunders to your Shire for consideration for appointment as Dual Fire Control Officer.

Murray has completed the FCO training, I trust you find this satisfactory, and I seek your consent to the appointment.

Should you require further information or clarification on the above, please contact me via email, enquiries@narrogin.wa.gov.au or phone 9890 0900.

Yours sincerely

**Azhar Awang**  
**Executive Manager**  
**Development & Regulatory Services**





**12 CORPORATE SERVICES****12.1 ACCOUNTS FOR PAYMENT LISTING - JUNE 2023**

<b>File Reference:</b>	<b>ADM338</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Kylie Whitaker, Finance Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>17/07/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <b>Accounts for Payment Listing - June 2023</b></li> <li>2. <b>Corporate Card Summary - 29 April to 29 May 2023</b></li> </ol>

**SUMMARY:**

Council is requested to endorse payments of accounts for June 2023 as listed and note the attached credit card transactions.

**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:**

No consultation required.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making
  - (1) A payment may only be made from the municipal fund or the trust fund —
    - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
    - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
  - (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.
  
13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
  - (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
    - (a) the payee's name; and
    - (b) the amount of the payment; and
    - (c) the date of the payment; and
    - (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction;and
  - (b) the date of the meeting of the council to which the list is to be presented.
  
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**POLICY IMPLICATIONS:**

Policy F20 – Purchasing and Tenders Policy  
Policy F2 – Corporate Transaction Cards Policy

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported expenditure is assessed by management as being consistent with the 22/23 Annual Budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

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

Description of Key Risk	Unauthorised (or incorrectly authorised) payments being made
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Payments listing provided to Council each month

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council;

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note Municipal Fund vouchers 01062023.1-01062023.41, 16062023.1-16062023.43, 20062023.1-20062023.13, 30062023.1-30062023.15, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$678,308.10 listed (attached) as approved for payment; and
2. note the attached transaction summary of the Corporate Credit Card facility from 29 April 2023 to 29 May 2023.

**Shire of West Arthur  
Cheque Detail  
June 2023**

Date	Num	Name	Original Amount
01/06/2023	DIRECTDEBIT	<b>SYNERGY</b> ELECTRICITY USAGE AND SERVICE CHARGE ON VARIOUS SHIRE PROPERTIES	1,678.10
01/06/2023	DIRECTDEBIT	<b>WATER CORPORATION</b> WATER USAGE AND SERVICE CHARGE ON VARIOUS SHIRE PROPERTIES	8,378.65
01/06/2023	01062023.1	<b>APPLICATION SOLUTIONS AND TRAINING CONSULTANTS</b> 2 DAY RECKON TRAINING	1,912.77
01/06/2023	01062023.2	<b>ARCHIVAL SURVIVAL</b> HANDLING GLOVES AND BOOK PILLOW, FREIGHT	210.10
01/06/2023	01062023.3	<b>AVALON SURVEYS</b> SURVEY TASKS FOR POSSIBLE SUBDIVISION OF LOT 9001 GROWDEN PLACE, DARKAN	1,741.54
01/06/2023	01062023.4	<b>BENARA NURSERIES</b> GREVILLEA FOR DARKAN RAILWAY RESERVE FAMILY SPACE	468.88
01/06/2023	01062023.5	<b>BETTER TELCO SOLUTIONS PTY LTD</b> NETWORK CABLING IN CRC ADMIN OFFICE	2,604.80
01/06/2023	01062023.6	<b>BUNBURY MACHINERY</b> PARTS AND REPAIRS L14	1,052.72
01/06/2023	01062023.7	<b>BUNBURY TRUCKS</b> PARTS AND REPAIRS T21	1,803.23
01/06/2023	01062023.8	<b>BUNCE, GEOFF</b> DOOR LATCH SET FOR 2/10 HILLMAN ST	121.14
01/06/2023	01062023.9	<b>BURGESS RAWSON</b> WATER CONSUMPTION FOR ROSE GARDEN FOR THE PERIOD 3/4/23 - 30/5/23	119.99
01/06/2023	01062023.10	<b>CITY OF KALAMUNDA</b> REPORT AND ADMINISTRATION COSTS FEB MAY 2023	506.34
01/06/2023	01062023.11	<b>CJD EQUIPMENT PTY LTD</b> PARTS AND REPAIRS L15	1,556.90
01/06/2023	01062023.12	<b>COATES HIRE OPERATIONS PTY LTD</b> HIRE OF MINI EXCAVATOR CAT 1.5, ATTACHMENTS, TRAILER	974.47
01/06/2023	01062023.13	<b>COLLIE ELECTRICAL SERVICES</b> DDSC RETIC PUMP	716.98
01/06/2023	01062023.14	<b>COLLIE RIVER VALLEY MEDICAL CENTRE</b> MEDICAL APPTS GLENN MERRETT	230.60
01/06/2023	01062023.15	<b>COUNTRY BUILDING AND MAINTENANCE</b> ASSISTANCE WITH CONSTRUCTION OF SWIMMING POOL TOILET	643.50
01/06/2023	01062023.16	<b>DKM WORKPLACE SOLUTIONS</b> CULTURE SURVEY ANALYSIS AND REPORT	792.00
01/06/2023	01062023.17	<b>EASIFLEET MANAGEMENT MOUNTSVILLE PTY LTD</b> SALARY SACRIFICE PAYMENTS BUNCE - MONTH OF TO 1/6/23	1,318.99
01/06/2023	01062023.18	<b>INFINITUM TECHNOLOGIES PTY LTD</b> COMPUTER MAINTENANCE, SUPPLIES AND SUBSCRIPTIONS	3,782.87
01/06/2023	01062023.19	<b>INGARFIELD, JAMES.</b> REIMBURSE TOWBALL HITCH FOR C26	95.45
01/06/2023	01062023.20	<b>KIRKS TRANSPORT</b> REFUND OF GROWDEN STANDPIPE KEY DEPOSIT	25.00
01/06/2023	01062023.21	<b>LANDGATE</b> RATES ROLL, VALUATION ROLL & MINING TENEMENTS	9,262.65
01/06/2023	01062023.22	<b>LUSH FIRE &amp; PLANNING</b> TOWN PLANNING SERVICES - BSL ASSESSMENT LOT 9001 GROWDEN PLACE	935.00
01/06/2023	01062023.23	<b>MCPEST PEST CONTROL</b> BRIDGE INSPECTIONS	4,070.00
01/06/2023	01062023.24	<b>MONTGOMERY, TAHNEE LEE.</b> REIMBURSE PARKING, TRAVEL AND MEALS FOR LICENSING TRAINING	490.72
01/06/2023	01062023.25	<b>MOORE AUSTRALIA (WA) PTY LTD</b> FINANCIAL REPORTING WORKSHOP	2,090.00
01/06/2023	01062023.26	<b>PEDERICK ENGINEERING</b> PARTS AND REPAIRS T3	132.00
01/06/2023	01062023.27	<b>PROMPT SAFETY SOLUTIONS</b> SWA YEARLY GENERIC TMP AND TG'S GRAVEL/FORMED, SWA YEARLY GENERIC TMP AND TG'S SEALED	2,750.00
01/06/2023	01062023.28	<b>PUTLAND MOTORS</b> PARTS AND REPAIRS L16, T1, L14,	3,377.75
01/06/2023	01062023.29	<b>QUEST INNALOO</b> ACCOMMODATION FOR LICENSING COURSE FOR TAHNEE LEE MONTGOMERY	855.00
01/06/2023	01062023.30	<b>SHIRE OF NARROGIN (SUPPLIER)</b> HEALTH SENIOR OFFICE JAN 2023 AND MARCH 2023 PETER TOBOSS	700.00
01/06/2023	01062023.31	<b>SOS OFFICE EQUIPMENT</b> PHOTOCOPIER BILLING MAY 2023 XEROX APEOSPORT C4570	202.04
01/06/2023	01062023.32	<b>SOUTH, REBECCA</b> REIMBURSE TUB FOR GARDENING SUPPLIES	8.60
01/06/2023	01062023.33	<b>STATEWIDE BEARINGS</b> PARTS AND REPAIRS T21	104.50
01/06/2023	01062023.34	<b>SUNNER, RAJINDER S.</b> REIMBURSE GARDEN HOSE AND HOSE END	80.98

**Shire of West Arthur  
Cheque Detail  
June 2023**

Date	Num	Name	Original Amount
01/06/2023	01062023.35	TEAM GLOBAL EXPRESS METALFLEX AND SOS FREIGHT	31.37
01/06/2023	01062023.36	THINKWATER BUNBURY SPRINKLER FITTINGS	634.78
01/06/2023	01062023.37	THOMSON'S AUTO PARTS PARTS AND REPAIRS C4	1,236.02
01/06/2023	01062023.38	TOTAL TOOLS BUNBURY KINCROME 3000KG ENFORCER JACK STAND SET P12274ENF	370.00
01/06/2023	01062023.39	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 17 AND 25 MAY 2023	561.00
01/06/2023	01062023.40	WALGA BUSINESS SOLUTIONS SHARON AUTHORIZATION/DELEGATION ESSENTIAL TRAINING	324.50
01/06/2023	01062023.41	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT COUNCILLOR TRAINING 16 MARCH CONFLICTS OF INTEREST AND 17 MARCH MEETING PROCEDURES KAREN HARRINGTON	808.50
08/06/2023	EFT	SALARIES AND WAGES PAYROLL	64,588.51
09/06/2023	DIRECDEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	283.14
09/06/2023	DIRECDEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	107.65
09/06/2023	DIRECDEBIT	AUSTRALIAN RETIREMENT TRUST FORTNIGHTLY SUPERANNUATION PAYMENT	199.31
09/06/2023	DIRECDEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	1,840.27
09/06/2023	DIRECDEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	7,517.71
09/06/2023	DIRECDEBIT	CBUS FORTNIGHTLY SUPERANNUATION PAYMENT	281.99
09/06/2023	DIRECDEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION PAYMENT	792.15
09/06/2023	DIRECDEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION PAYMENT	274.15
09/06/2023	DIRECDEBIT	HESTA SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	349.41
16/06/2023	DIRECDEBIT	RENTFIND TECHNOLOGIES PTY LTD MRI INSPECT SUBSCRIPTION JUNE 2023	22.00
16/06/2023	DIRECDEBIT	SYNERGY USAGE AND SERVICE CHARGE FOR VARIOUS SHIRE PROPERTIES	1,494.44
16/06/2023	DIRECDEBIT	TELSTRA USAGE AND SERVICE CHARGE FOR VARIOUS SHIRE PROPERTIES	4,581.57
16/06/2023	16062023.1	AUSTRALIA POST FLEX TAPE AND A4 PAPER	187.37
16/06/2023	16062023.2	BELL, SHARON LEIGH REIMBURSE FOR SENIORS MEALS AND JASON KING FAREWELL	409.35
16/06/2023	16062023.3	BUNBURY MACHINERY PARTS AND REPAIRS L16	2,770.52
16/06/2023	16062023.4	BUNBURY TRUCKS PEDAL PAD CLUTCH/BRAKE (F106E1)	15.30
16/06/2023	16062023.5	CARO TELFER PHOTOGRAPHY VIN AND NEIL HEADSHOTS	390.00
16/06/2023	16062023.6	CLOUD PAYMENT GROUP LEGAL ADVICE FOR COLLECTION OF RATES ON A921 ARTHUR FRANK ABBOTT	1,841.40
16/06/2023	16062023.7	DARKAN AGRI SERVICES INSECT SCREENS, PADLOCKS, ENTRANCE SET, LIGHTGLOBE, SCREWS AND BOLTS SOAP, GAS, BATTERIES, REFUSE SITE MAINTENANCE	4,442.41
16/06/2023	16062023.8	DATALINE VISUAL LINK PTY LTD DARKAN SPORT AND COMMUNITY CENTRE	6,168.45
16/06/2023	16062023.9	DEPARTMENT OF MINES, IND REG AND SAFETY BSL REMITTANCE FOR APPROVED BUILDING PERMITS	1,120.85
16/06/2023	16062023.10	DORMAKABA FRONT OFFICE ENTRY SLIDING DOOR DH200 REPLACEMENT OF 1X ES200 LOGIC CONTROLLER AND REPLACEMENT ...	3,564.51
16/06/2023	16062023.11	DUFF ELECTRICAL CONTRACTING SUPPLY AND INSTALL POWER POINTS IN TWO OFFICES AND RAILWAY RESERVE SHADE SHELTER	885.70
16/06/2023	16062023.12	E. ELECTRICAL DESIGNS PTY LTD DARKAN SPORTS PRECINCT	1,650.00
16/06/2023	16062023.13	FLEAYS STORE MILK AND REFRESHMENTS AND SENIOR MEALS GROCERIES	572.25
16/06/2023	16062023.14	FORDHAM LAMONT, V TELSTRA BILL REIMBURSEMENT 15/4 -14/5	85.00
16/06/2023	16062023.15	FUEL DISTRIBUTORS OF WA SHIRE DEPOT FUEL AND FUEL FOR RAJ'S CAR	52,677.39
16/06/2023	16062023.16	G & M DETERGENTS CARAVAN PARK, PUBLIC TOILETS, AND LAKE SOAPS, HAND TOWELS AND TOILET PAPER	664.60

**Shire of West Arthur  
Cheque Detail  
June 2023**

Date	Num	Name	Original Amount
16/06/2023	16062023.17	HERSEY'S SAFETY PTY LTD PRO RIGGER GLOVES	224.40
16/06/2023	16062023.18	INFINITUM TECHNOLOGIES PTY LTD MANAGED SERVICE AGREEMENT GOLD - 1/3/23 31/3/23	3,307.48
16/06/2023	16062023.19	JI & LA RILEY SUPPLY AND INSTALLATION	9,601.90
16/06/2023	16062023.20	KING, ROS 1 REIMBURSE FOR LONGLIFE MILK FOR CHALET'S AND DISHWASHING LIQUID	43.35
16/06/2023	16062023.21	LANDGATE ONLINE SHOP A807 ELECTORAL ROLL	28.20
16/06/2023	16062023.22	LUSH FIRE & PLANNING MAY 2023 MATTERS	2,073.50
16/06/2023	16062023.23	MCLEODS BARRISTERS AND SOLICITORS LAKE TOWERRINNING EASEMENT - INITIAL ASSISTANCE AND ADVICE TO SHIRE ON THE EASEMENT PROCESS	910.80
16/06/2023	16062023.24	MIDALIA STEEL PTY LTD R2.5 CEILING BATTS P/N 999976	2,625.29
16/06/2023	16062023.25	MOTORPASS MANAGEMENT FEE PYENDING 15/6/23	5.50
16/06/2023	16062023.26	OFFICEWORKS OFFICE SUPPLIES	1,817.11
16/06/2023	16062023.27	PEDERICK ENGINEERING DOZER PARTS AND REPAIRS	5,069.90
16/06/2023	16062023.28	PHOENIX GLASS WHITCO LEICHART SLIDING DOOR LOCK FOR 25 NANGIP AND SWIMMING POOL WINDOWS	1,930.00
16/06/2023	16062023.29	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK SKYTRUST TIER 1 SYSTEM MONTHLY SUBSCRIPTION JUNE 23	218.90
16/06/2023	16062023.30	RAREBITS ON BURROWS 1 MAY COUNCIL MEETING, FINANCIAL PLANNING WORKSHOP	568.00
16/06/2023	16062023.31	REGIONAL FIRE & SAFETY INSPECTION AND SERVICING FOR VARIOUS SHIRE PROPERTIES	550.00
16/06/2023	16062023.32	RESONLINE PTY LTD ROOM MANAGER SERVICES MAY 2023	220.00
16/06/2023	16062023.33	SHIRE OF DUMBLEYUNG WHEATBELT DEVELOPMENT COMMISSION 4WDL: FINAL CONTRIBUTION TOWARDS FY23 4WDL REGIONAL WORKER HOUS...	198.00
16/06/2023	16062023.34	SHIRE OF NARROGIN (SUPPLIER) HEALTH OFFICER - SEPT22, NOV22, DEC22 AND MAY 23 (9.58 @ \$82/PER/HR PLUS VEHICLE 342 @ \$1.55 EACH)	3,578.96
16/06/2023	16062023.35	SOUTH WEST ISUZU PARTS AND REPAIRS T1 AND T3	629.70
16/06/2023	16062023.36	SPRYS MEAT MARKET MEAT FOR SENIORS MEALS	113.80
16/06/2023	16062023.37	TEAM GLOBAL EXPRESS SOS FREIGHT FOR CRC, HERSEY SAFETY FREIGHT	32.06
16/06/2023	16062023.38	THINKWATER BUNBURY 50 X SPRINKLERS, 50M MICRO TUBE, POLY NIPPLES	193.73
16/06/2023	16062023.39	TIMBER INSIGHT PTY LTD 4020 GLENORCHY BRIDGE - INSTALLATION OF 11NO PILE BANDS	5,981.25
16/06/2023	16062023.40	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 29 MAY AND 6 JUNE 2023	561.00
16/06/2023	16062023.41	WARREN BLACKWOOD WASTE DOMESTIC, COMMERCIAL AND RECYCLING PICK UP AND PROCESSING MAY 23	3,711.37
16/06/2023	16062023.42	WEST ARTHUR COMMUNITY RESOURCE CENTRE DEPOT A4 LAMINATING DOUBLE SIDED A4, DR HOURS 11TH AND 25TH MAY	601.73
16/06/2023	16062023.43	WREN OIL WASTE OIL	3,976.50
16/06/2023	CHEQUE	DARKAN ARTS COUNCIL PAY \$200 TO DARKAN ARTS COUNCIL FROM TRUST ACCOUNT FOR SUPPLIES 30/5/2023	200.00
20/06/2023	BPAY	NAB CREDIT CARD ANNUAL FEE 3 X CARDS LUNCH AND WATER FOR TRAINING IN BUNBURY ABORIGINAL HERITAGE SHIRE DEPOT MICROWAVE PARTS & REPAIRS MYZONE SINGLEPOINT 2 4 ZONE KIT (METAL FLEX) BILLY BOOKCASE 40X28X202 DARK BROWN OAK EFFECT FOR MUSEUM FROM IKEA THE GADGET COLLECTIVE (FILM AND SLIDE SCANNER, PROFILM DIGITISED SCANNER) AMAZON (CASSETTE ADAPTOR AND ELGATO VIDEO CAPTURE PLUS DELIVERY) JETTY LICENCE - LAKE TOWERRINNING SHIRE DEPOT STARLINK PO 490 URBAN DIAMOND GLASS S22 PLUS/S23 PLUS AND EVERYDAY WALLET LICENSING RENEWAL 0AW LICENSING RENEWAL 1TYP872 LICENSING RENEWAL 1HPE719 RECORDING FEE 0AW RECORDING FEE 1TYP872 RECORDING FEE 1HPE719 SHIRE PLATE REMAKE AW01	2,916.75

Shire of West Arthur  
Cheque Detail

June 2023

Date	Num	Name	Original Amount
20/06/2023	20062023.1	A.D SOUTH AND CO GRAVEL EXTRACTION 5000M @ \$2M3	11,000.00
20/06/2023	20062023.2	AIR RESPONSE UNIT 4/10 HILLMAN STREET AIR CONDITIONER NOT WORKING	374.85
20/06/2023	20062023.3	ANNA DIXON CONSULTING EDS DEVELOPMENT - COMPLETION PAYMENT	7,612.00
20/06/2023	20062023.4	CGS TYRES 20R25 BRIDGESTONE TYRE SIDEWALL REPAIR, 20 5R25 HALITRAX TYRE SIDE WALL REPAIR	700.00
20/06/2023	20062023.5	FL COSTELLO AND CO SDE907 SPEED QUEEN DRYER 9KG COIN OPERATED	3,069.00
20/06/2023	20062023.6	MCLEODS BARRISTERS AND SOLICITORS GOVERNANCE ADVICE FOR CARAVAN PARK	1,947.00
20/06/2023	20062023.7	NARROGIN FORD SERVICE RAJ'S CAR, PARTS & REPAIRS SERVICE OF 0AW	1,012.70
20/06/2023	20062023.8	NARROGIN FREIGHTLINES MCLERNONS BUSINESS BASE FREIGHT	91.89
20/06/2023	20062023.9	NARROGIN PUMPS SOLAR AND SPRAYING ARTHUR RIVER CONVENIENCES PUMP, 3' ALUM PUMP HONDA GX200 FOR T4 WATER PUMP	1,788.41
20/06/2023	20062023.10	RAREBITS ON BURROWES 1 LEMAC MEETING CATERING	200.00
20/06/2023	20062023.11	REGIONAL FIRE & SAFETY DURANILLIN, DARKAN AND ARTHUR RIVER SHED INSPECTIONS	184.80
20/06/2023	20062023.12	STATION MOTORS HOLDEN PARTS & REPAIRS WHEEL SPEED SENSORS C4	185.00
20/06/2023	20062023.13	WALGA BUSINESS SOLUTIONS WALGA ECONOMIC DEVELOPMENT COURSE 15TH JUNE KAREN HARRINGTON, DUNCAN SOUTH AND GRAEME PEIRCE	1,749.00
21/06/2023	BPAY	ATO ATO - MAY 23 BAS	12,565.00
22/06/2023	EFT	SALARIES AND WAGES PAYROLL	69,997.72
23/06/2023	DIRECTDEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	290.70
23/06/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	104.76
23/06/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST FORTNIGHTLY SUPERANNUATION PAYMENT	199.31
23/06/2023	DIRECTDEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	2,011.98
23/06/2023	DIRECTDEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	7,239.67
23/06/2023	DIRECTDEBIT	CBUS FORTNIGHTLY SUPERANNUATION PAYMENT	278.21
23/06/2023	DIRECTDEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION PAYMENT	792.54
23/06/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION PAYMENT	274.48
23/06/2023	DIRECTDEBIT	HESTA SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	408.00
30/06/2023	BPAY	ATO FBT 22 23	8,926.37
30/06/2023	30062023.1	AIR LIQUIDE FACILITY FEE ON CYLINDERS	266.88
30/06/2023	30062023.2	BETTER TELCO SOLUTIONS PTY LTD STRUCTURED CABLING PROJECT. SUPPLY AND INSTALL NEW DATA SOCKETS AS REQUESTED.	3,497.86
30/06/2023	30062023.3	COALFIELDS WEARPARTS GRADER BLADES FOR G10 & G11	2,711.28
30/06/2023	30062023.4	CR N M MANUEL SITTING FEES, TRAVEL FEES AND COMMUNICATIONS ALLOWANCE 3RD QUARTER 22/23	353.06
30/06/2023	30062023.5	DARKAN AGRI SERVICES WORK CREW UNIFORM	4,606.25
30/06/2023	30062023.6	DUFF ELECTRICAL CONTRACTING SHIRE DEPOT SUPPLY AND INSTALL 2KW SPLIT SYSTEM AND LABOUR	1,720.00
30/06/2023	30062023.7	FORDHAM LAMONT, V REIMBURSE OTTER MOBILE PHONE APP SUBSCRIPTION CONVERTING AUDIO TO TEXT TO RECORD MEETINGS	209.00
30/06/2023	30062023.8	GJ & RE ABBOTT GRAVEL EXTRACTION 4 LOADS @ 8M3/LOAD = 32 @ @2/M3	70.40
30/06/2023	30062023.9	HART SPORT KIDS CENTRAL MEMBERS ACTIVITIES HART DANCING/JUGGLING SCARVES AND WAND RIBBONS	126.50
30/06/2023	30062023.10	HITACHI CONSTRUCTION MACHINERY PTY LTD ZW180 5 HTACHI LOADER AND WINDSCREEN GUARD	206,616.66
30/06/2023	30062023.11	INFINITUM TECHNOLOGIES PTY LTD CROBAT PRO FOR TEAMS GOVT, USERS SHARON, RENEE (EXISTING) & RAJ	1,482.43

Shire of West Arthur  
Cheque Detail

June 2023

Date	Num	Name	Original Amount
30/06/2023	30062023.12	JLT RISK SOLUTIONS PTY LTD	3,765.17
		REGIONAL RISK CO ORDINATOR FEES JAN 23 - JUNE 23	
30/06/2023	30062023.13	REGIONAL FIRE & SAFETY	1,703.90
		DEPOT MAINTENANCE INSPECTION AND SERVICE	
30/06/2023	30062023.14	TEAM GLOBAL EXPRESS	78.05
		SW ISUZU FREIGHT AND SOS FREIGHT	
30/06/2023	30062023.15	WA TREASURY CORPORATION	35,945.92
		LOAN INTEREST AND CAPITAL PAYMENTS	
30/06/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	99.31
		MERCHANT FEE 009185958	
30/06/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	989.13
		TRUST INTEREST	
30/06/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	49.70
		FEE ACCOUNT 086724 508314385 FEES	
30/06/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086852 508314406 FEES	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL FUND		01062023.1-01062023.41	49,703.68
		16062023.1-16062023.43	126,217.53
		20062023-20062023.13	29,914.65
		30062023.1-30062023.15	263,153.36
		CHEQUE NO 20075	200.00
		EFT/DEBIT/BPAY	64,956.45
		SALARIES & WAGES	134,586.23
		LICENSING JUNE 2023 TRANSFERS	9,576.20
		<b>TOTAL</b>	<b>678,308.10</b>



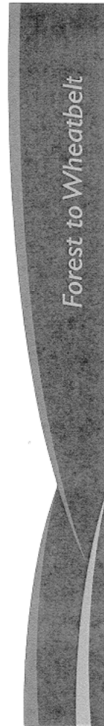
SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 29 April 2023 to 29 May 2023				
DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	AMOUNT
04-May-23	Shire of West Arthur	Licensing Renewal OAW - 1TY9727 and 1HP7719	E141025	\$126.35
08-May-23	Shire of West Arthur	Shire plate remake AW01	E141025	\$44.50
10-May-23	the Gadget Collective	Pin and slide scanner for Museum	E17025	\$1,354.90
10-May-23	Amazon	Cassette adaptor for Museum	E17025	\$139.00
11-May-23	Shire of West Arthur	Jetty Renewal Fee	E12001	\$43.70
12-May-23	TBTC WA Pty Ltd	Urbal Diamond Glass 522 plus 523 plus and everyday wallet	E142020	\$79.95
15-May-23	Starlink Australia	Shire Depot internet	E142020	\$139.00
15-May-23	Amazon Marketplace	Eligato video capture for Museum	E17025	\$101.69
23-May-23	Ikea Pty Ltd	Billy bookcase for Museum	E17025	\$238.00
29-May-23		Annual Fee	EO32020	\$60.00
CARD 1 PAYMENTS				\$2,527.09
RAINDER SUNNER Cardholder Name				
Cardholder Signed: <i>RS</i> Authorised By Name: VINCENT FORDHAM LAMONT				
2. CARD NUMBER 4336-XXXX-XXXX-8951				
17-May-23	Metal Box	Parts and Repairs - Myzone Singlepoint 2, 4 Zone M	E144005	\$223.16
18-May-23	Netrogin Beta Home	Microwave for Depot	E169517	\$199.00
26-May-23	Birdcave Coffee Lounge	Meals	E143065	\$9.40
26-May-23	Subway Bunbury	Meals	E143065	\$38.10
29-May-23		Annual Fee	EO32020	\$60.00
CARD 2 PAYMENTS				\$529.66
GARY BASKULSEN Cardholder Name				
Cardholder Signed: <i>mb</i> Authorised By Name: VINCENT FORDHAM LAMONT				
3. CARD NUMBER XXXX-XXXX-XXXX-XXXX				
29-May-23		Annual Fee	EO32020	\$60.00
CARD 3 PAYMENTS				\$60.00
VINCENT FORDHAM LAMONT Cardholder Name				
Cardholder Signed: <i>ON</i> Authorised By Name: NEL MORRELL, SHIRE PRESIDENT				
TOTAL NAB VISA CARD PAYMENTS: 4336-XXXX-XXXX-7507				
				\$2,916.75
Date Due for Payment				23-Jun-23

I, Kyle Whitaker, Finance Officer, have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:

- all transactions are expenses incurred by the Shire of West Arthur;
- all purchases have been made in accordance with the Shire of West Arthur policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate card is evident.

DATE: 20.6.2023

Kyle Whitaker



**12.2 AMENDED AND NEW FEES AND CHARGES 2023-2024**

**File Reference:** ADM130  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Rajinder Sunner, Manager Corporate Services  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 15/06/2023  
**Disclosure of Interest:** Nil  
**Attachments:** 1. Email from FER 26 June 2023  
 2. Email from FER 12 July 2023  
 3. Amended and New Fees and Charges 2023-2024

**SUMMARY:**

Council is requested to consider adopting the following amended and new Fees and Charges for 2023-2024:

1. Amend the following Fees for Fine Enforcement Agency as per Fines Regs Schedule 2 effective from 29 July 2023.
 

a. Issuing Final Demand	26.10
b. Preparing Enforcement Certificate	22.20
c. Registration of Infringement Notice	83.50
2. New Fees collected on behalf of Health Department of WA and remitted to Health Department of WA.
 

a. Construct or Install Apparatus for the Treatment of Sewage, where Chief Health Officer approval is required (With Local government report)	93.00
---	-------
3. New Fees Development Assessment Panel and paid direct to DAP – Sch 1 r.10.17 PDR.
 

1. (a) not less than \$2 million and not less than \$7 million	6,003
(b) not less than \$7 million and less than \$10 million	9,268
(c) not less than \$10 million and less than \$12.5 million	10,084
(d) not less than \$12.5 million and less than \$15 million	10,371
(e) not less than \$15 million and less than \$17.5 million	10,659
(f) not less than \$17.5 million and less than \$20 million	10,948
(g) \$20 million or more	11,236
2. An Application under regulation 17 (Form 2: Amendment)	257

**BACKGROUND:**

A local government has the power to impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget but may also be imposed during a financial year or amended from time to time during a financial year.

The 2023-2024 budget is scheduled to be adopted at the end of August. Adopting the fees from the 1 July, will result in consistent application of all fees through the whole financial year.

**COMMENT:**

A complete list of fees and charges, including statutory, have been included in the attached Schedule. Statutory fees and charges can be altered at any time by relevant government departments, and if this occurs, the Schedule will be updated accordingly.

**CONSULTATION:**

Chief Executive Officer

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act 1995 S6.16, a local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide.

The adopted Fees and Charges are to be advertised in accordance with Section 6.19 of the Local Government Act 1995.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The adoption of fees and charges enables Council to charge appropriate fees from 1 July 2023.

Revenue raised from fees and charges set by Council will contribute to its ability to provide services and facilities for the 2023-2024 financial year and into the future.

**STRATEGIC IMPLICATIONS:**

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Significant	Severe
		1	2	3	4	5
<b>Almost Certain</b>	<b>5</b>	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
<b>Likely</b>	<b>4</b>	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
<b>Possible</b>	<b>3</b>	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
<b>Unlikely</b>	<b>2</b>	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
<b>Rare</b>	<b>1</b>	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Inability to charge fees prior to adoption of the budget if not adopted.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt and charge fees in accordance with the fees and charges schedule.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council adopt the amended Schedule of Fees and Charges for 2023/2024 (as attached) which incorporates the following additions/amendments:

1. Amend the following Fees for Fine Enforcement Agency as per Fines Regs Schedule 2 effective from 29 July 2023.
 

a. Issuing Final Demand	26.10
b. Preparing Enforcement Certificate	22.20
c. Registration of Infringement Notice	83.50
  
2. New Fees collected on behalf of Health Department of WA. and remitted to Health Department of WA.
  - a. Construct or Install Apparatus for the Treatment of Sewage, Chief Health Officer approval is required (With Local government report) 93.00
  
3. New Fees charged by Development Assessment Panel and paid direct to DAP – Sch 1 r.10.17 PDR.
  1.
 

(a) not less than \$2 million and not less than \$7 million	6,003
(b) not less than \$7 million and less than \$10 million	9,268
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(f) not less than \$17.5 million and less than \$20 million	10,948
(g) \$20 million or more	11,236
  2. An Application under regulation 17 (Form 2: Amendment) 257

**From:** [Prosecuting Authority](#)  
**To:** [Prosecuting Authority](#)  
**Subject:** Update to Fee increase 2023-2024 - DELAY  
**Date:** Monday, 26 June 2023 10:14:34 AM

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Good Morning Prosecuting Authorities,

Due to delays in drafting the *Attorney General Fees and Charges Amendment Regulations 2023* the increase to fees and charges will not be implemented until **14 July 2023**.

The new fees will be:-

Fee for issuing a final demand	\$26.10
Fee for preparing an enforcement certificate	\$22.20
Fee for registering an infringement notice with FER	\$83.50

I trust this information is of assistance, however if you have any further queries please do not hesitate to contact our office.

Regards,

**Amanda Botica** | Team Leader | Fines Enforcement Registry  
**Department of Justice** | GPO Box X2293 PERTH WA 6847  
**t:** 1300 650 235 press '8' | **w:** [www.justice.wa.gov.au](http://www.justice.wa.gov.au)

**Acknowledgement of Country:** The Department of Justice respectfully acknowledges the traditional custodians of the land as being the first peoples of this country. We embrace the vast Aboriginal cultural diversity throughout Western Australia and recognise their continuing connection to country, water and sky. We pay our respects to Elders past, present and emerging.

The Department of Justice is committed to fostering respectful partnerships with our Aboriginal colleagues, clients and those in our care.

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**From:** [Prosecuting Authority](#)  
**To:** [Prosecuting Authority](#)  
**Subject:** Update to Fee increase 2023-2024 - DELAY  
**Date:** Wednesday, 12 July 2023 10:24:07 AM  
**Importance:** High

---

Good Morning Prosecuting Authorities,

Due to further delays in drafting and approval by the Attorney General, the final amendment regulations relating to fees and charges have not yet been approved by Executive Council.

The timeline set by the Attorney General's Office is that the Regulations will on the agenda at the Executive Council Meeting on 25<sup>th</sup> July with publication due on Friday 28<sup>th</sup> July 2023 in the Government Gazette. This will mean the new fees will likely take affect the following day - **29 July 2023**.

I trust this information is of assistance, however if you have any further queries please do not hesitate to contact our office.

Regards,

**Amanda Botica** | Team Leader | Fines Enforcement Registry  
**Department of Justice** | GPO Box X2293 PERTH WA 6847  
**t:** 1300 650 235 press '8' | **w:** [www.justice.wa.gov.au](http://www.justice.wa.gov.au)

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## Fees and Charges 2023-2024

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



						Adopted OCM: 22 June 2023	
COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST	
Statutory fees and charges cannot be modified by Council but may be subject to change							
<b>GENERAL PURPOSE FUNDING</b>							
<b>Rates</b>							
I031714	Administration Fee - Rates Instalments per instalment (Per Notice, <b>Excluding first Notice</b> )	LG Act 1995 56.45	Per Instalment	5.00	7.00	N	
I031732	Rate Enquiry/Order and Requisition Fee Per Request	LG Act 1995 56.16	Per Request	50.00	65.00	Y	
I033020	Credit Card Surcharge for Payment of Rates, ESL or Rubbish charge			0.75%	0.75%	Y	
	Penalty Interest			7%	7%	N	
	Instalment Interest			3%	3%	N	
<b>GOVERNANCE</b>							
<b>Photocopying</b>							
I043003	Photocopy (Black and White) A4	LG Act 1995 56.16	Per Copy	0.50	0.75	Y	
	Photocopy (Colour) A4		Per Copy	0.95	1.20	Y	
	Photocopy (Black and White) A3		Per Copy	0.95	1.20	Y	
	Photocopy (Colour) A3		Per Copy	1.90	2.00	Y	
<i>(Copy of Shire documents only. General Photocopying Service Available at CRC)</i>							
	Postage			Actual Cost			
<b>Freedom of Information</b>							
<i>Fees are Prescribed in the Freedom of Information Act Regulations 1993</i>							
	Application Fees Non Personal - Per enquiry		Per Enquiry	30.00	30.00	N	
	Application Fees Personal - Per enquiry			no fees	no Fees		
	Charge for Time Dealing with the Application		Per Hour	30.00	30.00	N	
	Access Time Supervised by Staff		Per Hour	0.00	30.00	N	
	Photocopying Staff Time		Per Hour	0.00	30.00	N	
	Per Photocopy - A4		Per Copy	0.20	0.20	N	
	Transcribing from Tape, Film or Computer		Per Hour	0.00	30.00	N	
	Duplicating a Tape, Film or Computer Information		Actual Cost		At Cost		
	Delivery, Packaging and Postage		Actual Cost		At Cost		
<b>LAW, ORDER AND PUBLIC SAFETY</b>							
I051115	Fire Maps	LG Act 1995 56.16	Per Map	18.00	25.00	Y	
	<b>Dog Registration - Per Dog</b>		1 Nov - 31 Oct				
<i>** Registration fees are Prescribed in the Dog Act Regulations 1976</i>							
<i>^^ Registrations after 31 May are only 50% of the fees below</i>							
<i>** Concession of 50% available to eligible PENSIONERS</i>							
<i>** Concession of 75% available for WORKING DOGS</i>							
I052120	Sterilised dog for 1 year	Dog Regs 213 R17	Per Dog	20.00	20.00	N	
	Sterilised dog for 3 years		Per Dog	42.50	42.50	N	
	Sterilised dog for Lifetime		Per Dog	100.00	100.00	N	
	Unsterilised dog for 1 year		Per Dog	50.00	50.00	N	
	Unsterilised dog for 3 years		Per Dog	120.00	120.00	N	
	Unsterilised dog for Lifetime		Per Dog	250.00	250.00	N	
	<b>Cat Registration - Per Cat</b>						
<i>** Registration fees are prescribed in the Cat Act Regulations 2012</i>							
<i>^^ Registrations after 31 May are only 50% of the fees below</i>							
<i>** Concession of 50% available to eligible PENSIONERS</i>							





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Adopted OCM: 22 June 2023

COA/TH	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
<b>Statutory fees and charges cannot be modified by Council but may be subject to change</b>						
I052130	Sterilised cat for 1 year	Cat Regs 2012 Sch 3	Per Cat	20.00	20.00	N
	Sterilised cat for 3 years		Per Cat	42.50	42.50	N
	Sterilised cat for Lifetime		Per Cat	100.00	100.00	N
	Approval to Breed cats - 1 year		Per Breeding		100.00	N
	<b>Fines and Penalties - Per animal</b>					
	** Fines are as Prescribed in Dog Act 1976, and Cat Act 2011					
I052110	Seizure and Impounding of a Dog/Cat		Per Animal	55.00	75.00	N
	Daily Sustenance		Per Animal/Per day	25.00	30.00	Y
	Destruction of Dog/Cat		Per Animal		100.00	N
	<b>Miscellaneous</b>					
	Kennel License	Dog Regs 213 R17	Per annum	200.00	200.00	N
	Kennel Inspection Fees		Per annum	100.00	100.00	Y
	Microchipping - Dog/Animal		Per Animal		65.00	Y
	Microchipping - Cat/Animal		Per Animal		65.00	Y
	Bond - Animal Trap				65.00	N
	Trap Hire Fee		First 7 days free then daily rate apply		1.35	Y
	Replacement Tags				5.00	Y
	<b>Fines Enforcement (Applicable to all infringement) - Fines, Penalties and Infringement Notices Enforcement Regulations 1994</b>					
I051125	Issuing Final Demand	Fine Regs Schd 2			26.10	N
	Preparing Enforcement Certificate				22.20	N
	Registration of Infringement Notice				83.50	N
	<b>Fire Control</b>					
I051125	Firebreaks - Cost Recovery	BFA 1954 s33(5)			at cost	N
	Infringements				at cost	N
	<b>Impounding Vehicles</b>					
I051125	Impound Fees				135.00	N
	Impound Fee Per Day				20.00	N
	Towing Expense as Per Service				at cost	N
	<b>EDUCATION AND WELFARE</b>					
	<b>Kids Central Membership</b>					
I064010	Kids Central Yearly Family Membership (Pro-rata below 6 months)	LG ACT 1995 S6.16	Per Membership	50.00	40.00	Y
	Electric Swipe Key (Authorised for Kids Central)		Per Key	20.00	22.00	Y
	<b>Meal Services</b>					
I061011	Main Meal	LG ACT 1995 S6.16	Per Meal	7.00	8.00	N
	Dessert		Per Dessert	3.00	3.50	N
	<b>HEALTH</b>					
	<b>Wastewater Treatment System</b>					
I071115	Apparatus for the Treatment of Sewage (e.g. septic tank) Application	R4 TS		118.00	118.00	N
	Permit to use Apparatus for the Treatment of Sewage (e.g. septic tank)	R4 TS		118.00	118.00	N
	<b>Health Department of WA application fee</b> to Construct or install Apparatus for the Treatment of Sewage, Chief Health Officer approval is required (With Local government report - <b>not a LG Fee</b> )	R4A		85.00	93.00	N



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Adopted OCM: 22 June 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	<b>Offensive Trade Licences</b>	<i>Refer to Health Department Scale of Fees</i>				
	<b>Food Business</b>					
	New Food Business Notification - Charitable				Nil	N
	New Food Business Notification/Registration Form				110.00	N
	<b>Food Business Surveillance/Inspection Fee</b>					
	Very Low risk or Charitable				Nil	
	Low risk - At least 1 Inspection Annually			60.00	110.00	N
	Medium risk - At least 2 Inspection Annually			195.00	195.00	N
	High risk - At least 3 Inspection Annually				295.00	N
	<b>Temporary Food Stall/Vendor Permits</b>					
	Annual Temporary Food Vendor/Stallholder				Nil	N
	Temporary Food Vendor/Stallholder per day				Nil	N
	Temporary Food Vendor/Stallholder Charitable				Nil	N
	<b>Public Building</b>					
	Public Building (License Permits) Annual fee				Nil	N
<b>HOUSING</b>						
	<b>Community Housing</b>	LG Act 1995 S6.16				
1091110	Unit 1/10 Hillman Street		Per Week	130.00	130.00	N
	Unit 3/12 Hillman Street		Per Week	145.00	145.00	N
	Unit 4/12 Hillman Street		Per Week	130.00	130.00	N
	25 Nangip Crescent		Per Week	150.00	150.00	N
	18 Gibbs Street		Per Week	150.00	150.00	N
	<b>Shire Houses by Non-Staff</b>	LG Act 1995 S6.16				
1091111	52 Hillman Street		Per Week	187.00	200.00	N
	10 Gibbs Street		Per Week	187.00	200.00	N
	31 Arthur Street		Per Week	153.00	163.00	N
	7 Hillman Street		Per Week	128.00	137.00	N
	8 Hillman Street		Per Week	163.00	175.00	N
	<b>GROH Housing</b>	LG Act 1995 S6.16				
	11 King Street	Lease	Per Week	560.00	590.00	N
	Unit 2/10 Hillman Street	Lease	Per Week	145.00	320.00	N
<b>COMMUNITY AMENITIES</b>						
1102160	Asbestos Disposal - (Include Cost of Staff Time and Equipment One Hour)	LG Act 1995 S6.16	Per Cubic Meter	55.00	100.00	Y
	<b>Rubbish Bins</b>	LG Act 1995 S6.16				
1101110	Rubbish Collection	Per Service - refuse and Recycle		205.00	255.00	N
	NEW Replacement Bins - Recycle		240L		120.00	Y
	NEW Replacement Bins - Waste		240L		120.00	Y
	Bins Parts - New Wheels		Each		50.00	Y
	Bins Parts - New Lid		Each		50.00	Y



## Fees and Charges 2023-2024

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						Adopted OCM: 22 June 2023	
COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST	
Statutory fees and charges cannot be modified by Council but may be subject to change							
	<b>Cemetery Fees</b>	LG Act 1995 S6.16					
1107140	Digging of Grave - Weekdays			570.00	610.00	Y	
	Digging of Grave - Weekends				765.00	Y	
	Re-opening of Grave Exhumation (Contractors used at Cost)			570.00	610.00	Y	
	Permission to Erect a Headstone - Monument or Name Plate			30.00	35.00	N	
	Removal and Replacement of Headstones, Kerbing or Monuments				at cost	Y	
	Grave Reservation Fees			50.00	55.00	N	
	Internment of Ashes in Niche Wall - Single			30.00	40.00	Y	
	Internment of Ashes in Niche Wall - Double			60.00	80.00	Y	
	Niche Wall Plaque - At Cost from Supplier			at cost	at cost	Y	
	<b>Town Planning</b>						
	<i>** Fees are Prescribed in the Planning and Development Act Regulations 2009</i>						
1106390	<b>Town Planning Scheme</b>						
	Application for Town Planning Scheme Amendments				at cost	N	
	<b>Development Applications</b>						
	a) No more than \$50,000			147.00	147.00	N	
	b) More than \$50,000 but no more than \$500,000		0.32% of estimated development cost	as per schedule	as per schedule	N	
	c) More than \$500,000 but no more than \$2.5m		\$1,700 PLUS 0.257% for every \$1 in excess of \$500,000	as per schedule	as per schedule	N	
	d) More than \$2.5m but no more than \$5.0m		\$7,161 PLUS 0.206 % for every \$1 in excess of \$2.5m	as per schedule	as per schedule	N	
	e) More than \$5.0m but no more than \$21.5m		\$12,633 PLUS 0.123 % for every \$1 in excess of \$5.0m	as per schedule	as per schedule	N	
	f) More than \$21.5m			34,196.00	34,196.00	N	
	<i>** If the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under items (a) (b) (c) (d) (e) or (f) above is payable. **</i>						
	<b>Extractive Industry - Development Applications</b>						
	# Not Commenced - Determining a development application from an extractive industry where the development has Not Commenced or been carried out.		as per regs	739.00	739.00	N	
	# Commenced - Determining a development application from an extractive industry where the development has not commenced or been carried out.		as per regs		2217.00	N	
	<b>Extractive Industry License</b>						
	Initial Application		per year		550.00	N	
	Renewal Application - less than 5 Hectare		per year		350.00	N	
	Renewal Application - More than 5 Hectare		per year		750.00	N	
	<i>**This refers to the area under the extractive industry licence and not the planning consent which may cover a greater area. **</i>						
	<i>Bond (Sand)</i>		<i>Per hectare</i>	<i>TBA</i>	<i>TBA</i>	<i>N</i>	
	<i>Bond (Stone or Gravel)</i>		<i>Per hectare</i>	<i>TBA</i>	<i>TBA</i>	<i>N</i>	
	<i>Road Contribution</i>			<i>TBA</i>	<i>TBA</i>	<i>N</i>	
	Transfer of license fee/per application				300.00	N	



## Fees and Charges 2023-2024

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Adopted OCM: 22 June 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
L01280	<b>DAP - Fees of Applications</b>					
	<b>** Planning and Development (development Assessment Panels) regulations 2011 (Paid direct to DAP)</b>					
	1. A DAP application where the estimated cost of the development is (FORM 1: New Application)-					
	(a) not less than \$2 million and not less than \$7 million	Sch 1 r.10,17 PDR	Each		6,003	N
	(b) not less than \$7 million and less than \$10 million	Sch 1 r.10,17 PDR	Each		9,268	N
	(c) not less than \$10 million and less than \$12.5 million	Sch 1 r.10,17 PDR	Each		10,084	N
	(d) not less than \$12.5 million and less than \$15 million	Sch 1 r.10,17 PDR	Each		10,371	N
	(e) not less than \$15 million and less than \$17.5 million	Sch 1 r.10,17 PDR	Each		10,659	N
	(f) not less than \$17.5 million and less than \$20 million	Sch 1 r.10,17 PDR	Each		10,948	N
	(g) \$20 million or more	Sch 1 r.10,17 PDR	Each		11,236	N
	2. An Application under regulation 17 (Form 2: Amendment)					
	Note: The estimated cost of development is calculated exclusive of GST.					
	Example: if an application is received with a cost of development, exclusive of GST, valued at \$10 million, the associated fee if item 1(c). The application does not fall into lower threshold of item 1(b) as the estimated cost is not 'less than \$10 million'.					
	<b>Application for Home Occupation</b>					
	Home Occupation License - Initial Applications			222.00	222.00	N
	<b>** If home occupation has commenced an additional amount of twice the fee by way of penalty is payable. **</b>					
	Home Occupation License - Renewal Fee				73.00	N
	<b>** If application for renewal of home occupation license is made after the approval has expired, an additional amount of twice the renewal fee by way of penalty is payable. **</b>					
	<b>Application for change of use or for an alteration or extension or change of a non-conforming use to which a development application does not apply:-</b>					
	Application Fee			295.00	295.00	N
	<b>** If alteration, extension or change has commenced an additional amount of twice the fee by way of penalty is payable. **</b>					
	Issue of Zoning Certificate				73.00	N
	Reply to a Property Settlement questionnaire				73.00	N
	Issue of Written Planning Advice				73.00	N
	<b>** Development Application Fees do not Apply for Not for Profit Community Groups. **</b>					
	<b>** All other Planning Fees - Maximum fees allowed by Department of Planning. **</b>					
<b>RECREATION AND CULTURE</b>						
I111110	<b>Darkan Town Hall</b>	LG Act 1995 S6.16				
	Hire of Main Hall and Kitchen		Full Day Hire	110.00	121.00	Y
	Hire of Main Hall and Kitchen		Half Day Hire		77.00	Y
	Hire of Kitchen Only		Full Day Hire	77.00	88.00	Y
	Hire of Kitchen Only		Half Day Hire	44.00	55.00	Y
	Hire of Main Hall Only		Full Day Hire		55.00	Y
	Hire of Main Hall Only		Half Day Hire		27.50	Y
	Community Activities		Per Hire	22.00	27.50	Y
	Bond for Main Hall and Kitchen		Per Hire	200.00	200.00	N
	Bond for Main Hall ONLY		Per Hire		100.00	N
	Bond for Kitchen ONLY		Per Hire		100.00	N
	<b>** Local Community Groups and Not for Profit Groups have free use of Darkan Town Hall, but pay a bond of \$100.00.</b>					
	<b>** Hire of Chairs (only the old orange style hall chairs). **</b>					
			Per Item	0.33	0.45	Y
	Hire of Tables - Darkan Town Hall		Per Item	10.00	10.00	Y
	Hire of Chairs - Darkan Town Hall		Per Item	2.00	2.00	Y
	Set up fees		Per Hour		55.00	Y
	Cleaning Fees (Failure to Clean and Tidy Venue and Equipment)		Per Hour		55.00	Y



## Fees and Charges 2023-2024

Shire of West Arthur  
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Adopted OCM: 22 June 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
I111110	<b>Arthur River Hall</b>	LG Act 1995 S6.16				
	Hire of Hall		Per Hire	110.00	121.00	Y
	<b>** Local Community Groups and Not for Profit Groups have free use of Darkan Town Hall, but pay a bond of \$100.00.</b>					
I112110	<b>Darkan Swimming Pool</b>					
	Single Membership		Per Season	80.00	85.00	Y
	Family Membership (2 Adults plus 2 Children)		Per Season	120.00	130.00	Y
	Student Membership (Between the Age of 18 and 23)		Per Season	20.00	25.00	Y
	Visitor - Adult		Per Visit	3.00	4.00	Y
	Visitors - Children		Per Visit	2.00	3.00	Y
	Group Course fees		Per Person	15.00	18.00	N
	Individual Course fees		Per Person	45.00	50.00	N
	Baby Swim Classes - Pool Member		Per Lesson	7.00	8.00	N
	Baby Swim Classes - Non-Pool Member		per Lesson	10.00	11.00	N
	Swipe Key (Authorised for Darkan Swimming Pool)		Per Key	20.00	22.00	Y
	Swim Coaching		Per Lesson	at cost	at cost	N
	Swim Club - Pool Member		Per Lesson	5.00	6.00	Y
	Swim Club - Non-Pool Member		Per Lesson	7.00	8.00	Y



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COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
113140	<b>Community Gym Membership</b>					
	Gym Fees - 12 Months Adult		Per Person		90.00	Y
	Gym Fees - 6 Months Adult		Per Person		50.00	Y
	Gym Fees - 12 Months Student/Concession		Per Person		45.00	Y
	Gym Fees - 6 Months Student/Concession		Per Person		25.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 12 Months		2 Persons		150.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 6 Months		2 Persons		80.00	Y
	<b>** No children under the age of 18 years are permitted to use Gym Equipment. **</b>					
	<b>**All NEW gym members are required to undertake a gym induction prior to first use of Gym.**</b>					
116110	<b>History Books</b>					
	Hard Cover			27.50	30.00	Y
	Paper Back			19.00	22.00	Y
	Postage			at cost	at cost	
1147120	<b>The Shed</b>					
	Membership - Yearly (Pro-rata below 6 months)		Per Person	60.00	60.00	Y
	Membership - Pensioner/Seniors Concession		Per Person	40.00	40.00	Y
	Locker Hire			10.00	10.00	Y
	Hourly Rate		Per Hour	30.00	30.00	Y
	Social Membership		Per Person	5.00	5.00	Y
<b>ECONOMIC SERVICES</b>						
	<b>Scheme Standpipe Water</b>					
1134130	Community Standpipe Water	LG Act S6.16	Per Kilolitre	2.50	2.50	N
	Commercial Standpipe Water	LG Act S6.16	Per Kilolitre	10.00	10.00	N
	Deposit Growden Place Standpipe Key (Held in Shire Account)			25.00	25.00	N
	<b>Duranillin Water Supply</b>					
1136110	Annual Service Charge		Per Annum	120.00	120.00	N
	Water Usage (First 100kl)		Per Kilolitre	3.50	3.50	N
	Water Usage (Next 300kl)		Per Kilolitre	5.00	5.00	N
	Water Usage (Above 400kl)		Per Kilolitre	8.00	8.00	N
	<b>Building Control</b>					
	<b>** Fees are prescribed in the Building Act regulations 2012 - Schedule 2. **</b>					
1133110	<b>Application for Building Permits and Demolition Permits</b>					
	<b>** Certified Application for a building permit (Section 16(1)). **</b>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure		0.19% of the estimated value of the building work but less than \$110.00	as per schedule	as per schedule	N
	b) For Building work for a Class 2 or Class 9 Building or Incidental structure		0.09% of the estimated value of the building work but less than \$110.00	as per schedule	as per schedule	N
	Uncertified Application for a Building Permit for a Class 1 or Class 10 Building or Incidental structure		0.32% of the estimated value of the building work but less than \$110.00	as per schedule	as per schedule	
	<b>Application for a Demolition Permit</b>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure				110.00	N
	b) For Building work for a Class 2 or Class 9 Building or Incidental structure		Each Story of the Building		110.00	N
	<b>Application to extend the time during which a Building or Demolition Permit has effect (section 32 (3) (f))</b>					
					110.00	N





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Adopted OCM: 22 June 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	Application for an Occupancy Permit for a Completed Building (section 46)				110.00	N
	Application for a Temporary Occupancy Permit for an Incompleted Building (section 47)				11.00	N
	Application for Modification of an Occupancy Permit for additional use of a Building on a Temporary basis (section 48)				110.00	N
	Application for Replacement Occupancy Permit for Permanent change of the Building use Classification (section 49)				110.00	N
	Application for an Occupancy Permit for a Building in respect of which Unauthorised work has been done (section 51 (2))		0.18% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	
	Application for a Building Approval Certificate for a Building in respect of which Unauthorised work has been done (section 51 (3))		0.38% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	
	Application to Replace Occupancy Permit for existing Building (section 52 (1))				110.00	N
	Application for a Building Approval Certificate for an existing Building where Unauthorised work has not been done (section 52 (2))				110.00	N
	Application to Extend the time during which an Occupancy Permit or Building Approval Certificate has effect (section 65 (3) (a))				110.00	N
	Application as Defined in Regulation 31 (For each building standard in respect of which a declaration is sought)				2123.00	N
	Application as Defined in Regulation 61 (Battery powered smoke alarm)				176.30	N
	<b>Construction Training Fund Levy</b>					
L01262	BCITF Levy		0.2% of the estimated value of construction over \$20,000	as per schedule	as per schedule	N
I133130	BCITF Commission				8.25	Y
	<b>Building Service Levy</b>					
L01265	BSL - Levy on Building or Demolition Permit		0.137% of the value of the with minimum fee of \$61.65	as per schedule	as per schedule	N
I133120	BSL - Commission				5.00	N
L01265	Occupancy Permit or Building Approval Certificate for Approved Building work under sections 47, 49, 50 or 52 of the Building Act				61.65	N
L01265	Occupancy Permit or Building Approval Certificate for Unauthorised Building work under section 51 of the Building Act		0.274% of the value of the with minimum fee of \$123.00	as per schedule	as per schedule	N
	<b>Darkan Caravan Park</b>					
I132040	Powered Site (2 persons)		Per Night	20.00	25.00	Y
	Powered Site Extra Person		Per Night	5.00	7.00	Y
	Casual Shower - Daily per person		Per Day	5.00	7.00	Y
	Power Site (2 persons) - <b>Weekly</b>		Per Week	120.00	150.00	Y
	Power Site Extra Person - <b>Weekly</b>		Per Week	30.00	42.00	Y
	Chalet (2 Persons) Staying one Night Only		Per Night	160.00	170.00	Y
	Chalet (2 Persons) two or more nights		Per Night	130.00	140.00	Y
	Chalet (2 Persons) - <b>Weekly</b>		Per Week		840.00	Y
	Chalet Extra person per night		Per Night	15.00	20.00	Y
	Chalet Extra person - <b>Weekly</b>		Per Week		120.00	Y
	Washing Machine		Per Cycle	3.00	4.00	Y
	Dryer		Per Cycle	1.00	2.00	Y
	Nissen Hut		Per Night	60.00	70.00	Y



## Fees and Charges 2023-2024

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Adopted OCM: 22 June 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
<b>OTHER PROPERTY AND SERVICES</b>						
	<b>Private Works</b>					
	<b>** Deposit of 50% to be paid prior to commencement of works. Hire time commence from mobilisation of plant item. Penalties rates will apply for Weekends and Public Holidays. **</b>					
1141110	Graders		Per Hour	217.00	250.00	Y
	Prime Mover only or Six Wheeler		Per Hour	155.00	185.00	Y
	Prime Mover with One Trailer		Per Hour	207.00	250.00	Y
	Truck - 5 Tonne		Per Hour	130.00	165.00	Y
	Truck - 10 Tonne		Per Hour	155.00	185.00	Y
	JCB Backhoe		Per Hour	161.00	190.00	Y
	Dozer		Per Hour	238.00	275.00	Y
	Loader		Per Hour	217.00	250.00	Y
	Rollers		Per Hour	166.00	190.00	Y
	Tractor		Per Hour	89.00	109.00	Y
	Tractor with Implement		Per Hour	119.00	140.00	Y
	Bobcat		Per Hour	119.00	140.00	Y
	Squirrel (One operator included)		Per Hour	89.00	109.00	Y
	Road Broom (Ute and one operator included)		Per Hour	114.00	145.00	Y
	Tree Saw (Includes loader and one operator)		Per Hour	259.00	290.00	Y
	<b>** All plant items above include operator. **</b>					
	Labour (Labourer/operator)		Per Hour	60.00	75.00	Y
	Works Manager		Per Hour	112.00	135.00	Y
	Labour (time & 1/2)		Per Hour	78.00	112.50	Y
	Labour (Double time)		Per Hour	95.00	150.00	Y
	Ute		Per km	0.93	1.25	Y
	Compactor		Per Day	64.00	75.00	Y
	<b>** Gravel or sand supplied to ratepayers will be at cost plus plant and labour Cartage to be charged at private works cost. **</b>					
				at cost Plus	at cost plus	
	Second Hand Grader Blades (or sold with scrap metal)			5.50	5.50	Y
	<b>Staff Housing</b>	<i>(Rental by Non Shire staff will be 200% of the applicable charge)</i>				
	15 Nangip Crescent		Per Week	as per Contract	as per Contract	N
	52 Hillman Street		Per Week	93.50	93.50	N
	10 Gibbs Street		Per Week	93.50	93.50	N
	22 Hillman Street		Per Week	as per Contract	as per Contract	N
	31 Arthur Street		Per Week	76.50	76.50	N
	6 Hillman Street		Per Week	as per Contract	as per Contract	N
	7 Hillman Street		Per Week	64.00	64.00	N
	8 Hillman Street		Per Week	81.50	81.50	N
1141035	<b>Special Series - AW Number Plates</b>					
	DPI Fee			at cost	at cost	N
	Shire additional fee			50.00	50.00	Y





**12.3 DRAFT FINANCIAL REPORTS - JUNE 2023**

<b>File Reference:</b>	<b>ADM339</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Melinda King, Manager Financial Reporting</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>21/07/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Draft financial statements June 2023</b>

**SUMMARY:**

Council is requested to consider the draft financial reports for the periods ending 30 June 2023.

**BACKGROUND:**

The financial reports for the period ending 30 June 2023 are included as attachments.

**COMMENT:**

The June financial reports are subject to year-end entries. Final accounts for the 2022/2023 year will be presented when audited. 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 required.

**STATUTORY ENVIRONMENT:**

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare a 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.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported income and expenditure is assessed by management as being consistent with the 2022/23 Annual Budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

*Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it.* The

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Description of Key Risk			Not preparing monthly financial statement which affects Council's ability to oversee the Shire's financial management.			
Risk Likelihood (based on history and with existing controls)			Rare (1)			
Risk Consequence			Minor (2)			
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence			Low (2)			
Principal Risk Theme			Compliance failure			
Risk Action Plan (Controls or Treatment Proposed)			Prepare monthly financial statement for Council			

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

That Council accepts the draft financial reports for the period ending 30 June 2023 as presented.

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 30 June 2023**

	Note	Annual Budget 2022/2023 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,481,341	1,481,341	<b>1,481,231</b>	(110)	(0%)	
<b>Revenue from operating activities</b>							
Rates		1,885,423	1,885,423	<b>1,887,431</b>	2,008	0%	
Operating Grants, Subsidies and Contributions	6	550,100	550,100	<b>2,003,624</b>	1,453,524	264%	▲
Fees and Charges		295,450	295,450	<b>312,332</b>	16,882	6%	
Interest Earnings		118,897	118,897	<b>155,727</b>	36,830	31%	▲
Other Revenue		68,353	68,353	<b>75,931</b>	7,578	11%	
Profit on Disposal of Assets		20,676	20,676	<b>77,228</b>	56,552		
		<b>2,938,899</b>	<b>2,938,899</b>	<b>4,512,273</b>	1,573,374		
<b>Expenditure from operating activities</b>							
Employee Costs		(1,996,848)	(2,460,552)	<b>(2,437,646)</b>	22,906	1%	
Less overhead and wage allocations			463,704	<b>586,599</b>	122,895		
Materials and Contracts		(1,131,500)	(1,469,291)	<b>(1,459,587)</b>	9,704	1%	
less Pdepn and POC allocations			337,791	<b>266,810</b>	(70,981)		
Utility Charges		(90,405)	(90,405)	<b>(109,200)</b>	(18,795)	(21%)	
Depreciation on Non-Current Assets		(2,217,441)	(2,217,441)	<b>(2,235,630)</b>	(18,189)	(1%)	
Interest Expenses		(25,062)	(25,062)	<b>(26,499)</b>	(1,437)	(6%)	
Insurance Expenses		(117,423)	(117,423)	<b>(116,509)</b>	914	1%	
Other Expenditure		(48,000)	(48,000)	<b>(29,388)</b>	18,612	39%	
Loss on Disposal of Assets		(17,355)	(17,355)	<b>0</b>	17,355		
		<b>(5,644,034)</b>	<b>(5,644,034)</b>	<b>(5,561,050)</b>	82,984		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,217,441	2,217,441	<b>2,235,630</b>	18,189	1%	
Adjust (Profit)/Loss on Asset Disposal		(3,321)	(3,321)	<b>(77,228)</b>	(73,907)	2225%	
Adjust Provisions and Accruals		0	0	<b>16,606</b>	16,606		▲
<b>Amount attributable to operating activities</b>		<b>(491,015)</b>	<b>(491,015)</b>	<b>1,126,231</b>	1,617,246		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,200,962	1,200,962	<b>1,234,166</b>	33,204	3%	
Proceeds from Disposal of Assets		144,050	144,050	<b>195,000</b>	50,950	35%	▲
Land and Buildings	7	(734,749)	(734,749)	<b>(151,016)</b>	583,733	79%	▲
Infrastructure Assets - Roads	7	(1,083,221)	(1,083,221)	<b>(1,089,379)</b>	(6,158)	(1%)	
Infrastructure Assets - Other	7	(627,656)	(627,656)	<b>(771,082)</b>	(143,426)	(23%)	▼
Plant and Equipment	7	(635,696)	(635,696)	<b>(641,431)</b>	(5,735)	(1%)	
Furniture and Equipment	7	0	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(1,736,310)</b>	<b>(1,736,310)</b>	<b>(1,223,742)</b>	512,568		
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		29,031	29,031	<b>29,031</b>	0	0%	
Transfer from Reserves	5	993,650	993,650	<b>537,282</b>	(456,368)	(46%)	▼
Repayment of Debentures		(101,198)	(101,198)	<b>(107,069)</b>	(5,871)	(6%)	
Proceeds from new borrowings		270,000	270,000	<b>270,000</b>	0		
Transfer to Reserves	5	(445,499)	(445,499)	<b>(448,664)</b>	(3,165)	(1%)	
<b>Amount attributable to financing activities</b>		<b>745,984</b>	<b>745,984</b>	<b>280,580</b>	(465,404)		
<b>Closing Funding Surplus (Deficit)</b>	2	0	0	<b>1,664,300</b>	1,664,300		▲

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 June 2023**

**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 2022/23 year is \$10,000 or 10% whichever is the greater.

**Operating Grants, Subsidies and Contributions**

826,179 WALGGC - General Purpose Grant additional received and prepayment of 23/34 grant. Timing variance

687,922 WALGGC - Local Roads Grant additional received and prepayment of 23/24 grant. Timing Variance

(65,664) LRCl funds for operating projects below budget due to movement on finalisation of projects.

\$57,664 will be carried forward to 23/24. Timing variance

**Fees and Charges**

14,475 Rent is greater than budgeted. Permanent variance

**Interest Earnings**

30,243 Municipal interest above budget. Permanent variance

**Other Revenue**

23,354 Recovery of legal costs - added to rate debtors. Permanent variance

**Profit on Disposal of Assets**

56,552 \$65,000 more received for traded loader. Permanent variance

**Employee Costs**

22,906 Employee costs are below budget. Permanent variance

**Less overhead and wage allocations**

122,895 Allocations to capital projects above budget.

**Materials and Contracts**

(75,107) There are several non reportable variances.

(25,555) Compliance expenditure below budget - LTFP to be rebudgeted in 23/24 and invoices to be received. Timing variance

Admin overheads are greater than budget. This includes additional laptop (\$2,500) and Council Chambers IT equipment (\$15,000)

52,380 approved by Council in March 23 meeting. Permanent variance

120,650 Plant operation costs are above budget ytd. \$52,805 loader repair to be funded from the plant reserve.

(62,664) Swimming Pool expenditure is below budget due to project not yet complete. Carry over to 23/24. Timing variance

**less Pdepn and POC allocations**

(70,981) Allocations to capital projects below budget.

**Utility Charges**

(18,795) Utility charges are greater than budget.

**Depreciation on Non-Current Assets**

(18,189) Depreciation is greater than budget ytd, draft figures only.

**Other Expenditure**

17,439 Councillor fees are below budget year to date.

**Grants, Subsidies and Contributions**

9,888 Additional funding received for Generator Project

8,000 More allocated to capital from LRCl, movement between projects.

15,316 Regional Road Group - additional funds received.

**Proceeds from Disposal of Assets**

65,000 Additional received for loader

(10,000) Water tanker and mower not traded.

**Land and Buildings**

583,733 See capital report

**Infrastructure Assets - Roads**

(6,158) See capital expenditure report. Timing variance

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2023**

**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 2022/23 year is \$10,000 or 10% whichever is the greater.

**Infrastructure Assets - Other**

- (21,894) Darkan Railway Reserve above budget. Additional funding allocated to project.
- (180,028) Darkan Sports Complex bowling green. Approved by Council April 23. Funded by reserve.
- (50,488) Additional expenditure on Lake Towerrinning Access project. Primarily wage allocations.
- 109,549 Darkan Refuse site expenditure below budget.  
see capital report.

**Plant and Equipment**

- 15,770 Mower purchased was below budget. Permanent variance
- (30,450) Water tanker greater than budget - Approved by Council. Permanent variance  
see capital report

**Transfer from Reserves**

- 180,028 Transfer from Reserve to fund Bowling Green resurfacing - Council approved.
- (498,468) House will be completed in 23/24 year
- (50,000) Housing reserve funds not used for refurbishments
- (90,240) Waste management reserve funds not transferred.
- 7,622 Plant Reserve transfer below budget.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2023**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2022	30 Jun 2023
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,331,333	1,504,484
Cash Restricted - reserves	5	2,834,020	2,754,878
Cash Restricted - unspent grants		512,197	7,336
Receivables - Rates	4	131,031	185,649
Receivables - Other	4	174,351	76,456
Inventories		17,256	17,256
		5,000,188	4,546,059
<b>Less: Current Liabilities</b>			
Payables		(172,740)	(119,545)
Unspent grants, contributions and reimbursements 21/22		(512,197)	(6,750)
Unspent grants, contributions and reimbursements current 22/23		0	(586)
		(684,937)	(126,881)
Less: Cash Reserves	5	(2,834,020)	(2,754,878)
<b>Net Current Funding Position</b>		<b>1,481,231</b>	<b>1,664,300</b>

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2023**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	1,461,720			1,461,720	NAB	0.01%	At Call
Municipal Cash Maximiser	50,000			50,000	NAB	0.95%	At Call
Trust Bank Account			68,441	68,441	NAB	0.01%	At Call
Trust Cash Maximiser			5,269	5,269	NAB	0.95%	At Call
Reserve Cash Maximiser		2,754,878		2,754,878	NAB	0.95%	At Call
<b>Total</b>	<b>1,511,720</b>	<b>2,754,878</b>	<b>73,710</b>	<b>4,340,308</b>			



SHIRE OF WEST ARTHUR  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 June 2023

**Note 4: Receivables**

<u>Receivables - Rates Receivable</u>	<u>30 Jun 2023</u>	<u>30 June 2022</u>	<u>Receivables - General</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90+ Days</u>	<u>Total</u>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	200,216	237,534	Receivables - General	66,237	534	2,910	4,605	74,286
Levied this year (incl rubbish & ESL)	2,036,716	1,876,228						
Less Collections to date	(1,992,581)	(1,919,009)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>244,351</b>	<b>194,753</b>	Sundry Debtors					0
Add paid in advance	10,483	5,463	Receivables - Other					0
<b>Net Rates Collectable</b>	<b>254,834</b>	<b>200,216</b>	<b>Total Receivables General Outstanding</b>					<b>74,286</b>
% Collected	89.08%	90.79%						
Less Recognised as doubtful	(69,185)	(69,185)	<b>Amounts shown above include GST (where applicable)</b>					

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2023**

**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	121,149	3,634	3,957	0	0	0	0	124,783	125,105
Plant Reserve	454,017	13,620	14,828	290,178	290,178	(194,650)	(202,272)	563,165	556,751
Building Reserve	734,309	22,029	23,982	0	0	(565,000)	(66,532)	191,338	691,759
Town Development Reserve	1,528	46	50	0	0	0	0	1,574	1,578
Recreation Reserve	163,284	4,900	5,333	0	0	0	0	168,184	168,617
Heritage Reserve	6,091	183	199	300	273	0	0	6,574	6,563
Community Housing Reserve	169,135	5,074	5,524	20,000	16,549	(50,000)	0	144,209	191,208
Waste Management Reserve	122,753	3,683	4,009	0	0	(100,000)	(9,760)	26,436	117,002
Darkan Swimming Pool Reserve	49,219	1,477	1,607	5,000	5,000	0	0	55,696	55,826
Information Technology Reserve	66,549	1,996	2,173	3,000	3,000	(14,000)	(14,000)	57,545	57,723
Darkan Sport and Community Centre Reserve	325,422	9,763	9,482	30,000	30,000	0	(180,028)	365,185	184,875
Arthur River Country Club Renewal Reserve	40,150	1,205	1,311	6,000	6,000	0	0	47,355	47,461
Museum Reserve	128,701	3,861	4,203	0	0	(5,000)	0	127,562	132,904
Moodiarrup Sports Club Reserve	17,581	527	574	5,000	4,000	0	0	23,108	22,156
Landcare Reserve	32,989	990	1,077	0	0	(5,000)	(5,000)	28,979	29,067
Corporate Planning and Valuation Reserve	19,945	598	651	0	0	(16,000)	(16,000)	4,543	4,596
Kids Central Members Reserve	7,156	215	234	0	0	0	(302)	7,371	7,088
The Shed Reserve	12,824	385	419	0	0	0	(140)	13,209	13,103
Recreation Trails Reserve	1,218	36	40	0	0	0	0	1,254	1,258
Community Gym Reserve	12,003	360	392	1,000	2,254	(9,000)	(6,092)	4,363	8,558
Economic Development Reserve	113,847	3,415	3,718	0	0	(35,000)	(27,680)	82,262	89,885
Road Reserve	234,148	7,024	7,647	0	0	0	0	241,172	241,795
	<b>2,834,020</b>	<b>85,021</b>	<b>91,410</b>	<b>360,478</b>	<b>357,254</b>	<b>(993,650)</b>	<b>(527,806)</b>	<b>2,285,869</b>	<b>2,754,878</b>

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 June 2023**

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance	Budget Operating	Capital	Revenue Current year (f)	YTD Actual Revenue Carried Forward	(Expended) (g)	Unspent Grant (a)+(f)+(g)
			(a)	(b)	(c)				
				\$	\$	\$		\$	\$
<b>General Purpose Funding</b>									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	55,000	0	881,179	0	0	0
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	80,000	0	767,922	0	0	0
<b>Law, Order and Public Safety</b>									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	49,844	0	49,844	0	(49,844)	0
FESA Grant - Arthur River Fire Shed	Dept. of Fire & Emergency Services	Non-operating	0	0	3,649	3,649	0	(3,649)	0
Purchase of generators		Non-operating	0	0	13,498	23,386	0	(23,386)	0
<b>Education and Welfare</b>									
Covid-19 Youth Recovery Grants Program	Department of Communities	Operating - Tied	0	5,000	0	0	5,000	(5,000)	0
<b>Recreation and Culture</b>									
Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	476,544	0	484,544	(484,544)	0
Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	214,000	0	125,683	22,653	(148,336)	0
Operating grant	State Library of WA	Operating - Tied		1,000	0	4,074		(3,488)	586
Other small grants - events	Department of Local Government & Cultural Industries	Operating - Tied		0	0	6,750		0	6,750
Hillman Reserve - walk trails project									
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	329,877	0	(329,877)	0
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	377,394	392,710	0	(392,710)	0
Direct Grant	Main Roads - Direct Grant	Operating	0	144,256	0	147,359	0	0	0
<b>TOTALS</b>			<b>0</b>	<b>549,100</b>	<b>1,200,962</b>	<b>2,732,433</b>	<b>512,197</b>	<b>(1,440,834)</b>	<b>7,336</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions		0	279,256	0	1,796,460	0	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	269,844	0	186,351	27,653	(206,668)	7,336
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,200,962	749,622	484,544	(1,234,166)	0
<b>TOTALS</b>			<b>0</b>	<b>549,100</b>	<b>1,200,962</b>	<b>2,732,433</b>	<b>512,197</b>	<b>(1,440,834)</b>	<b>7,336</b>

SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2023

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		
		\$	\$	\$	\$	\$	\$		
<b>Land and Buildings</b>									
<b>Law, Order and Public Safety</b>									
Arthur River Fire Shed		0	(3,649)	(3,649)	0	(3,649)	(3,649)	0 Funded by ESL Capital Grant	
<b>Housing</b>									
Renovations to existing joint venture community housing units		0	0	0	(4,640)	(50,000)	(54,640)	54,640	
<b>Recreation And Culture</b>									
Darkan Sports Precinct - Upgrade power		(550)	(71,068)	(71,618)		(90,000)	(90,000)	18,382	
<b>Other Property &amp; Services</b>									
Staff housing improvements/renovations		0	0	0	(3,360)	(25,000)	(28,360)	28,360	
New staff house		(1,631)	(27,192)	(28,823)	(14,100)	(500,000)	(514,100)	485,277	
Office - Shire Depot		(1,064)	(45,862)	(46,926)	(4,000)	(40,000)	(44,000)	(2,926)	
<b>Buildings Total</b>		<b>(3,245)</b>	<b>(147,771)</b>	<b>(151,016)</b>	<b>(26,100)</b>	<b>(708,649)</b>	<b>(734,749)</b>	<b>583,733</b>	
<b>Infrastructure</b>									
<b>Community Amenities</b>									
Darkan Refuse Site		(691)	(9,760)	(10,451)	(20,000)	(100,000)	(120,000)	109,549	
<b>Recreation And Culture</b>									
Darkan Railway Reserve - redevelopment of play and youth area		(33,413)	(380,850)	(414,263)	(30,000)	(362,369)	(392,369)	(21,894) Reallocation of additional LRC funds to this project.	
Lake Towerrinning - Access improvement		(47,955)	(77,533)	(125,488)	(5,000)	(70,000)	(75,000)	(50,488) Wages greater than budget.	
Lake Towerrinning - Shade and landscaping		(5,788)	(14,787)	(20,575)	(8,000)	(12,287)	(20,287)	(288)	
Darkan District Sports Complex - Bowling green		0	(180,028)	(180,028)	0	0	0	(180,028) Decision made by Council April 23 - funded from Reserve	
<b>Economic Development</b>									
Potable water Infrastructure		(475)	(19,802)	(20,277)	0	(20,000)	(20,000)	(277)	
<b>Infrastructure Total</b>		<b>(88,322)</b>	<b>(682,760)</b>	<b>(771,082)</b>	<b>(63,000)</b>	<b>(564,656)</b>	<b>(627,656)</b>	<b>(143,426)</b>	
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
Loader		0	(302,833)	(302,833)	0	(320,000)	(320,000)	17,167	
Water tanker		0	(100,450)	(100,450)	0	(70,000)	(70,000)	(30,450) Council decision to fund additional cost Feb 23	
Passenger Vehicles		0	(104,162)	(104,162)	0	(96,300)	(96,300)	(7,862)	
Mower		0	(24,230)	(24,230)	0	(40,000)	(40,000)	15,770 Purchase below budget	
Trailer		0	(82,791)	(82,791)	0	(82,400)	(82,400)	(391)	
Generators		(1,300)	(25,664)	(26,964)	0	(26,996)	(26,996)	32	
<b>Plant, Equip &amp; Vehicles Total</b>		<b>(1,300)</b>	<b>(640,130)</b>	<b>(641,430)</b>	<b>0</b>	<b>(635,696)</b>	<b>(635,696)</b>	<b>(5,734)</b>	
<b>Roads</b>									
<b>Regional Road Group</b>									
Boypup Brook Arthur Road		(84,610)	(229,555)	(314,165)	(109,492)	(202,100)	(311,592)	(2,573) wage and plant allocations greater than budget. Additional 215,510 funding received. Partly funded from unallocated project below. Material cost will be below budget.	
Darkan Williams Road		(258,192)	(19,379)	(277,571)	(219,068)	(35,431)	(254,499)	(23,072) below budget.	
<b>Regional Road Group Total</b>		<b>(342,802)</b>	<b>(248,934)</b>	<b>(591,736)</b>	<b>(328,560)</b>	<b>(237,531)</b>	<b>(566,091)</b>	<b>(25,645)</b>	
<b>Roads to Recovery</b>									
Trigwell Bridge Road		(184,874)	(61,064)	(245,938)	(154,094)	(62,871)	(216,965)	(28,973)	
Howie Road		(178,515)	(18,840)	(197,355)	(102,141)	(18,424)	(120,565)	(76,790)	
<b>Roads to Recovery Total</b>		<b>(363,389)</b>	<b>(79,904)</b>	<b>(443,293)</b>	<b>(256,235)</b>	<b>(81,295)</b>	<b>(337,530)</b>	<b>(105,763)</b>	
<b>Shire Funded</b>									
Dust Suppression		(350)	0	(350)	(12,600)	(7,000)	(19,600)	19,250	
To be determined		(54,001)	0	(54,001)	(115,000)	(45,000)	(160,000)	105,999 Part wage and plant allocation portion on RRG project.	
<b>Shire Funded Total</b>		<b>(54,351)</b>	<b>0</b>	<b>(54,351)</b>	<b>(127,600)</b>	<b>(52,000)</b>	<b>(179,600)</b>	<b>125,249</b>	
<b>Roads Total</b>		<b>(760,542)</b>	<b>(328,838)</b>	<b>(1,089,380)</b>	<b>(712,395)</b>	<b>(370,826)</b>	<b>(1,083,221)</b>	<b>(6,159)</b>	
<b>Capital Expenditure Total</b>		<b>(853,409)</b>	<b>(1,799,499)</b>	<b>(2,652,908)</b>	<b>(801,495)</b>	<b>(2,279,827)</b>	<b>(3,081,322)</b>	<b>428,414</b>	

**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES****14.1 RURAL SUBDIVISION - CAPERCUP ROAD NORTH**

<b>File Reference:</b>	<b>ADM354, A496 &amp; A426</b>
<b>Author:</b>	<b>Geoffrey Lush, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>19/07/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lots 118, 2183, and 2497 Capercup Road North, Duranillin</b>
<b>Applicant:</b>	<b>Thompson Surveying Consultants</b>
<b>Owner:</b>	<b>Frank and Kerryn Chia</b>
<b>Proposal:</b>	<b>Rural subdivision to rationalise existing farming property</b>
<b>Attachments:</b>	<b>1. Site Plan 2. Subdivision Plan</b>

**SUMMARY:**

Council is requested to consider the referral of subdivision application by the WAPC (Ref No 163777) for a three lot rural subdivision.

**BACKGROUND:**

The subject land is located on Capercup Road North, 5kms west of Duranillin townsite. It has an area of 1142.8195 hectares and is comprised of three lots being:

- Lot 118 DP301898 being 807.6322 hectares;
- Lot 2497 DP137644 being 60.6803 hectares; and
- Lot 3447 DP201736 being 274.5070 hectares.

The existing conditions are lots as shown in Attachment 1.

Lot 118 is located on both sides of Capercup Road North. There is an existing dwelling on the eastern side and two derelict dwellings on the western side. O'Connell Road is on the northern border of the eastern portion of Lot 118.

Lot 3447 fronts the Bowelling – Duranillin Road reserve. This is split by the railway line reserve, with the constructed road being on the southern side. There is also an unconstructed road reserve on the northern boundary of Lot 3447 separating it from Lot 118.

Lot 2497 also fronts the Bowelling – Duranillin Road reserve but has a constructed access across the railway line. There was an existing dwelling on the site which was destroyed by fire several years ago.

The subject land is predominantly cleared farming land with several relatively small areas of remnant vegetation. Reserve 31209 is adjacent to the subject land. This is an A class reserve for flora and fauna conservation having an area of 146 hectares.

The proposed lots are shown in Attachment 2 having areas of 256, 335 and 551 hectares.

**COMMENT:**

The application does not create any additional lots and is rationalising the existing farm. The proposed lots are consistent or larger than the prevailing lots in the area.

Proposed Lot 3 initially looks as if it does not have any constructed road access but this is provided by the existing access from the Bowelling – Duranillin Road to the previous house site.

While portions of the site are designated as being bushfire prone, no Bushfire Attack Level (BAL) Assessment is required as there is sufficient areas available for any future house construction on land which is not bushfire prone.

**CONSULTATION:**

Applicant

**STATUTORY ENVIRONMENT:**Local Planning Scheme No 2

The subject land is zoned Rural under Local Planning Scheme No 2. The objectives for the Rural zone include:

- to ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities.
- to provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability.

Clause 5.18.4 of the Scheme specifically deals with the subdivision of Rural zoned land stating when making recommendations to the Commission on applications for subdivision the local government will have regard to the relevant policies of the Commission and the following:

## a) Subdivision for Intensive Agriculture

The local government will support subdivision in the Rural Zone where one or more of the proposed lots are for an existing or proposed intensive agriculture use and the application demonstrates that:

- (i) any intensive agriculture lot would be a minimum size of 80 hectares unless the Department of Agriculture advises that a lesser lot size is adequate for a long term sustainable intensive agriculture use;
- (ii) the land has high land capability for the use and all lots have a sustainable water supply for domestic, fire management, agricultural, and environmental needs;
- (iii) the use would not result in adverse impacts on the environment (e.g. waterways or native flora and fauna) or cause conflict with existing agricultural uses on adjoining lots;
- (iv) the balance lot would be usable in the long term as a viable broad acre agricultural enterprise without the need for clearing of remnant vegetation; and
- (v) the intensive agriculture use has been approved by the local government under the Scheme.

State Planning Policy 3.7 Planning in Bushfire Prone Areas

Portions of the subject land is designated as being bushfire prone on the State Bushfire Prone Maps.

State Planning Policy SPP3.7 Planning in Bushfire Prone Areas requires that any subdivision application must be accompanied by a bushfire assessment which includes:

- a) a Bushfire Attack Level (BAL) Assessment or a BAL Contour Map to show the expected BAL ratings for the developed site;
- b) the identification of any bushfire hazard issues arising from the BAL Contour Map or the BAL assessment; and

- c) an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site.

#### State Planning Policy 2.5 Rural Land

State Planning Policy 2.5 Rural Land has a presumption against the subdivision of rural land except for specific circumstances being:

- a) A boundary re-alignment;
- b) To protect and actively conserve places of cultural and natural heritage;
- c) To allow for the efficient provision of utilities and infrastructure;
- d) Homestead lots; and
- e) For other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary to the public interest.

In addition to the provisions of the policy the WAPC will have due regard to:

- the provisions of a local planning scheme;
- a local planning strategy or local rural strategy;
- applicable region schemes;
- applicable regional strategies;
- relevant State planning and operational policies;
- the individual merits of the proposal; and
- existing precedent(s) or any potential precedent the proposal may create.

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan – Strategic Direction – Local Economy – supporting agriculture and local business.

#### **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	Significant	Severe
		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	The proposed subdivision results in rural land use conflict or access issues.
Risk Likelihood (based on history and with existing controls)	Possible (3) based upon history of similar access issues in the Shire
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Inadequate safety or security practices
Risk Action Plan (Controls or Treatment Proposed)	Local Planning Scheme provisions

**VOTING REQUIREMENTS:**

Simple Majority

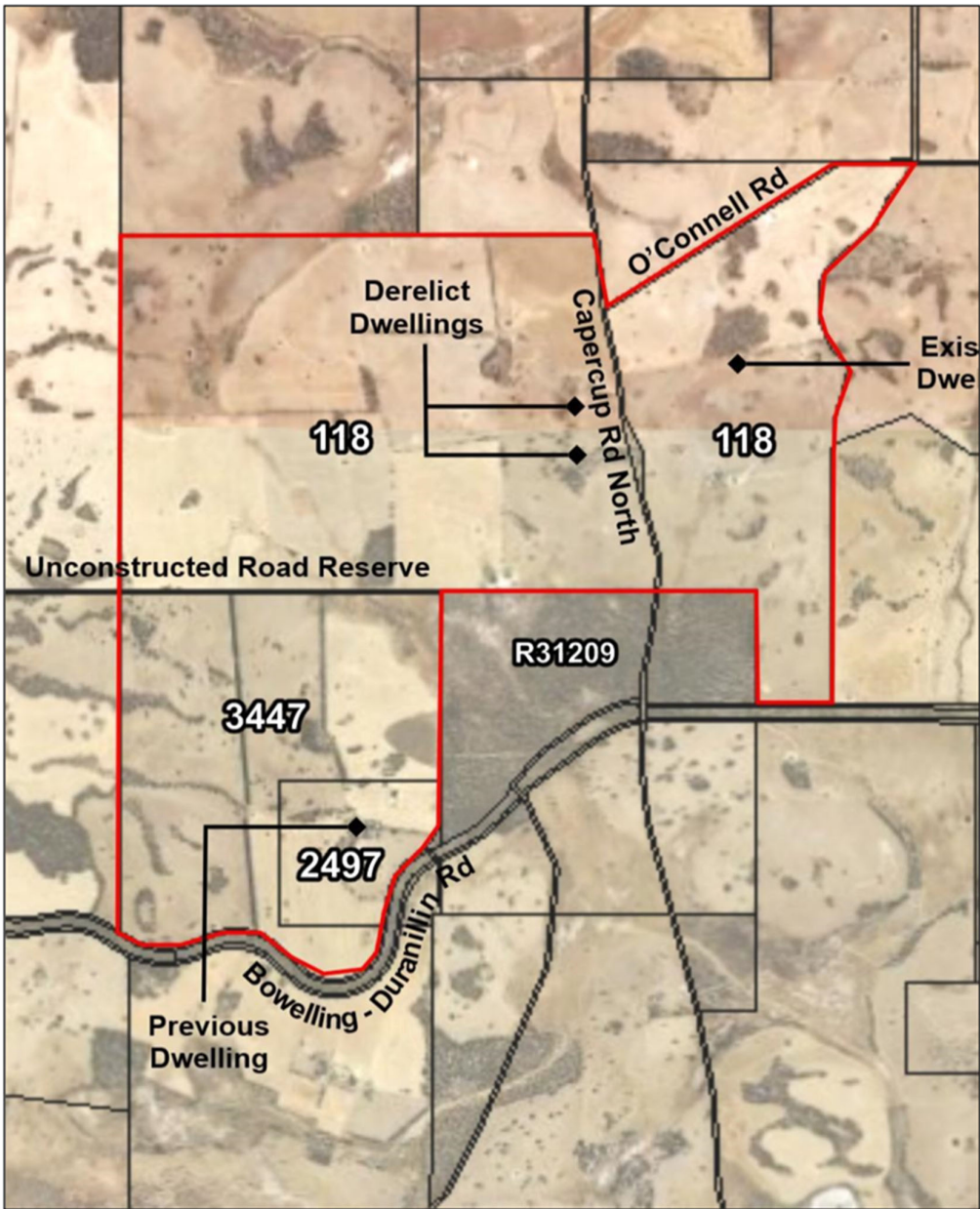
**OFFICER RECOMMENDATION:**

That Council advise the Western Australian Planning Commission that it has no objection to the proposed subdivision of Lots 118, 2183, and 2497 Capercup Road North, Duranillin (Ref No 163777) on the basis that:

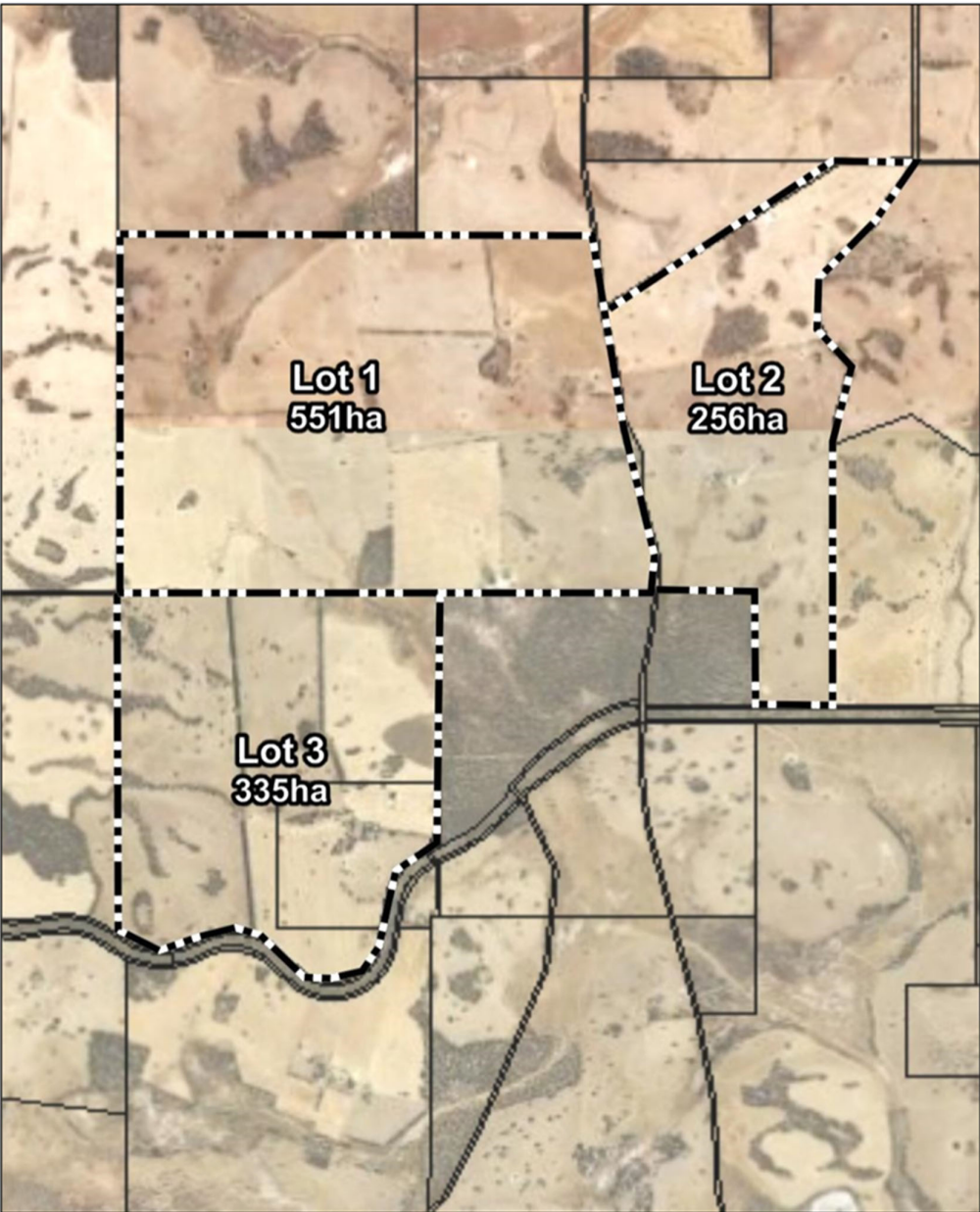
- The proposed lot size is consistent with the prevailing lot size in the area;
- There are suitable locations for future dwellings on land which are not designated as being bushfire prone; and
- All the proposed lots have constructed road access, with proposed Lot 3 having an existing access to the Bowelling – Duranillin Road.



Attachment 1 - Site Plan



Attachment 2 - Subdivision Plan



**14.2 LOCAL PLANNING SCHEME REVIEW (WIND FARMS)**

<b>File Reference:</b>	<b>ADM205</b>
<b>Author:</b>	<b>Geoffrey Lush, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>19/07/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Whole of Municipality</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Owner:</b>	<b>N/A</b>
<b>Proposal:</b>	<b>Considerations for inclusion in Local Planning Strategy</b>
<b>Attachments:</b>	<b>1. Wind Farm Discussion Paper</b>

**SUMMARY:**

Council is requested to consider the issue of Wind Farms in the preparation of the Local Planning Strategy and review of Local Planning Scheme No 2.

**BACKGROUND:**

Council at its Meeting of the 27 April 2023 considered the review of Local Planning Scheme No 2 and resolved (in summary) that:

- A. It will incrementally investigate and prepare briefing papers on the local development issues for the preparation of the Local Planning Strategy; and
- B. The priority for examining local development issues will be:
  - 1) Windfarms;
  - 2) Protection of agricultural land, plantations and agro forestry;
  - 3) Residential development and housing requirements;
  - 4) Tourist accommodation.

Contained as Attachment 1 is a discussion paper on wind farms which has been prepared having regard to the WAPC's Position Statement on Renewable energy facilities (2020), SAT appeal decisions, DAP agenda reports and the provisions of other Local Planning Schemes and Strategies. The discussion paper identifies the relevant development provisions and the following issues:

- Land Use Definition;
- Responsible Authority;
- Local Planning Scheme Provisions;
- Environmental Assessment;
- Noise Impact;
- Visual and Landscape Impact;
- Amenity;
- Bushfire Management;
- Shadow Flicker;
- Traffic; and
- Network Connections.

**COMMENT:**

From the above issues, general statements of intent objectives can be prepared to assist in the preparation of the Local Planning Strategy. In the interim period, these can also form the basis of a Local Planning Policy to assist in the consideration of any development application. More information on each of these issues is contained in the discussion paper.

- 1) Ensure that any proposal for a wind farm that has the potential to impact upon the locality requires a development approval, irrespective of the number of proposed turbines or whether the facility is intended primarily for use within a business/industry.
- 2) That as an unspecified land use a wind farm may be consistent with the objectives of the Rural zone where they:
  - Do not prevent the continuation of broad-hectare agriculture;
  - Are being provided for intensive agricultural uses;
  - Retain the rural character and amenity of the locality;
  - Do not involve substantial clearing of remnant vegetation; or
  - They can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- 3) That applications for wind farms should be referred to the Department of Water and Environmental Regulation for assessment.
- 4) The minimum recommended distance between noise-sensitive land uses and a wind turbine is 1,500 metres. That applications for wind farms be required to document the proposed buffer setback to existing sensitive land uses (dwellings). Consideration of the suitability of the proposed buffer setback will also have regard to the likelihood of future sensitive land uses on vacant properties.
- 5) In order to consider the potential impact of a wind farm on the landscape character of an area a visual and landscape impact assessment should be required.
- 6) That Council identify the district landscape features which should be protected including but not limited to:
  - Heritage sites;
  - Tourist sites i.e. Lake Towerrinning;
  - Major roads being Albany and Coalfields Highways; Williams Road, Bowelling - Duranillin Road, Boyup Brook - Arthur Road and the Darkan - Kojonup Road (which has several local names).
- 7) Where a wind farm is proposed to be located on a development site which is bushfire prone, a Bushfire Management Plan will be required to demonstrate the suitability of the land for the development. This includes the need to provide a Broader Landscape Assessment to document its contextual setting of the development site and a possible risk assessment.
- 8) Any application for a wind farm should provide information on the transportation of the structures to the development site including:
  - The access road classification and its suitability to accommodate oversized vehicles; and
  - The identification and need to remove any roadside vegetation which may require specific approval especially within the Wellington Catchment Special Control Area.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**Responsible Authority

Applications for wind farms are likely to be determined by a Development Assessment Panel (DAP) as where the development has a value of more than:

- \$10 million, then it must be referred to a Development Assessment Panel (DAP); or
- \$2 million, then the applicant can elect to refer it to a DAP.

In these situations, Council is not the decision making authority, but it still makes a recommendation to the DAP.

Local Planning Scheme No 2

Any proposed wind farms will most likely be located within the 'Rural' zone under Local Planning Scheme No 2. Wind farms are not a defined land use within the Planning Scheme.

A development application for a land use which is not specifically referred to in the zoning table is defined under the Planning and Development (Local Planning Schemes) Regulations 2015 as a "complex application." All complex applications must be advertised.

Prior to the introduction of the Regulations, in considering an unspecified land use Council would have to consider if:

- the proposed use is or may be consistent with the objectives of the relevant zone; or
- is not consistent with the objectives of the relevant zone and is therefore not permitted.

State Planning Policy 3.7 Planning in Bushfire Prone Areas

Large areas of the Rural zone are designated as being bushfire prone. The Deemed Provisions stipulate that a Bushfire Attack Level (BAL) Assessment is required for any "habitable building" in a bushfire prone area, while the Guidelines recommend that a Bushfire Management Plan be prepared for any proposed development application.

**POLICY IMPLICATIONS:**

A revised Local Planning Strategy will be a major policy document for the Shire to be considered alongside the Corporate and Community Strategic Plans.

**FINANCIAL IMPLICATIONS:**

The normal planning application fee paid to Council still applies to wind farms even when they are referred to a DAP for consideration.

**STRATEGIC IMPLICATIONS:**

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 do not contain any reference to wind farms. More general outcomes that could be relevant are:

Outcome 2.1 – Improved employment through diversification in agricultural

- Support agricultural diversification opportunities which have the potential to provide economic benefits and employment growth and promote funding opportunities on social and traditional media when they arise.

Outcome 2.2 – A growing, diverse business community

- Promote and consider opportunities to develop industrial sites to attract new businesses to the Shire.
- Monitor land sales and development opportunities and investigate further land release (including larger lot sizes) as needed.
- Prepare and implement an economic plan and for the Shire which identifies opportunities in key sectors including health and medical, manufacturing and downstream processing to attract investment and create employment.

Outcome 3.1 – Maintain and improve our key natural assets

- Consider environmental impacts and biodiversity when assessing land use applications through council.

Outcome 4.4 – Appropriate planning and development

- Review and update the Shire Policy Register to reflect current policies and develop new policies relevant to recent regulatory changes.

**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	Significant	Severe
		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	Loss of reputation, hindering development
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with directions given by the Planning Commission.

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

- A) That the issues and principles identified for wind farms be considered in the preparation of the Local Planning Strategy and the review of the Local Planning Scheme.
- B) That a draft Local Planning Policy for wind farms be prepared for Council's consideration.



## Attachment 1 - Wind Farm Discussion Paper

### 1.0 Background

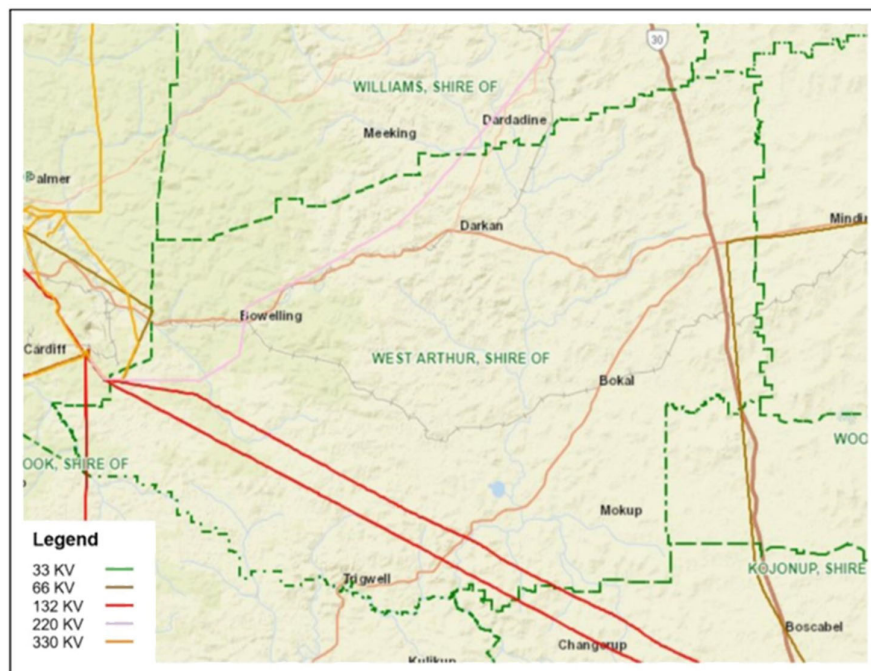
The purpose of this discussion paper is to consider the potential town planning issues associated with the development of renewable energy facilities and, in particular, wind farms.

In March 2019, the McGowan Government launched Western Australia’s Energy Transformation Strategy. This sets out the proposed transition from coal-fired power generation to cleaner, cheaper electricity produced by both large-scale wind and solar farms and rooftop solar photovoltaic (PV) systems.

The State Planning Strategy 2050 promotes renewable energy initiatives.

Renewable energy facilities in Western Australia are principally wind turbine and solar array systems. Other systems include geothermal, biogas, ocean power and hydro-electric power for on-grid and off grid locations.

Wind farms are likely to provide a connection in to the South West Interconnected System (SWIS) network as shown below.



### 2.0 Land Use Definition

Wind farms are defined in the Model Scheme Text (Town Planning Regulations) as:

A premises used to generate electricity by wind force and any associated turbine, building or other structure but does not include anemometers or turbines used primarily to supply electricity for a domestic property or for private rural use.

The Department of Planning Lands and Heritage 2020 Position Statement on Renewable Energy Facilities has the following definition:



Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Wind farms are not specifically defined within Local Planning Scheme. No 2.

The Department's definition excludes facilities designed for primary use within a business/industry. This potentially causes an issue as there is a trend for rural industries to be more self-sufficient and conscious of sustainability issues. Consequently, a rural industry may wish to install wind turbines to supplement their power supply.

For example, Westpork (Gorn Road piggery) obtained approval for 8 wind turbines and associated infrastructure on its Moora piggery site. These supply up to 4 megawatts of power being 80% of Westpork's annual electricity requirements. The turbines are 86 metres tall to the blade tip height, with a hub height 65 metres and rotor diameter of 40 metres.

**Issue 1**

Ensure that any proposal for a wind farm that has the potential to impact upon the locality requires a development approval, irrespective of the number of proposed turbines or whether the facility is intended primarily for use within a business/industry.

### 3.0 Responsible Authority

Where an application for a windfarm has a value of more than \$10 million, then it must be referred to a Development Assessment Panel (DAP) for consideration and determination. If the application has a value of more than \$2 million, then the applicant can elect to refer it to a DAP.

In these situations, Council is not the decision making authority, but it still makes a recommendation to the DAP.

Development Assessment Panels are independent decision making bodies and do not form part of the Department of Planning, Lands and Heritage or the Western Australian Planning Commission. West Arthur is located in the Regional Joint Development Assessment Panel area which covers the whole of the State excluding the Perth metropolitan area.

### 4.0 Local Planning Scheme Provisions

It is expected that any proposed wind farms will be located within the 'Rural' zone under Local Planning Scheme No 2 (LPS No 2). Unless otherwise provided for in the Scheme, all development within the Rural zone requires a development approval.

The objectives of the Rural zone (Clause 4.2) are:

- a) to ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities.
- b) to provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability.
- c) to help protect rural land from land degradation and further loss of biodiversity by:
  - minimising clearing of remnant vegetation
  - encouraging retention and protection of remnant vegetation
  - encouraging development and protection of vegetation corridors
  - encouraging development of sustainable surface and sub-surface drainage works

- encouraging rehabilitation of salt-affected land
  - encouraging soil conservation through land management measures
  - encouraging identification and protection of wetlands
- d) to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- e) to allow for facilities for tourists and travellers, and for recreation uses.
- f) to have regard to use of adjoining land at the interface with other zones to avoid adverse effects on local amenities.

Wind farms are not specifically defined land use within the Planning Scheme. Within the Rural zone industrial uses are classified as follows:

industry – cottage	D	Requires planning approval
industry - extractive	D	Requires planning approval
industry - general	X	A use that is not permitted by the Scheme
industry - light	X	A use that is not permitted by the Scheme
industry – mining	D	Requires planning approval
industry - rural	D	Requires planning approval
industry – service	X	A use that is not permitted by the Scheme

A development application for a land use which is not specifically referred to in the zoning table is defined under the Planning and Development (Local Planning Schemes) Regulations 2015 as a “complex application.” All complex applications must be advertised.

The consideration of a “complex application” under the Regulations supersede the provisions of Clause 4.4.2 of the Scheme which state that the local government may:

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or
- b) determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or
- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

**Issue 2**

That as an unspecified land use a wind farm may be consistent with the objectives of the Rural zone where they:

- Do not prevent the continuation of broad-hectare agriculture;
- Are being provided for intensive agricultural uses;
- Retain the rural character and amenity of the locality;
- Do not involve substantial clearing of remnant vegetation; or
- They can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.

**5.0 Environmental Assessment**

The Environmental Protection Act 1986 (EP Act) requires that a planning authority, as a decision-making authority (DMA), must refer a significant proposal to the EPA for a decision on whether the proposal should be subject to environmental impact assessment where there are potential impacts relating to:

- i. Native vegetation and fauna;
- ii. Wetlands, water bodies, watercourses, inlets, estuaries, coast;

- iii. Public drinking water sources;
- iv. Soil and catchment issues;
- v. Contamination;
- vi. Infrastructure, industry and activities associated with off-site noise, air emissions and/or other pollution impacts; and
- vii. Sites of heritage, cultural or social significance.

Item (iii) public drinking water sources is already addressed by Clause 6.2 of the Scheme being the special control area for the catchment of the Wellington Dam.

Item (vi) relates to the need to consider appropriate buffer distances between the wind farm and sensitive land uses which are typically dwellings. This is discussed further in Section 6.1 below.

Item (vii) regarding sites of heritage, cultural or social significance typically means sites in Council's Heritage List. It can also include other important sites with landscape significance or other importance provided these are identified and defined by Council.

#### **Issue 3**

That applications for wind farms should be referred to the Department of Water and Environmental Regulation for assessment.

## **6.0 Development Issues**

### 6.1 Noise Impact

A primary issue with wind farms is the need to provide an appropriate buffer distance between the wind farm and sensitive land uses which are typically dwellings.

The minimum recommended distance between noise-sensitive land uses and a wind turbine is 1,500 metres. This distance may be reduced based upon advice from DWER. Applications for new wind turbines within 1,500 metres of an existing or new noise sensitive premises should have an acoustic study to demonstrate the acceptability of a lesser separation distance.

Often an environmental assessment will only consider the location of existing dwellings. However, this should also consider the likelihood of a new dwelling being developed on a vacant rural lot. It is noted that under the provisions of a Scheme that a dwelling is a (P) permitted use in the Rural zone. It does not require any planning approval where it complies with the setback provisions of the Scheme being 20m from the front and rear boundaries and 10m from the side boundary. On a large rural property, it is unlikely that a dwelling would be constructed near the rear boundary.

The prescribed noise levels are contained in The Environmental Protection (Noise) Regulations 1997. The assigned noise level which is not be exceeded for more than 10% of the time for a dwelling in a rural area is:

- 45dB plus the influencing factor between 0700 to 1900 hours Monday to Saturday; and
- 35dB plus the influencing factor between 2200 to 0700 hours Monday to Saturday and 0900 hours on Sunday or a public holiday.

Even where noise levels meet the criteria with the specified buffer distance, residents may experience or be aware of the noise generated by the wind farm. This is because it is a new type of noise source which may have a character that people are unfamiliar with and so they listen for it.

#### **Issue 4**

That applications for wind farms be required to document the proposed buffer setback to existing sensitive land uses. Consideration of the suitability of the proposed buffer setback will also have regard to the likelihood of future sensitive land uses on vacant properties.

6.2 Visual and Landscape Impact

Under the Deemed Provisions, the Responsible Authority is required when considering an application to have regard to:

- The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

Wind farms by the nature of the scale, bulk and height of the development will have an impact upon the surrounding landscape.

The landscape of the rural zone is not static and is subject to ongoing progressive changes. Similarly, the recognition of important landscape features by the community may also change over time. The landscape character is also influenced by the underlying landform. This character changes in the Shire especially from west to east.

The Shire Planning Strategy does not address landscape issues.

Determining when a development has an unacceptable impact on the landscape quality of an area has a subjective element and can be difficult to quantify. The Department of Planning Lands and Heritage has prepared guidelines for Visual Landscape Planning in WA to assist in the consideration of the visual impacts of developments. The impact upon the landscape is also a function of the distance between the development site and the feature being protected.

Council needs to identify the district landscape features which should be protected. This can include views from specific locations such as:

- Heritage sites;
- Tourist sites i.e. Lake Towerrinning;
- Major roads being Albany and Coalfields Highways; Williams Road, Bowelling - Duranillin Road, Boyup Brook - Arthur Road and the Darkan - Kojonup Road (which has several local names).

**Issue 5**  
 In order to consider the potential impact of a wind farm on the landscape character of an area a visual and landscape impact assessment should be required.  
 That Council identify the district landscape features which should be protected.

6.3 Amenity

Under the Deemed Provisions, the Responsible Authority is required when considering an application to have regard to:

- The amenity of the locality including the character of the locality.

Amenity is a fundamental but sometimes elusive concept in planning law. The amenity of a neighbourhood is a complex mix of many attributes. It goes much further than mere "pleasantness" and "agreeableness" or the landscape character. Amenity is often cited as a planning objective which is to be considered or protected in relation to any development proposal.

In town planning terms it embraces all the features, benefits and advantages inherent in the environment in question. It may not only be concerned with physical surroundings but also the social and economic effects of proposed use or development. Likewise, 'amenity' may relate to the future as well as the present.

The specific characteristics which people value in an area can differ. Similarly, the tolerances of individuals to any changes may also vary. While some impact upon amenity is to be expected, it is

determining when the nature and degree of that impact is not acceptable which can be difficult to quantify.

**6.4 Bushfire Management**

Under the Deemed Provisions, the Responsible Authority is required when considering an application to have regard to:

- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, **bush fire**, soil erosion, land degradation or any other risk.

Large portions of the Rural zone are designated as being bush fire prone land. Development sites within bushfire prone areas normally require a bushfire assessment which can be in the form of a Bushfire Attack Level (BAL) Assessment or a Bushfire Management Plan.

Energy generating facilities have been classified as a high risk land use under State Planning Policy SPP3.7 Planning in Bushfire Prone Areas, which stipulates that a Bushfire Management Plan and a possible risk assessment should be prepared. However, this classification has been subject to different interpretations and is being deleted from the draft 2023 version of the Guidelines which are currently being advertised for comment.

The consideration of the bush fire risk has two components being:

- The location of the site and its relationship to the surrounding area which may make it more vulnerable to external bushfires. This is referred to as a Broader Landscape Assessment. Development site which have continuous bushland surrounding the site, even when the site might be cleared, are not likely to be considered suitable for development.
- The potential for the development itself to ignite, prolong or increase the intensity of a bushfire. This also includes the associated infrastructure and especially overhead power lines.

**Issue 6**

Where a wind farm is proposed to be located on a development site which is bushfire prone, a Bushfire Management Plan will be required to demonstrate the suitability of the land for the development. This includes the need to provide a Broader Landscape Assessment to document its contextual setting of the development site and a possible risk assessment.

**6.5 Shadow Flicker**

Shadow flicker is the flickering effect caused when rotating wind turbine blades periodically cast shadows through constrained openings such as the windows of neighbouring properties. Landowners have also objected on the basis that flickering adversely affects livestock.

The impact of shadow flicker is understood to be only significant for a variable distance of between 800 m to 1,400 m.

**6.6 Traffic**

The traffic impact of the completed development should be minimal depending upon the number of staff at the facility. Transportation of the tower sections, nacelle (cover housing) and rotor blades can be problematic due to their size.

**Issue 7**

Any application for a wind farm should provide information on the transportation of the structures to the development site including:

- The access road classification and its suitability to accommodate oversized vehicles; and
- The identification and need to remove any roadside vegetation which may require specific approval especially within the Wellington Catchment Special Control Area.

#### 6.7 Network Connection

The development of a wind farm is likely to require a connection to the South West Interconnected System (SWIS) power network. The nature of this connection can be an issue where:

- It is undertaken as a public work by Western Power and not subject to any planning approval;
- Crosses over neighbouring properties; or
- Requires the removal of remnant vegetation.

**14.3 PLANNING APPLICATION - KNIGHT ROAD, DARKAN**

**File Reference:** A250  
**Author:** Geoffrey Lush, Planning Consultant  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 19/07/2023  
**Disclosure of Interest:** Nil  
**Location:** 140 Knight Road, Darkan  
**Applicant:** P & A Lubcke  
**Owner:** P & A Lubcke  
**Proposal:** Replace an existing dwelling  
**Attachments:** 1. Floor Plan

**SUMMARY:**

Council is requested to consider an application to replace an existing dwelling on a rural property located within the Wellington Catchment Special Control Area.

**BACKGROUND:**

The subject land is Lot 2122 on DP233017 Knight Road having an area of 89 hectares. The property is located approximately 12kms north east of the Bowelling townsite. It is proposed to replace the existing dwelling as shown below.

The proposed dwelling will have an area of 124.7 sqm and will be setback 65m from the southern boundary and 141m from the eastern boundary.



**COMMENT:**

An application is only required for the dwelling as the subject land is located within the Special Control Area (SCA) under the Scheme for the Wellington Catchment.

The application has been referred to DWER which has previously advised that the Department does not object to this form of development, within the Wellington Dam Catchment subject to:

- There being no clearing of native vegetation;
- The development being acceptable under the Shire's Local Planning Scheme, and
- Normal development standards being met, including the installation of a suitably approved wastewater system.

The development site is not designated as being bushfire prone and the boundary setbacks comply with the Scheme. If the subject land was not located within the Wellington Catchment Special Control Area, then no planning application would be required.

The referral time period is 42 days which will close before the next Council Meeting. In order to avoid any delays with the application, if no objection is received or the Department advises that it does not object, then the application should be approved.

**CONSULTATION:**

The application has been referred to the Department of Water and Environmental Regulation (DWER).

**STATUTORY ENVIRONMENT:**Local Planning Scheme No 2

The subject land is zoned Rural under Local Planning Scheme No 2. The minimum boundary setbacks in the Rural zone are 20m from the front and rear boundary and 10m from the side boundary.

The subject land is located within the Wellington Reservoir Catchment Special Control Area. Clause 6.2. of the Scheme stipulates that:

- Planning approval is required for all development including a single house; and
- All applications are to be referred to the Department of Environment (DWER) and the local government is to have due regard to recommendations/advice received from the Department when determining applications.

Bushfire Prone Land

A portion of the subject land is designated as being bushfire prone, but this does not include the actual development site and no Bushfire Attack Level (BAL) Assessment is required.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025

Outcome 2.1 – Improved employment through diversification in agriculture

- Liaise with key stakeholders to continue to support agriculture in 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 Likelihood		Insignificant	Minor	Moderate	Significant	Severe
		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	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2) The event may only occur in exceptional circumstances
Risk Consequence	Minor (2) Non-compliance results in termination of services / approval or imposed penalties
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable Regulations.

**VOTING REQUIREMENTS:**

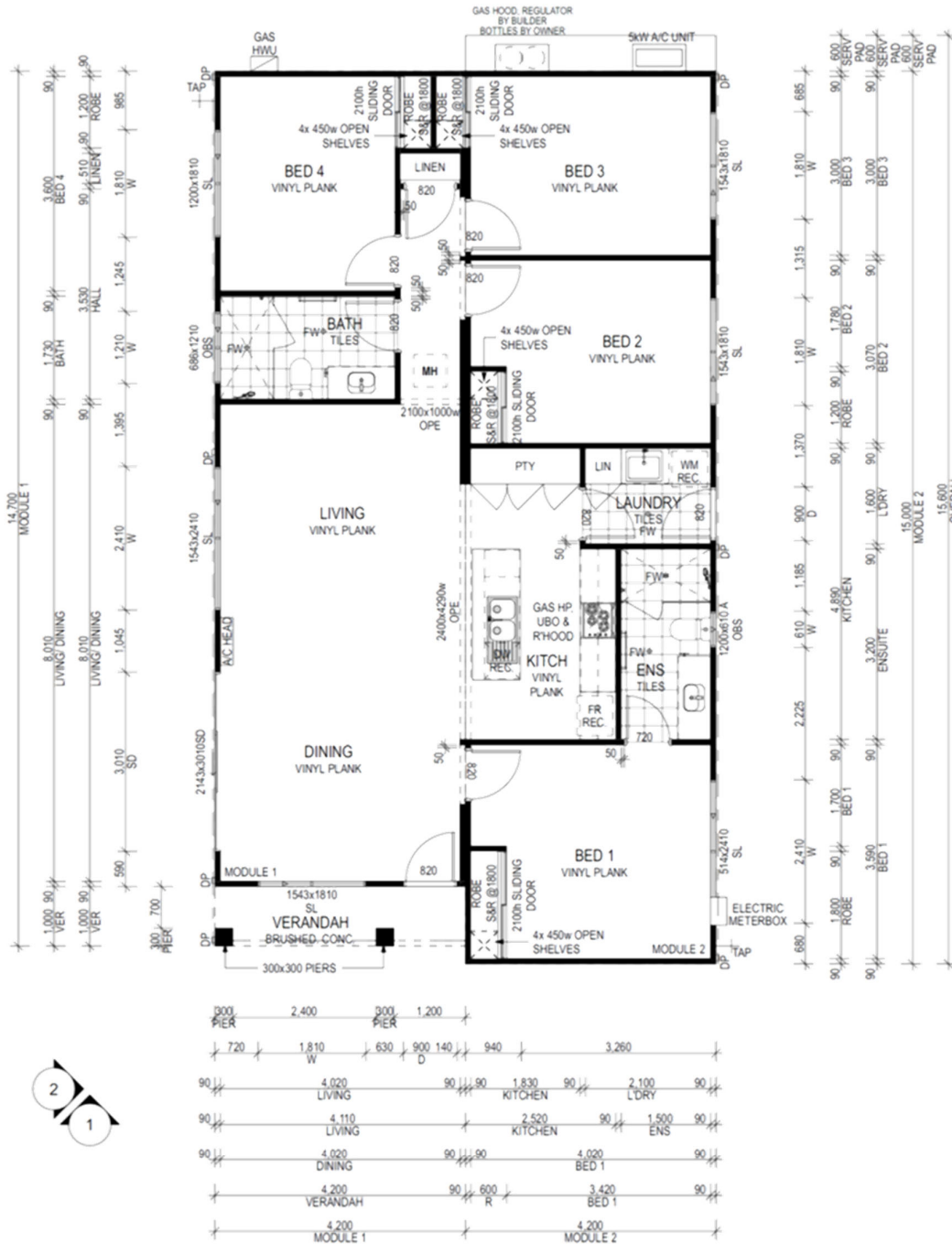
Simple Majority

**OFFICER RECOMMENDATION:**

That, subject to there not being any objection received from DWER, Council approve the use and development of a dwelling at Lot 2122 on DP233017 Knight Road, Darkan subject to the following conditions:

- 1 The development hereby approved shall occur generally in accordance with the proposal submitted with the application and this shall not be altered or modified without the prior written approval of the Shire.
- 2 The existing dwelling is to be demolished.
- 3 Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
- 4 Effluent disposal system(s) being sensitive to the current environmental concerns associated with nutrient leaching and runoff and being to the satisfaction of the Shire's Principal Health Surveyor.

Attachment 1 Floor Plan



**15 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).

CONFIDENTIAL

## 17 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

#### 17.1 Execution of Deed of Assumption and Variation

This matter is considered to be confidential under Section 5.23(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

<b>17.1 EXECUTION OF DEED OF ASSUMPTION AND VARIATION</b>
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<b>File Reference:</b>	<b>A782</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>20/07/2023</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <b>Court Order 2 March 2023 - Confidential</b></li> <li>2. <b>Email from McLeods Lawyers 30 June 2023 - Confidential</b></li> <li>3. <b>Deed of Assumption and Variation - Confidential</b></li> </ol>

The Council is satisfied that, pursuant to Section 5.23(2) of the *Local Government Act 1995*, the information to be received, discussed or considered in relation to this agenda item is:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

### OFFICER RECOMMENDATION:

That Council affix the common seal of the Shire of West Arthur to the attached Deed of Assumption and Variation and authorise the President and Chief Executive Officer of the Shire to execute the Deed accordingly.

**RECOMMENDATION**

That Council moves out of Closed Council into Open Council.

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.