

# 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 24 August 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 24 August 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 Council's decision.

#### Meeting Procedures:

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

#### Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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

**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 section 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 24 August 2023 – commencing at 7.00pm.

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

The Presiding Member to declare the meeting open.

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

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

ABSENT:

MEMBERS 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

### 7.1 LEAVE OF ABSENCE REQUEST - CR MORRELL

**File Reference:** ADM050

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **BACKGROUND**

Cr Morrell submitted an application at the July Council Meeting for Leave of Absence from the August Ordinary Meeting of Council to be held in the Council Chambers on 24<sup>th</sup> August 2023. Council neglected to formally consider and vote on the application

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#### **OFFICER RECOMMENDATION**

That Council approve the Leave of Absence request from Cr Neil Morrell for the August Ordinary Meeting of Council to be held in the Council Chambers on 24<sup>th</sup> August 2023.

## 8 DISCLOSURES OF INTEREST

## 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD

### 9.1 ORDINARY MEETING OF COUNCIL 27 JULY 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 27 July 2023 be confirmed as true and correct.

**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 SUBDIVISION OF INDUSTRIAL LOT IN GROWDEN PLACE, DARKAN**

<b>File Reference:</b>	<b>ADM079</b>
<b>Location:</b>	<b>Lot 9001 On Deposited Plan 409160, Growden Place, Darkan</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>1/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Form 1A - Application for Subdivision <a href="#">↓</a></b> <b>2. Cover Page for Subdivision Application <a href="#">↓</a></b> <b>3. Government Sewerage Policy <a href="#">↓</a></b> <b>4. Bush Fire Management Plan <a href="#">↓</a></b> <b>5. BAL Assessment Report <a href="#">↓</a></b>

**PURPOSE**

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1995 and other relevant statutes.

It is now proposed that the Council authorise the signing and sealing of these documents.

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**OFFICER RECOMMENDATION**

That the following documents be executed under the Common Seal of the Council:

1. Western Australian Planning Commission Form 1A - Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision.



# Form 1A | Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

Version: 9.9 (July 2021)

| eLodgement

Our preferred method of lodgement is online at <https://elodgement.planning.wa.gov.au>

Online applications can be paid by credit card, debit card or cheque.

**Only complete this form if you cannot lodge your application online.**

**Notice to applicants – consent to the disclosure of information**

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the Department of Planning, Lands and Heritage website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

**Important information for applicants**

1. Please read all of this form carefully and consult the application guide and schedule of fees for further information. The application may not be accepted and will be returned to the applicant with the submitted fee if these requirements are incorrect or incomplete.
2. The WAPC is responsible for determining applications for freehold, survey-strata, leasehold (survey-strata) and community titles (land) scheme subdivision under the *Planning and Development Act 2005*, *Strata Titles Act 1985* and *Community Titles Act 2018*. The information required for an application is authorised by regulation 20 of the *Planning and Development Regulations 2009*. There are penalties for providing false information.
3. Applications for a freehold, survey-strata, leasehold (survey-strata) and community titles (land) scheme subdivision require a fully completed form 1A with any additional information attached, the correct application fee and multiple copies of a subdivision plan and any supporting documentation (see part 7 of form 1A).
4. Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings as required by part 7).
5. The applicant must sign part 1. All landowners, agent with written authority or tier 1 corporation must sign part 3. Agents must provide written authority from the landowner or tier 1 corporation.
6. The application fee must accord with the current schedule of fees.
7. Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
8. Applicants must state the application type, freehold, survey-strata, leasehold (survey-strata) or community titles (land) scheme subdivision, on part 5 of form 1A. A separate application is required for each application type (e.g. freehold, survey-strata or leasehold (survey-strata) subdivision).
9. For community titles scheme terminations, this form is to be used to terminate an entire community scheme, and to terminate a tier/s or scheme/s within a community titles (land) scheme. Note that an application to terminate tier/s or scheme/s within a community titles (building) scheme is to be made on form 29A.

**1. Applicant details**

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval notice will be sent.

Name/company	<input type="text" value="Avalon Surveys"/>		
Contact person	<input type="text" value="Brad Reed"/>		
Postal address	<input type="text" value="463 Wellington Mill Road"/>		
Town / suburb	<input type="text" value="Wellington Mill"/>	Postcode	<input type="text" value="6236"/>
Phone number/s	<input type="text" value="0417 900 752"/>		
Fax	<input type="text"/>	Email	<input type="text" value="brad@avalonsurveys.com.au"/>

Current email address required for communicating decisions or other relevant matters

The form 1A has been completed in full and all relevant information is attached

Applicant signature	<input type="text"/>
Print name and position <small>(if signing on behalf of a company, agency or tier 1 corporation)</small>	<input type="text" value="Brad Reed, Licensed Surveyor and Director"/>

The information and plans provided with this application may form part of an agenda as part of the reporting process.

**Form 1A** | Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

Version: 9.9 (July 2021)

**2. Landowners (applicable where a community scheme has not been registered)**

All the registered proprietors (landowners) as shown on the record of certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name	<input type="text"/>	
Organisation/company (if applicable)	<input type="text" value="Shire of West Arthur"/>	
ACN/ABN (if applicable)	<input type="text" value="96 912 320 795"/>	
Postal address	<input type="text" value="PO Box 112"/>	
Town/suburb	<input type="text" value="Darkan"/>	Postcode <input type="text" value="6392"/>

**3a. Consent to apply (applicable where a community scheme has not been registered)**

Registered proprietor/s (landowner/s) or the authorised agent's details **must** be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent.

**Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

	<input type="text"/>	
Organisation/company (if applicable)	<input type="text" value="Shire of West Arthur"/>	
ACN/ABN (if applicable)	<input type="text" value="96 912 320 795"/>	
Postal address	<input type="text" value="PO Box 112"/>	
Town/suburb	<input type="text" value="Darkan"/>	Postcode <input type="text" value="6392"/>

THE COMMON SEAL of )  
 SHIRE OF WEST ARTHUR )  
 (ABN 96 9123 207 95) )  
 was hereunto affixed by a )  
 resolution of Council and in accordance with the )  
 provisions of the Local Government Act 1995 (WA) )  
 in the presence of )

\_\_\_\_\_  
 Signature of Chief Executive Officer

\_\_\_\_\_  
 Signature of Deputy Shire President

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Date

The information and plans provided with this application may form part of an agenda as part of the reporting process.



**Form 1A** | Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

Version: 9.9 (July 2021)

**3b. Consent to apply (applicable where a community scheme has been registered)**

For community titles (land) scheme subdivision where a community scheme has been registered, upload or attach copy of the tier 1 corporation special resolution approving the subdivision application. Where the applicant is not the tier 1 corporation, evidence that the tier 1 corporation authorises the applicant to submit the application must be attached.

Tier 1 scheme number

Tier 1 corporation name

Postal address

Town/suburb  Postcode

Signature  The tier 1 corporation consents to the applicant submitting this application  Date

Print name and position (if signing on behalf of a tier 1 corporation)

Please tick 'yes' or 'no' for each statement.

	Yes	No
1. Current copies of all records of title are attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. This includes landowners specified on a certificate of title for a leasehold lot.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Consent to apply is given on behalf of landowners or tier 1 corporation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you indicate 'yes', a letter of consent that is signed by the registered proprietor/s as shown on the certificate/s of title and/or an endorsed power of attorney or other evidence must be provided. If the subject land is owned by a company, the appropriate signatories include: for dual proprietorship - two directors or one director and one secretary, and for sole proprietorship - one director. Proprietors are required to print their full name/s, position title/s, company name and ACN/ABN on the form 1A. If the company is sole proprietorship, you must state "Sole Director". If the subject land is owned by owners in a survey-strata scheme, part 3 or a letter of consent can be signed by an elected person of the company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.		
4. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you indicate 'yes', evidence of landowner's consent must be provided. Relevant evidence may include an express provision of consent by the vendor on the contract of sale or offer and acceptance, a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or copy of the transfer of land document that incorporates a lodgement receipt. Lodgement does not guarantee registration of the document and prospective purchaser/s must notify the WAPC in writing if the document is withdrawn or rejected from registration.		
5. Consent to apply is given by or on behalf of joint tenant survivors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.		
6. Consent to apply is given by or on behalf of an executor of a deceased estate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided.		
7. This application includes land that is owned by or vested in or held by management order by a government agency or local government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer of the relevant agency or authority, stating the name and position of the signatory/ies.		
8. This application includes Crown land.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer, Department of Planning, Lands and Heritage (Lands Division), stating the name and position of the signatory/ies.		

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**Form 1A** | Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

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**4. Certificate/s of title**

Current copies (issued within the last 6 months) of a record of certificate/s of title for all subject lot/s must be attached to the form. If there are more than two records of title please provide the additional information on a separate page.

**Duplicate certificate/s of title will not be accepted.**

Certificate of title Volume  Folio  Diagram/plan/deposit plan no

Lot number and location of subject lot Lot no (whole/part)  Location

Reserve no (if applicable)

Street number and name

Town/suburb  Postcode

Nearest road intersection

Certificate of title Volume  Folio  Diagram/plan/deposit plan no

Lot number and location of subject lot Lot no (whole/part)  Location

Reserve no (if applicable)

Street number and name

Town/suburb  Postcode

Nearest road intersection

Current copies of all records of title are attached  Yes

Total number of current lot/s subject of this application

**5. Summary of the proposal**

Please print clearly and tick the appropriate boxes.

1. Application type  Subdivision  Amalgamation for the purpose of termination of a strata or community scheme\*  
\*Select if terminating an entire community scheme  
 \*If termination proposed the 'tenure proposed' can only be freehold

Amalgamation  Amendment to an existing community titles (land) scheme  
\*includes termination of a community titles (land) scheme/s or tier/s, but not an entire community scheme.

2. Proposed Tenure  Freehold  Survey-strata  Community (land) scheme subdivision

3. Is common property proposed?  Yes  No

4. Does the subject lot/s contain existing dwellings (i.e. buildings for residential purposes), outbuildings and/or structures?  Yes (go to 5)  No (go to 6)

5. Please provide details of dwellings, outbuildings and/or structures  Dwellings  Number of dwellings

All to be retained  All to be removed  Partially retained/removed (please specify)

and/or  Outbuilding/s and/or structures  Number of outbuildings and/or structures

All to be retained  All to be removed  Partially retained/removed (please specify)

and/or  Others (please specify)

6. Number of proposed lot/s

7. Current land use

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8. Please specify the proposed zone, lot size and the number of lots. If there are more than six records, please provide the additional information on a separate page.

Zone: Commercial, Common property, Industrial, Mixed use, Residential, Rural, Rural living, Special rural, Special residential, Other.

Lot size:	0 – 99 m <sup>2</sup>	235 – 319 m <sup>2</sup>	600 – 699 m <sup>2</sup>	1,500 – 1999 m <sup>2</sup>	1 HA – 2 HA
	100 – 119 m <sup>2</sup>	320 – 449 m <sup>2</sup>	700 – 799 m <sup>2</sup>	2,000 – 2999 m <sup>2</sup>	2 HA – 5 HA
	120 – 159 m <sup>2</sup>	450 – 499 m <sup>2</sup>	800 – 899 m <sup>2</sup>	3,000 – 3999 m <sup>2</sup>	5 HA – 10 HA
	160 – 179 m <sup>2</sup>	500 – 549 m <sup>2</sup>	900 – 999 m <sup>2</sup>	4,000 – 4999 m <sup>2</sup>	10 HA – 25 HA
	180 – 234 m <sup>2</sup>	550 – 599 m <sup>2</sup>	1,000 – 1,499 m <sup>2</sup>	5,000 – 9999 m <sup>2</sup>	Over 25 HA

Zone	Lot size	Number of lots
Industrial	5,000--9.999m2	2

9. Local government where the subject land is located City/Town/Shire of

**Leasehold (Survey-Strata) (if not applicable leave blank)**

10. Proposed Leasehold scheme term:

11. Is an option for postponement of the leasehold scheme expiry day proposed?  Yes  No

12. If yes to above question, what is the proposed postponement timeframe?

**Termination (if not applicable leave blank)**

13. Has a copy of the strata company or tier 1 corporation resolution in support of the termination proposal been attached?  Yes  No

14. Has a copy of the outline of termination proposal been attached?  Yes  No

**Community Titles (Land) Scheme Subdivision (if not applicable leave blank)**

15. What tier subdivision is this subdivision application for (choose 1):  Tier 1  Tier 2  Tier 3

16a. Community development statement (or as amended) WAPC reference number that this form 1A application relates to a:

16b. WAPC approval date of community development statement:

17. Has the applicable community development statement been registered with a tier 1 subdivision?  Yes  No  
If 'yes' enter the date the Registrar of Titles gave notice of registration:

18. Where a valid development approval exists for the subject land, a copy of the approved development approval must be attached.

**6. Application fee**

The application fees are listed in the schedule of fees which is reviewed annually. Please ensure the fees submitted accord with the current fee schedule. Cheques should be made out to the Western Australian Planning Commission.

The correct application fee determined in accordance with the current schedule of fees is attached.

Yes \$

**Required information about the proposal check list - page 7**

**Form 1A** | Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

Version: 9.9 (July 2021)

**Submission of application to WAPC through Department of Planning, Lands and Heritage offices**  
*Only required if you cannot complete and lodge your application online*

<b>Perth</b>	<b>Perth</b>	<b>Albany</b>	<b>Mandurah</b>	<b>Bunbury</b>
(Postal applications): Locked Bag 2506 Perth WA 6001	(Lodgements in person): Level 2 140 William Street Perth WA 6000  telephone: 6551 8002 facsimile: 6551 9001 NRS: 13 36 77	178 Stirling Terrace PO Box 1108 Albany WA 6331  telephone: 9892 7333	Level 1 - Suite 94 16 Dolphin Drive Mandurah WA 6210  telephone: 9586 4680	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230  telephone: 9791 0577

Hours that walk-in (hand delivered) applications will be accepted may change. Please check our website for updates.

**eLodgement**

Our preferred method of lodgement is online at [www.dplh.wa.gov.au/eplan](http://www.dplh.wa.gov.au/eplan)

Online applications can be paid by credit card, debit card or cheque.

**Only complete this form if you cannot lodge your application online**

The information and plans provided with this application may form part of an agenda as part of the reporting process.

**7. Required information about the proposal**

An application may not be accepted and will be returned to the applicant with the submitted fee if the requirements are incorrect or incomplete.

**General information required for all applications**

1. Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval.  Yes
  2. Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached.  Yes
  3. The subdivision plan is capable of being reproduced in black and white format.  Yes
  4. The subdivision plan is drawn to a standard scale (e 1:100, 1:200, 1:500, 1:1000) at A3 or A4.  Yes
  5. All dimensions on the subdivision plan are in metric standard.  Yes
  6. The north point is shown clearly on the subdivision plan.  Yes
  7. The subdivision plan shows all lots or the whole strata or community titles (land) scheme plan (whichever is applicable).  Yes
  8. The subdivision plan shows all existing and proposed lot boundaries.  Yes
  9. The subdivision plan shows all existing and proposed lot dimensions (including lot areas).  Yes
  10. The subdivision plan shows the lot numbers and boundaries of all adjoining lots.  Yes
  11. For battleaxe lots, the subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot.  Yes  N/A (battleaxe lot not proposed)
  12. The subdivision plan shows the name/s of existing road/s.  Yes
  13. The subdivision plan shows the width of proposed road/s.  Yes  N/A (no road proposed)
  14. The subdivision plan shows all buildings and/or improvements, including driveways and crossovers (including setbacks) which are to be retained, or removed.  Yes  N/A (land is vacant)
  15. The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams.  Yes  N/A (land does not contain such features)
  16. The subdivision plan shows all electrical, sewer and water infrastructure. For on-site sewage disposal, the indicative disposal areas for wastewater distribution are to be shown.  Yes
- 17. Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas**
- Applications which propose to create two or more residential lots in existing residential areas must show all existing features (in addition to item 16 above) located in the road reserve/s adjoining the subject land and all existing improvements on the subject land and including:
- driveways and crossovers
  - kerb lines
  - manholes
  - bus stops
  - gully pits
  - boundary setbacks for dwelling/s to be retained
  - fencing
  - street trees
  - water supply
  - swimming pools
  - pedestrian paths
  - retaining walls
  - telecommunication pillars
  - electricity transmission lines and poles
  - sewer, water and electricity connections
  - on-site sewage disposal systems, including treatment and wastewater disposal areas
- 18. Additional information required in the case of an application for termination**
- Has a copy of the outline of termination proposal been attached?  Yes
- Has a copy of the strata or tier 1 corporation resolution in support of this proposal been attached?  Yes

The WAPC has published a guide to applications and fees to assist applicants preparing to submit applications. The guide and other information about the planning system is available online: [www.dph.wa.gov.au](http://www.dph.wa.gov.au)

**Transport impacts**

Transport Impact Statements and Transport Impact Assessments are required to determine the likely transport impact of a proposal. Information to assist proponents is available on the DPLH website at [www.dph.wa.gov.au/policy-and-legislation/state-planning-framework/fact-sheets,-manuals-and-guidelines/transport-impact-assessment-guidelines](http://www.dph.wa.gov.au/policy-and-legislation/state-planning-framework/fact-sheets,-manuals-and-guidelines/transport-impact-assessment-guidelines)

1. Are there 10 - 100 vehicle trips in the subdivision's peak hour?  Yes  No  
If yes, a transport impact statement is to be provided
2. Are there more than 100 vehicle trips in the subdivision's peak hour?  Yes  No  
If yes, a transport impact assessment is to be provided.

**Access to/from right-of-way or private road**

Access is to be provided from an existing right of way or private road.  Yes  No

If you indicate 'yes', you must provide a copy of the plan or diagram of survey on which the subject right-of-way was created to confirm its exact width and whether a right of access exists. Right of access may be an easement under section 167A of the *Transfer of Land Act 1893*, an implied easement for access or other arrangement.

**Road and rail noise**

Is the proposal within the trigger distance of a strategic transport route as defined by *State Planning Policy 5.4*?  Yes  No

**Contaminated sites**

Information to assist applicants to respond to the following questions is on the Department of Water and Environmental Regulation (DWER) website at [www.der.wa.gov.au/your-environment/contaminated-sites](http://www.der.wa.gov.au/your-environment/contaminated-sites).

1. Has the land ever been used for a potentially contaminating activity?  Yes  No  
Appendix B of Assessment and Management of Contaminated Sites (DWER Contaminated sites guidelines) lists potentially contaminating industries, activities and land uses. The list is not exhaustive.  
If yes, please attach details of the activities/uses.
2. Does the land contain any site or sites that have been classified under the *Contaminated Sites Act 2003*?  Yes  No
3. Does the land contain any site or sites that have been reported or are required to be reported under the *Contaminated Sites Act 2003*?  Yes  No

**If you indicated 'yes' to question 2 or 3 you must provide a Basic Summary of Records (BSR).** Where a BSR is not available from the public Contaminated Sites Database, the form requesting a BSR from DWER is available online at [www.der.wa.gov.au/your-environment/contaminated-sites/57-forms](http://www.der.wa.gov.au/your-environment/contaminated-sites/57-forms) or by calling DWER on 1300 762 982.

If a BSR is not available, a copy of the letter from DWER notifying the applicant that the site or the sites are under assessment must be provided, followed by the BSR when available.

Is a BSR or letter from DWER attached?  Yes  No

**Information requirements for Liveable Neighbourhoods**

Subdivision applications proposing to create 20 or more lots on greenfield and urban infill sites will be assessed against the requirements of Liveable Neighbourhoods.

Such applications should be supported by documentation addressing the relevant criteria of Liveable Neighbourhoods, as identified in the application guidelines within the policy document.

Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?  Yes  No

**Acid sulfate soils**

Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location?  Yes  No

**Bushfire Prone Areas**

Is all, or a section of the subdivision in a designated bushfire prone area?  Yes  No

If 'yes', has a BAL Contour Map been prepared; and

If the BAL Contour Map indicates areas of the subject site as BAL-12.5 or above, has a Bushfire Management Plan been provided with the application?  Yes  No

If N/A is selected and the proposal is in a designated bushfire prone area then a statement advising why SPP 3.7 does not apply should be included.  N/A

**On-site sewage disposal**

Is on-site sewage disposal proposed?  Yes  No

If yes, proposals for on-site sewage disposal should be accompanied by a site and soil evaluation as per the Government Sewerage Policy.  N/A (Greater than 4ha)

Has a site and soil evaluation been provided? If no, then a statement is to be provided as to why an evaluation has not been provided.

Information on preparing site and soil evaluations may be found on the Department of Health's website <https://ww2.health.wa.gov.au/-/media/Files/Corporate/general%20documents/water/Wastewater/Site-Soil-Evaluation.pdf>

**Survey Strata Title lots**

Is strata title subdivision proposed?  Yes  No

Is either the plan of subdivision or accompanying servicing plan is to show the indicative internal sewer and water connections to each lot.

If applicable, easements are to be shown.

Information on the water and sewer detail for survey-strata lots to be shown can be found on the Department of Mines, Industry Regulation and Safety website: [www.commerce.wa.gov.au/publications/plumbers-technical-note-services-survey-strata-lots-0](http://www.commerce.wa.gov.au/publications/plumbers-technical-note-services-survey-strata-lots-0)

**Community titles (land) scheme lots**

Is community titles (land) scheme subdivision proposed?  Yes  No

LICENSED LAND SURVEYING



**avalon surveys**

- ◆ Boundary surveys
- ◆ Advice and consulting
- ◆ Land subdivision - Urban and rural
- ◆ Strata titling

**P** 0417 900 752  
**E** brad@avalonsurveys.com.au  
**B** 463 Wellington Mill Road  
 Wellington Mill, WA 6236  
**W** avalonsurveys.com.au 

**SURVEYORS WA**




Avalon Spatial Pty Ltd, t/as Avalon Surveys ABN 17149031

Western Australian Planning Commission  
 Perth Office  
 Level 2  
 140 William Street  
 Perth, WA 6000

**Our Reference:** WEST-Grow-L9001  
**Client/Proponent:** Shire of West Arthur

**APPLICATION FOR APPROVAL OF FREEHOLD SUBDIVISION OF LOT 9001 GROWDEN PLACE, DARKAN**

Dear Sir or Madam,

This correspondence has been prepared in support of the annexed *Form 1A Application for Approval of Freehold Subdivision* WAPC lodgement package.

**State Planning Policy 3.7 – Planning in bushfire prone areas**

The subject is identified as being located within a bushfire prone area. Please refer to following two documents annexed to this application:

- Bushfire Attack Level (BAL) Assessment Report, Lush Fire and Planning, Job 23-020 Version A, May 2023.
- Bushfire Management Plan (Subdivision Application) Lot 9001 Growden Place Darkan, Lush Fire and Planning, Job 23-020 Version A, May 2023.

Part 4 of the Bushfire Management Plan, *Table 5 Implementation* describes management actions and the parties recommended as being responsible for fulfilment of those actions.

**Site and Soil Evaluation**

The proponent is aware of the purpose of the *Government Sewerage Policy*.

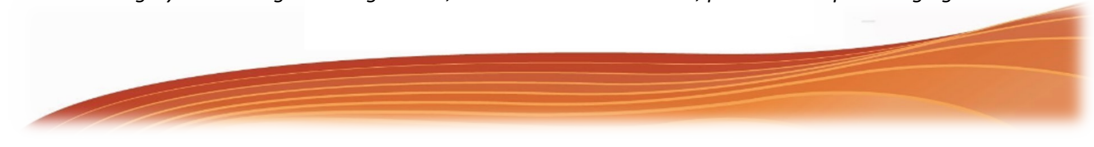
In the context of the subject property, the provision of a geotechnical evaluation of a site considered relevant has been annexed to this application. Refer Geotechnical Investigation Proposed Residential Subdivision King Street Darkan, Golder Associates, September 2005.

The report, at parts 4.1 and 4.2 includes the following with regard to geology and subsurface conditions:

*The 1:250,000 Geological Series: map of Perth indicates that Darkan is underlain by colluvium and sandy alluvium with nearby laterite, adamellite and granite.*

Based upon field observations of the King Street site:

- *TOPSOIL - clayey SAND (SC) to silty SAND (SM), fine to medium grained subangular, brown with some organic content, loose, and mostly dry. Generally 100 mm thick, TP3 encountered 50% cobbles sized particles to 150 mm in the topsoil, overlying.*
- *Clayey SAND (SC) to Sandy CLAY (CI), coarse grained, subangular, brown to red brown and orange to grey with orange staining in TP 7, moist and medium dense, present to depths ranging between*





- depths of 0.1 to 1.6 m. TP5 encountered a very stiff to hard Sandy CLAY, low to medium plasticity, orange red. TPI terminated due to refusal near the bottom of this layer.*
- *Granitic colluvium - consisting of cobbles and boulders up to 350 mm in size contained within a clayey sand matrix estimated to vary from about 20 to 80% of the total soil volume, generally white with orange red staining to white with pale yellow to orange staining, dry to moist and dense.*

Based upon the observations contained in the above referred report, supplemented by our observations of the surface of the subject site we consider the soil classification *gravels and sands (Category 1)* is applicable.

Part 5.2 of the Government Sewerage Policy (GSP) provides accommodating onsite sewage disposal where the risk of endangering public health or the environment is low, and minimum site requirements are met.

The subject property does not fall within the location/land use categories in the table under Part 5.2.1 of the GSP.

The highest and best use of the subject site is general industry. Contiguous land uses include broadacre farming, general industrial, and rail/road transport linkages. It is considered dispersion of septic waste through the soil does not pose any contamination threat to any neighbouring land occupants, or a threat to the sustainability of ground or surface waterways, animal or botanical species. Further supporting the adequacy of the attached report is the anticipated low volume of septic waste potentially generated within the site.

For reasons set out above the Proponent has not sought a site and soil analysis report specific to the subject property.

I welcome your call on mobile 0417 900 752. Alternatively, I please email me at [brad@avalonsurveys.com.au](mailto:brad@avalonsurveys.com.au).

Yours sincerely

*Brad Reed*

**BRAD REED**

Lic. Surveyor, Lic. Valuer, MWAIS, MBA  
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*We're working for  
Western Australia.*

# Government Sewerage Policy

September 2019

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**Department of Planning, Lands and Heritage**  
**Department of Water and Environmental Regulation**

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email: [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au)  
phone: 08 6364 7000

State Government of Western Australia – September 2019



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<b>6</b>	<b>IMPLEMENTATION</b>	<b>6</b>				3	Development proposing on-site sewage disposal	22
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## 1 Policy intent

This policy establishes the Western Australian Government’s position on the provision of sewerage services in the State through the planning and development of land. It requires reticulated sewerage to be provided during the subdivision and development of land. In instances where reticulated sewerage cannot be provided, it adopts a best practice approach to the provision of on-site sewage treatment and disposal, in accordance with *Australian/New Zealand Standard 1547 On-site domestic wastewater management*.

## 2 Introduction

The requirement to connect to reticulated sewer was broadly established in 1981 and has been consistently supported by successive Governments since.

The widespread historical use of on-site sewage systems in Western Australia has resulted in health, environment and amenity issues. These are still being addressed through the Infill Sewerage Program at significant cost to the State. The revised policy aims to ensure that future generations of Western Australians do not bear the cost of another infill program as a result of planning decisions made today.

It is acknowledged that on-site sewage disposal technologies have advanced considerably in recent decades, however there are still significant risks associated with their use. The installation, operation and on-going maintenance requirements for advanced on-site systems are more involved than for conventional septic systems. For example, health regulations require secondary treatment systems to be serviced regularly by licensed personnel to achieve an acceptable level of treatment. As effluent from secondary treatment systems is disposed of at or near the surface of the ground, public health, amenity and environmental impacts are likely to be greater when sewage is not treated sufficiently. On-site sewage systems servicing individual lots are therefore not considered an appropriate alternative to reticulated sewerage for most subdivision and development. In some instances however, they are an acceptable method of servicing, particularly for low

density urban and industrial development outside public drinking water source areas and sewage sensitive areas, where reticulated sewerage is not feasible.

Reticulated sewerage provides the lowest health, environmental, social and economic risk to the community for the disposal of sewage. It also supports the widest variety and changes of land use. Sewage discharge may contain nutrients, metals, salts, endocrine (or hormone) disrupting chemicals, bacteria, viruses and other pathogens. If not adequately treated through appropriately operated and maintained reticulated or on-site sewage systems, these affect water quality and can result in water contamination, adverse impacts to public health and to wildlife which rely upon the water for drinking or to support habitat. Discharges from sewage treatment plants are regulated to ensure that the quality of treated sewage is satisfactory for release into the environment or for its beneficial re-use, without an unacceptable impact on the environment and with the greatest regard for public health. Sewage re-use, where approved, can reduce potable water use. It is acknowledged that conventional reticulated sewerage servicing arrangements may not be relevant in strategic industrial zones of Strategic Industrial Areas.

Under the *Water Services Act in 2012*, private service providers are able to provide reticulated sewerage services. This presents an opportunity for innovation in the provision of reticulated sewerage for planning proposals in areas of the State where connection to an existing reticulated sewerage network is not feasible or preferred.

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### 3 Policy objectives

This policy promotes the sustainable use and development of land in the State through the following objectives:

1. to generally require connection of new subdivision and development to reticulated sewerage;
2. to protect public health and amenity;
3. to protect the environment and the State's water and land resources;
4. to promote the efficient use of infrastructure and land;
5. to minimise costs to the broader community including by ensuring an appropriate level and form of sewage servicing is provided; and
6. to adopt the precautionary principle to on-site sewage disposal.

### 4 Policy application

This policy applies to the following planning proposals throughout the State of Western Australia:

1. strategic plans including regional planning frameworks, sub-regional plans, and local planning strategies;
2. region and local planning schemes, and scheme amendments except for the purpose of rural land use;
3. structure plans;
4. subdivision applications, regardless of tenure proposed, for the creation of lots less than four hectares; and
5. development applications, regardless of tenure, other than for a rural use or development of a single house on a single lot.

The application of this policy within the strategic industrial zone of Strategic Industrial Areas will be considered on a case-by-case basis to avoid duplication with *Environmental Protection Act 1986* and other statutory approvals processes.

Schedule 1 sets out the supporting information that the applicant should provide at different stages of the planning process.

Schedule 2 sets out the technical components for the provision of on-site sewage disposal.

This policy supersedes *Government Sewerage Policy - Perth Metropolitan Region* (released 1996) and the draft *Country Sewerage Policy* (released in 2002 and amended 2003).

The policy is to be read in conjunction with the supporting Explanatory Notes which provide detailed explanation on policy implementation.

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## 5 Policy measures

### 5.1 Reticulated sewerage

#### 5.1.1 Requirement to connect to reticulated sewerage

Planning proposals are required to connect to or provide for reticulated sewerage:

1. where the provision of reticulated sewerage is required by a local planning scheme or a policy, strategy or plan endorsed by the Western Australian Planning Commission;
2. when any stage or part of any future or proposed subdivision or development is already connected to reticulated sewerage;
3. where the responsible authority determines any future or proposed subdivision or development can be reasonably connected to reticulated sewerage;
4. where the responsible authority determines that the absence of reticulated sewerage will jeopardise future land uses provided for in:
  - a. a proposed or approved local planning scheme or scheme amendment; or
  - b. in a proposed or endorsed Western Australian Planning Commission policy, strategy or plan;
5. where the responsible authority determines that the absence of reticulated sewerage will prejudice, physically or financially, the ability to provide sewerage to the local area; or

6. where the responsible authority determines that the absence of reticulated sewerage will pose an unacceptable risk to public health, the environment or water resources. This includes instances where:
  - a. the minimum site requirements for on-site sewage systems (as defined in section 5.2) cannot be reasonably met;
  - b. the impact of on-site sewage disposal is deemed likely to have a detrimental impact on the water quality of a public drinking water source area, sewage sensitive area or other waterway or wetland. Where approval of any future or proposed application without connection to reticulated sewerage is likely to set a precedent for similar proposals in the local water catchment, the cumulative impact will be considered; and
  - c. urban, industrial or commercial subdivision is proposed in Priority 3 public drinking water source areas; or
7. where land is being rezoned for the creation of lots less than one hectare and the highest groundwater level is less than 0.5m below the natural ground level.

#### 5.1.2 Licensing requirements

Reticulated sewerage must be provided in accordance with the terms of a license issued by the Economic Regulation Authority, unless the sewerage service provider has an exemption for the reticulated sewerage service which is granted by the Minister for Water under Section 7 of the *Water Services Act 2012*.

#### 5.1.3 Survey strata

Where a survey-strata scheme is to be connected to reticulated sewerage, arrangements are to be made at the time of subdivision to ensure that a separate sewer connection will be available to each lot within the scheme that is intended for separate use or occupation.

### 5.2 On-site sewage disposal

Where the provisions of 5.1.1 do not apply, on-site sewage disposal may be considered where the responsible authority is satisfied that:

- each lot is capable of accommodating on-site sewage disposal without endangering public health or the environment; and
- the minimum site requirements for on-site sewage disposal outlined in this section and Schedule 2 can be met.

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### 5.2.1 Lot sizes

Location/Land use	Minimum lot size	Notes
Public drinking water source areas in rural, rural residential/rural living zones	One to four hectare	Minimum lot size dependent upon priority area (P1, P2 and P3) and zone. Refer to <i>Water quality Protection Note 25: Land use Compatibility Tables for Public Drinking Water Source Areas</i> for further guidance
Sewage sensitive areas	One hectare	Land in a sewage sensitive area that is already zoned for urban use with a residential density coding of R 2 to R10 under a local planning scheme or structure plan endorsed by the Western Australian Planning Commission, may be subdivided in accordance with the existing density coding. Where R10 subdivision is proposed, it should be demonstrated that the density coding was assigned with the understanding that reticulated sewerage would not be provided.  Smaller lots in sewage sensitive areas may be considered for non-residential, commercial and industrial subdivision on a case-by-case basis where it can be demonstrated that the proposal meet the minimum site requirements and the responsible authority, in consultation with relevant agencies is satisfied that the proposal is consistent with the objectives of this policy.
Urban/Industrial subdivision outside public drinking water source areas and sewage sensitive areas	2,000m <sup>2</sup>	For heavy soils, secondary treatment systems will be required to achieve this lot size (refer to Table 1 in Schedule 2).
Outside public drinking water source areas and sewage sensitive areas and: <ul style="list-style-type: none"> <li>• Infill residential or commercial subdivision in existing urban areas; or</li> <li>• Residential and commercial subdivision in towns outside the Metropolitan and Peel Region Scheme areas without an established reticulated sewerage scheme; or</li> <li>• Residential and commercial subdivision in towns outside the Metropolitan and Peel Region Scheme areas with existing sewerage schemes (as listed in Schedule 3) where unsewered subdivision at the density proposed is specifically provided for through the provisions of the local planning scheme or a local structure plan endorsed by the Western Australian Planning Commission</li> </ul>	1,000m <sup>2</sup>	The average lot size is not to be less than 1,000m <sup>2</sup> , with a minimum individual lot size of 950m <sup>2</sup> . Does not apply for soil category 6 (medium to heavy clay), where larger lot sizes are required. For soil categories 4 (clay loams) and 5 (light clays), secondary treatment systems will be required (refer to Table 1 in Schedule 2).
Survey strata lot or strata lot for an approved grouped dwelling, commercial or industrial development (outside public drinking water source areas)	Case-by-case assessment	The on-site system for strata schemes must service each lot and should be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program should be in place for the system and disposal area.  Due regard to be given to impacts within sewage sensitive areas

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### 5.2.2 Separation from water resources

An on-site sewage system is not to be located within:

- a wellhead protection zone or on Crown land within a reservoir protection zone;
- 100 metres of the high water mark of a reservoir or 100 metres of any bore used for public drinking water supply where:
  - a wellhead protection zone or reservoir protection zone has not been assigned; or
  - where existing lots would be rendered undevelopable by the wellhead protection zone;
- 30 metres of a private bore used for household/ drinking water purposes;
- 100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer. The separation distance should be measured outwards from the outer edge of riparian or wetland vegetation;
- 100 metres of a drainage system that discharges directly into a waterway or significant wetland without treatment; or
- any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.

Smaller setbacks may be considered where a proponent demonstrates, to the satisfaction of the responsible authority in consultation with the relevant advisory agencies (Department of Water and Environmental Regulation and/or Department of Biodiversity, Conservation and Attractions,

Department of Health and/or Local Government) that the reduced setbacks will not have a significant impact on the environment or public health. In seeking a reduced setback, it is likely that secondary treatment systems with nutrient removal will be required. Smaller setbacks from reservoirs or bores used for public drinking water will not be supported.

### 5.2.3 Separation from groundwater

The discharge point of the on-site sewage system should be at least the following distances above the highest groundwater level, taking into account the range of seasonal groundwater conditions in the context of long term variability and possible groundwater rise following development:

- two metres in public drinking water source areas;
- 1.5 metres in sewage sensitive areas; and
- 0.6 to 1.5 metres in all other areas, depending on soil type and the type of treatment system used (refer to schedule 2).

Where the use of fill is proposed to achieve separation distances, proponents may be required to provide additional information to demonstrate that solutions are effective, do not impact on other lots through water diversion, are not cost prohibitive and will not compromise amenity or landscape values.

The use of drains to achieve separation distances will only be considered for land that is already zoned for urban development and where a drainage management plan is provided to the satisfaction of the responsible authority in consideration of advice from referral agencies to demonstrate:

- how separation from groundwater will be achieved;
- adequate separation between sewage disposal areas and drains in accordance with 5.2.2; and
- that re-directed water will not impact upon surrounding properties or receiving water bodies.

### 5.2.4 Land application area

Each lot should be of sufficient size to accommodate development and an unencumbered land application area for the disposal of sewage in accordance with Schedule 2 of this policy.

### 5.2.5 Type of on-site treatment system required

Secondary treatment systems with nutrient removal will generally be required in public drinking water source areas and sewage sensitive areas.

In all other instances, secondary treatment systems should only be required to address site-specific physical or environmental constraints (refer to Schedule 2).

In rural and remote areas, determination of the type of treatment system required should consider the availability of maintenance personnel required to service secondary treatment systems in accordance with Department of Health requirements.

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### 5.3 Information to support planning proposals

The method of sewage disposal should be determined at the earliest opportunity in the planning process.

Information outlined in Schedule 1 should be provided in support of a planning proposal to demonstrate that the long term sustainable sewerage servicing needs of the area and possible future intensification of development have been taken into consideration. The information required is to be commensurate to the scale and nature of the proposal.

#### 5.3.1 Site and soil evaluations

Where required, site and soil evaluations should be provided in accordance with *AS/NZS 1547 On-site domestic wastewater management*. The requirements of the site and soil evaluation may be varied, based on existing site information or where health or environmental impacts are considered minimal.

Where there are concerns regarding the seasonal water table or drainage, a hydrogeological assessment of the site under the wettest time of the year conditions may be required to address local government and Department of Health concerns.

The site and soil evaluation should only be conducted or overseen and signed off by qualified and experienced soil scientists, in accordance with *AS/NZS 1547 On-site domestic wastewater management*, to the satisfaction of local government/ Department of Health.

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### 5.4 Trade waste management

Most reticulated sewerage schemes are not designed to accept trade waste, which could pose threats to public health and safety, and the environment. Discharge of trade waste to a reticulated sewerage scheme will be subject to strict acceptance criteria as defined in the *Water Services Act 2012*. The sewerage service provider may require proponents to:

- comply with an appropriate permitting scheme;
- provide a level of on-site treatment of trade waste prior to discharge to the reticulated sewerage scheme; and
- comply with other alternative arrangements as reasonably required by the sewerage provider.

If trade waste cannot be accepted by the sewerage service provider, alternative arrangements will need to be made.

On-site sewage systems dealing with trade waste must be designed to ensure that environmentally hazardous material is not disposed of on-site.

## 6 Implementation

Compliance with the requirements of this policy does not exempt the applicant from meeting the requirements of other relevant policy, local planning scheme, legislation and/or regulation, nor guarantee approval/endorsement of the planning proposal by the Western Australian Planning Commission and/or local government.

Planning proposals that have received formal planning approval prior to publication of this policy may proceed subject to the conditions applicable at the time of the approval, for as long as that approval remains in effect.

### 6.1 Agency roles

To ensure uniform application of this policy, statutory and referral agencies should utilise the policy as follows:

- a) local government in the determination of development applications and in the provision of advice to the Western Australian Planning Commission on other planning proposals concerning the capability of land to accommodate on-site sewage disposal;
- b) Department of Health in the provision of advice on health and hydraulic loading matters, including where required, the adequacy of soil and site evaluations;
- c) Department of Water and Environmental Regulation, in the provision of advice on water resources, including sewage sensitive areas,



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public drinking water source areas and waterways, and also advice related to industry licensing, trade waste and the disposal of treated sewage from sewage treatment plants;

- d) Department of Biodiversity, Conservation and Attractions in the provision of advice on environmental values, including parks and reserves, specially protected wildlife, ecological communities and significant wetlands and in performing its statutory planning functions for the Swan Canning river system;
- e) Western Australian Planning Commission in the determination of planning proposals and the provision of advice to the Minister for Planning; and
- f) sewerage service providers in the provision of advice related to connection to their reticulated sewerage infrastructure and acceptance of sewage (which may include trade waste) in accordance with the *Water Services Act 2012*.

The responsible authority will refer proposals to relevant State environmental, health and planning agencies and/or local government, and sewerage service providers for comment and/or assessment.

### 6.2 Secondary treatment systems - maintenance requirements

*The Health Act (Miscellaneous Provisions) 1911*, the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 and the associated Department of Health *Code of Practice for the Design, Manufacture, Installation and Operation of Aerobic Treatment Units* provide for the regular inspection and maintenance of secondary sewage treatment and disposal systems. In particular,

- land owners and secondary treatment system providers are required to ensure that maintenance of their systems is undertaken in accordance with the *Code of Practice for the Design, Manufacture, Installation and Operation of Aerobic Treatment Units*, which includes:
  - servicing at regular intervals as specified by Department of Health;
  - submission of maintenance reports to the local government and Department of Health (where relevant); and
- local government is to ensure that systems are serviced and maintained so as to not cause a public health risk.

Where secondary treatment systems are proposed, local government should consider its capacity to audit, inspect and enforce compliance with the Department of Health endorsed maintenance schedules and operating standards. As part of the consideration, local governments:

- may charge a fee for the inspection and auditing of a secondary treatment system using Section 6.16 of the *Local Government Act 1995*; and
- may include the fee in the property rates via general, special area or differential rating methods.

As maintenance and auditing requirements are ongoing, local governments should consider whether a system that enables electronic submission of maintenance and auditing reports is required, consistent with *AS/NZS 1547 On-site domestic wastewater management*.

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### 7 Definitions

#### Annual Exceedance Probability (AEP)

The probability that a given rainfall total accumulated over a given duration will be exceeded in any one year.

#### Aerobic treatment unit

Refer to secondary treatment system.

#### Best practicable servicing option

The option for sewage servicing that best meets public health, environmental, economic and land use planning objectives.

#### Development

Development as defined under the *Planning and Development Act 2005*, as amended, which may result in the production of sewage.

#### Embayment

A recess in a coastline forming a bay.

#### Environmentally hazardous material

Substances or pollutants that have the potential to cause harm to the environment or water resources.

#### Groundwater

The area of an aquifer in which all pores and fractures are saturated with water. Also known as water in the phreatic zone.

#### Heavy soils

Clay loams, light clays and medium to heavy clays as per *AS/NZS 1547 On-site domestic wastewater management*.

#### Highest groundwater level

The highest level of the saturated zone in the soil. Where measurement is required, this is represented by the shallowest depth to free water that stands in an unlined borehole or where the soil moisture tension is zero (Watts and Hurt, 1991).

#### Industrial

Land zoned 'industrial' or 'industrial deferred' in a region scheme and/or land that can be subdivided under a local planning scheme to create lots for industrial uses.

#### Infill

For the purposes of the application of this policy, refers to intensification of new residential dwellings within already established urbanised areas.

#### Land application area

The unencumbered plan area to which treated sewage from an on-site sewage system is distributed for further in-soil treatment and absorption or evaporation. This area is restricted to the distribution of treated sewage.

#### Lot

Includes freehold, survey-strata and strata lots.

#### Marine Reserve

A marine nature reserve, a marine park or a marine management area as defined under section 6(6) of the *Conservation and Land Management, 1984*.

#### On-site sewage disposal

Disposal of sewage on a land application area within the boundaries of the freehold lot or survey strata within which the sewage was generated.

#### On-site sewage system

A sewage treatment and disposal system that receives treats and applies sewage to a land application area located within the boundaries of the freehold lot or survey strata within which sewage was generated.

#### Primary treatment

The separation of suspended material from sewage in septic tanks, primary settling chambers, or other structures (including those which may be used to treat trade waste), before discharge to either a land application area or secondary treatment process. (For example, septic tanks with leach drains).

#### Priority areas

Priority 1 (P1) Priority 2 (P2) and Priority 3 (P3) areas that are assigned to land within public drinking water source areas under the Metropolitan Water Supply, Sewerage, and Drainage By-laws 1981 in the metropolitan area and the Department of Water and Environmental Regulation's policy and drinking water source protection reports throughout the rest of the State.

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## Priority Ecological Community

Possible threatened ecological communities that do not meet survey criteria and that are listed in the Department of Biodiversity, Conservation and Attraction’s Priority Ecological Community Lists.

## Public drinking water source area

The area from which water is captured to supply drinking water. It includes all underground water pollution control areas, catchment areas and water reserves constituted under the *Metropolitan Water Supply, Sewerage, and Drainage Act 1909* or the *Country Areas Water Supply Act 1947*.

## Reservoir protection zone

The area measured two kilometres from the high water mark of a drinking water reservoir, and inclusive of the reservoir. This is referred to as a prohibited zone under the Metropolitan Water Supply, Sewerage, and Drainage Act By-laws 1981 in the metropolitan area and the Department of Water and Environmental Regulation’s policy and drinking water source protection reports throughout the rest of the state. The zones do not extend beyond the boundary of the public drinking water source area.

## Residential

For the purposes of this policy, refers primarily to areas that accommodate dwellings for human habitation and areas where housing predominates.

## Residential subdivision

The subdivision of land for the creation of lots less than four hectares where residential land uses are proposed. Includes, though is not restricted to, land that is zoned residential, rural residential, rural living or special rural.

## Responsible authority

The person or body responsible for the determination of a planning application under the *Planning and Development Act 2005*.

## Reticulated sewerage

A network of sewers managed by a sewerage service provider that conveys sewage from any development or subdivision for disposal outside the boundary of a freehold title lot or survey strata.

Infrastructure may form part of a large centralised scheme, small decentralised scheme or hybrid systems that combine on-site primary treatment and off-site disposal.

## Reticulated sewerage scheme

A network of sewers and associated sewage treatment plant managed by a sewerage service provider.

## Rural land use

Land uses that are rural in nature and that support and are associated with primary production, basic raw material extraction, biodiversity conservation, natural resource management, public purposes and protection of landscapes and views. Does not include rural residential/rural living, which is not considered a rural land use.

## Secondary treatment

Microbiological digestion and physical settling and filtering processes and decomposition of sewage constituents following primary treatment.

## Secondary treatment system

A sewage treatment system which produces treated sewage of secondary standard, i.e. 20 mg/L of Biochemical Oxygen Demand (BOD), 30 mg/L of Total suspended solids (TSS) and 10 cfu/100 mL of Escherichia (E) coli (for example, an aerobic treatment unit).

## Secondary treatment system with nutrient removal

A secondary treatment system that discharges treated sewage with phosphorus and nitrogen concentrations of less than 1mg/L and 10mg/L respectively.

## Septic tank

Refer to primary treatment.

## Sewage

Any kind of sewage, faecal matter or urine, and any waste composed wholly or in part of liquid. This may include trade waste.

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### Sewage sensitive areas

Defined as:

- a) estuary catchments on the Swan and Scott Coastal Plains;
- b) the Brockman River catchment;
- c) land that drains to and is within two kilometres of Irwin Inlet, Wilson Inlet, Torbay Inlet, Manarup Lagoon, Lake Powell, Princess Royal Harbour and Oyster Harbour
- d) land that drains to and is within two kilometres of the estuarine areas of the following:
  - Dampier Creek (Broome)
  - Hill River
  - Irwin River (Mid West)
  - Margaret River (South West)
  - Murchison River
  - Hardy Inlet
  - Chapman River
  - Walpole-Nornalup Inlet
  - Wellstead Estuary
  - Greenough River
- e) land that drains to and is within two kilometres of the following coastal embayments: Cockburn Sound, Coral Bay, Cowaramup Bay, Flinders Bay, Geographe Bay, Jurien Bay, Koombana Bay, Mangles Bay, Peaceful Bay, Roebuck Bay, Shark Bay (south of the northern tip of Peron Peninsula) and Warnbro Sound;

- f) within one kilometre up-groundwater- gradient and 250 metres down-groundwater-gradient of a significant wetland; or where the groundwater gradient is unknown or seasonably variable within one kilometre of the significant wetland;
- g) habitats of specially protected water-dependent fauna and the area within one kilometre of groundwater-dependent threatened ecological communities and groundwater dependent priority ecological communities; and
- h) wild rivers catchments.

Notes:

*Site specific assessments undertaken during the land planning process may identify additional areas that are sensitive to sewage. Any potential impacts should be considered and managed on a case-by-case basis.*

*Refer to sewage sensitive area mapping accompanying this policy. Mapping is indicative. The sewage sensitive area boundaries may be refined through higher resolution mapping in accordance with the definition provided above.*

### Sewerage service provider

A person or entity that provides a sewerage service in accordance with the *Water Services Act 2012*.

### Significant wetland

Includes Ramsar Wetlands; those listed in the Australian Government's Directory of Important Wetlands in Australia; wetlands categorised as Conservation Category in the Department of Biodiversity, Conservation and Attraction's Swan Coastal Plain geomorphic wetlands database, wetlands listed in the South Coast Significant Wetlands database and other wetlands that have been identified for protection during the land planning process.

### Site and soil evaluation

An assessment of all relevant constraints and the risks to public health and the environment of an on-site sewage system in accordance with *AS/NZS 1547 On-site domestic wastewater management*.

### Strata lot

One or more cubic spaces forming part of a lot in a strata scheme.

### Strata plan

Has the meaning given under the *Strata Titles Act, 1985*, as amended.

### Strata scheme

Has the meaning given under the *Strata Titles Act, 1985*, as amended.

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### Strategic Industrial Area

Areas zoned or planned for Strategic Industry, identified by the Department of Jobs, Tourism, Science and Innovation. Strategic Industrial Areas are planned industrial sites of significant economic and strategic importance to the State which provide buffered industrial land in strategic locations for the development of resource and export oriented industries, major utilities infrastructure and other strategic industries which may generate off-site impacts. Strategic Industrial Areas are formally recognised in planning schemes where they comprise an industrial core zoned as 'Strategic Industry' or similar and an appropriate statutory buffer.

### Survey strata

A lot and any associated common property as shown on a registered survey strata plan prepared in accordance with section 4(1b) of the *Strata Titles Act 1985*, as amended.

### Survey strata lot

Land that is shown as an ordinary lot consisting of two or more lots on a survey strata plan and does not include a lot shown as common property prepared in accordance with section 3 of the *Strata Titles Act, 1985*, as amended.

### Survey strata plan

A registered survey strata plan prepared in accordance with section 4 (1b) of the *Strata Titles Act, 1985* as amended and which shows the whole or any part of the land comprised in the plan as divided into two or more lots.

### Survey strata scheme

The manner of division of the land comprised in a survey strata scheme into lots and common property and the manner of the allocation of unit entitlements, rights and obligations among the lots.

### Trade waste

Any wastewater, discharged from a business or industry, aside from that which comes from staff amenities or office facilities. Some trade waste may contain environmentally hazardous materials which must not be discharged into the environment (refer to the Environmental Protection (Unauthorised Discharges) Regulations 2004). Discharge of trade waste into a reticulated sewerage system is subject to approval from the sewerage service provider. If trade waste is generated from a prescribed activity and discharged or disposed of in accordance with a licence under the EP Act 1986, the conditions of the licence have precedence over the requirements of this policy.

### Threatened ecological community

An ecological community that has been endorsed by Western Australia's Environment Minister as being subject to processes that threaten to destroy or significantly modify it across much of its range and fits into one of the categories 'presumed totally destroyed', 'critically endangered', 'endangered' or 'vulnerable'.

### Urban

Land zoned 'urban' or 'urban deferred' in a region scheme and/or land that can be subdivided under a local planning scheme to create lots less than one hectare for residential or commercial uses.

### Water dependent fauna

Fauna which live predominantly or entirely in the water or which rely on aquatic habitats and their associated ecosystems for all or part of their life cycle.

### Waterway

Any river, creek, stream or brook, including its estuary. This includes systems that flow permanently, seasonally or occasionally and parts of the waterway that have been modified. A waterway usually includes the floodplain; however; for the purpose of this policy, the floodplain is excluded.

### Wellhead protection zone

The area within a public drinking water source area that surrounds a bore, as declared under Metropolitan Water Supply, Sewerage, and Drainage By-laws 1981 and defined via the Department of Water and Environmental Regulation's policy and drinking water source protection reports throughout the rest of the state. These zones are generally circular, with a 500 metre radius around each production bore in a Priority 1 area and a 300 metre radius around each production bore in Priority 2 and Priority 3 areas. The zones do not extend outside the boundary of the public drinking water source area.

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## SCHEDULE 1: Supporting information and requirements at various stages of the planning system

Planning proposals at various stages of planning approval are to be supported with information outlined below.

### 1. Sub-regional/district plans and local planning strategies

Sub-regional/district plans and local planning strategies should broadly describe the options for sewage management for proposed growth areas, highlighting opportunities and constraints of the environment and existing infrastructure. These should include, but are not limited to, identification of:

- public drinking water source areas;
- sensitive receiving environments including sewage sensitive areas, as defined in section 7 of this policy, waterways, resource enhancement wetlands, marine reserves<sup>1</sup> and karst systems;
- seasonal and long-term variations in groundwater levels;
- infrastructure limitations/requirements; and

<sup>1</sup> Environment quality targets are outlined in management plans for Marine Parks and Reserves

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- opportunities for recycled and alternative water supplies and fit-for-purpose use and management, particularly in areas where supply for public open space irrigation is limited.

This information may be incorporated into the Regional Water Management Strategy and/or District Water Management Strategy as appropriate.

### 2. Rezoning and local structure plan

Any application for rezoning of land through region or local planning schemes (including the lifting of urban or industrial deferment) and/or any local structure plan should specify how sewage will be treated and disposed. Where relevant, this should be accompanied by the information outlined below:

#### 2.1 Proposals where a district or local water management strategy is required

The district or local water management strategy is to be prepared in accordance with *Better Urban Water Management* (WAPC 2008) and information about sewage disposal is to be incorporated.

This should include a site water balance and details on the proposed servicing strategy for water supply, sewage management and stormwater management.

#### 2.2 Proposals involving connection to a new reticulated sewerage scheme

Where the future development is proposed to be connected to a reticulated sewerage scheme that is yet to be established is to be accompanied by the following:

- details of proposed sewerage system including:
  - method of treatment and disposal (technology and operation);
  - land required for sewerage infrastructure and disposal;
  - where infrastructure is located outside the subject land, describe how access will be secured;
  - buffer requirements and potential impact on nearby land; and
  - potential environmental issues and management.
- details and timing for regulatory approvals; and
- identification of potential service provider. It is acknowledged that it may not be feasible to obtain a water services licence in the early stages of the planning process.

The requirement to connect future development to a reticulated sewerage scheme operated by a licensed or exempted service provider should be included via provisions in the local planning scheme.

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### 2.3 Proposals providing for lots less than 1 hectare where reticulated sewerage may not be available (Assessment of best practicable option)

Where reticulated sewerage may not be available, planning proposals should be supported by an assessment of the best practicable option for sewerage servicing.

The information provided should be commensurate to the scale and nature of the proposal. For towns that do not have an established reticulated sewerage scheme, detailed information is unlikely to be required unless the scale of settlement expansion may warrant the provision of a new reticulated sewerage scheme. In other instances, the assessment should include:

- sewage treatment and disposal options, including but not limited to:
  - connection to an existing sewerage scheme. Where the subject land is remote from the development front, consideration should be given to delaying development until services are available;
  - development of a new reticulated scheme servicing a local area; or
  - on-site treatment and disposal.
- land use planning impacts:
  - identify if the lack of reticulated sewerage will restrict opportunities to intensify or change land uses in the future. This is particularly important where more intense land uses are provided for in a strategic plan prepared or

endorsed by the Western Australian Planning Commission, the local planning strategy or local planning scheme;

- identify if the lack of reticulated sewerage will jeopardise the provision of sewerage infrastructure to nearby land; and
- for non-residential/industrial proposals, identify if land uses should be restricted based on volumes of sewage (including trade waste) that are likely to be generated.
- Public health and environmental impacts
  - identify potential impacts on sensitive receiving environments, including sewage sensitive areas, waterways, other wetlands, marine reserves<sup>2</sup>, karst systems or habitat of a declared rare flora or fauna;
  - for non-residential/industrial proposals, consider the type of land uses provided for, and the contaminants likely to be present in trade waste;
  - where on-site sewage disposal is proposed and approval is likely to set a precedent for similar unsewered subdivision in the local catchment, cumulative impacts should be considered;
  - identify measures to reduce impacts; and
  - where on-site sewage disposal is considered, information from local government should be sought on the performance of on-site systems in the local area at the proposed density. The creation of lots less than 2000m<sup>2</sup> may not be

supported where local government or referral agencies advise that on-site disposal in the local area has been problematic.

- Administrative impacts:
  - details of servicing/maintenance arrangements and mechanisms in place to support these arrangements.

### 2.4 Where on-site sewage disposal is proposed

The long-term servicing needs of the area and possible future intensification of development needs to be considered where on-site sewage disposal is proposed. The applicant should demonstrate that on-site disposal will not prejudice this ability.

The applicant should provide a site and soil evaluation in accordance with *AS/NZS 1547 On-site domestic wastewater management* to demonstrate the site is suitable for long-term on-site sewage disposal in accordance with section 5 and Schedule 2 of this policy. The level of information required will be commensurate with the scale and nature of the proposal. At a minimum, this should include:

- identification of public drinking water source areas and sewage sensitive areas;
- identification of water resources and land affected by separation distances, as outlined in section 5.2.2 of this policy. Includes wellhead protection zones, reservoir protection zones, public and private drinking water bores, waterways, significant wetlands, drainage systems and land subject to flooding;

<sup>2</sup> Environment quality targets are outlined in management plans for Marine Parks and Reserves

# Government Sewerage Policy

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- site and soil conditions:
  - depth to groundwater and consistency with criteria contained in section 5.2.3 of this policy. Mapping may be required to show highest groundwater levels and groundwater gradients; and
  - nature and depth of soil (including soil category); and
  - slope and instability; and
  - climate; and
- capacity of site to accommodate a land application area in accordance with schedule 2 of this policy; and
- proposed on-site sewage system.

Where a drainage management plan is required, it should contain sufficient information to demonstrate:

- how separation from groundwater in accordance with 5.2.3 will be achieved;
- adequate separation between sewage disposal areas and water resources in accordance with 5.2.2; and
- that re-directed water will not impact upon surrounding properties or receiving water bodies. The best practice methodology for site and soil evaluation is provided in *AS/NZS 1547 On-site domestic sewage management*.

If secondary treatment systems are required, provisions to enforce their use should be included in scheme text.

Ensure any restrictions in land uses required to manage impacts of sewage disposal are reflected in scheme text.

Note:

*on-site sewage treatment systems have the potential to affect native flora species. Declared Rare Flora (DRF) are protected under the Biodiversity Conservation Act 2016 (BC Act 2016). The taking of DRF is prohibited unless an application is approved under the BC Act 2016. The Department of Biodiversity, Parks and Attractions recommends proponents consider applying for a DRF permit if there is any activity within 50 of DRF that has the potential to impact upon the flora species*

## 3. Subdivision

### 3.1 Proposals where an Urban Water Management Plan is required

The urban water management plan should be prepared in accordance with *Better Urban Water Management* (WAPC 2008). This includes a site water balance and details on the proposed servicing strategy for water supply, sewage management and stormwater management.

### 3.2 For survey strata subdivision applications where connection to reticulated sewerage is proposed

Subdivision plans should demonstrate how each strata lot is to be connected to sewerage infrastructure.

### 3.3 For subdivision applications that propose connection to a reticulated sewerage scheme that is yet to be constructed

Provide:

- details of proposed sewage system including:
  - method of treatment and disposal (technology and operation);
  - land required for sewerage infrastructure and disposal (specify area and location). Where this is to be located outside the subject land, outline how access will be secured;
  - buffer requirements, including impact on nearby land; and
  - potential environmental issues and management;
- details and timing for regulatory approvals;
- identification of service provider. It is acknowledged that it may not be feasible to obtain a water services licence until after subdivision approval; and
- construction, operation and staging considerations.

### 3.4. For subdivision applications where on-site sewage disposal is proposed

The long-term servicing needs of the area and possible future intensification of development needs to be considered where on-site sewage disposal is proposed. The applicant should demonstrate that on-site disposal will not prejudice this ability.



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A site and soil evaluation in accordance with AS/NZS 1547 *On-site domestic wastewater management* will generally be required in support of the application to demonstrate that the proposed land use and lot sizes are capable of accommodating on-site sewage disposal in accordance with section 5.2 and Schedule 2 of this policy. The level of information required will be commensurate to the scale and nature of the proposal. At a minimum, this should include:

- identification of public drinking water source areas and sewage sensitive areas;
- identification of water resources and land affected by separation distances, as outlined in section 5.2.2 of this policy. Includes wellhead protection zones, reservoir protection zones, public and private drinking water bores, waterways, significant wetlands, drainage systems and land subject to flooding;
- site and soil conditions:
  - depth to groundwater and consistency with criteria contained in section 5.2.3 of this policy. Mapping may be required to show highest groundwater levels and groundwater gradients; and
  - nature and depth of soil (including soil category);
  - slope and instability;
  - climate; and
- capacity of site to accommodate a land application area in accordance with schedule 2 of this policy; and
- proposed on-site sewage system.

Note:

*A site and soil evaluation will generally be required prior to subdivision approval being issued. Where the responsible authority, in consultation with local government and relevant agencies is satisfied that the minimum site requirements will be met, and requires further information to determine the appropriate location for building envelopes or types of systems required, a site and soil evaluation may be required as a condition of subdivision.*

Depending on the nature of the proposal, the following information may also be required:

- details of any likely vegetation clearing, buffer requirement and/or site earthworks;
- a water balance analysis including drinking water, water for irrigation, stormwater/drainage, groundwater and trade waste where applicable;
- risks associated with disposal of sewage, including trade waste, such as type of land uses permitted and contaminants associated with the land uses; and
- information addressing any proposed fill or drainage works pursuant to 5.2.3.

Where there is existing development or infrastructure on the lot(s) or for survey strata, an indicative lot layout plan to demonstrate that the proposed lots are of a sufficient size to accommodate:

- on-site sewage system;

- an unencumbered land application area required to distribute treated sewage. The size of the land application area should be determined in accordance with the conversion factors prescribed in Table 3 contained in Schedule 2;
- on-site stormwater soak wells and setbacks;
- dwellings, outbuildings and associated setbacks;
- paved surfaces, including driveways; and
- setbacks from water resources.

### 4. Development

Any application for development which proposes the use of on-site sewage systems is to be supported by the following information.

#### 4.1 Site plan

Site plan to demonstrate that the proposed lot is of a sufficient size to accommodate development and treat and dispose of sewage and contain associated buffers on-site, noting:

- identification of public drinking water source areas and sewage sensitive areas;
- identification of water resources and land affected by separation distances, as outlined in section 5.2.2 of this policy. Includes wellhead protection zones, reservoir protection zones, public and private drinking water bores, waterways, significant wetlands, drainage systems and land subject to flooding;

## Government Sewerage Policy

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- features of the site including topography, soil type, depth to groundwater (note consistency with section 5.2.3 of this policy), remnant vegetation cover, any existing sewage management system;
- existing and proposed buildings and paved surfaces including driveways, verandas and alfresco areas;
- on-site sewage system and setbacks prescribed under Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations and the *Code of Practice for the Design, Manufacture, Installation and Operation of Aerobic Treatment Units*;
- land application area to which effluent is disposed and associated setbacks. The size of the land application area is to be determined in accordance with the conversion factors prescribed in Table 2 contained in Schedule 2;
- on-site stormwater management areas (e.g. soak wells) and setbacks prescribed by the National Construction Codes; and
- rainwater tanks where appropriate.

### 4.2 Site and soil evaluation

Site and soil evaluations should be undertaken in accordance with *AS/NZS 1547 On-site domestic wastewater management*. The level of detail should be commensurate with the nature of the proposal.

### 4.3 Proposed servicing strategy

The proposed servicing strategy should be described, including

- the types and quantities of sewage that will be generated or disposed of as a result of all uses on the site. This is to include an estimate on the total number of persons per day to be accommodated on the site;
- the type of on-site system to be installed including the location, type and performance of the system;
- proposed method of stormwater management. A stormwater management plan may be required for large scale proposals; and
- maintenance activities required including all planned operational and equipment maintenance procedures summarised in a long-term plan which includes roles, responsibilities and timing.

Note:

*Systems for the treatment of sewage must be approved by use by the Department of Health.*

### 4.4 Non-Residential/Industrial development proposals

Additional information is required to support an application for non-residential/industrial development that will generate trade waste. This includes:

- details of the type and quantities of trade waste likely to be generated, including run-off from wash-down areas and other environmentally hazardous material;
- details of the proposed method of disposal of trade waste; and
- details of any contingency measures proposed to minimise the impacts of chemical spills and safely dispose of contaminated waters that may result from storms, fire, flood or equipment malfunction or vandalism. Information should include workforce training, site monitoring and emergency response facilities and protocols appropriate to the level of risk from the proposed use.

Note:

*Trade waste may contain a range of environmentally hazardous materials that must not be discharged to the environment (refer to the Environmental Protection (Unauthorised Discharges) Regulations 2004 and Environmental Protection (Controlled Waste) Regulations 2004).*



## SCHEDULE 2: Site requirements for on-site sewage systems

### 1 Minimum lot sizes for residential development in heavy soils

**Table 1: Minimum lot sizes for residential development serviced by on-site sewage disposal in heavy soils located outside public drinking water source areas and sewage sensitive areas outside of Perth Metropolitan and Peel Region Scheme Areas.**

Soil category <sup>5</sup>	Soil texture	Minimum lot sizes m <sup>2</sup> (R-code) <sup>6</sup>	
		Primary treatment	Secondary treatment
4	Clay loams	2,000 (R5)	1,000 (R10)
5	Light clays	4,000 (R2.5)	1,000 (R10)
6	Medium to heavy clay	Special design requirements and distribution techniques or soil modification procedures will be necessary. Refer to Table L1 of AZ/NZS 1547 for more details.	2,000 (R5)
-	Rock	Special design requirements and distribution techniques or soil modification procedures will be necessary.	

Refer to section 5.2 for minimum lot sizes in public drinking water source areas and sewage sensitive areas.

<sup>5</sup> Soil categories, extrapolated from Table 5.1 AS/NZS 1547, are to be determined by undertaking a site and soil evaluation (SSE) as per AS/NZS 1547 *On-site domestic wastewater management*.

<sup>6</sup> Minimum lot sizes are based upon area required to accommodate dwelling, primary on-site sewage system, land application areas and associated setback distances.

### 2 Determination of land application area (m<sup>2</sup>)

The size of the land application area should be determined in accordance with the conversion factors prescribed in Table 2 and AS/NZS 1547 *On-site domestic wastewater management* as follows:

1. Estimate hydraulic load (L/day):
  - occupancy rate (persons) x design loading rate (L/person/day)
2. Calculate land application area (m<sup>2</sup>):
  - hydraulic load (L/day) x conversion factor from Table 2

**Table 2: Conversion factors to calculate the minimum required land application area for subdivision/ development (conversion factors are determined using a hydraulic load of 1 L/day).**

Soil category	Soil texture	Conversion factors	
		Primary treatment	Secondary treatment
1	Gravels and sands	0.377	0.2
2	Sandy loams	0.377	0.2
3	Loams	0.477	0.25
4	Clay loams	0.689	0.286
5	Light clays	1.284	0.333
6	Medium to heavy clays	Special design requirements and distribution techniques or soil modification procedures will be necessary	0.5



### 3 Land application areas for single houses

**Table 3: Land application areas for a single house  
(occupancy of 6 persons in a 5 bedroom house)**

Soil category	Soil texture	Land application area (m <sup>2</sup> ) <sup>7</sup>	
		Primary treatment (includes area required for setbacks)	Secondary treatment (excludes setbacks)
1	Gravels and sands	339	180
2	Sandy loams	339	180
3	Loams	429	225
4	Clay loams	620	257
5	Light clays	1,156	300
6	Medium to heavy clays	Special design	450

This table may be used to inform residential subdivision applications. It is based upon Table 2. Different sized areas may be required at development or building stage in response to anticipated hydraulic load.

A sample calculation for determining the land application area for a primary treatment system in Soil Categories 1 and 2 is provided in the Explanatory Notes.

<sup>7</sup> The land application area has been determined using design loading rates for trenches and beds, extrapolated from Table L1 AZ/NZS 1547 *On-site domestic wastewater management*. Calculations used a hydraulic loading of 900litres/day, which is based on the occupancy of 6 persons in a 5 bedroom house and a sewage design flow of 150L/person/day. Values for primary treatment include setback distances. Note that values for secondary treatment exclude setback distances, which will vary depending on the system used.



4 General site features for on-site sewage disposal

Table 4: General site features for on-site sewage disposal

Site feature	Minimum requirement
<p><b>Separation from groundwater - outside public drinking water source areas and sewage sensitive areas</b></p> <p>(The minimum requirements for public drinking water source areas and sewage sensitive areas are found at Section 5.2 of this policy)</p>	<p>Where land is not within a public drinking water source area or a sewage sensitive area<sup>8</sup>, the discharge point of the on-site sewage system should be located the following distances above the highest groundwater level:</p> <ul style="list-style-type: none"> <li>• for loams and heavy soils, at least 0.6 metres</li> <li>• for gravels, at least one metre</li> <li>• for sands, at least 1.5 metres. Where a nutrient retentive secondary treatment system is used, at least 0.6 metres.</li> </ul>
<p><b>Land application area</b></p>	<p>A land application area should be provided for all development in accordance with tables 2 and 3 of this schedule for the disposal of sewage.</p>
	<p>The land application area includes the area restricted to the distribution of treated sewage only and should be kept free of any temporary or permanent structures.</p>
	<p>Activities within the land application area shall not interfere with the function of the current and future land application system and people should avoid potential contact with effluent residues. Unless allowed for in the design, the land application area) should:</p> <ul style="list-style-type: none"> <li>• not be built on or paved in a manner which precludes reasonable access;</li> <li>• not be subject to vehicular traffic (other than a pedestrian-controlled lawnmower);</li> <li>• not be subject to regular foot traffic such as pathways and clothes line areas; and</li> <li>• should be kept in a manner which enables servicing and maintenance of the disposal system.</li> </ul>
<p><b>Gradient of the land application area</b></p>	<p>Where slope exceeds one in five (1:5), the land application area should be engineered to prevent run-off from the land application area. Surface contours should be provided on the site plan.</p>
<p><b>Location of land application area within building envelope</b></p>	<p>Local government may approve the location of land application areas outside building envelopes where proposed location meets requirements outlined above.</p>

<sup>8</sup> The minimum separation distances for sewage sensitive areas and public drinking water source areas are provided in Section 5.2 of this policy.

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**SCHEDULE 3:**  
**Localities outside perth metropolitan region scheme and peel region scheme areas with established reticulated schemes (as at 1/12/2017)**

Albany	Cowaramup	Greenough	Manjimup	Prevelly
Augusta	Cranbrook	Halls Creek	Margaret River	Quairading
Australind	Cunderdin	Harvey	Marvel Loch	Quindalup
Beverley	Dalwallinu	Hopetoun	Meckering	Ravensthorpe
Binningup	Dalyellup	Horrocks	Merredin	Roebourne
Boddington	Dampier	Hyden	Moora	Seabird
Bootenal	Dardanup	Jerramungup	Morawa	South Hedland
Boulder	Denham	Jurien Bay	Mount Barker	Southern Cross
Boyanup	Denison	Kalbarri	Mukinbudin	Tambellup
Bremer Bay	Denmark	Kalgoorlie	Mullewa	Three Springs
Bridgetown	Derby	Kambalda	Munglinup	Tom Price
Brookton	Dongara	Karratha	Nannup	Toodyay
Broome	Donnybrook	Katanning	Narembeen	Varley
Bruce Rock	Dowerin	Kellerberrin	Narrogin	Wagin
Brunswick	Dumbleyung	Kojonup	Newdegate	Walpole
Bunbury	Dunsborough	Koolyanobbing	Newman	Wickepin
Burekup	Eaton	Koorda	Norseman	Wickham
Busselton	Emu Point	Kulin	Northam	Williams
Calingiri	Eneabba	Kununurra	Nyabing	Wiluna
Capel	Esperance	Lake Argyle	Ongerup	Wongan Hills
Carnarvon	Exmouth	Lake Grace	Onslow	Wundowie
Cervantes	Finucane Island	Lancelin	Pannawonica	Wyalkatchem
Christmas Island	Fitzroy Crossing	Laverton	Paraburdoo	Wyndham
Cocos Island	Geraldton	Ledge Point	Pemberton	Yerecoin
Collie	Gnarabup	Leeman	Picton	York
Coolgardie	Gnowangerup	Leinster	Pingelly	
Coral Bay	Goomalling	Leonora	Pingrup	
Corrigin	Greenhead	Lower King	Port Hedland	

**SCHEDULE 4:**  
**Model subdivision conditions, notifications and advice notes**

**1 Subdivision proposing reticulated sewerage**

The Western Australian Planning Commission may issue subdivision approval subject to the following conditions and accompanying advice notes:

**1. Condition:**

Arrangements being made with [INSERT SERVICE PROVIDER] so that the provision of a reticulated sewerage scheme will be available to the lots shown on the approved plan of subdivision [INSERT SERVICE PROVIDER].

**Advice notes:**

- a. In regard to Condition [INSERT VALUE], the landowner/applicant shall make arrangements with the (insert service provider) for the provision of the necessary services. On receipt of a request from the landowner/ applicant, a Land Development Agreement under Section 67 of the *Water Agencies (Powers) Act 1984* will be prepared by the (insert service provider) to document the specific requirements for the proposed subdivision.

**Where creation of survey strata lots is proposed:**

- b. In regard to Condition [INSERT VALUE], it is the Commission’s expectation that each strata lot be provided with its own suitable utility service connection, which is protected by easements where necessary. This is to ensure that each strata lot is development ready and does not result in the need to extend services over adjacent strata lots after titles have been created.

**Where connection to a new reticulated sewerage scheme is proposed:**

- c. In regard to Condition [INSERT VALUE], The Western Australian Planning Commission will only clear these conditions upon written confirmation that the reticulated sewerage service has been provided in accordance with a licence issued by the Economic Regulation Authority, or a licensing

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exemption granted by the Minister for Water; and the works required to provide a reticulated sewerage service have been completed to the satisfaction of the sewerage service provider.

*Where proposal is located in a public drinking water source area:*

- d. In regard to Condition [INSERT VALUE], temporary servicing arrangements in public drinking water source areas should be a last resort. If temporary sewerage pumping arrangements are essential, they should be located as far away as possible from public drinking water bores. Best practice operations, including a spill pad around the tankering point and automated telemetry of sewerage levels, need to be in place to prevent overflows. Pre-development water quality monitoring program, including for pathogens, nutrients and other contaminants, should be in place. This information should be incorporated into the urban water management plan [delete where applicable]. Contact the Department of Water and Environmental Regulation for further advice.

### 2. Condition:

The provision of easements for existing or planned future water, sewerage and/or drainage infrastructure as may be required by the [INSERT SERVICE PROVIDER] being granted free of cost to that body. (INSERT SERVICE PROVIDER)

### 3. Condition:

The transfer of land for the purposes of the provision of water and sewerage infrastructure to be shown on the diagram or plan of survey (deposited plan) as a reserve and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown. (INSERT SERVICE PROVIDER)

## 2 Subdivision proposing on-site sewage disposal

The Western Australian Planning Commission may issue subdivision approval subject to the following conditions:

*Where a secondary treatment system is not specifically required:*

### 1. Condition:

A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

The notification is to state as follows:

'A reticulated sewerage service is not available to the lot(s).'  
(Local government)

*Where a secondary treatment system will be required:*

### 2. Condition:

A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

'A reticulated sewerage service is not available to the lot(s). As such, an on-site secondary treatment and disposal system for sewage will be required. Therefore, the developable area of the lot is reduced. There are ongoing landowner obligations to ensure that the treatment and disposal system is regularly maintained in accordance with relevant health regulations. Contact the local government for further information.'  
(Local government)

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*Where a secondary treatment system with nutrient removal will be required:*

### 3. Condition:

A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

*A reticulated sewerage service is not available to the lot(s). As such, an on-site secondary treatment and disposal system for sewage (which includes nutrient removal) will be required. Therefore, the developable area of the lot is reduced. There are ongoing landowner obligations to ensure that the treatment and disposal system is regularly maintained in accordance with relevant health regulations. Contact the local government for further information.' (Local government)*

*Where the Western Australian Planning Commission, after considering advice from referral agencies, is satisfied that proposed lots are capable of accommodating on-site sewage disposal, but require further information to inform future development, the condition below may be required. In all other instances, the site and soil evaluation will generally be required in support of the subdivision application:*

### 4. Condition:

Prior to the commencement of subdivisional works, the landowner/applicant is to provide a site and soil evaluation to determine the type of on-site sewage treatment system required and the appropriate location for on-site sewage disposal. (Department of Health/Local government)

Advice note:

- The size and location of sewage disposal areas are to be consistent with Government Sewerage Policy. Best practice is provided in *Australian/New Zealand Standard 1547 On-site domestic sewage management*.

*Where a substantial amount of fill is to be required to achieve separation distances from groundwater:*

### 5. Condition:

A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

*A reticulated sewerage service is not available to the lot(s). As such, an on-site sewage system will be required. Clean fill will be required in order to achieve separation distances between sewage disposal system and groundwater. (Local government)*

## 3 Development proposing on-site sewage disposal

The local government may issue development approval subject to the following condition where grouped dwellings or multiple unit commercial or industrial development is proposed:

### 1. Condition:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area. (Local government)





# **Bushfire Management Plan (Subdivision Application) Lot 9001 Growden Place Darkan**

Ref 23-020  
Version A  
May 2023



**LUSHFIRE & PLANNING**

3 Paterson Rd  
Pinjarra WA 6208  
0418 954 873  
ABN 74 232 678 543

# Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

## Bushfire Management Plan and Site Details

<b>Site Address / Plan Reference:</b>	Lots 9001 DP409160 Growden Place		
<b>Suburb:</b>	Darkan	<b>State:</b>	WA
		<b>P/code:</b>	6392
<b>Local government area:</b>	West Arthur		
<b>Description of the planning proposal:</b>	Industrial subdivision		
<b>BMP Plan / Reference Number:</b>	23-020	<b>Version:</b>	A
		<b>Date of Issue:</b>	25/05/2023
<b>Client / Business Name:</b>	Shire of West Arthur		

## Reason for referral to DFES

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following special development types (see SPP 3.7 for definitions)?

Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the development is a special development as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Note: The decision maker (e.g. the local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

## BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Geoffrey Lush	Level 2	BPAD 27682	28/02/2024
Company	Contact No.		
Lush Fire & Planning	0418 954 873		

I declare that the information provided in this bushfire management plan is to the best of my knowledge true and correct.

  
Signature of Practitioner

Date 25/05/2023



**Lot 9001 Growden Place**

**Document Control**


<b>Street No</b>	<b>Lot No's</b>	<b>Street Name</b>		
	9001	Growden Place		
<b>Locality</b>	Darkan	<b>State</b> WA	<b>Postcode</b>	6392
<b>Local Government Area</b>	West Arthur			
<b>Project Description</b>	Industrial subdivision			
<b>Prepared for</b>	Shire of West Arthur			

Ref No	Revision	Date	Purpose
23-020	A	25 May 2023	Preliminary

<b>Name</b>	Geoffrey Lush	<b>Company</b>	Lushfire & Planning
<b>BPAD</b>	Level 2 Practitioner	<b>Accreditation No Expiry</b>	27682 February 2024

**Disclaimer**

The measures contained in this report do not guarantee that a building will not be damaged in a bushfire. The ultimate level of protection will be dependent upon the design and construction of the dwelling and the level of fire preparedness and maintenance under taken by the landowner. The severity of a bushfire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures. All information and recommendations made in this report are made in good faith based on information and accepted methodology used at that time. All plans are subject to survey and are not to be used for calculations. Notwithstanding anything contained therein, Lushfire & Planning will not, except as the law may require, be liable for any loss claim, damage, loss or injury to any property and any person caused by fire or by errors or omissions in this report.



Geoffrey Lush  
25 May 2023  
geoffrey@lushfire.com.au



**Lot 9001 Growden Place**

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**Lot 9001 Growden Place**

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**1.0 Proposal Details**

**1.1 Introduction**

This bushfire management plan is prepared for the proposed subdivision of prepared for the proposed subdivision of Lot 9001 Growden Place Darkan.

**1.2 Existing Conditions**

The existing site conditions are shown in Figure 1 and the property details are documented in Table 1.

The subject land is located approximately 800m north east of the Darkan town centre and is part of the existing industrial estate. The site has an area of 1.7669 hectares with a frontage of approximately 206m to Growden Place and a depth of 80m. It was created under WAPC subdivision approval 148549.

The subject land is cleared grazing land. The adjacent Lot 50 is a large rural property used for broad acre farming. The surrounding development includes a fuel depot, contractors’ yard and further to the east are other light industrial properties and the CBH grain terminal.

Growden Place is a local access road with a 50km/h speed limit. It has a 20m wide road reserve with a 6m sealed carriageway. It extends from Coalfields Highway west of the site connecting back into Coalfields Highway to the east of the site. On the southern side of Growden Place is the Collie to Narrogin rail line which is no longer in use.

There is a reticulated water supply extending along Growden Place and a static water supply tank for bushfire fighting.

*Table 1 Land Details*

No	Lot	Plan	Vol	Folio	Registered Proprietor	Area(ha)
	9001	409160	2934	201	Shire of West Arthur	1.7669



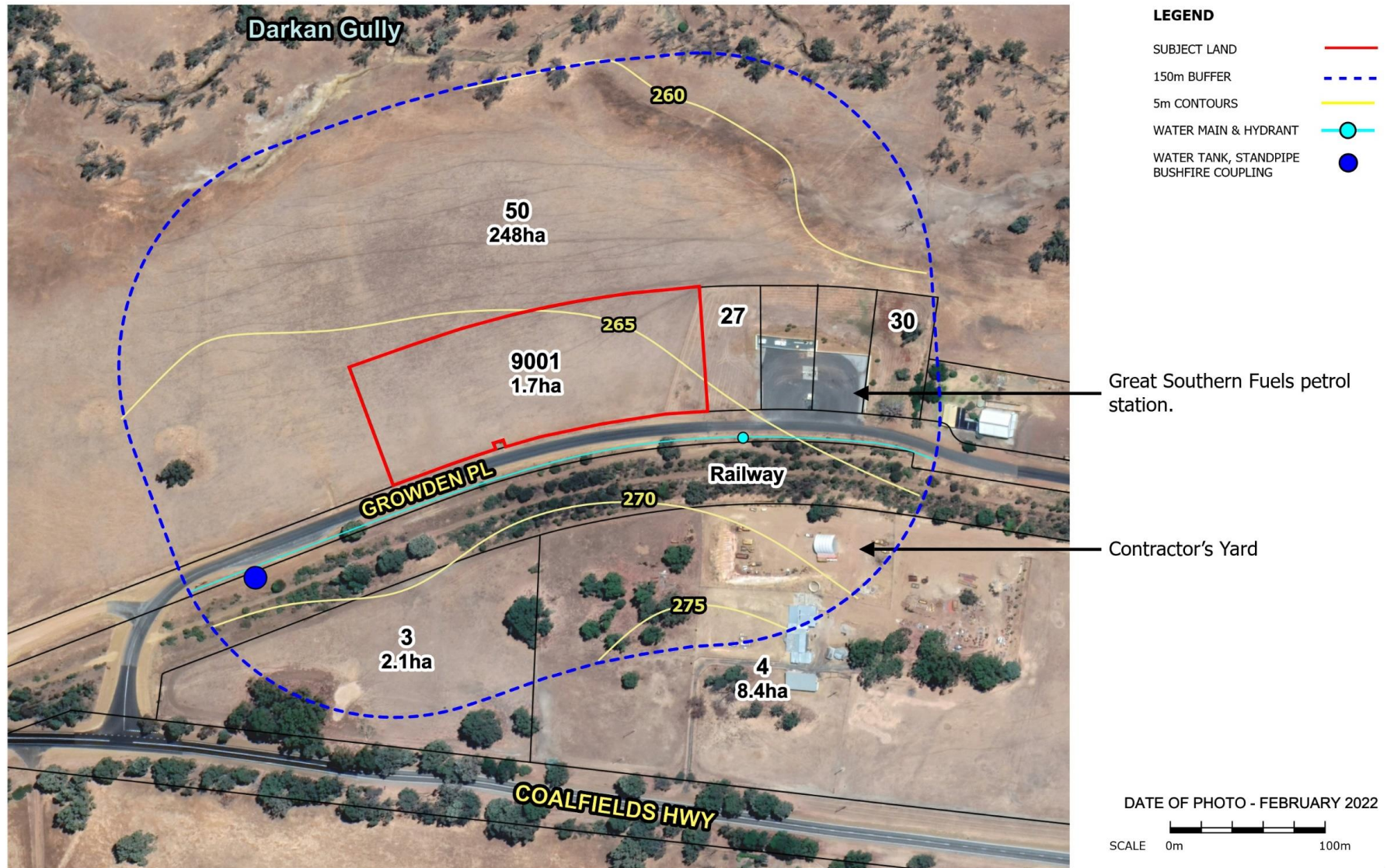


FIGURE 1  
EXISTING CONDITIONS



Job No 23-020  
Rev A Description Preliminary Date 1/05/2023



**Lot 9001 Growden Place**

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*Subject land*



*Growden Place east of the site and existing industrial development*



*Bushfire water tank, standpipe and hydrant connection.*



## Lot 9001 Growden Place

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### 1.3 Bushfire Prone Land

Nearly all of the subject is designated as being bushfire prone as shown in Figure 1. This designation of bushfire prone areas triggers:

- The application of the bushfire construction provisions in the National Construction Code;
- The provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; and
- The application of State Planning Policy SPP3.7 Planning in Bushfire Prone Areas.

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

- a) a Bushfire Attack Level (BAL) Assessment or a BAL Contour Map to show the expected BAL ratings for the developed site. The BAL Contour Map shows the proposed BAL ratings based upon any clearing or landscaping;
- 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.

### 1.4 Bush Fire Notice

The Shire's 2022 – 2023 Bushfire Notice prescribes that:

- A. All town lots where the area of the land is less than 2023 square metres ( $\frac{1}{2}$  acre), is used for the storage of flammable liquids, or zoned for a hotel are required to be cleared of all debris and flammable materials.
- B. All town lots where the area of the land is greater than 2023 square metres ( $\frac{1}{2}$  acre) shall have the flammable material maintained to a height of no more than 100mm and where undeveloped land abuts developed land a firebreak not less than 2.5 metres wide is required.
- C. On rural properties a firebreak or a combination of firebreaks or closely grazed land is required to completely surround any rural homestead, buildings, haystacks, stacks of fodder, bulk fuel, drums and liquid petroleum.

The subject land is not located within the gazetted townsite and nor is it a rural property. More importantly there is no requirement for the adjacent rural property to have a boundary firebreak.

### 1.5 Town Planning

The subject land was included in the Industrial zone under the Shire of West Arthur Local Planning Scheme No 2 by Amendment No 1 (gazetted 2010).

Clause 5.16 stipulates that the minimum building setbacks are to be:

- Front: 7.5m;
- Rear: 7.5m; and
- Side: 5.0m on one side.

### 1.6 Proposed Development

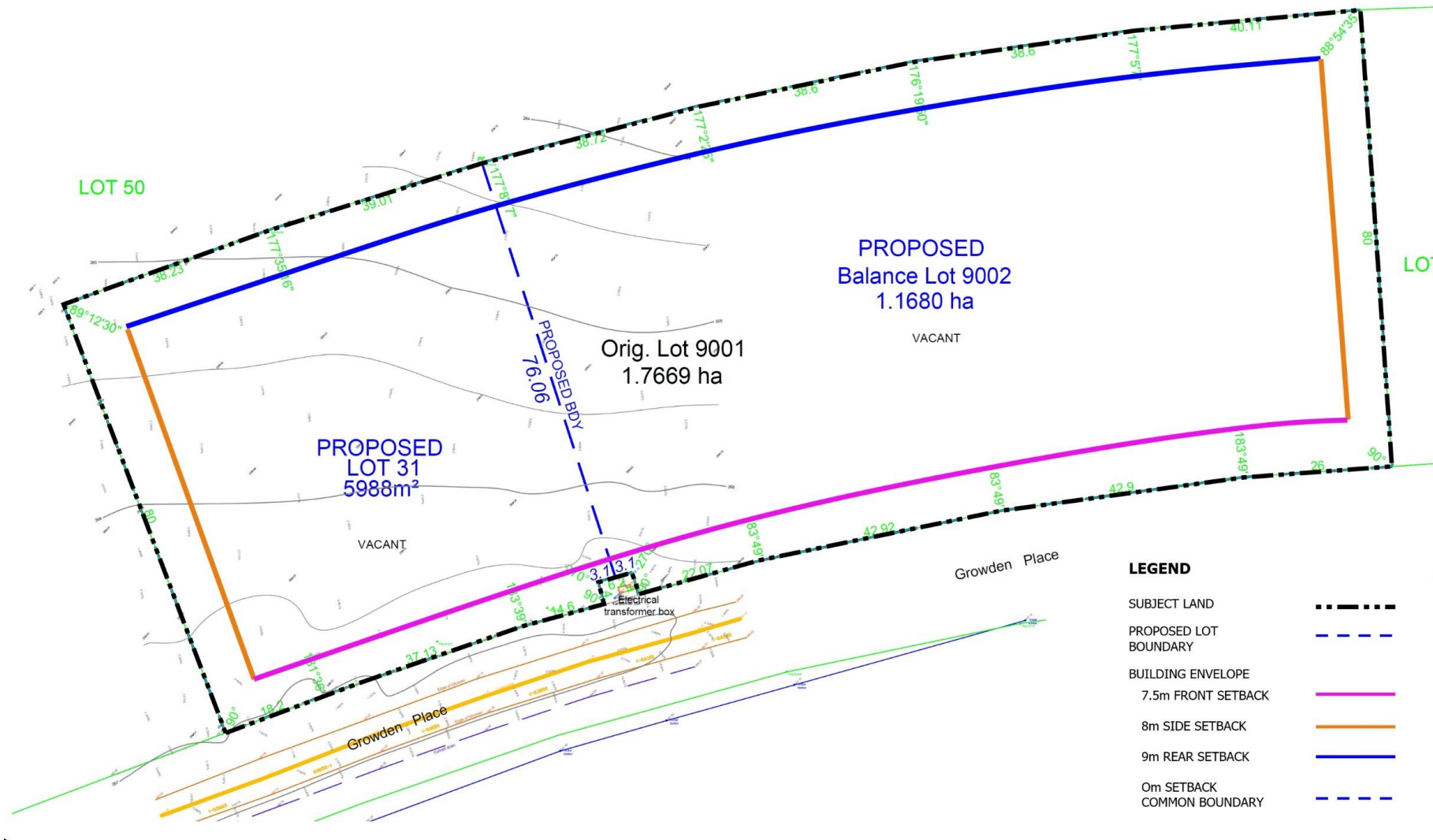
The proposed subdivision plan is shown in Figure 2 and this will create one additional lot having an area of 5,988sqm with a balance lot of 1.168 hectares.

A building envelope will be prescribed for the lots being 9m from the rear boundary; 8m from the side boundaries, 7.5m from the front boundary and 0m from the common boundary.

The lots will be connected to the reticulated water supply.







**LEGEND**

SUBJECT LAND	---
PROPOSED LOT BOUNDARY	- - -
BUILDING ENVELOPE	
7.5m FRONT SETBACK	— (pink)
8m SIDE SETBACK	— (orange)
9m REAR SETBACK	— (blue)
0m SETBACK COMMON BOUNDARY	- - - (blue)

FIGURE 2  
PROPOSED SUBDIVISION



Job No 23-020  
Rev Description Date  
A Preliminary 1/05/2023



**Lot 9001 Growden Place**

**2.0 Bushfire Assessment Results**

**2.1 Assessment Inputs - Vegetation Classification**

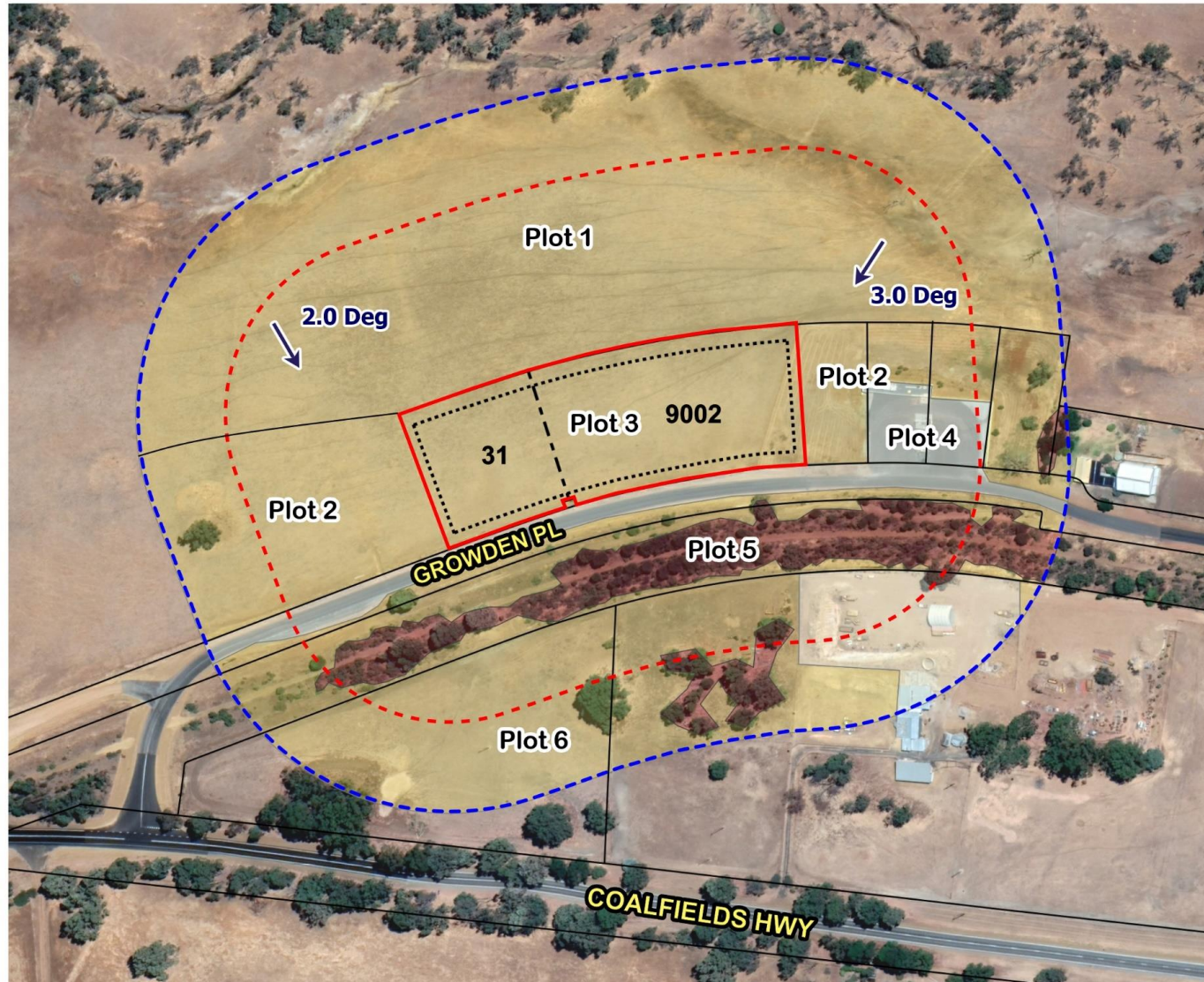
All vegetation within 150m of the site / proposed development has been classified in accordance with:

- Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas:
  - Clause 2.2.3 Vegetation classification types and Table 2.3, and
  - Clause 2.2.4 Distance of the site from classified vegetation having regard to Figure 2.1 which denotes that the edge of the vegetation is the trunk rather than the edge of the canopy.
- The Visual Guide for Bushfire Risk Assessment in Western Australia; and
- Applicable Fire Protection Australia BPAD Practice Notes.

The site assessment and vegetation plots are shown in Figure 3 and the location of the vegetation photographs is shown in Figure 4. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is described below in Table 1.

*Table 2 Vegetation Summary*

<b>Plot</b>	<b>Vegetation Class</b>	<b>Description</b>
1	Class G Grassland	Broad acre grazing, cropping in the adjacent Lot 50 downslope from the site.
2	Class G Grassland	Broad acre grazing, cropping in the adjacent Lot 50 and unmanaged grassland in Lot 27 that is flat / upslope from the site.
3	Class G Grassland	Subject land currently being used for grazing in conjunction with Lot 50.
4	Excludable – Clause 2.2.3.2(f) Low Threat Vegetation	Managed land / existing development.
5	Class A - Forest	Mixed forest with some scrub along the railway reserve.
6	Class G Grassland	Grazing paddock areas south of the railway reserve within Lots 3 and 4.



**LEGEND**

- SUBJECT LAND —
- DEVELOPMENT SITE - - - - -
- 7.5m FRONT
- 9.0m REAR
- 8.0m SIDE
- SUBDIVISION BOUNDARY - - - - -
- VEGETATION ASSESSMENT AREA
- 150m Buffer - - - - -
- 100m Buffer - - - - -
- UPSLOPE ➔
- VEGETATION CLASS
- A FOREST ■
- G GRASSLAND ■
- EXCLUDED CI 2.2.3.2 (f) Managed Land ■

Location Details: Lot 9001 Growden Place  
 Assessment Date: 27/04/2023  
 Prepared by: G Lush  
 Accreditation Level: Level 2  
 Accreditation Number: BPAD 27682  
 Accreditation Expiry Date: February 2024  
 Date of Aerial Photo: February 2022

SCALE 0m  100m

FIGURE 3  
VEGETATION CLASSIFICATION



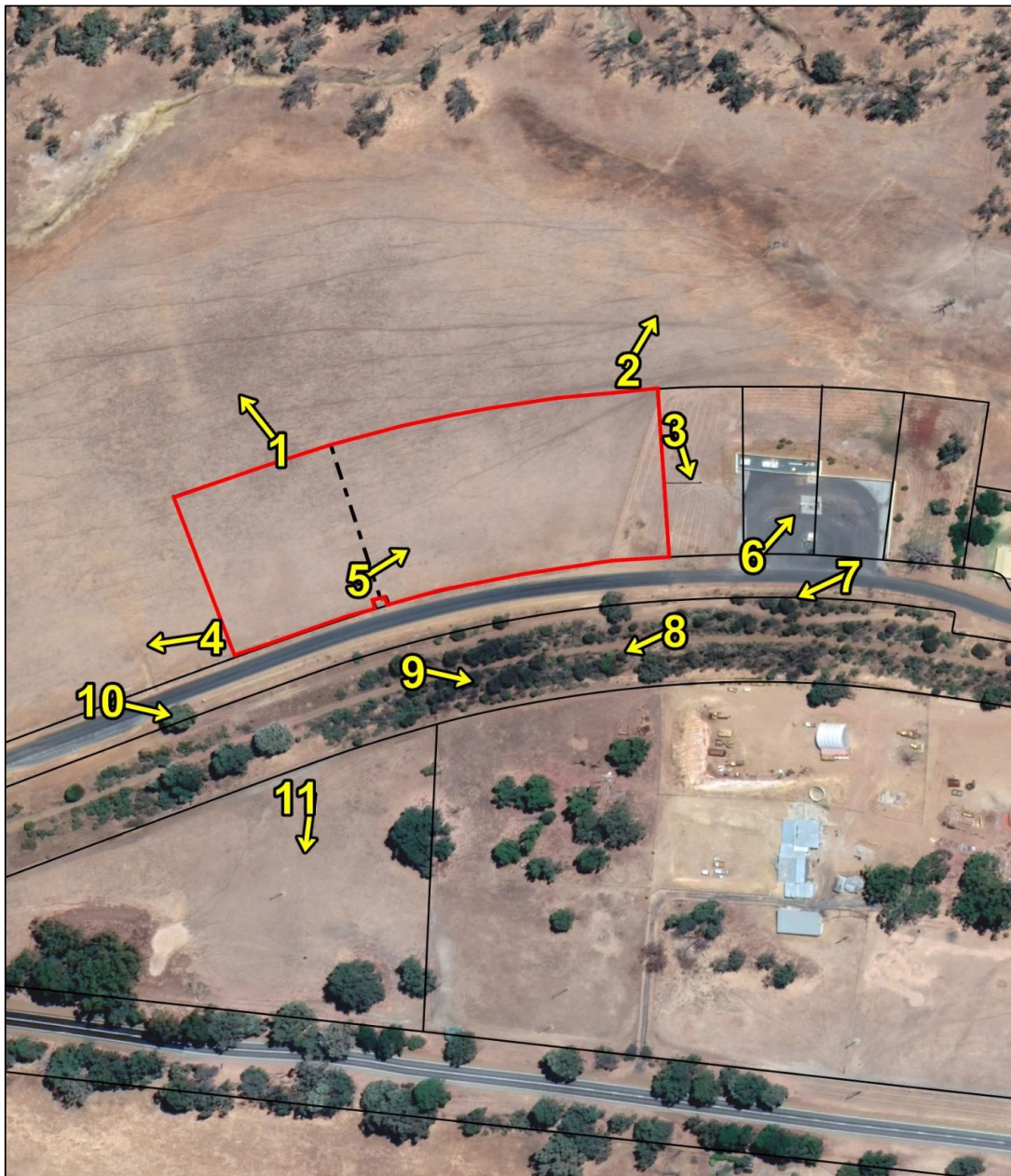
Job No 23-020  
 Rev A Description Preliminary

Date 1/05/2023



**Lot 9001 Growden Place**

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*Figure 4 Photograph Locations*

**Lot 9001 Growden Place**

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**Photo No 1      Plot No 1**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 2      Plot No 1**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 3      Plot No 2**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Unmanaged grassland in Lot 27



**Lot 9001 Growden Place**

**Photo No 4 Plot No 2**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 5 Plot No 3**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Subject land grazing paddock in conjunction the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 6 Plot No 4**

**Vegetation Classification**

Excludable - 2.2.3.2(f) Low Threat  
Vegetation

**Description**

Existing fuel depot, managed land.



**Lot 9001 Growden Place**

**Photo No 7 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 8 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 9 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Lot 9001 Growden Place**

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**Photo No 10      Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 11      Plot No 6**

**Vegetation Classification**

Class G Grassland – Sown pasture G-26

**Description**

Paddock grassland south of Growden Place.





**Lot 9001 Growden Place**

**2.2 Assessment Outputs - BAL Contour Map**

A BAL Contour Map is a plan of the subject lot/s illustrating the potential radiant heat impacts and associated BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is completed. The BAL rating is determined through the identification and assessment of the following parameters:

- Fire Danger Index rating of FDI – 80 for Western Australia determined in accordance with AS3959 Table 2.1;
- All classified vegetation within 150m of the proposed lot;
- Separation distance between the building and the classified vegetation source/s;
- Slope of the land under the classified vegetation; and
- The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018.

The BAL Contour Map is shown in Figure 5 and this is based upon the grass within the subject land (Plot 3) being maintained as low threat vegetation.

The proposed development site within both lots will have a maximum BAL-29 rating.

*Table 3 BAL Setbacks*

<b>Plot</b>	<b>Vegetation Classification</b>	<b>Effective Slope</b>	<b>Separation (m)</b>	<b>BAL</b>
<b>Proposed Lot 31</b>				
1	Class G Grassland	< 5 Deg	7.5m	BAL – 29
2	Class G Grassland	Flat	8m	BAL – 29
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
5	Class A - Forest	Upslope	33m	BAL – 19
6	Class G Grassland	Upslope	19m	BAL – 12.5
Determined Bushfire Attack Level Lot 31				<b>BAL – 29</b>
<b>Proposed Lot 9002</b>				
1	Class G Grassland	< 5 Deg	7.5m	BAL – 29
2	Class G Grassland	Flat	5m	BAL – 29
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
5	Class A - Forest	Upslope	25m	BAL – 29
6	Class G Grassland	Upslope	19m	BAL – 12.5
Determined Bushfire Attack Level Lot 9002				<b>BAL – 29</b>



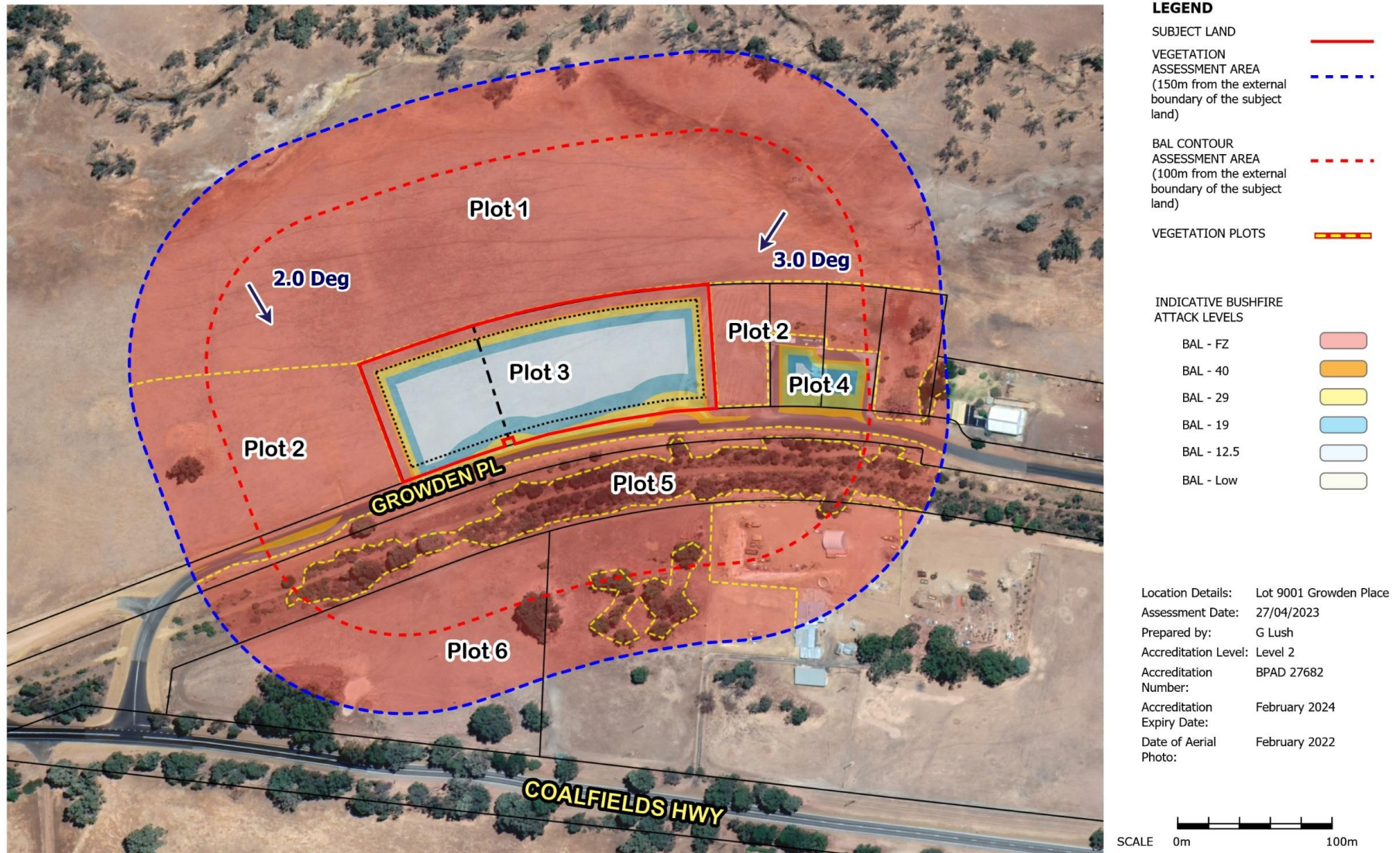


FIGURE 5  
BAL CONTOUR MAP

The BAL Contours shown on this plan are indicative and reflect the anticipated ratings for the completed development, based upon the assumptions referenced in the report. They should not be used for BAL Assessments and maybe subject to change arising from alterations to site conditions. AS3959. practice notes.



Job No 23-020  
Rev A Description Preliminary

Date 1/05/2023



**Lot 9001 Growden Place**

**3.0 Assessment Against the Bushfire Protection Criteria**

This BMP provides an outline of the mitigation strategies that will ensure that the development will comply with the requirements of the Bushfire Protection Criteria as contained in Version 1.4 (Dec 2021) of the Guidelines for Planning in Bushfire Prone Areas are referenced in Table 4.

The applicable bushfire protection criteria identified in the Guidelines and addressed as part of this BMP are:

- Element 1: Location of the development;
- Element 2: Siting and design of the development;
- Element 3: Vehicular access; and
- Element 4: Water supply.

*Table 4 BPC Compliance*

Acceptable Solution	Compliance
<b>Element 1 Location</b>	
<p><u>A1.1 Development location</u> The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a moderate or low bushfire hazard level, or BAL-29 or below.</p>	<p>All of the lots have a defined building envelope with BAL rating of BAL-29 or below. The hazard vegetation, excluding grassland, is only on one side of the site being a linear corridor along the old railway line.</p>
<b>Element 2 Siting and Design</b>	
<p><u>A2.1 Asset Protection Zone</u> Every habitable building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:</p> <ul style="list-style-type: none"> <li>• Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m<sup>2</sup> (BAL-29) in all circumstances.</li> <li>• Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.</li> <li>• Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones'.</li> </ul>	<p>The asset protection zones will be fully contained within the external boundaries of the subject land.</p>



**Lot 9001 Growden Place**

Acceptable Solution	Compliance
<b>Element 3 Vehicular Access</b>	
<p><u>A3.1 Public road</u> The minimum requirements under this acceptable solution are applicable to all proposed and existing public roads. Public roads are to meet the minimum technical requirements in Table 6, Column 1.</p> <p><u>A3.2a Multiple access routes</u> Public road access is to be provided in two different directions to at least two different suitable destinations with an all-weather surface (two-way access).</p> <p><u>A3.2b Emergency access way</u> Where it is demonstrated that A3.2a cannot be achieved due to site constraints, or where an alternative design option does not exist, an emergency access way can be considered as an acceptable solution.</p> <p><u>A3.3 Through-roads</u> All public roads should be through-roads. No-through roads should be avoided and should only be considered as an acceptable solution where:</p> <ul style="list-style-type: none"> <li>• it is demonstrated that no alternative road layout exists due to site constraints; and</li> <li>• the no-through road is a maximum length of 200 metres to an intersection providing two-way access, unless it satisfies the exemption provisions in A3.2a of this table.</li> </ul> <p><u>A3.4a Perimeter roads</u> A perimeter road is a public road and should be provided for greenfield or infill development where 10 or more lots are being proposed.</p> <p><u>A3.4b Fire service access route</u> Where proposed lots adjoin classified vegetation under AS3959, and a perimeter road is not required in accordance with A3.4a, a fire service access route can be considered as an acceptable solution to provide firefighter access, where access is not available, to the classified vegetation.</p> <p><u>A3.5 Battle-axe access legs</u> Where it is demonstrated that a battle-axe cannot be avoided due to site constraints, it can be considered as an acceptable solution.</p> <p><u>A3.6 Private driveway</u> There are no private driveway technical requirements where the private driveway is:</p> <ul style="list-style-type: none"> <li>• within a lot serviced by reticulated water;</li> <li>• no greater than 70 metres in length between the most distant external part of the development site and the public road measured as a hose lay; and</li> <li>• accessed by a public road where the road speed limit is not greater than 70 km/h.</li> </ul>	<p>The existing public roads accessing the site comply with the Guidelines.</p> <p>Growden Place provides access in two directions, connecting to the Coalfields Highway.</p> <p>There is no proposed emergency access way.</p> <p>Growden Place is a through road.</p> <p>No applicable as only two lots are proposed but Growden Place separates the development site from bushland hazard.</p> <p>There is no proposed fire service access route.</p> <p>There is no battle axe lot.</p> <p>This is not applicable as proposed lots meet the criteria.</p>



**Lot 9001 Growden Place**

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Acceptable Solution	Compliance
<b>Element 4 Water</b>	
<p><u>A4.1 Identification of future water supply</u>                      Evidence that a reticulated or sufficient non-reticulated water supply for bushfire fighting can be provided at the subdivision and/or development application stage, in accordance with the specifications of the relevant water supply authority or the requirements of Schedule 2.</p>	<p>This is not applicable to the subdivision application.</p>
<p><u>A4.2 Provision of water for firefighting purposes</u>                      Where a reticulated water supply is existing or proposed, hydrant connection(s) should be provided in accordance with the specifications of the relevant water supply authority.</p>	<p>The subdivision will be connected to the existing reticulated water supply in accordance with the Water Corporation's 'No. 63 Water Reticulation Standard'.</p>

**Lot 9001 Growden Place**

**4.0 Responsibilities for Implementation and Management of the Bushfire Measures**

The management of the risk posed by bushfires is a shared responsibility between landowners, government and industry. These responsibilities are documented in Table 5.

The management measures listed below should not be construed to assure total bushfire protection and do not guarantee that a building will not be damaged in a bushfire. The severity of a bushfire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.

*Table 5 Implementation*

No	MANAGEMENT ACTION
<b>1.0 Developer Prior to Issue of Titles (Subdivision)</b>	
1.1	Compliance with the applicable measures in this Bushfire Management Plan relating to the subdivision construction including those outlined in Section 3.0 and any vegetation modifications required to achieve the proposed BAL ratings.
1.2	A plan is to be provided to identify areas of the proposed lot(s) that have been assessed as BAL-40 or BAL-Flame Zone. A restrictive covenant to the benefit of the local government, pursuant to section 129BA of the Transfer of Land Act 1893, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of the land within areas that have been assessed as BAL-40 or BAL-Flame Zone.
1.3	Providing fire hydrants in accordance with the specifications of the relevant water supply authority i.e. Water Corporation's 'No. 63 Water Reticulation Standard'.
1.4	Preparing a notification be included on the certificate of titles for lots having a BAL-12.5 rating or higher advising that the land is bushfire prone and subject to a Bushfire Management Plan.
<b>2.0 Developer Prior to Sale of Lots (Purchase)</b>	
2.1	Providing prospective purchasers with a summary of this BMP
<b>3.0 Landowner Prior to Occupancy (Development)</b>	
3.1	Siting of any building so as to have a maximum BAL-29 rating.
3.2	That any proposal for a high risk land use shall be subject to a separate Bushfire Management Plan and risk assessment.
<b>4.0 Landowner Ongoing</b>	
4.1	Undertaking regular maintenance of their property in preparation for the annual fire season.
4.2	On all lots subject to a BAL rating above BAL-Low landowners are to maintain their property as an Asset Protection Zone in accordance with the following specifications: <ol style="list-style-type: none"> <li>1) Fences should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).</li> <li>2) Fine fuel loads (combustible, dead vegetation matter &lt;6 millimetres in thickness) should be managed and removed on a regular basis to maintain a low threat state at less than 2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch &gt;6 millimetres in thickness.</li> <li>3) Trees (&gt;6 m in height) should:                             <ul style="list-style-type: none"> <li>➢ Be a minimum distance of six metres from all elevations of the building and branches at maturity should not touch or overhang a building or powerline.</li> <li>➢ Have lower branches and loose bark removed to a height of two metres above the ground and/or surface vegetation.</li> <li>➢ Have a canopy cover pf less than 15 per cent of the total APZ area.</li> </ul> </li> </ol>



**Lot 9001 Growden Place**

No	MANAGEMENT ACTION
	<ul style="list-style-type: none"> <li>➤ Have canopies at maturity being at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 percent and are not connected to the tree canopy outside the APZ.</li> <li>4) Shrub and scrub (0.5 m to 6m in height) should not be:                             <ul style="list-style-type: none"> <li>➤ Located under trees or within three metres of buildings.</li> <li>➤ Planted in clumps &gt;5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.</li> </ul> </li> <li>5) Ground covers (&lt;0.5 m in height) can be:                             <ul style="list-style-type: none"> <li>➤ Planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.</li> <li>➤ Located within two metres of a structure, but three metres from windows or doors if &gt;100 millimetres in height.</li> </ul> </li> <li>6) Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.</li> <li>7) A defendable space should be provided within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.</li> <li>8) LP Gas Cylinders should:                             <ul style="list-style-type: none"> <li>➤ Be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building.</li> <li>➤ Have the pressure relief valve pointing away from the house.</li> <li>➤ Not have flammable material within six metres from the front of the valve.</li> <li>➤ Sit on a firm, level and non-combustible base and be secured to a solid structure.</li> </ul> </li> </ul>
<b>5.0 Local Government Management (Ongoing)</b>	
5.1	Ensuring Building Permit Applications and Development Applications are compliant with the building and land use planning provisions.
5.2	Enforce compliance with its annual Bush Fire Notice.





LUSH FIRE & PLANNING  
 3 Paterson Road  
 Pinjarra WA 6208  
 ABN 74 232 678 543

### Bushfire Attack Level (BAL) Assessment Report

#### Report Details

Job No	Report Version	Assessment Date	Report Date
23-020	A	27 April 2023	2 May 2023


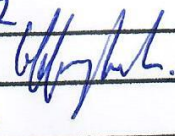
#### Property Details

Street No	Lot No	Plan	Street Name	
	9002	409160	Growden Place	
Locality		Darkan	State WA	
Postcode				
Local Government Area				
Main BCA class of the building	Class 1a	Use(s) of the building	Residential	
Description of the building or works	Industrial Subdivision			
Determined BAL Level	BAL - FZ			

Class 8?

The Scheme states "The objective of... [the] industrial zone...[includes] avoid non-industry related use establishing in the industrial areas which may constrain industrial uses". See also the zoning table

#### Accredited Practitioner Details

<p><b>Name</b> Geoffrey Lush</p> <p><b>Company Details</b></p>  <p>3 Paterson Rd                  Pinjarra WA 6208                  0418954873                  geoffrey@lushfire.com.au</p>	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. 27682</p> <p>Signature </p> <p>Date 2/5/2023</p> </div> <p style="text-align: center;">Level 2 Practitioner</p>
<p><i>Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.</i></p>	



## Lot 9002 Growden Place

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### 1.0 Background

This Bushfire Attack Level (BAL) Assessment has been prepared for the proposed subdivision of Lot 9002 Growden Place Darkan.

The existing conditions are shown in Figure 1.

The subject land is located approximately 800m north east of the Darkan town centre and is part of the existing industrial estate. The site has an area of 1.7669 hectares with a frontage of approximately 206m to Growden Place and a depth of 80m. It was created under WAPC subdivision approval 148549.

The subject land is cleared grazing land. The adjacent Lot 50 is a large rural property used for broad acre farming. The surrounding development includes a fuel depot, contractors' yard and further to the east are other light industrial properties and the CBH grain terminal.

Growden Place is a 20m wide road reserve with a 6m sealed carriageway. It extends from Coalfields Highway west of the site connecting back into Coalfields Highway to the east of the site. On the southern side of Growden Place is the Collie to Narrogin rail line which is no longer in use.

There is a reticulated water supply extending along Growden Place and a static water supply tank for bushfire fighting.

The proposed subdivision plan is shown in Figure 2 and this will create an additional lot having an area of 5,988sqm with a balance lot of 1.168 hectares.

The subject land was included in the Industrial zone under the Shire of West Arthur Local Planning Scheme No 2 by Amendment No 1 (gazetted 2010). Clause 5.16 stipulates that the minimum building setbacks are to be:

- Front: 7.5m;
- Rear: 7.5m; and
- Side: 5.0m on one side.

Fire Protection Association Australia (FPAA) Practice Note 5 (2021) provides that the provisions of the local government firebreak notice can be recognised in the BAL Assessment. The Shire's 2022 – 2023 Bush Fire Notice has provisions for townsites and rural properties and requires that:

- All town lots where the area of the land is greater than 2023 square metres (½ acre) shall have the flammable material maintained to a height of no more than 100mm and where undeveloped land abuts developed land a firebreak not less than 2.5 metres wide is required.
- All rural properties shall a firebreak not less than 10 metres wide constructed immediately surrounding; if provided by cultivation, spraying or burning; or a firebreak at least 30 metres wide completely surrounding if provided by closely grazed land; with the outer 2.5 metres cultivated or completely free of flammable material as required under the definition of firebreak.

The subject land is not located within the gazetted townsite and nor is it a rural property. More importantly there is no requirement for the adjacent rural property to have a boundary firebreak.

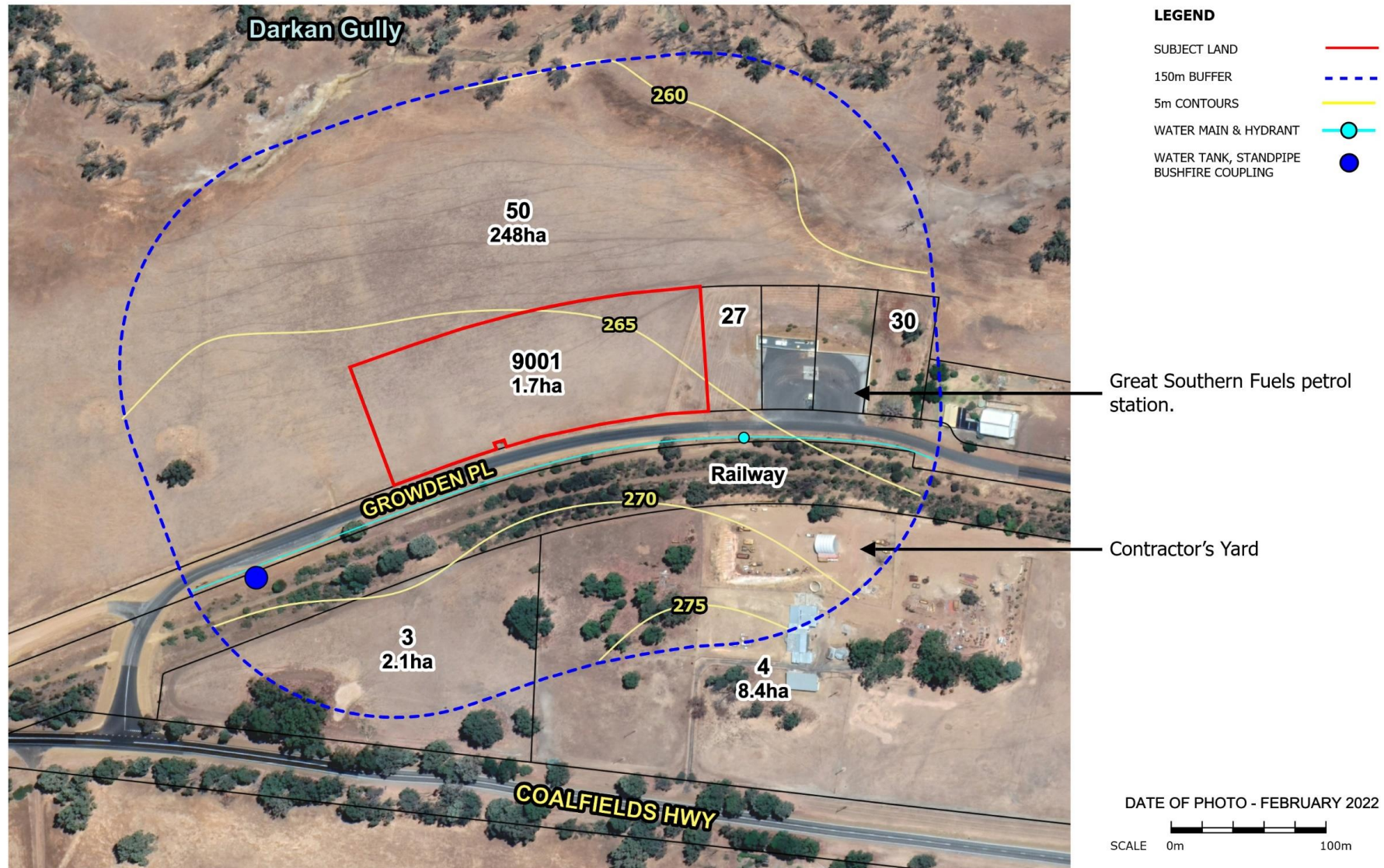


FIGURE 1  
EXISTING CONDITIONS



Job No 23-020  
Rev Description  
A Preliminary

Date  
1/05/2023



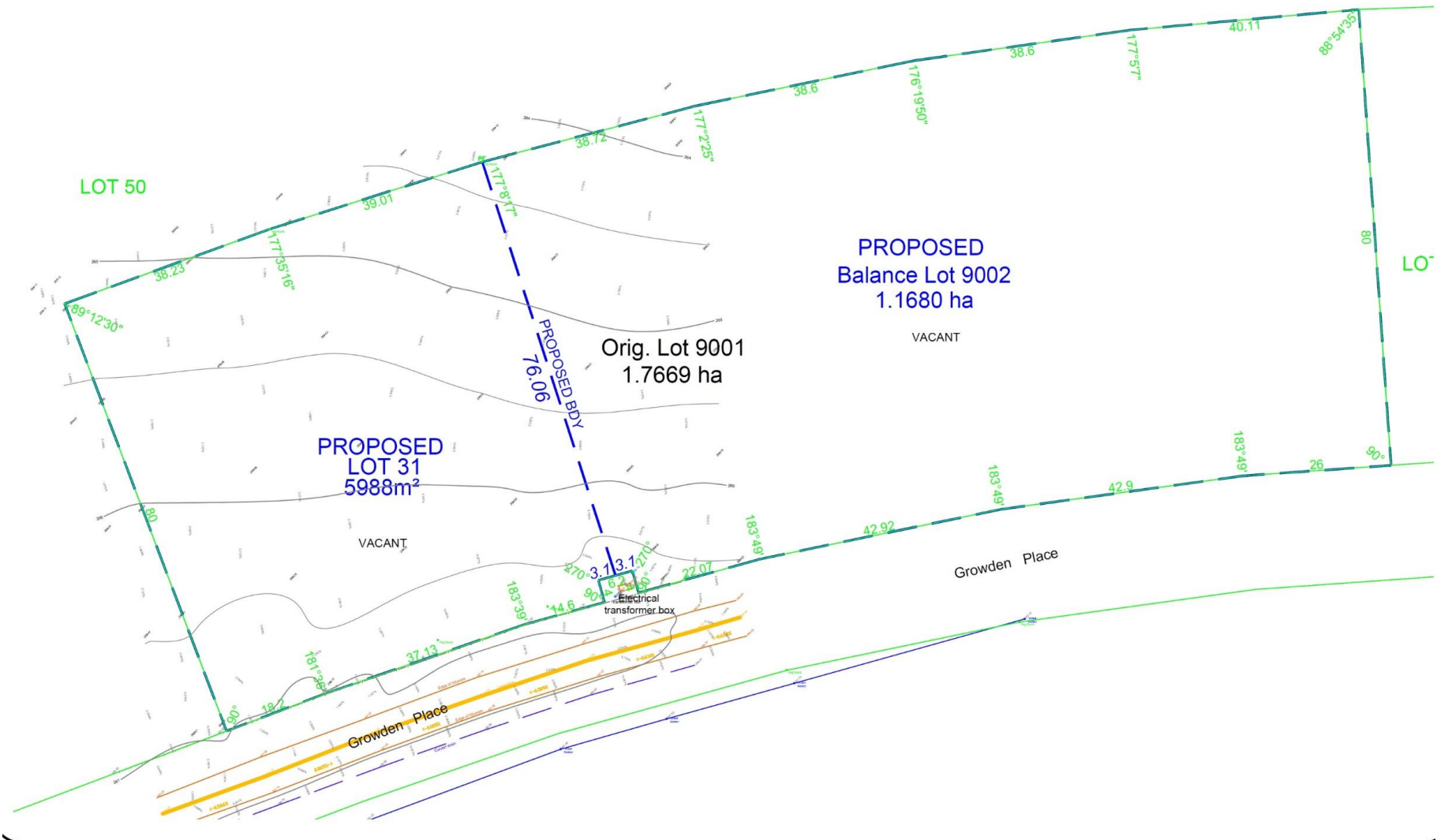


FIGURE 2  
PROPOSED SUBDIVISION



Job No 23-020  
Rev Description Date  
A Preliminary 1/05/2023



**Lot 9002 Growden Place**

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*Subject land*



*Growden Place east of the site and existing industrial development*



*Bushfire water tank, standpipe and hydrant connection.*



**Lot 9002 Growden Place**

**2.0 Site Assessment**

The assessment of the site / development was undertaken by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1). The vegetation has been classified in accordance with:

- Clause 2.2.3 of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas;
- The Visual Guide for Bushfire Risk Assessment in Western Australia; and
- Applicable Fire Protection Australia BPAD Practice Notes.

The site assessment and vegetation plots are shown in Figure 3 and the location of the vegetation photographs is shown in Figure 4. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is described below in Table 1.

*Table 1 Vegetation Summary*

<b>Plot</b>	<b>Vegetation Class</b>	<b>Description</b>
1	Class G Grassland	Broad acre grazing, cropping in the adjacent Lot 50 downslope from the site.
2	Class G Grassland	Broad acre grazing, cropping in the adjacent Lot 50 and unmanaged grassland in Lot 27 that is flat / upslope from the site.
3	Class G Grassland	Subject land currently being used for grazing in conjunction with Lot 50.
4	Excludable – Clause 2.2.3.2(f) Low Threat Vegetation	Managed land / existing development.
5	Class A - Forest	Mixed forest with some scrub along the railway reserve.
6	Class G Grassland	Grazing paddock areas south of the railway reserve within Lots 3 and 4.

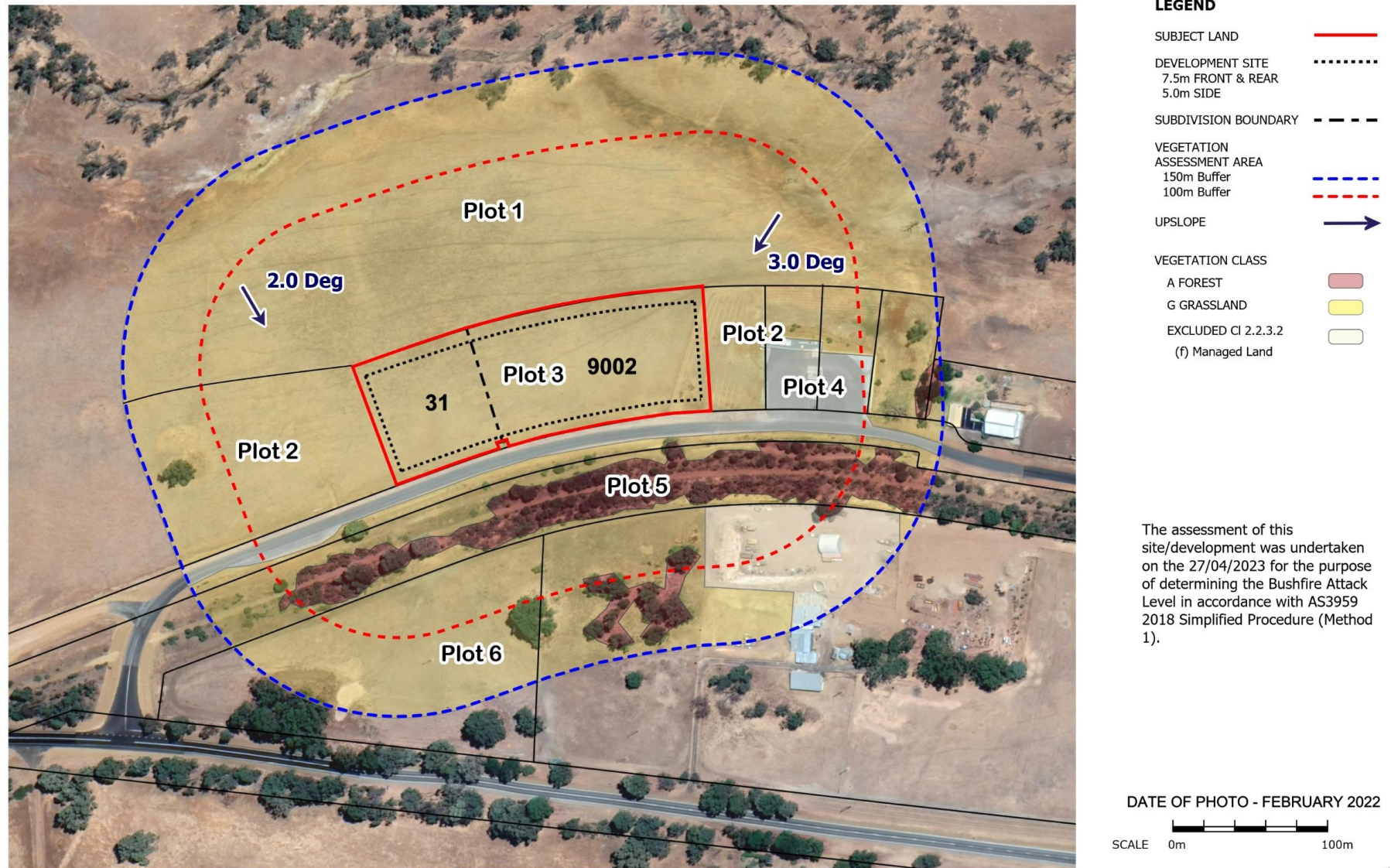


FIGURE 3  
SITE ASSESSMENT



Job No 23-020  
Rev A Description Preliminary

Date 1/05/2023



**Lot 9002 Growden Place**



Figure 2 Photograph Locations

**Lot 9002 Growden Place**

**Photo No 1 Plot No 1**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 2 Plot No 1**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 3 Plot No 2**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Unmanaged grassland in Lot 27





**Lot 9002 Growden Place**

**Photo No 4 Plot No 2**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Broad acre grazing paddock on the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 5 Plot No 3**

**Vegetation Classification**

Class G Grassland – Sown pasture  
G-26

**Description**

Subject land grazing paddock in conjunction the adjacent Lot 50. While the grass is currently less than 100mm in height (low threat vegetation) it will increase during the year.



**Photo No 6 Plot No 4**

**Vegetation Classification**

Excludable - 2.2.3.2(f) Low Threat  
Vegetation

**Description**

Existing fuel depot, managed land.



**Lot 9002 Growden Place**

**Photo No 7 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 8 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 9 Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Lot 9002 Growden Place**

**Photo No 10      Plot No 5**

**Vegetation Classification**

Class A Forest - Open forest A-03

**Description**

Mixed vegetation with Eucalypts to 20m with Sheoaks over Jam Wattle and Parrot Bush (Banksia) with some grassland. More than 30% canopy coverage with heavy near surface fuel loads.



**Photo No 11      Plot No 6**

**Vegetation Classification**

Class G Grassland – Sown pasture G-26

**Description**

Paddock grassland south of Growden Place.



## Lot 9002 Growden Place

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### 3.0 BAL Assessment

The Bushfire Attack Level (BAL) Assessment measures the severity of a building's potential exposure ember attack, radiant heat and direct flame contact in a bushfire event.

The BAL rating is determined through the identification and assessment of the following parameters:

- Fire Danger Index rating of FDI – 80 for Western Australia determined in accordance with AS3959 Table 2.1;
- All classified vegetation within 150m of the subject building;
- Separation distance between the building and the classified vegetation source/s;
- Slope of the land under the classified vegetation; and
- The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018.

The BAL setback distance is measured horizontally from the nearest part of the external wall of the proposed building to the unmanaged vegetation. For those parts of the building that do not have external walls (including carports, verandas, decks, landings, steps and ramps) the distance is measured to the supporting posts or columns. The following parts of the building are excluded when determining the BAL setback:

- 1) Eaves and roof overhangs;
- 2) Rainwater and domestic fuel tanks;
- 3) Chimneys, pipes, cooling or heating appliances or other services;
- 4) Unroofed pergolas; and
- 5) Sun blinds.

The following vegetation as referenced in AS3959 Clause 2.2.3.2 is excluded from the BAL Assessment:

- (a) Vegetation of any type that is more than 100m from the site.
- (b) Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified vegetation.
- (c) Multiple areas of vegetation less than 0.25ha in area and not within 20m of the site, or each other, or other areas of vegetation being classified vegetation.
- (d) Strips of vegetation less than 20m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20m of the site or each other, or other areas of vegetation being classified vegetation.
- (e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.
- (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grasslands managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

#### NOTES:

- 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).
- 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.

**Lot 9002 Growden Place**

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified in Table 2. The BAL setbacks are based on the development setbacks within the Planning Scheme and the assumption that the subject land will be low threat vegetation.

Table 2 BAL Rating

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
<b>Proposed Lot 31</b>				
1	Class G Grassland	< 5 Deg	7.5m	BAL – 40
2	Class G Grassland	Flat	5m	BAL – FZ
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
5	Class A - Forest	Upslope	33m	BAL – 19
6	Class G Grassland	Upslope	19m	BAL – 12.5
Determined Bushfire Attack Level Lot 31				<b>BAL – FZ</b>
<b>Proposed Lot 9002</b>				
1	Class G Grassland	< 5 Deg	7.5m	BAL – 40
2	Class G Grassland	Flat	5m	BAL – FZ
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
5	Class A - Forest	Upslope	25m	BAL – 29
6	Class G Grassland	Upslope	19m	BAL – 12.5
Determined Bushfire Attack Level Lot 31				<b>BAL – FZ</b>

**A BAL – 29 rating for Lots 31 and 9002 would require a development setback for buildings of 9m from the rear boundary and 8m from the side boundary.**

**Lot 9002 Growden Place**

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**4.0 Limitations**

1. Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of the report.
2. The land within the BAL – 29 setbacks for the nominated vegetation, or as prescribed by the Shire's firebreak notice (typically 20m) should be maintained as an Asset Protection Zone as follows:
  - a) Fences should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
  - b) Fine fuel loads (combustible, dead vegetation matter <6 millimetres in thickness) should be managed and removed on a regular basis to maintain a low threat state at less than 2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
  - c) Trees (>6 m in height) should:
    - Be a minimum distance of six metres from all elevations of the building and branches at maturity should not touch or overhang a building or powerline.
    - Have lower branches and loose bark removed to a height of two metres above the ground and/or surface vegetation.
    - Have a canopy cover pf less than 15 per cent of the total APZ area.
    - Have canopies at maturity being at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.
  - d) Shrub and scrub (0.5 m to 6m in height) should not be located under trees or within three metres of buildings or planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
  - e) Ground covers (<0.5 m in height) can be planted under trees but must be maintained to remove dead plant material. They can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
  - f) Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
  - g) A defendable space should be provided within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
  - h) LP Gas Cylinders should:
    - Be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building.
    - Have the pressure relief valve pointing away from the house.
    - Not have flammable material within six metres from the front of the valve.
    - Sit on a firm, level and non-combustible base and be secured to a solid structure.
3. The altering of any site conditions, including the planting of vegetation or poor maintenance of the asset protection zone may change the determined Bushfire Attack Level rating.
4. The applicable BAL construction measures do not guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the degree of vegetation management, the unpredictable nature and behaviour of fire and extreme weather conditions. The construction standards are only part of an overall approach to bushfire protection that landowners should be aware of. Other measures include having a suitable water supply, access and a bushfire survival plan.
5. All information and recommendations made in this report are made in good faith based on information and accepted methodology used at that time. All plans are subject to survey and are not to be used for calculations. Notwithstanding anything contained therein, Lushfire & Planning will not, except as the law may require, be liable for any loss claim, damage, loss or injury to any property and any person caused by fire or by errors or omissions in this report.

**11.2 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES**

<b>File Reference:</b>	<b>ADM111</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. Minutes of Bush Fire Advisory Committee Meeting 30 May 2023 <a href="#">↓</a></b> <b>2. Bush Fire Notice <a href="#">↓</a></b> <b>3. Bush Fire Control Officer Handbook <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider noting and accepting the attached minutes of the Bush Fire Advisory Committee (LEMC) meeting of 30 May 2023, and endorsing the appointment of the Fire Weather Officers and Fire Control Officers (FCOs) for the Shire of West Arthur, and dual Officers for adjoining local governments.

**BACKGROUND:**

Under the *Bush Fires Act 1954*, a FCO has significant authority in a fire emergency, where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policy '5.2 Bush Fire Brigades – Management'. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service Officer in certain situations.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Council, and the Shire's CEO, as the employer, to consider the suitability of a person prior to appointment as an FCO. In this regard, the Council should note the requirement that FCOs are to complete a FCO course and a refresher at least once every 10 years, for their appointment to remain valid.

The Work Health and Safety Act 2020 (Act) and Regulations came into effect on 30 March 2022. Due to the changes, a review of training requirements for FCOs and volunteers was considered and recommended at the BFAC meeting held on 30 May 2023. As a result of these recommendations a motion was moved and carried that a minimum standard of training must be met for all active, registered members of a bush fire brigade to enable them to turn out in a Shire appliance. It was agreed by the committee that the DFES standard Rural Fire Awareness training would need to be completed to enable members to respond to an incident.

**COMMENT:**

At the BFAC meeting held on 30 May 2023, the Committee resolved to recommend to Council to rescind all previous appointments and to make the appointments of CBFCO, Deputy Chief Bush Fire Control Officer (DCBFCO), FCOs, and Fire Weather Officers as per Attachment 2.

It has also been recommended that the following Fire Control Officers be appointed as Dual FCOs for the following Shires: Shire of Williams – Duncan South, Shires of Kojonup and Woodanilling – Neil Morrell, Shire of Boyup Brook – Kim Hales, Shire of Wagin – Ben Robinson.

Appointments of each FCO are linked to a Bush Fire Brigade (BFB), unless a FCO is appointed by an adjoining Shire to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. A FCO is required to act within any restrictions or conditions placed on the role by the Shire. Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

Under the *Work Health and Safety Act 2020*, for Volunteers and Volunteer Organisations, the Shire's CEO is personally responsible and criminally liable for all the volunteers within the Bush Fire Brigades. The Shire's CEO is legally required to ensure that all the FCOs and Bush Fire volunteers have undertaken the appropriate or required training to allow them to perform their role(s) safely. The DFES minimum recommended standard for Bush Fire Brigade Volunteers with a Local Government Grants Scheme Fire Appliance, is completion of the Bushfire Safety Awareness and Firefighting Skills courses, consistent with DFES managed volunteers who are required to undertake both courses prior to commencing operational duties.

All Fire Control Officers (FCOs) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.

Only volunteer fire fighters that have successfully completed the DFES approved Bushfire Safety Awareness or Firefighting Skills courses are permitted to drive or operate Shire Fire Trucks.

Only volunteer firefighters that have passed the DFES approved Rural Fire Awareness course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

#### **CONSULTATION:**

Bush Fire Advisory Committee  
Community Emergency Services Manager  
DFES District Officer

#### **STATUTORY ENVIRONMENT:**

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers;
- Work Health and Safety Act 2020 (Act) and Regulations; and
- Shire of West Arthur Bush Fire Brigades Local Law 1988.

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

The administrative expenditure is wholly contained in the budget and is minor in nature.

#### **STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 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

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**OFFICER RECOMMENDATION:**

That with respect to the recommendations of the Bush Fire Advisory Committee, Council:

1. Rescind all other Bush Fires Act appointments previously made.
2. Pursuant to Section 38 of the Bush Fires Act 1954, approve the appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Bush Fire Brigade Fire Control Officers and Fire Weather Officers (each of them for 'whole of Shire') (subject to part 3 of the Act) as listed in Attachment 2.
3. Pursuant to Section 38 (6) and (7) of Bush Fires Act 1954, request the Fire and Emergency Services Commissioner to approve the Shire of West Arthur for the purposes of giving effect to the appointment of Fire Weather Officers.
4. Pursuant to Section 38 of Bush Fires Act 1954, approve the nominations of the following persons as Dual Fire Control Officers for the following Shires: Shire of Williams – Duncan South, Shires of Kojonup and Woodanilling – Neil Morrell, Shire of Boyup Brook – Kim Hales, Shire of Wagin – Ben Robinson.
5. Cause Notice of the Bush Fire Control Officer Appointments to be published in "The Bleat" newsletter, on the Shire's Website and on Public Noticeboards throughout the Shire.
6. Cause Notice of any approval pursuant to part 3 (restricted and prohibited burning dates) of the Bush Fires Act 1954 to be published in "The Bleat" newsletter, on the Shire's Website and on Public Noticeboards throughout the Shire. For information purposes, the Prohibited Burning Period (strictly no burning) runs from 1 November to 21 February, and the Restricted Burning Period (permits required) from 30 September to 31 October, and again from 22 February to 15 April.
7. Endorse the attached Bush Fire Notice for the 2023/2024 fire season.
8. Endorse the attached updated version of the Bush Fire Control Officer Handbook.

## Bush Fire Advisory Committee Minutes May 2023

**Shire of West Arthur**

**MINUTES:** For the Bushfire Advisory Committee Meeting.

A meeting of the Bush Fire Advisory Committee was held Tuesday 30<sup>th</sup> May 2023 in the Hawthorn Room of the West Arthur Health and Resources Centre commencing at 7.00pm.

**1.0 Declaration of Opening/Announcements of Visitors:**

The Chairperson of the meeting, Ben Robinson, welcomed all present and declared the meeting open at 7.10pm. All attending members to sign the attendance list.

**2.0 Record of Attendance and Apologies:****Attendance**

Ben Robinson	Chief Bush Fire Control Officer, Arthur River BFB
Graeme Peirce	Deputy Chief Bush Fire Control Officer, Duranillin BFB
Paul Saunders	Fire Control Officer, Arthur River BFB
Neil Morrell	Fire Control Officer, Arthur River BFB & Shire of West Arthur President
Duncan South	Fire Control Officer, Darkan BFB
James Campbell	Fire Control Officer, Darkan BFB
Adrian South	Fire Control Officer, Duranillin BFB
Robert Jefferies	Fire Control Officer, Duranillin BFB
Paul Blechynden	District Officer, DFES Upper Great Southern
Vin Fordham Lamont	CEO, Shire of West Arthur
Cassandra Squires	Works Admin Assistant, Shire of West Arthur
Darren Harvey	Department of Biodiversity Conservations and Attractions
Kohdy Flynn	Community Emergency Services Manager
Greg Hodgson	Manager Fire Protection, Forest Products Commission
Rayna Barr	Bunbury Fibre Exports

**Apologies:**

Graeme Blake	Dept of Water & Environmental Regulation
Lester Fawcett	Williams Volunteer Fire and Rescue Service

**3.0 Confirmation of Previous Meetings Minutes:**

**Moved:** Graeme Peirce

**Seconded:** Adrian South

That the minutes of the Shire of West Arthur BFAC meeting held 26<sup>th</sup> October 2022 be confirmed as a true and correct record.

**CARRIED**

**4.0 Reports and Presentations:****4.1 Community Emergency Services Manager, Kohdy Flynn:**

Nothing significant to report, outstanding items are captured further on in the minutes.

Bush Fire Advisory Committee Minutes May 2023

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**4.2 District Officer, Paul Blechynden:**

See attached full report; of significance there were two reported fire related deaths this year, being a farmer in Goomalling and a Shire employee in Mt Gibson; overview of water bombing operations and the success of the grain harvest water bombing program in the upper great southern region; this highlights the fact sufficiently trained water bomber reloaders and ground controllers are crucial for a successful fast knock down of an evolving fire; feedback is being sought on the AFDR system and everyone is encouraged to submit their feedback no matter how minor.

**4.3 Forest Product Commission, Greg Hodgson:**

See attached full report. Of note, FPC is continuing with its land acquisition program that includes parts of the West Arthur Shire; FPC released a grant funding opportunity within its operational areas for volunteer brigades to secure funding for the purchase of operational items not already eligible to be purchased under the LGGS; these submissions are being reviewed shortly; Greg raised the issue of some fire breaks not being up to normal standard on FPC managed plantations; these have now been rectified; labour and machine availability contributed to this issue.

**4.4 Department of Water & Environmental Regulation:**

No report received.

**4.5 Williams Volunteer Fire and Rescue Service, Lester Fawcett:**

Apology for the meeting sent; report was 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 Department of Biodiversity Conservation and Attractions, Darren Harvey:**

See attached full report. 114 fires recorded in the district, 3 within the shire of West Arthur. Some staff shortages throughout the Wellington district.

**4.7 Bunbury Fibre Exports, Rayna Barr:**

3x heaped piles remaining to be put out; some firebreaks installed a little late mainly due to contractor availability.

Bush Fire Advisory Committee Minutes May 2023

**5.0 Officer Reports:**

**5.1 Chief Bush Fire Control Officer Report, Ben Robinson:**

Has been a reasonably good summer period; no major fire to report on; has been a busier Autumn with a few fires occurring, seeing a good response from members, ultimately preventing fires from escalating.

**5.2 Arthur River Bush Fire Brigade, Paul Saunders:**

Brigade AGM completed resulting in all positions being filled; reasonably quite season; of significance, attended a grain shed fire which had good attendance and a couple of fires occurring from escaped burns.

**5.3 Darkan Bush Fire Brigade, Duncan South:**

Brigade AGM completed; two new FCOs stepping up which is good to see.

**5.4 Duranillin Bush Fire Brigade, Grahme Peirce:**

Attended several fires, some requiring assistance from Shire; finding it difficult to engage with members and residents in the Duranillin area; some not knowing that there were active fires in the area.

**6.0 Financial Report: 2023/24 Local Government Grants Submission, Kohdy Flynn:**

An overview of the LGGs operational budget was given to include DFES operational offer to the Shire for the 2023/24 financial year, the original offer was \$44,840 with counteroffers being made by the Shire along with justifications mainly surrounding the rising cost in consumer products and servicing charges, a figure of \$49,000 was agreed upon. The outcome of the application of the three fast fill trailers and suction strainer is expected to be known into the new financial year.

**6.1 Current Financial Report, Kohdy Flynn:**

Overview of expenditure to date was given. With only four weeks left in the current financial year it was ascertained the budget will more than likely enter over expenditure status given there are operational items that will still need to be purchased as a priority.

Vehicle Insurance/Licensing	\$26,931.90
Vehicle Servicing/Repairs	\$6,555.52
PPE/PPC	\$11,691.47
Freight	\$388.01
Regional Fire Inspection	\$366.00
Permit to Burn books/ID Stickers	\$433.00
Fuel	\$923.49
Other/Works Crew	\$1731.82
<b>Total Expended</b>	<b>\$49021.21</b>
<b>Total Remaining</b>	<b>\$822.79</b>

**7.0 Mitigation Activity Fund Program for Shire Reserves, Kohdy Flynn:**

A review of the Shire's outstanding MAF program has been conducted and it has been agreed to re-focus mitigation works in and around the town and the town boundaries; a Shire mitigation program is currently under development to identify and target priority areas for the next round of funding that is available in mid-August 2023. If successful in the application, the Shire will have 12 months to complete the identified treatments.

Brigades that are willing to conduct prescribed burning operations under the MAF program will be provided with meals on the day and payments will be made per hour, per appliance to the participating brigade/s; this will also include any patrols or monitoring in the days following the burn.

A group discussion was held and points discussed included the ideal time to perform prescribed burning operations; was a busy time for most members who would be performing seeding or harvesting operations; it was agreed that although in principle this would be a great opportunity for brigades to gain extra funding and for members to conduct training and gain experience in mitigation operations, in reality it would not work for most given time constraints and timing of the year. An alternate arrangement would more than likely need to be sought for areas that need to be prescribed burnt.

**7.1 Crown Land Mitigation, Kohdy Flynn:**

It has recently been requested by DFES and other state organisations for the Shire brigades to assist in the prescribed burning operations on crown land and other managed state reserves; similar to the MAF program, the same timing and seasonal constraints were raised as the main issues in being unable to assist with this request.

**8.0 Minimum Training Standards, Kohdy Flynn:**

Recent changes in the *Work Health and Safety Act 2020* has highlighted to all Local Governments in Western Australia that manage Volunteer Bush Fire Brigades the need to implement minimum training standards to all members of a brigade. The change in legislation has raised the issue for a review into training responsibilities of volunteers who attend to firefighting duties.

It was tabled, discussed and agreed upon that the DFES Rural Fire Awareness course will be implemented and needs to be completed as a minimum standard for all brigade members. If members are to be endorsed as a fire control officer, the DFES fire control officer course must also be completed.

The delivery of the Rural Fire Awareness training is flexible and can be presented at individual brigades of an afternoon or evening; it was agreed that the leadership of the brigades will canvas their members to attend the training with the intent to get as many members trained as possible.

**9.0 Turn out Procedures, Kohdy Flynn:**

A broad overview was given regarding what notification is required and expected every time the brigades are turned out by Comcen or are self-deployed to an incident. Comcen must be notified each time a crew is deploying to a job or is attending to a 000 call.

## Bush Fire Advisory Committee Minutes May 2023

The logging of this information is imperative for insurance recording purposes. This also assists in the recording of critical information such as damages or loss to property and gives the Regional Duty Coordinator an appreciation of incidents occurring in the area, therefore allowing them to offer on-ground assistance if required in an expedited manner.

Each incident the brigades attend forms part of the annual LGGs reporting process and better supports the Shire's claims for funding and equipment each year.

It was proposed a sticker be made up and placed in the appliances, prompting a reminder to log on/off with Comcen and initial or first arriving information that can be conveyed to them. The FCO booklet the Shire has previously developed also need to be reviewed to encapsulate this information.

**10. General Business:**

Graeme Peirce: Issues raised regarding camping and campfires being lit at Carberdine Pool; can the Shire install some permanent concrete fire rings and signage notifying the public of the Shire's fire restriction period?

Paul Sanders: An item raised at the Arthur River AGM surrounding the possibility of the restricted burning period dates being altered. After discussion with the committee, under the act FCOs have the power to stipulate specific requirements when issuing permits and alter the dates of the restricted and prohibited times in line with the Act; if forecast conditions are not suitable at any stage during the restricted period, permits can be suspended until such time that conditions allow.

Kohdy Flynn: Open discussion surrounding the current arrangement with the Shire of Collie and West Arthur joint CESM role. The agreement has been in place for over a year and some complexities have arisen. The role is split across two DFES regions being the Southwest and Upper Great Southern. The Southwest region and the Collie CESM role has always been a full time job in itself; it is increasingly difficult to support both Shires and their volunteers, and the Southwest regional commitments in a way that I expect to operate and what each Shire deserves; the issue has been raised with the southwest superintendent and Collie Shire management. Until such time another agreement or solution is found I will continue to offer support where I can.

**11. Closure:**

The Chairperson declared the meeting closed at 10.20pm

**DFES Report**

**West Arthur BFAC 30 May 2023**

**Paul Blechynden**

**2022/23 Fire Season**

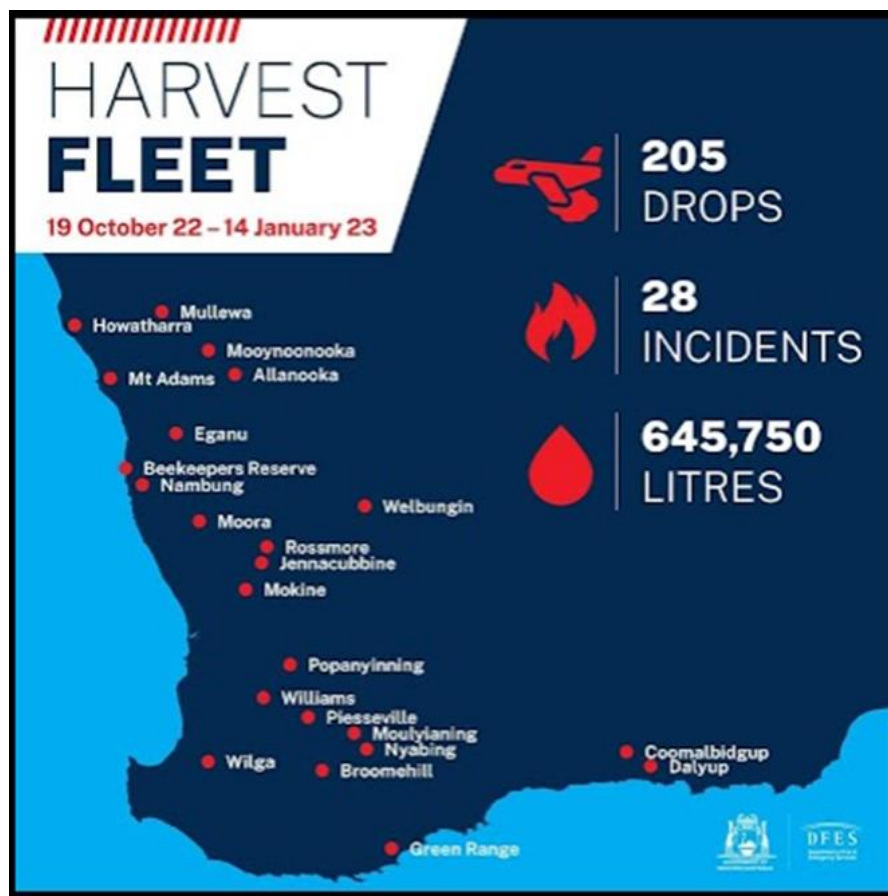
This season has been milder than some previous seasons, 151 bushfires reported since 1/7/2022 (175 in 2021/22 season), West Arthur - 9 fires since 1/7/2022, 4 were unreported, 2 suspicious/deliberate, 2 vehicles (farming activities) and one from a burn-off.

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.

## Shire West Arthur Bush Fire Operations Meeting

(May 2023)

**Forest Products Commission Report**

- The FPC managed softwood estate continues to increase across the Southwest - Gt Southern regions under the government investment program. Several new property/ex plantation acquisitions have been confirmed in recent months with several others under negotiation. There has not been any addition to the FPC estate within the West Arthur Shire with exception of 130 ha of new plantings to established on DWER catchment estate in the Bowelling area this coming winter.

**Managed Plantation estate within the Shire West Arthur.**

*Total 6,790 ha across 33 Plantation sites*

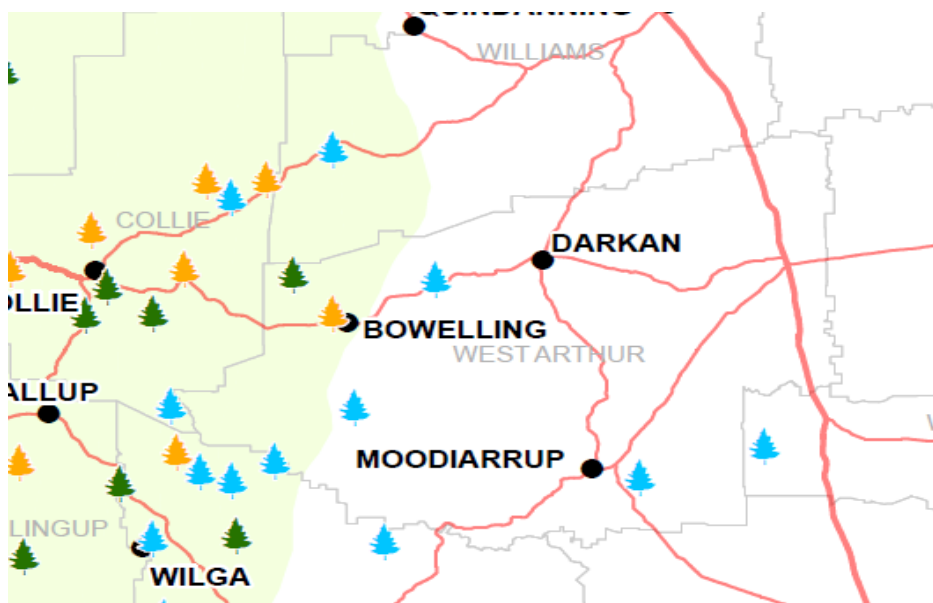
*2,400 ha: Sharefarms in partnership with landowner's (Softwood/Sandalwood/Hardwood)*

*1,608 Ha: Dept Water - Wellington Catchment (Softwood)*

*2,590 ha: FPC Freehold estate (Softwood/Hardwood/Sandalwood)*

*202 ha: DBCA Freehold - FPC Managed (Softwood)*

**FPC (Freehold) Plantations**



- FPC continues to liaise closely with all Local Governments and the Fire agencies DBCA/DFES within the Softwood Investment project scope area. FPC are keen to ensure proposed plantations meet all state planning requirements and that the long-term management and mitigation measures meet the necessary standards to meet the fire risks to the local community and the states plantation estate.

- FPC staff were invited to present governments investment plans to council in March and respond to concerns expressed to the Minister by the Shire in relation to the project. FPC has also appointed a project manager to help FPC develop FPC integrated and internal capabilities to meet the future needs for the protection of the plantation estate outside FPC's agreement with DBCA. FPC staff have met with local CBFCO and CESO to obtain feedback on various options and have developed an internal paper with recommendations.
- The FPC's 2023 Community Grants were again advertised recently to focus on LG BFB's to provide additional funding for fire related projects and equipment that may not necessarily be covered by the DFES ESL. Successful applicants will be notified in coming week so that funding can be processed this FY.

Should FCO's need to liaise on some of these issues above please contact FPC/Myself as we look work with the CBFCO'S/CESO's to provide information and maintain awareness of the plantation assets arising within the shire.

Regards

**Greg Hodgson**

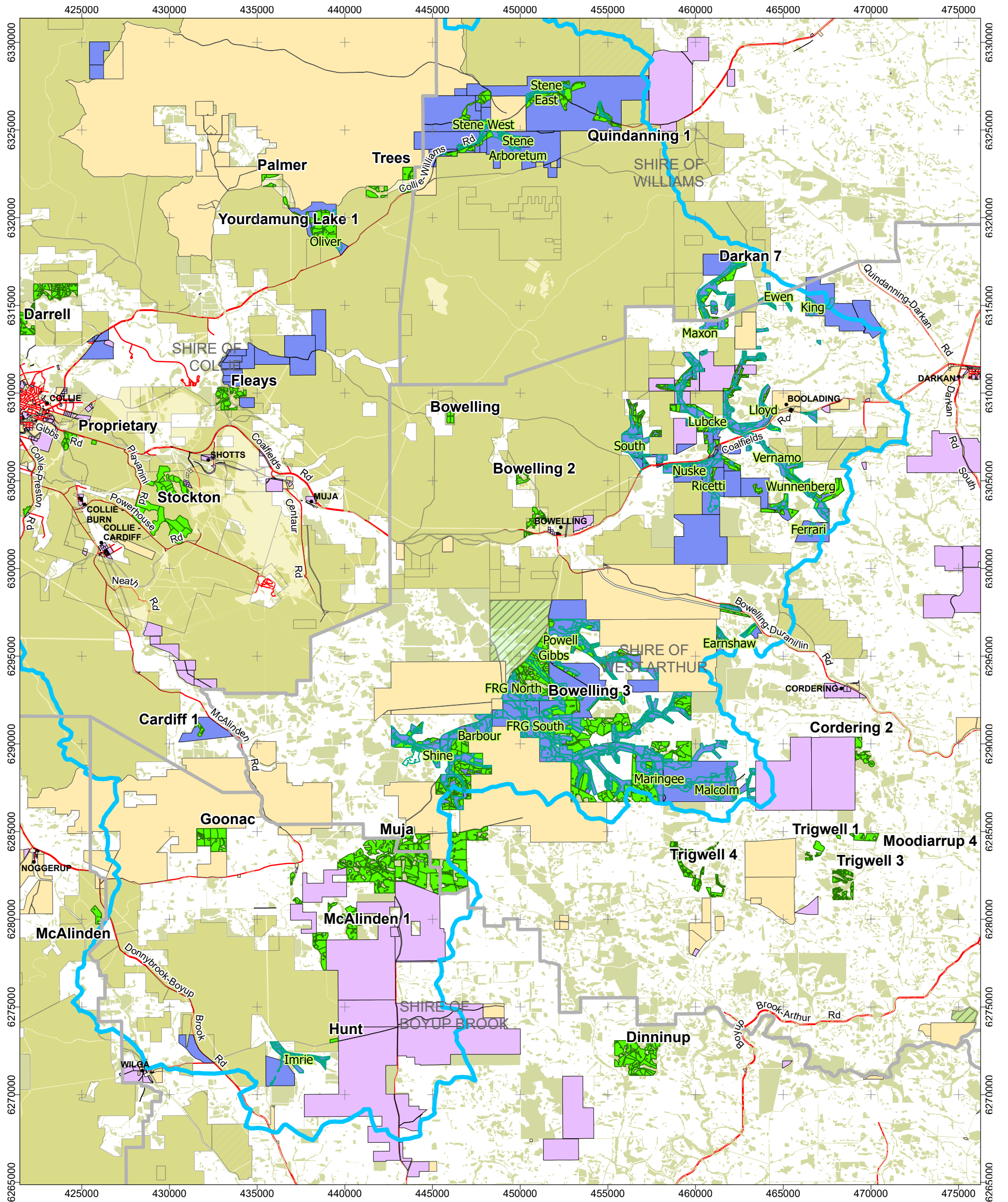
Manager Fire Protection

**Forest Products Commission**

Level 2, 61 Victoria Street, Bunbury WA 6230 Phone: (08) 9725 5246 | Mobile: 0429 206600 |

Email: [greg.hodgson@fpc.wa.gov.au](mailto:greg.hodgson@fpc.wa.gov.au)

Web: [www.fpc.wa.gov.au](http://www.fpc.wa.gov.au) | [www.facebook.com/fpcwa](https://www.facebook.com/fpcwa) | [www.twitter.com/fpcwa](https://www.twitter.com/fpcwa)



**Department of Water Wellington Catchment (Remnant Vegetation) Fire Management Plan**

SCALE 1:200,000 (A3)  
Meters  
0 2,500 5,000 7,500 10,000

Projection: Universal Transverse Mercator CM117E Zone 50  
Datum: Geocentric Datum of Australia 1994 (GDA 1994)  
© 2022 Western Australian Land Information Authority

Produced by the GIS section  
Forest Products Commission  
Western Australia

COMMISSION PLAN FOR OPERATIONAL USE ONLY  
Compiled by: paulhar  
Date: 1/06/2022

L.G.A.: SHIRE OF KOJONUP / SHIRE OF BOYUP BROOK / SHIRE OF WEST ARTHUR / SHIRE OF COLLIE / SHIRE OF WILLIAMS / SHIRE OF DONNYBROOK-BALINGUP  
 DBCA District: WELLINGTON / NO DBCA District. Area administrated from DBCA Regional office - Wheatbelt (Narrogin) / BLACKWOOD

- |                                    |                       |  |   |                           |                                     |
|------------------------------------|-----------------------|--|---|---------------------------|-------------------------------------|
| ● Cities & Towns                   | ■ FPC Plantations     | ■ Local Government Authority (LGATE-233)     | ■ DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION - SWWC | ■ Nature Reserve          | ■ DBCA Lands of Interest (DBCA-012) |
| Hydrographic Catchments (DWER-028) | ■ Roads (LGATE-012)   | ■ DEPARTMENT OF PLANNING, LANDS AND HERITAGE | ■ Crown Reserve   | ■ Conservation Park       | ■ Crown Freehold - Dept Interest    |
| ■ Wellington Dam / Collie River    | ■ Highway/Freeway     |  | ■ DBCA Legislated Lands and Waters (DBCA-011)             | ■ Section 5(1)(g) Reserve | ■ UCL - Dept Interest               |
| ■ DWER Plantation Areas            | ■ Main Road (Sealed)  |  | ■ National Park   | ■ State Forest            | ■ Native Vegetation                 |
|                                    | ■ Minor Road (Sealed) |  |   | ■ Timber Reserve          |                                     |
|                                    |                       |  |   | ■ Section 34A Freehold    |                                     |



## West Arthur Shire BFAC Meeting, 30<sup>th</sup> May 2023 DBCA, Parks and Wildlife, Wellington District Report

### 1. Prescribed Burning Autumn 2023

Wellington District 6 Burns Commenced/ Continued/ Completed.

Approx. 22,000 ha total.

Standard Prescribed Burns (high percentage of area burnt) - 4,584 ha treated.

Large Scale Mosaic Prescribed Burns (low percentage of area burnt) - 17,713 ha treated.

WTN\_112 Darrell (Continuing and Completed) – 700 ha.

WTN\_117 Arklow (Continuing) – 100 ha.

WTN\_128 Roseneath Sherwood (Continuing) – 2,027 ha.

WTN\_130 Denham (Continuing) – 1,757 ha.

WTN\_134 WTN NE Cell 4 Stockyard (Commenced) – 8,715 ha.

WTN\_136 WTN NE Cell 6 Bednall (Continuing) – 8.998 ha.

FPC yet to commence Pine Residue Heaps on DBCA estate (McLarty & Bowelling Plantations).

Have been burning on other estate.

ALCOA yet to commence Native Forest Heaps in the mining envelope.

### 2. Prescribed Burning Planned 2023-24

The District has recently completed initial scheduling/ planning for the 2023-24 season. Incomplete burns from Autumn and new burns have been reviewed and re-allocated.

### 3. Bushfires

114 bushfires recorded for the District (3 in West Arthur Shire).

Thankyou to the Brigades for all your efforts with your local fires and the essential assistance with Departmental and DFES fires.

### 4. Staff/ Staff Changes

District Fire Coordinator Collie – Allan Madgwick (0409 278 435) acting for next 6 months with possibility of extension.

Fire Operations Officer Harvey – Darren Harvey (0428 552 793).

Fire Operations Officer Collie – vacant.

Assistant Fire Operations Officer Collie – vacant.

FMDP Officer Collie – vacant.

End of Report.

Darren Harvey

**Darren Harvey** | Fire Operations Officer  
Parks and Wildlife Service | Wellington District  
Department of Biodiversity, Conservation and Attractions  
P.O. Box 809 | 147 Wittenoom Street | Collie WA 6255  
☎ (08) 9735 1988 | 📠 F: 08 9734 4539 | 📞 M: 0428 552 793  
E: [darren.harvey@dbca.wa.gov.au](mailto:darren.harvey@dbca.wa.gov.au)  
W: [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)

# Bush Fire Notice



**IN THE EVENT OF AN UNCONTROLLED FIRE PLEASE CALL 000**

## BUSHFIRE ACT 1954

**Compliance Date: 1<sup>st</sup> November Annually**

**Maintained Until: 15<sup>th</sup> April Annually**

Notice to all owners or occupiers of land in the Shire of West Arthur.

Pursuant to powers contained in Section 33 of the Bush Fires act 1954 (as amended) you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this notice.

The penalty for non-compliance with this notice is a maximum fine of \$5,000 and, notwithstanding prosecution, the Shire may enter upon the land and carry out required works at the owners/occupier's expense.

The Shire regularly conducts property inspections to ensure compliance. Persons who fail to commence the requirements of this Notice will be issued with infringements in accordance with the Bushfires Act or Orders to rectify. Inspections commence in November of each year.

If for any reason it is considered impracticable to comply with the requirements of this order, you may make written application to the Shire CEO no later than 1st November for permission to position firebreaks in alternative locations or to take alternative action to abate fire hazards on your land. The application must be countersigned by the Fire Control Officer for your local area. No applications, whether verbal or written, will be considered after this date.

**RESTRICTED BURNING TIMES (RBT)  
PERMIT REQUIRED  
30/09/2023 to 31/10/2023**

**PROHIBITED BURNING TIMES (PBT)  
01/11/2023 to 21/02/2024**

**RESTRICTED BURNING TIMES (RBT)  
PERMIT REQUIRED  
22/02/2024 to 15/04/2024**

## TOWNSITES

For town lots where the area of the land is less than 2023 square metres (1/2 acre), all inflammable material is to be removed from the land excluding living plants and trees. Grasses are to be slashed or mowed and maintained below 100mm in height throughout the period of 1<sup>st</sup> November until 15<sup>th</sup> April each year.

All town lots where the area of the land is greater than 2023 square metres (1/2 acre) shall have the inflammable material maintained to a height of no more than 100mm and where undeveloped land abuts developed land, a firebreak of not less than 2.5 metres wide is required.

## RURAL PROPERTIES

A firebreak or a combination of firebreaks or closely grazed land is required to completely surround any rural homestead, buildings, haystacks, stacks of fodder, bulk fuel, drums and/or liquid petroleum. This may be:

- A firebreak not less than 10 metres wide constructed immediately surrounding; if provided by cultivation, spraying, or burning; or
- A firebreak at least 30 metres wide completely surrounding if provided by closely grazed land; with the outer 2.5 metres cultivated or completely free of flammable material as required under the definition of firebreaks.

## Where land abuts the Darkan & Duranillin townsites, a firebreak is required.

Firebreaks constructed on road verges do not constitute legal firebreaks under the Bush Fires Act. Property owners/occupiers of land over 40 hectares must have a fully operational mobile fire unit with a minimum capacity of 400 litres. Slip on units are to be bolted or chained securely to the tray of the vehicle.

Properties are to comply with the provision.



# Bush Fire Notice



## HARVESTING OPERATIONS

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

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

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

## PLANTATIONS

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

## STUMP GRINDING

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

**CAMPING & COOKING FIRES ARE NOT PERMITTED DURING THE PROHIBITED BURNING TIME.**

**NO LIGHTING OF FIRES ON EASTER FRIDAY & EASTER SUNDAY.**

## RESTRICTED & PROHIBITED BURNING TIMES FOR THE SHIRE OF WEST ARTHUR

### PROHIBITED BURNING TIME (PBT)

1<sup>st</sup> November 2023 to 21<sup>st</sup> February 2024 (inclusive) each and every year. During this time, you must not start a fire in the open air. The penalty is up to \$10,000, 12 months' imprisonment or both.

### RESTRICTED BURNING TIME (RBT)

30<sup>th</sup> September to 31<sup>st</sup> October 2023 (inclusive) & 22<sup>nd</sup> February to 15<sup>th</sup> April (inclusive) each and every year. These dates may be subject to variation according to seasonal conditions. Any changes will be advertised.

### PERMITS TO BURN

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

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

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



# Bush Fire Notice



## STUBBLE PADDOCK BURNING

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

## BURNING OF GARDEN REFUSE & RUBBISH

Permits are required during the restricted burning times. Garden refuse and rubbish may be burnt as follows:

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

## DEFINITIONS

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

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

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

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

POSITION	FIRE CONTROL OFFICER	MOBILE
Chief Fire Control Officer (CFCO)	Ben Robinson West Arthur Base	0438 626 033
Deputy Chief Fire Control Officer	Graeme Peirce West Arthur 2	0419 765 196
Fire Weather Officer	Adrian South Cordering 1	0428 935 000
Deputy Fire Weather Officer	James Campbell Duranillin 1	0427 864 277

BRIGADE	POSITION	MOBILE
<b>Arthur River</b>	Ben Robinson (CFCO, FWO)	0438 626 033
	Andrew Putland (FCO)	0428 629 030 9862 9030
	Neil Morrell (FCO)	0429 629 066
	Alan Manuel (FCO)	0427 626 002
	Paul Saunders (FCO)	0429 998 344
	Paul South (FCO)	0400 433 365
<b>Darkan</b>	Duncan South (FCO)	0427 361 147
	Peter Lubcke (FCO)	9736 1169
	James Campbell (FCO, DFWO)	0427 864 277
	Gavin Kirk (FCO)	0417 933 958
	Todd Lubcke (FCO)	0417 958 888
	Cameron Buller (FCO)	0408 720 467
<b>Duranillin</b>	Adrian South (FCO, FWO)	0428 935 000
	Matthew Telfer (FCO)	0477 888 070
	Kim Hales (FCO)	0427 802 793 9767 2043
	Jamie Park (FCO)	0429 631 092 9863 1092
	Gary Abbott (FCO)	0429 631 012
	Ben Murphy (FCO)	0439 585 549
	Graeme Peirce (DCFCO)	0419 765 196
	Robert Jefferies (FCO)	0427 629 003

UHF Channel 5 to be used for communication during fire control for those who do not have access to VHF.

**West Australian Emergency Radio Network (WAERN) High Band – Channel 171.**

Department of Biodiversity, Conservation and Attractions- Parks and Wildlife Service:

Collie: 9735 1988, Narrogin: 9881 9200, Katanning: 9821 1296





# Shire of West Arthur Fire Control Officer Handbook



Contact the Shire of  
West Arthur Office

9736 2222

To Register for  
Notifications of  
Movement Bans by  
SMS

## Harvest & Vehicle Movement Ban

A harvest and/or vehicle movement ban will be imposed by the CBFCO after consultation with the fire weather committee.

It will often be imposed after discussion on the radio network.

If a harvest and/or vehicle movement ban is imposed, during office hours Shire staff will send a SMS message and then advise radio stations.

After hours either the CBFCO or Shire staff will SMS, advise radio stations. The CBFCO will advise on Signal.

## Call out Procedures Responding to all Fires – All Hours

**COMCEN must be contacted on 1800 198 140 when turning out**

In addition, fires can be report to:

- The Shire Office
- The Chief Bushfire Control Officer
- The Fire Control Officer for the Brigade area where the fire has been sighted.

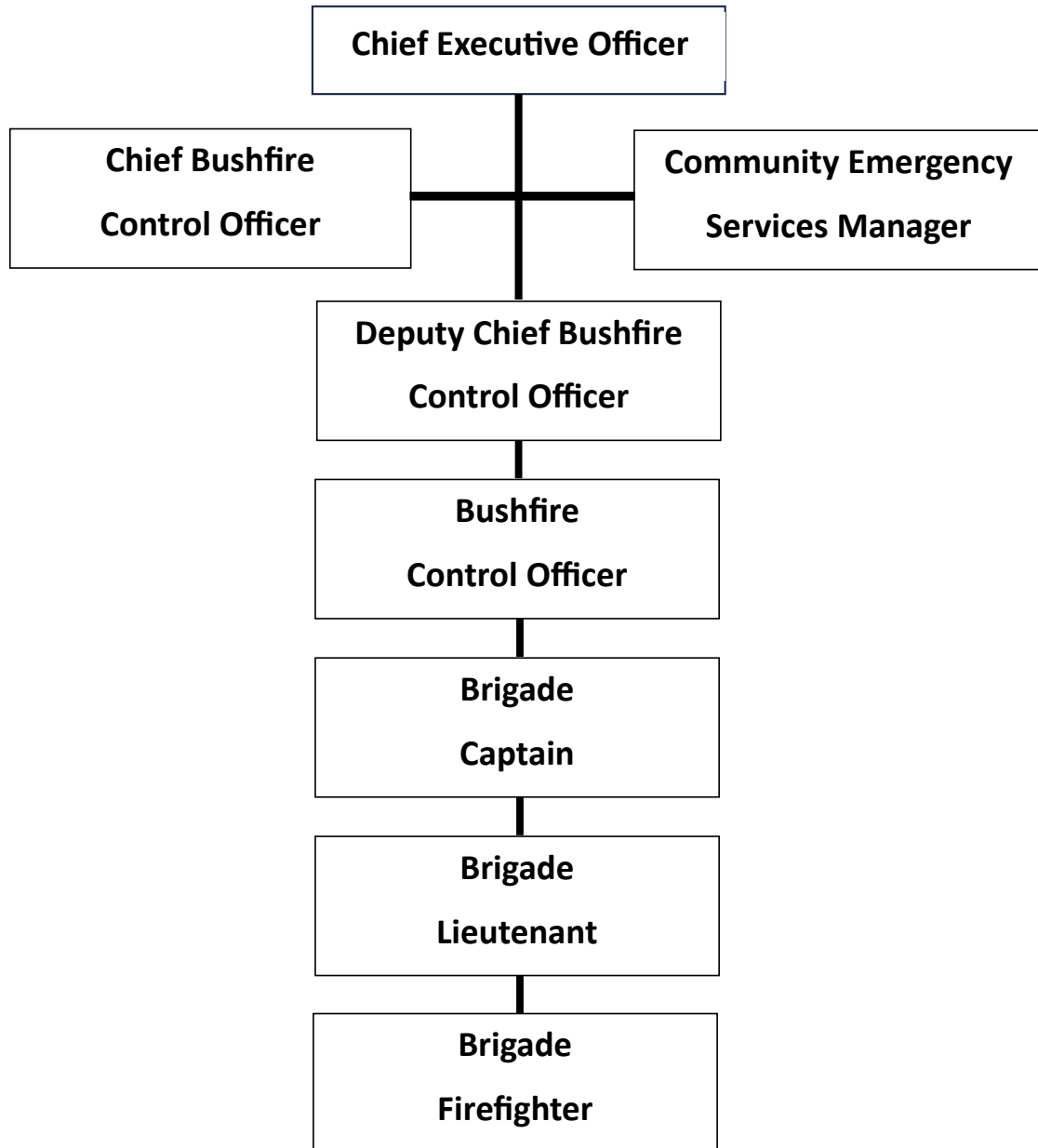
Once CBFCO, DCBFCO or Shire are notified of a fire in the West Arthur Shire, they will in turn: Alert the applicable FCO & Brigade members that a fire has been reported through SMS system, Signal, Bushfire radio or phone. To provide assistance where requested, to the Brigade in terms of backup resources, logistics & weather forecast.

Forest to Wheatbelt

# Shire of West Arthur Fire Control Officer Handbook



## Brigade Chain of Command



# Shire of West Arthur Fire Control Officer Handbook



## Meetings of the Bush Fire Brigades

Any meetings of the Bush Fire Brigades must have minutes taken.

### Annual General Meeting

- The brigade shall hold an annual general meeting (AGM) prior to the end of July each year.
- A report shall be presented to the membership by the captain.
- At this meeting all office bearing positions will be declared vacant.
- At the AGM the positions of Captain, 1<sup>st</sup> Lieutenant, 2<sup>nd</sup> Lieutenant, FCO/s, secretary/treasurer must be appointed to each brigade.
- The new office bearers will assume the positions as of the date of the AGM.
- The minutes of the AGM must be supplied to the Shire for inclusion in the next BFAC meeting.

### Special Meeting

- The chief bush fire control officer, deputy chief bush fire control officer, brigade captain or Chief Executive Officer may at any time convene a special meeting of the brigade.
- The name of the members requesting the special meeting are to be recorded in the minutes of the meeting.

### Voting

- Each registered brigade member present at the meeting shall be entitled to vote.
- In the event of an equality of votes the brigade Captain may exercise the deciding vote.
- If a voting member is unable to attend a meeting, they may lodge an absentee vote which must be submitted in writing to the secretary/treasurer before the start of the meeting.

### Quorum

- Quorum for the meeting is 50% of the number of members of the brigade, no business of a brigade is to be transacted unless a quorum of members in person or by proxy is present.

#### **If required, a FCO who is in charge of a fire shall.**

- Where the reported fire has potential implications for either DBCA or plantations, notify those agencies.
- Property damage, personal injuries and near misses need to be reported to the incident controlled who in turn will report to CBFCO.
- Request water bombers.
- After the fire they will send a fire report/information to the Shire officer to log with Department of Fire & Emergency Services (DFES).

*Forest to Wheatbelt*

# Shire of West Arthur Fire Control Officer Handbook



**COMCENS – MUST be contacted when truck is being mobilized (1800 198 140)**

- Report the fire and obtain an incident number.
- If the information is known of the fire relay to COMCENS e.g., location, units on site & size of the fire.

**On Arrival**

- Report position and property threatened, size of fire, estimated time of control, if assistance is required (road closure), control point location, location of wind strength and direction.
- Liaise with FCO and if further services are required inform COMCENS.
- At containment of fire inform COMCENS.

The checklist to the right is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN or your normal reporting lines.

**NOTE:**

The checklist to the right should only be utilized for the first arriving Incident Controller.

For additional and more detailed checklists, refer to the “DFES Operational Checklists” booklet.

<b>P</b>	Position & Property Threatened Assess the Situation Exposures/Assets at Risk/Critical Infrastructure
<b>A</b>	Area Size of Fire
<b>F</b>	Fuel Density & Type Estimate Rate of Spread (ROS)
<b>T</b>	Time to Control Establish IMT Decide on objectives, strategies & Tactics. Consider Delegating Key Functions
<b>A</b>	Assistance Required Traffic Management Road closures Additional Resources
<b>C</b>	Communications & Control Point Radio Frequencies/Communications plan Location of Control Point Consider Media & Public Advice/Warnings
<b>S</b>	Surface Wind Strength & Direction Send SITREP Safety is the First Priority



# Shire of West Arthur Fire Control Officer Handbook



## Recommended Plan of Action for First Responder on Scene

1. Report the name of the property, the owners and map reference.
2. Report the route of access to the fire.
3. Make an assessment on the area of fire and the conditions under which it is burning, for example, stubble, grass, or bush.
4. Report the number of fire units already at the fire and estimate the number of units required.
5. Estimate the likelihood of the fire becoming a major wildfire and report this.
6. Ping location and information on the Signal app.

It is **EXTREMELY IMPORTANT** that the first person on the scene keeps up a constant flow of information to COMCEN and members on what is happening.

## Fire procedures

- Report an estimated time of arrival (ETA) to the Fire Control Officer.
- Report immediately to the Fire Control Officer on arrival.
- Report to the Fire Control Officer before leaving.
- Log off and provide an update with COMCEN once truck back on station

## WATER - Standpipes

**Quindanning** – Fire Fighting use only. The keys are located at Andrew Ritchie’s property, in the Darkan Fire Truck and Shire Office.

**Growden Place** – Keys located in the Darkan Fire Truck and Shire Office. Please ensure the Shire knows how many litres are taken.

**Horwood** – (Slow flow) Please ensure the Shire knows how many litres are taken.

**Rees Road** – (Slow flow) Standpipe

**David Kains** – Property on Wooldridge Road. For firefighting use only.

**Gorn Road** – (Seasonal) Check with the Shire that the pump has been installed.

Forest to Wheatbelt

# Shire of West Arthur Fire Control Officer Handbook



TELEPHONE CONTACT NUMBERS	PHONE
DFES Communications	1800 198 140
Regional Duty Coordinator	1800 865 103
Life Threatening Emergencies	000
Williams Police	9885 1100
Collie Hospital	9735 1333
Narrogin Hospital	9881 0333
Wagin Hospital	9861 3444
DFES – Narrogin	6832 3110
Wester Power (Customer Service)	13 13 53
Emergency/Supply Interruptions	13 13 51
Katanning CESM (Cindy Pearce)	0417 071 567
Collie/West Arthur CESM (Kohdy Flynn)	0476 850 076
<b>DBCA – Wellington District</b>	
Collie 24hrs in Summer	9735 1988 (Press 1 A/H to speak to duty coordinator)
<b>DBCA – Wheatbelt</b>	
Narrogin	9881 9200
<b>Shire of West Arthur</b>	
Office Number	9736 2222
CEO (Vin Fordham Lamont)	0473 072 017
Works Manager (Gary Rasmussen)	0427 362 214
Works Depot	9736 1534

ADJOINING SHIRES – CHIEF FCOS		
Wagin (334)	X White	0438 611 126
Williams (343)	Geoff McKeown	0429 900 005/9885 1005
Woodanilling (233)	Jason Cronin	9822 7010
Kojonup (234)	Tony Fisher	0428 311 504
Collie (157)	Julian Martin	0409 884 291
Boyup Brook	Tristan Mead	0497 671 340
Boddington (115)	William Batt	0427 988 705

SHIRE OF WEST ARTHUR BRIGADE			
Chief Bush Fire Control Officer	West Arthur 1	Ben Robinson	0438 626 033
	West Arthur Base		
Deputy Chief Bush Fire Control Officer	West Arthur 2	Graeme Peirce	0419 765 195
Fire Weather Officer	Cordering 1 (+Base)	Adrian South	0428 935 000
Deputy Fire Weather Officer	Darkan 2	James Campbell	0427 933 958



# Shire of West Arthur Fire Control Officer Handbook



BRIGADE	CALL SIGN	FCO	PHONE
Arthur River	West Arthur 1	Ben Robinson	0438 626 033
FCO	Bokal 2	Andrew Putland	0428 629 030/9862 9030
FCO	Arthur River 4	Paul South	0400 433 365
FCO	Kylie 1 (+Base)	Neil Morrell	0429 629 066
FCO	Arthur River 1	Alan Manuel	0427 626 002
FCO	Arthur River 3	Paul Saunders	0429 998 344
A/River Truck	Arthur River Fire Truck		
Darkan	West Arthur 1	Duncan South	0427 361 147
FCO	Boolading 1	Peter Lubcke	9736 1169
FCO	Darkan 2	James Campbell	0427 864 277
FCO		Gavin Kirk	0417 933 958
FCO		Todd Lubcke	0417 958 888
FCO		Cameron Buller	0408 720 467
Darkan Truck	Darkan Fire Truck		
Duranillin	West Arthur 2	Graeme Peirce	0419 765 196
FCO	Duranillin 1 (+Base)	Robert Jefferies	0427 629 003/9862 9056
FCO	Cordering 1 (+Base)	Adrian South	0428 935 000
FCO	Capercup 1	Matthew Telfer	0477 888 070
FCO	Sandalwood 1	Kim Hales	0427 802 793/9767 2043
FCO	Lightwoods 2	Jamie Park	0429 631 092/9863 1092
FCO	Duranillin 4	Gary Abbott	0429 631 012
FCO	Capercup 2	Ben Murphy	0439 585 549

### Fire Weather Committee

Ben Robinson, James Campbell, Adrian South, Duncan South, John Pascoe & Paul Saunders.



# Shire of West Arthur Fire Control Officer Handbook



INCIDENT CONTROLLER CHECKLIST		
TASK	COMPLETED	TIME
<b>On arrival at fire</b>		
Assume control and inform the fire fighters		
Determine assets at risk – community warning		
Determine fire shape		
Are sufficient resources on site/on the way? E.g., appliances, machinery, personnel & air support		
Is the fire going to impact roads and if so, notify appropriate people – police		
Are current suppression methods effective or is the fire escalating?		
Can the fire be suppressed, or should we concentrate on asset protection only?		
Does the fire need sectorising?		
Who can I appoint as sector commanders?		
Is the communication channel becoming cluttered?		
What other channels can I use? COMMS PLAN		
What is the weather forecast?		
Do I need assistance in controlling the fire? FCO's? Shire? DFES?		
<b>During fire</b>		
Initiate and maintain fire diary (log)		
Determine a plan of attack for the next few hours		
Inform fire fighters of suppression plan		
Appoint sector commanders		
Set up battle board		
Ensure safety and welfare of the fire fighters (e.g., PPE, food & water)		
Develop a communication plan		
Liaise with the sector commanders regarding placement and use of incoming vehicle and personnel		
Shift resources as required		
Determine suppression progress and reassess objectives as required		
Update weather forecast		
Scale up and down as required		
Maintain liaise with sector commanders, other agencies, and contractors on site		
Develop alternative objectives, strategies in case needed.		
Will meals be needed and has catering been arranged?		
Do relief crews need to be organised?		





# Shire of West Arthur Fire Control Officer Handbook



**IT IS IMPORTANT TO LOG MAJOR DECISIONS & THE REASONS BEHIND THEM.  
IF YOU FEEL THE SITUATION IS BEYOND YOUR ABILITY, SEEK ASSISTANCE THROUGH  
YOUR CHAIN OF COMMAND TO DFES (1800 865 103)**

<b>PLANTATIONS</b>	
PF Olsen (Bunbury Tree Farm Project) Butch Fraser	1800 054 659 0447 970 103
Forrest Products Commission Fire Duty Officer Greg Hodgson	9725 5288 0429 206 600
Ents Forestry Andy Wright	0429 920 288
WA Plantation Resources (WAPRES) Private Contactors 24hr Fire Line	9777 2022
Department of Water & Environmental Regulations Graeme Blake	6364 7802 0406 601 701

### **Water Bombers**

The incident controller at a fire must request that the water bombers be activated through the DBCA Duty Officer first, if unable to contact them, contact DFES ComCen centre instead.

#### **9842 9803**

If the water bombers are activated, request on Signal group to organise a minimum of two people to assist with reloading. The Shire water truck also needs to be activated immediately to ensure that the truck is full and ready to top up the tank at Hillman as it is emptied by the planes.

### **Calling out for Heavy Machinery – Shire Equipment Required**

Any request for Shire equipment must be made by the incident controller (usually the FCO). Shire equipment must be authorised by the CEO (0473 072 017), and Works Manager (0427 362 214). All equipment must be operated by a Shire employee. All machines are to be approved by the FCO prior to entering the fire ground and must have a support vehicle if working in an active fire area. No other earthmoving equipment can be hired without the approval of the Works Manager unless the fire becomes a Level 2 then contact DFES. Farm equipment used at fires in a volunteer capacity should have appropriate roll over protection structures (ROPS) and safety requirements.

*Forest to Wheatbelt*

# Shire of West Arthur Fire Control Officer Handbook



## Western Power Infrastructure

If Western Power are required to attend an emergency advise DFES Communications Centre (1800 198 140).

Prior to contacting DFES Communications centre please obtain the following details.

Name of person reporting: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact at Scene: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Issue of concern (Pole top fire, powerlines on ground): \_\_\_\_\_  
 Pole ID Number: \_\_\_\_\_  
 Pole Location (Nearest road, intersection, or property number): \_\_\_\_\_  
 Request Action (crew required, disconnect power): \_\_\_\_\_

## DFES Communications Centre on 1800 198 140

### Spot Forecasts

Spot forecasts & 4-day outlooks are ordered from the Bureau of Meteorology (BOM).

DFES can order forecasts for Shires.

- Spot forecasts can be requested by the incident controller.
- Are issued for 12, 18, 24 or 30 hours (a 12-hour forecast will be issued unless requested otherwise)
- Forecasted weather is provided in 3-hour periods.

**Conditions may change at any times during this period.**

#### Requests

- A phone call to BOM duty forecaster
- 9236 2260
- Request form available from BOM website [http://reg.bom.gov.au/reguser/by\\_user/bomw0336](http://reg.bom.gov.au/reguser/by_user/bomw0336)

**Username:** bomw0336 **Password:** hat99tEr

#### Important

- Check that the location on the spot forecast matches the fire locations.
- Read & understand the full forecast particularly the *“Significant wind changes and uncertainties associated with the forecast”*.
- Distribute the spot forecast and 4-day outlook to all key personnel.



# Shire of West Arthur Fire Control Officer Handbook



## Road Hazards

The welfare of emergency personnel is the highest priority. Incidents involving roads and traffic present real risks to emergency responders and road users.

### Authority to Close Roads

The *Bush Fires Act 1954* provides the authority for Bush Fire Brigade members controlling a bushfire to close roads (includes vehicle fires and structure fires outside gazetted fire districts).

**Don't detour traffic unless part of an approved traffic management plan. This recognises the risk of directing vehicles onto roads that are unsuitable/unsafe.**

The **Incident Controller (IC)** is responsible for:

- Closing roads
- The welfare of emergency responders and
- The welfare of road users at Vehicle Control Points.

The IC cannot open the road, the IC needs to be satisfied that the incident no longer poses a threat before handing the road back to the road owner who will assess the road condition before deciding to open the road.

Main Roads WA must be informed when state roads are closed on 138 138. This number can also be used to request Main Roads assistance with traffic management personnel and equipment.

WA Police Force assistance can be requested via **DFES Communication Centre – 1800 198 140**.

Clearly describe the situation e.g., *traffic management required to protect the safety of emergency personnel*, this will be a higher priority compared to a general request to manage traffic.

Personnel are not to endanger their lives in attempting to stop vehicles, traffic controllers confronted by road user's intent on breaching closures should warn the driver that:

- Passing the road closure could lead to danger.
- Breaching the road closure is an offence and
- Their vehicle registration and drivers' description are being noted (details of the breach should be reported immediately)
- Record details of vehicles that do not comply:
  - Description of car
  - Registration number
  - Description of driver
  - Time/date
  - Actions
  - Name of witnesses

As calls to DFES COMCEN are recorded, it is recommended that COMCEN is contacted as soon as possible to provide the above information with a request to WA Police to follow-up.

Forest to Wheatbelt

# Shire of West Arthur Fire Control Officer Handbook



## Road Hazards

### Consequential impacts

- Trees or branches may fall across road. Debris may roll across road.
- Road surface damaged and unsafe for traffic
- Roaming animals
- Poles, power lines may fall, burst gas/water pipes.
- Bridges unsafe for vehicles

### Protection

The best protection is to close the road. Protection can also be afforded by siting the vehicle in a fend-off position (below) as a protective barrier to the worksite.

In each case:

- All personnel wear high visibility clothing – fire overalls/vest
- Vehicles display beacons at incidents or hazard warning lights during normal operations.
- Crews not directly involved should be off the road, clear of the incident scene and the general flow of traffic for added personal safety.
- Avoid toxic smoke and residue associated with car fires; park upwind (note risk of wind change)
- Not positioned where they may become a traffic hazard to motorists.

### Safety hazards to motorists

- Smoke affecting visibility.
- Toxicity of smoke
- Distraction
- Direct flame impingement

### Safety hazards to emergency personnel

- Vehicle speed
- Leaking fuel/gas
- Direct flame impingement
- Toxic smoke and residue
- Road congestion/peak traffic times
- Poor visibility – smoke across road
- Presence of hazardous materials
- Oncoming traffic and driver inattention/distraction
- Explosion hazards – tyres, tail shafts, LPG tanks, gas struts & shock absorbers

### Signage, road cones & warning lights

- Appropriate signs, road cones and warning lights are to be used in proximity to the incident/work area.
- Signs are to be positioned as soon as possible once traffic has been assessed as a hazard.
- Signs are positioned on both traffic approaches where possible so that hazards are clearly visible to approaching traffic (ensure adequate line of sight to allow large trucks to stop): -
- Positioned with a line of sight for on-coming traffic:
- Greater than 150m in a 60km/h or lower speed zone; or
- Greater than 250m elsewhere
- Consider the need for large vehicles to turn around.
- Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning.
- Avoid locating signage where drivers are required to concentrate on other road hazards, i.e., on bends, bridges, railway crossings etc.

Forest to Wheatbelt

# Shire of West Arthur Fire Control Officer Handbook



## Road – Traffic Control & Road Closures

Williams Police – 0429 084 889/ (08) 9885 1100

Main Roads (Albany Highway and Coalfields Road). Phone numbers for incident response are now:

24 Hour Line – 138 138

Narrogin Office – 9881 0566

Northam Office – 9622 4777

### A LIST OF DOs & DON'Ts FOR FIRES

#### Dos

1. Wear protective clothing including gloves, helmet, and goggles. **This could save your life.**
2. Take a large bottle of water.
3. Ensure your water tank is full and your unit has adequate fuel & oil.
4. Carry wetting agent to put into your tank. 1 cup per 1,000 litres.
5. You have a pair of pliers. Not only to cut your way into the fire but also to cut your way out.
6. Your 4x4 hubs are engaged.
7. When opening gates or cutting fences pull them well clear.
8. Your family is aware of your situation as soon as possible after the fire has been contained.
9. Carry a tool to remove recoil start on pump engine if rope breaks.

### A LIST OF DOs & DON'Ts FOR FIRES

#### Don'ts

1. Work alone! **Safety in numbers!**
2. Speed to fires. Your unit is full of water and probably at maximum weight. Remember the tortoise and the hare principal.
3. Jam communications. Think and speak clearly.
4. Forget to make sure the underneath of your vehicle is clear e.g., no straw stuck to anything.
5. Forget the person on the back of the vehicle. Make sure they are secure.
6. Forget to ensure your vehicle is wetted down before you enter the fire ground.
7. Forget to secure your tank and pump. **Bolt them down to the chassis.**

## Accident Reporting

All accidents and near miss accidents must be reported. All accidents and near miss accidents on an operational fire ground must be reported to either the CBFCO, DCBGCO, CESM, Incident controller, brigade captain or officer in charge.

The CBFCO/CESM will arrange for the accident to be investigated and a report will be published and distributed accordingly.





# Shire of West Arthur Fire Control Officer Handbook



## Fire Permits

Fire permits can be issued by the Fire Control Officer of the closest relevant brigade. All permits are **INVALIDATED** when the Bureau of Meteorology issue a **HIGH, EXTREME or CATASTROPHIC** fire danger rating. On a **HIGH** rating day this ruling can be changed if local weather conditions permit. Check with the Fire Weather Control Officer.

Permits **SHOULD NOT** be issued if permit holder cannot be in attendance on the day after the burn.

The issuing Fire Control Officers must **STRESS** to the person to:

1. **NOTIFY** all neighbours.
2. **PICK UP** permit and **READ** conditions.
3. **CONTACT DBCA** – if burn is in close proximity to their land (within 10kms).
4. **INSPECT** the fire ground the next day and when the next strong wind occurred.

Two (2) or more firefighting units to be in attendance at all fires lit under a permit.

The issuing Fire Control Officer should write down any other condition considered necessary. Permit holders must comply with these additional conditions.

## PERSONNEL PROTECTIVE EQUIPMENT

**Standard of dress for all firefighting personnel will be:**

Issued uniform as a minimum standard or long pants, long sleeved shirt, and boots.

The minimum dress requirements are issued work uniform.

- For firefighting operations this will be the Nomex viscose cargo pants and cotton t-shirt or Nomex viscose work shirt and firefighting rated footwear.
- For non-firefighting emergency response operations this will be overalls or work uniform with appropriate footwear.

Personnel turning up to fires without the minimum requirement must be told to dress properly, or asked to leave the fire ground, or given a non-firefighting task.



*Forest to Wheatbelt*

# Shire of West Arthur Fire Control Officer Handbook



## Alcohol Consumption

Bushfire brigade personnel shall **NOT** respond to an incident or participate in any bush fire operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.

Alcohol shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression, or recovery phases.

Alcohol shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.

When driving, personnel must comply with Road Traffic regulations.

## Illicit Drugs

Firefighters shall not respond to any incident or participate in any training activities where illicit drugs have been taken. If a firefighter is aware that another is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

## NOTIFICATIONS

All fires occurring with rubbish tip sites not including garden refuse areas or bush areas, are to be reported to the CBFCO. Do not go within 10 metres of fire and use containment procedures only. Do not try to put fire out without CBFCO approval.



## A List of DOs and DON'Ts FOR RADIO USE

### DOs

- When transmitting a message, press the button and wait approximately 1 or 2 seconds before speaking.
- Always speak distinctly at a regular medium speed
- Use your call sign when making or answering a call.
- Do make use of authorised PRO\_WORDS
- Always think about what you are going to say **BEFORE** you start and keep it short & concise.
- Always observe the three second pause before transmitting. This is to give another station with an urgent message time to call in. He should use his call sign and the word "check".
- Offer to relay messaged if you become aware that stations you can hear are having trouble communicating with each other.
- "Listen out" for three minutes after closing the net.

### DON'Ts

- Shout or drop your voice toward the end of sentences.
- Don't develop personal quirks such as "over and out", "do you read".
- Never close or leave your radio, even for a short time, without first obtaining permission from control.
- Don't offer unnecessary traffic, especially in times of emergency.

Forest to Wheatbelt



# Shire of West Arthur Fire Control Officer Handbook



### Function Keys

#### F1. Activates dual transmit & receive.

Dual mode enables you to switch between the radios and access channels that operate on different frequency bands thereby enabling interagency communications.

#### F2. GPS.

Press F2 to access GPS readings ~ GPS readings can be longitude and latitude or northing and easting coordinates ~ The status of the GPS function is shown in the upper right-hand corner of the display ~ Use the scroll keys to view more GPS information, such as true course and speed ~ Press Exit to exit the GPS display.

#### F3. Switches the active radio band.

Toggles between the foreground and background radio

#### F4. Activates user group scan.

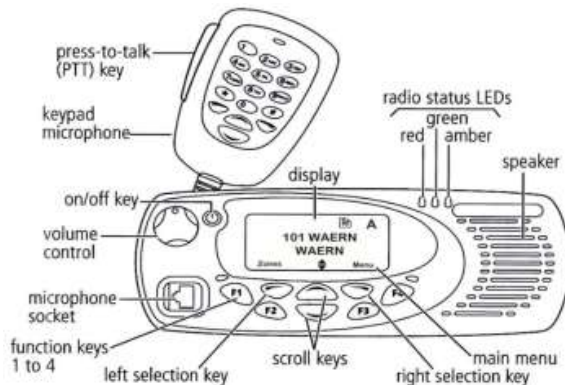
Press F4 to activate the scan mode.

### STATUS LEDs

**Red:** Glowing – transmitting. Flashing transmit timer is about to expire.

**Green:** Glowing – receiving. Flashing you have received a call with valid special signaling, or you have activated monitor or squelch override.

**Amber:** Glowing – scanning a group is in process. Flashing – activity on a channel has been detected and scan has halted on this channel.



### Audible Tones

Tone Type	Meaning
One short beep	Valid key press: the action you have attempted is permitted, or function activated: a function key has been pressed that function has been activated
One long, low-pitched beep	Invalid key press: the action you have attempted is not permitted, or transmission inhibited: you have attempted to transmit but for some reason the transmission is not permitted at this time.
One short, low pitched	Function deactivated: a function key has been pressed and the corresponding function has been turned off.
Activate talk around	Select the channel you require, Press Menu, Select Radio Settings; Select Functions, Select Talk around, Press Back until you return to the main screen. The talk around symbol shows in the top left-hand corner of the display.
Deactivate talk around	To turn talk around off, you can change the channel OR press Menu, select Radio Settings, select Functions, select Talk around, select Off, press Back until you return to the main screen.



# Shire of West Arthur Fire Control Officer Handbook



Radio display symbols	
These are some of the symbols you may see on you radio display:	
Symbol	Meaning
	Received signal strength indicator (RSSI): the more bars, the stronger the signal being received by your radio
	Transmit: your radio is transmitting
	Low-power transmit: your radio is transmitting on low power
	External alert: external alert is active
	Scanning: (rotating) your radio is monitoring a group of channels for activity, (flashing) your radio has detected activity on a channel, and has halted on this channel
	Monitor: the radio is in a call
	Repeater talkaround: your radio is operating in repeater talkaround mode
	Dual transmit mode: your radio will transmit on both channels shown in the display
	Cross-band repeater mode: received signals on one channel will be transmitted on the other channel, and vice versa
	Text messaging active: the radio can receive text messages
	Text message received: there is a text message waiting to be viewed



# Shire of West Arthur Fire Control Officer Handbook



## SUMMARY OF RADIO PROCEDURES

### PRO-WORDS

Some commonly used **PRO-WORDS** are listed below.

#### **OVER**

This is the end of my transmission to you. A response is necessary. Go ahead and transmit.

#### **OUT TO YOU**

This is the end of my transmission to you and no answer is required or expected. I am about to call another station.

#### **ROGER**

I have received and understood your last transmission.

#### **NOTHING HEARD**

I have not received a reply, or head, from the station whose call sign I have just given.

#### **RADIO CHECK**

What is my signal strength and readability? That is, how do you read me?

#### **WAIT**

I must pause for a maximum of 5 seconds. Except in an emergency no other station is to transmit during this pause.

#### **WAIT OUT**

I must pause for more than 5 seconds. Any other station is free to transmit.

#### **TRAFFIC**

I have traffic for you and will transmit it when you advise me to do so. Not: use only scheduled net calls.

*Forest to Wheatbelt*

**11.3 POLICY AMENDMENT: C19 - EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL**

<b>File Reference:</b>	<b>ADM015</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>4/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Draft Amended Policy - C19 Execution of Documents and Use of Common Seal <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to amend Policy C19 – Execution of Documents and Use of Common Seal as adopted at the ordinary council meeting held on 25 May 2023 to include the signatory requirements that go along with executing the Common Seal.

**BACKGROUND:**

The purpose of the policy is to establish, in accordance with the requirements of Part 9, Division 3 of the Local Government Act 1995 (the Act), protocols and procedures for the execution of documents and the affixing and administration of the Shire of West Arthur's Common Seal.

**COMMENT:**

The author discovered an error in the policy which was presented to the council as part of the new policy manual at the ordinary council meeting on 25 May 2023 where the full execution clause requirements which apply when executing the Common Seal were omitted.

**CONSULTATION:**

Chief Executive Officer  
Community Development Officer

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 S9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the CEO, each of whom is to sign the document to attest that the common seal was so affixed.

**POLICY IMPLICATIONS:**

Updated Policy - C19 Execution of Documents and Use of Common Seal will be added to Council's Policy Manual.

**FINANCIAL IMPLICATIONS:**

Nil

**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	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	Documents not executed correctly may not be relied on from a legal perspective
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Updated policy will ensure correct execution clause is used

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council approve an amendment to Policy C19 – Execution of Documents and Use of Common Seal to include the full execution clause requirements (as per highlighted text in the attached updated document) when using the Common Seal on documents.

<b>Policy Title</b>	<b>C19 - Execution of Documents and Use of Common Seal</b>
<b>Policy Type</b>	<b>Governance</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>



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### Purpose

The purpose of this Policy is to establish, in accordance with the requirements of Part 9, Division 3 of the *Local Government Act 1995* (the Act), protocols and procedures for the execution of documents and the affixing and administration of the Shire of West Arthur's Common Seal.

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### Scope

This Policy applies to all officers preparing documents for execution and/or who have been authorised to execute documents on behalf of the Shire.

Documents and correspondence which relate to day to day routine communications or transactions (Category 3 documents) do not require specific authorisation through Council, as they are the subject of Section 5.41(d) of the Act, which provides that it is the CEO's duty to manage the day to day operations of the Shire. Such duties are undertaken by officers "acting through" another person, in accordance with section 5.45 of the Act.

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### Definitions

**Common Seal** - is the company signature that the Shire can use in certain circumstances to execute documents.

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### Policy Statement

This Policy covers four categories of documents as outlined below.

#### Category 1(A) Documents

Category 1(A) documents require a specific resolution of Council to enter into an agreement as well as an authority to affix the seal. In accordance with s9.49A(2), these documents will be executed by having the common seal affixed under the specific authorisation of Council in the presence of, and attested by, the Shire President and CEO.

The following is a list of Category 1(A) documents:

- Deeds of Agreement and Release in respect to sale or purchase relating to Shire land including equitable interests;
- Town Planning Schemes and Scheme Amendments;
- Local Laws;
- Documents of a ceremonial nature;

- Land transactions, including but not limited to sale, assignments, consent to mortgage, surrenders, transfers and memorials as resolved by Council (this does not include Category 2 land transactions i.e. disposal via leasing or licencing of land or properties and execution of Landgate documents);
- Licensing contracts where the Shire is the Licensor; and
- Documents specified by resolution of Council to be executed by the Common Seal.

#### **Category 1(B) Documents**

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a “class of documents” authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal.

Please note that the document may not require a Council resolution (being a Category 1(B) document) however, the decision to undertake a particular course of action may still require Council approval.

The following list of documents are Category 1(B) documents:

- Agreements relating to grant funding, when the funder requires that the agreement be signed under seal;
- Debenture documents for loans which Council has resolved to raise;
- General Legal and Service Agreements not already listed in this policy; and
- Any document stating that the Common Seal of the Shire of West Arthur is to be affixed provided it is not a Category 1(A) document.

In accordance with s9.49A(2), the attachment of the Common Seal requires attesting by both the Shire President (or in their absence the Deputy Shire President) and the Chief Executive Officer (or the person acting in that position).

#### **Category 2 Documents**

Category 2 documents do not require the Common Seal to be affixed.

Under section 9.49A(4), Council authorises the Chief Executive Officer and Shire President to sign documents and/or deeds on behalf of the Shire of West Arthur.

The execution of a document must not be inconsistent with a Council Policy or resolution.

Documents may only be executed where the funds are available and allocated for the proposed purpose in the approved budget.

The following are examples of Category 2 documents:

- Documents and/or deeds required in the management of land as a landowner or where land is a Reserve vested to the Shire of West Arthur;
- Documents required to enact a decision of Council or the Development Assessment Panel (e.g. contractual documents resulting from a tender process or a memoranda of understanding);
- Documents required to enact a decision made under delegated authority or as a condition or approval given under delegated authority;
- Legally binding contracts (other than tenders) that are required to engage services or purchase products when these documents are inconsistent with the Shire’s purchasing and procurement terms and conditions;
- Contracts for incoming grant funding
- Other legally binding contracts outside of the normal course of business (e.g. confidentiality, indemnity, licensing, novation and sponsorship agreements); and



- Documents and/or deeds related to leases and licences of Shire land and properties. This category includes any arrangements relating to the disposal of property via a lease or licence (but not sale), and includes but is not limited to:
  - agreement to lease or licence;
  - variation of lease or licence;
  - assignment of lease or licence;
  - subleases; and
  - surrender of lease or licence.
- The following Landgate documents and/or deeds including lodgement, removal, withdrawal, surrender/cancel or modification:
- Notifications in accordance with Section 70A of the Transfer of Land Act 1893; Covenants, easements and caveats under the Transfer of Land Act 1893
- Reciprocal easements and/or parking agreements
- Rights of carriageway agreements
- Amalgamations
- Easements or deeds of easement under the Land Administration Act 1997 and/or Strata Titles Act 1985.

### **Category 3 Documents**

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an Officer's position in a manner consistent with Shire policies and procedures. Category 3 documents are to be executed by the Chief Executive Officer.

These documents include but are not limited to the following:

- Agreements in the normal course of business for the purchase of goods or services identified within the business unit's budget (other than for tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies (e.g. Contracts for outgoing grant funding);
- General correspondence required to discharge the duties of your position;
- Grant applications;
- Documents to authorise funding allocations for community groups; and
- Regular hire arrangements.

### **Common Seal Register**

1. The Chief Executive Officer shall maintain a register of all documents executed with the Common Seal;
2. The register is to record each Common Seal transaction and include an identification number, date, the nature of the document and the parties to the document being executed; and
3. The Common Seal identification number is to be recorded on the document being executed.



**Category 2 documents:**

EXECUTED as a DEED by the )  
 SHIRE OF WEST ARTHUR )  
 (ABN 96 9123 207 95) )  
 In accordance with s9.49a of the )  
 Local Government Act 1995 (WA) )  
 by its authorised officers: )

\_\_\_\_\_  
 Signature of Chief Executive Officer Signature of Shire President

\_\_\_\_\_  
 Name (please print) Name (please print)

\_\_\_\_\_  
 Date

**Category 3 documents:**

EXECUTED by the )  
 SHIRE OF WEST ARTHUR )  
 (ABN 96 9123 207 95) )  
 In accordance with s9.49a of the )  
 Local Government Act 1995 (WA) )  
 by its authorised officers: )

\_\_\_\_\_  
 Signature of Chief Executive Officer

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Date

<b>History</b>	25/05/2023
<b>Delegation</b>	Nil
<b>Relevant Legislation</b>	<i>Local Government Act 1995 – s9.49A</i> <i>Local Government (Functions and General) Regulations 1996 – Part IV</i>
<b>Related Documentation</b>	

**11.4 POLICY AMENDMENT: F9 - AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS**

<b>File Reference:</b>	<b>ADM015</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Sharon Bell, Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>9/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Policy F9 - Australia Day Citizen of the Year Awards <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to correct the existing policy F9 Australia Day Citizen of the Year Awards to reflect that the selection panel is comprised of three community members rather than three Council members.

**BACKGROUND:**

The purpose of the policy is to acknowledge the contribution and celebrate community engagement of people within the community of the Shire of West Arthur.

The Awards recognise individuals and organisations making a notable contribution during the current year, and/or those who have given outstanding service over a number of years.

**COMMENT:**

The author discovered an error in the policy when discussing the makeup of the committee with another member of staff. Council is now requested to support the correction of the error.

**CONSULTATION:**

Councillors  
Staff

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s2.7. Role of the Council

- 1) The Council –
  - a) governs the local government's affairs; and
  - b) is responsible for the performance of the local government's functions.
  
- 2) Without limiting subsection (1), the Council is to –
  - a) oversee the allocation of the local government's finances and resources; and
  - b) determine the local government's policies.

**POLICY IMPLICATIONS:**

Annual review of policy

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur: Towards 2031

Theme: Leadership and Management

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

Strategy: Continued improvement in communication with the community through various platforms that ensure all members of the community have access to information.

**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	Committee not assessing nominations
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Comply with new policy

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council approve the amendment of the Judging section of Policy F9 – Australia Day Citizen of the Year Awards as presented to reflect that the selection panel is comprised of three community members rather than three Council members.

<b>Policy Title</b>	<b>F9 - Australia Day Citizen of the year Awards.</b>
<b>Policy Type</b>	<b>Corporate Services</b>
<b>Responsible Officer</b>	<b>Community Development Officer</b>

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### **Purpose**

To acknowledge the contribution and celebrate community engagement of people within the community of the Shire of West Arthur.

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### **Scope**

The Awards recognise individuals and organisations making a notable contribution during the current year, and/or to those who have given outstanding service over a number of years.

In particular the Shire encourages people from diverse backgrounds to consider nominating, including Aboriginal and Torres Strait Islander people, women, young people, those living with disabilities and people from culturally diverse backgrounds.

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### **Definitions**

Recipients will have been judged to have shown,

- Significant contribution to the local community over and above what is normally expected from their paid employment/business.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

### **Eligibility Criteria**

- Nominees should reside or work principally within the Shire of West Arthur.
  - Groups of people or couples will not normally be eligible except when meeting the criteria for a community group, although a couple or pair working together on a joint initiative may be considered in an individual category at the discretion of the local selection committee,
  - A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
  - Unsuccessful nominees may be nominated in future years.
  - Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
  - Sitting members of State, Federal and Local Government are not eligible.
- 

### **Policy Statement**

In line with the Community Citizen of the year Awards from the Australia Day Council of Western Australia, nominations are to be sought from organisations and individuals for:

- Community Citizen of the Year
- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (group or event)

Nominations are to be in accordance with the official Australia Day Community Citizen of the year Awards.

**Judging**

- One winner is to be selected for each category, by a panel of three community members;
- Judging will be in accordance with the criteria published in the Australia Day WA Citizen of the Year Award Guidelines; and
- No Award is to be presented when the judges believe the nominees are not of a sufficiently high standard to receive the award.

The Shire President, or his/her nominee, shall present the awards at the Australia Day Ceremony held annually.

<b>History</b>	
<b>Delegation</b>	Nil
<b>Relevant Legislation</b>	<i>Local Government Act 1995</i>
<b>Related Documentation</b>	Auspire – Australia Day Council of WA



**12 CORPORATE SERVICES****12.1 ADOPTION OF 2023/2024 BUDGET**

<b>File Reference:</b>	<b>ADM130</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>17/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Statutory Annual Budget for the year ended 30 June 2024 <a href="#">↓</a></b>

**SUMMARY:**

The *Local Government Act 1995*, section 6.2, requires a local government to prepare and adopt a budget before 31 August each year. It is recommended that Council adopts the attached draft 2023/2024 Annual Budget.

**BACKGROUND:**

The draft 2023/2024 budget has been compiled based on the principles contained in the Strategic Community Plan and in accordance with the presentations made to the council at budget workshops.

**COMMENT:**

The major items of income in the draft 2023/2024 Annual Budget are as follows:

• Rates	\$1,998,156
• Operating Grants	\$ 417,215
• Non-operating Grants	\$1,310,628
• Fees & Charges	\$ 336,840
• Other Revenue	\$ 311,370

Proposed capital expenditure of \$2,983,616 is funded as follows:

• Reserve funded	\$1,131,546
• Non-operating grants	\$1,310,628
• Proceeds from sales	\$ 125,000
• New borrowings (plant)	\$ 150,000
• Own source (Municipal fund)	\$ 266,442

The capital works include:

- a. Roads program totalling \$1,153,551, coming from:
  - Roads to Recovery \$320,264
  - Regional Road Group \$368,788
  - LRCIP Phase 4 \$210,134
  - Shire funded road projects \$217,670
  - Waste management reserve \$ 35,000
  - Other Grant – Dump point \$ 1,695

These works are principally funded via federal and state government grants. Delivery of this work will require \$375,951 to be funded from general revenue.

- b. Plant replacement of \$479,751 of which the major components are as follows:
- Skid Steer \$160,000
  - Truck \$ 70,000
  - Vehicle Replacements \$ 88,000
  - Diga West Slasher \$ 28,000
  - Workshop tools \$105,926
  - Fast Fill Trailers \$ 27,825 (Fully funded by DFES)

During the year there will be a transfer of \$326,576 into the plant reserve and a transfer of \$376,926 from this reserve.

- c. Other infrastructure projects totalling \$410,694 which include the following projects:
- Hillman Reserve \$ 183,517
  - Playground Equipment for Kids – Railway Reserve \$ 140,000
  - Lake Towerrinning Easement \$ 22,800
  - EV Charging Unit \$ 16,300
  - Unallocated – LRCIP Funded \$ 48,077

These projects are being directly funded from grant funding provided by the Federal Government LRCI Program Phase 4 (\$358,077), from other grants (\$13,845) and from general revenue (\$38,772).

- d. Land and buildings expenditure of \$751,620 which includes the following projects:
- New staff house and housing improvements \$599,500
  - Re-purpose old building from swimming pool \$ 25,000
  - New Housing Initiative \$ 91,120
  - Industrial Land \$ 36,000

These projects will be directly funded from the Building Reserve (\$694,620), from Industrial Land sales (\$50,000) and from general revenue (\$7,000).

The estimated brought forward balance is \$1,688,686. This figure is unaudited and may change once the annual accounts are finalised. The major contributor to this carried forward amount is the advance payment of the Commonwealth Financial Assistance Grants (\$1,376,767) for 2023/2024 which was received on 30 June 2023.

#### **CONSULTATION:**

Councillors  
 Chief Executive Officer  
 Manager Works and Services  
 Manager Financial Reporting  
 Other Staff Members

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

*“6.2. Local government to prepare annual budget.*

*(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

*(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*

*(a) the expenditure by the local government; and*

*(b) the revenue and income, independent of general rates, of the local government; and*

*(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

*(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be considered unless otherwise prescribed.*

*(4) The annual budget is to incorporate —*

*(a) particulars of the estimated expenditure proposed to be incurred by the local government; and*

*(b) detailed information relating to the rates and service charges which will apply to land within the district including —*

*(i) the amount it is estimated will be yielded by the general rate; and*

*(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*

*and*

*(c) the fees and charges proposed to be imposed by the local government; and*

*(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*

*(e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*

*(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*

*(g) such other matters as are prescribed.*

*(5) Regulations may provide for —*

*(a) the form of the annual budget; and*

*(b) the contents of the annual budget; and*

*(c) the information to be contained in or to accompany the annual budget.”*

**POLICY IMPLICATIONS:**

The 2023/2024 Annual Budget considers Policy C8 - Council Member Entitlements.

**FINANCIAL IMPLICATIONS:**

Budgeted income and expenditure for the 2023/2024 financial year.

**STRATEGIC IMPLICATIONS:**

The Shire’s Corporate Business Plan 2021-25 was used to develop the Shire’s 2023/2024 Annual Budget.

**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	Failure to adopt 2023-24 budget on time will result in non-functioning of council.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(4) Significant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(20) Extreme
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt 2023-24 Annual budget as presented.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

1. That, in accordance with Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the Shire of West Arthur 2023/2024 Budget, as attached.
2. That, in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, Council for the purpose of yielding the deficiency disclosed by the 2023/2024 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 of the 2023/2024 Budget):

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV) Darkan Townsite	0.083280	\$597.00
Residential (GRV) Other Townsite	0.083280	\$417.00
UV Properties	0.003964	\$597.00

3. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalments:

**One Instalment Option:**

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

Full payment	20 October 2023
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**Two Instalments Option:**

1st Instalment due date	20 October 2023
2nd Instalment due date	22 December 2023

**Four Instalments Option:**

1st Instalment due date	20 October 2023
2nd Instalment due date	22 December 2023
3rd Instalment due date	23 February 2024
4th Instalment due date	26 April 2024

4. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$7.00 for each instalment after the initial instalment is paid.
5. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 3.0% where the owner has elected to pay rates and service charges through an instalment option.
6. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 7% for rates and other charges and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
7. That, in accordance with Section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential and Commercial Premises Includes one general refuse bin/one recycling bin	\$ 255.00
--	-----------

8. That, in accordance with Section 5.99 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, Council adopts the following annual fees and allowances for elected members:

Allowance; Shire President	\$6,000 per annum
Allowance; Deputy Shire President	\$1,500 per annum
Councillor – Council meeting attendance fee	\$200 per meeting
Councillor – Shire Committee and external meeting fee	\$100 per meeting
Shire representation at other meetings	\$200 per meeting
Communications Allowance	\$500 per annum
Travel reimbursement per km	
• 1600 cc and under	0.6236 cents/km
• 1601-2600 cc	0.7553 cents/km
• 2601 cc and over	1.0509 cents/km

9. That, in accordance with Section 6.11 of the Local Government Act 1995, Council adopts transfers/movements to and from Reserve Accounts as detailed in Note 8 of the Statutory Statements.

10. That, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopts the level to be used in the Statement of Financial Activity in 2023/2024 for the reporting of material variance as 10% or \$10,000, whichever is the greater.

**SHIRE OF WEST ARTHUR**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2024**  
**LOCAL GOVERNMENT ACT 1995**  
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**SHIRE OF WEST ARTHUR  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2023/24 Budget	2022/23 Actual	2022/23 Budget
<b>Revenue</b>		\$	\$	\$
Rates	2(a)	1,998,156	1,887,431	1,885,423
Grants, subsidies and contributions	10	417,215	2,003,624	550,100
Fees and charges	15	336,840	308,302	295,450
Interest revenue	11(a)	201,900	155,727	118,897
Other revenue	11(b)	109,470	124,800	68,353
		<b>3,063,581</b>	<b>4,479,884</b>	<b>2,918,223</b>
<b>Expenses</b>				
Employee costs		(2,169,272)	(1,866,495)	(1,996,848)
Materials and contracts		(1,416,780)	(1,114,459)	(1,131,500)
Utility charges		(118,152)	(109,655)	(90,405)
Depreciation	6	(2,269,487)	(2,269,485)	(2,217,441)
Finance costs	11(d)	(27,016)	(26,499)	(25,062)
Insurance		(130,039)	(116,509)	(117,423)
Other expenditure		(65,800)	(43,631)	(48,000)
		<b>(6,196,546)</b>	<b>(5,546,733)</b>	<b>(5,626,679)</b>
		<b>(3,132,965)</b>	<b>(1,066,849)</b>	<b>(2,708,456)</b>
Capital grants, subsidies and contributions	10	1,310,628	1,257,166	1,200,962
Profit on asset disposals	5	11,124	77,228	20,676
Loss on asset disposals		(5,034)	0	(17,355)
		<b>1,316,718</b>	<b>1,334,394</b>	<b>1,204,283</b>
<b>Net result for the period</b>		<b>(1,816,247)</b>	<b>267,545</b>	<b>(1,504,173)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(1,816,247)</b>	<b>267,545</b>	<b>(1,504,173)</b>

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

**SHIRE OF WEST ARTHUR  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2023/24 Budget	2022/23 Actual	2022/23 Budget
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		\$ 2,028,156	\$ 1,846,969	\$ 1,910,423
Grants, subsidies and contributions		530,465	1,767,766	695,100
Fees and charges		336,840	308,302	295,450
Interest revenue		201,900	155,727	118,897
Goods and services tax received		300,000	522,298	164,500
Other revenue		109,470	124,800	68,353
		<b>3,506,831</b>	<b>4,725,862</b>	<b>3,252,723</b>
<b>Payments</b>				
Employee costs		(2,169,272)	(1,851,625)	(1,996,848)
Materials and contracts		(1,391,349)	(1,107,094)	(1,124,000)
Utility charges		(118,152)	(109,655)	(90,405)
Finance costs		(27,016)	(26,499)	(25,062)
Insurance		(130,039)	(116,509)	(117,423)
Goods and services tax paid		(270,000)	(273,132)	(164,500)
Other expenditure		(65,800)	(43,631)	(48,000)
		<b>(4,171,628)</b>	<b>(3,528,145)</b>	<b>(3,566,238)</b>
<b>Net cash provided by (used in) operating activities</b>	4	<b>(664,797)</b>	<b>1,197,717</b>	<b>(313,515)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	5(a)	(1,419,371)	(791,979)	(1,370,445)
Payments for construction of infrastructure	5(b)	(1,564,245)	(1,957,951)	(1,710,877)
Capital grants, subsidies and contributions		1,310,628	744,969	688,765
Proceeds from sale of property, plant and equipment	5(a)	125,000	195,000	144,050
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	30,007	29,032	29,031
<b>Net cash provided by (used in) investing activities</b>		<b>(1,517,981)</b>	<b>(1,780,929)</b>	<b>(2,219,476)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7(a)	(125,119)	(107,069)	(101,198)
Proceeds from new borrowings	7(a)	150,000	270,000	270,000
<b>Net cash provided by (used in) financing activities</b>		<b>24,881</b>	<b>162,931</b>	<b>168,802</b>
<b>Net increase (decrease) in cash held</b>		<b>(2,157,897)</b>	<b>(420,281)</b>	<b>(2,364,189)</b>
Cash at beginning of year		4,257,269	4,677,550	4,677,550
<b>Cash and cash equivalents at the end of the year</b>	4	<b>2,099,372</b>	<b>4,257,269</b>	<b>2,313,361</b>

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

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE YEAR ENDED 30 JUNE 2024**

		2023/24	2022/23	2022/23
	NOTE	Budget	Actual	Budget
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
		\$	\$	\$
General rates	2(a)	1,998,156	1,887,431	1,885,423
Grants, subsidies and contributions	10	417,215	2,003,624	550,100
Fees and charges	15	336,840	308,302	295,450
Interest revenue	11(a)	201,900	155,727	118,897
Other revenue	11(b)	109,470	124,800	68,353
Profit on asset disposals	5	11,124	77,228	20,676
		3,074,705	4,557,112	2,938,899
<b>Expenditure from operating activities</b>				
Employee costs		(2,169,272)	(1,866,495)	(1,996,848)
Materials and contracts		(1,416,780)	(1,114,459)	(1,131,500)
Utility charges		(118,152)	(109,655)	(90,405)
Depreciation	6	(2,269,487)	(2,269,485)	(2,217,441)
Finance costs	11(d)	(27,016)	(26,499)	(25,062)
Insurance		(130,039)	(116,509)	(117,423)
Other expenditure		(65,800)	(43,631)	(48,000)
Loss on asset disposals	5	(5,034)	0	(17,355)
		(6,201,580)	(5,546,733)	(5,644,034)
Non-cash amounts excluded from operating activities	3(b)	2,263,397	2,223,735	2,214,120
<b>Amount attributable to operating activities</b>		<b>(863,478)</b>	<b>1,234,114</b>	<b>(491,015)</b>
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions	10	1,310,628	1,257,166	1,200,962
Proceeds from disposal of assets	5	125,000	195,000	144,050
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	30,007	29,032	29,031
		1,465,635	1,481,198	1,374,043
<b>Outflows from investing activities</b>				
Payments for property, plant and equipment	5(a)	(1,419,371)	(791,979)	(1,370,445)
Payments for construction of infrastructure	5(b)	(1,564,245)	(1,957,951)	(1,710,877)
		(2,983,616)	(2,749,930)	(3,081,322)
<b>Amount attributable to investing activities</b>		<b>(1,517,981)</b>	<b>(1,268,732)</b>	<b>(1,707,279)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Proceeds from new borrowings	7(a)	150,000	270,000	270,000
Transfers from reserve accounts	8(a)	1,146,546	527,806	993,650
		1,296,546	797,806	1,263,650
<b>Outflows from financing activities</b>				
Repayment of borrowings	7(a)	(125,119)	(107,069)	(101,198)
Transfers to reserve accounts	8(a)	(478,654)	(448,664)	(445,499)
		(603,773)	(555,733)	(546,697)
<b>Amount attributable to financing activities</b>		<b>692,773</b>	<b>242,073</b>	<b>716,953</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>	3	1,688,686	1,481,231	1,481,341
Amount attributable to operating activities		(863,478)	1,234,114	(491,015)
Amount attributable to investing activities		(1,517,981)	(1,268,732)	(1,707,279)
Amount attributable to financing activities		692,773	242,073	716,953
<b>Surplus or deficit at the end of the financial year</b>	3	<b>0</b>	<b>1,688,686</b>	<b>0</b>

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

**SHIRE OF WEST ARTHUR  
FOR THE YEAR ENDED 30 JUNE 2024  
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**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**1(a) BASIS OF PREPARATION**

The annual budget is a forward looking document and has been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

**Local Government Act 1995 requirements**

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

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

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

**The local government reporting entity**

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the annual budget.

**2022/23 actual balances**

Balances shown in this budget as 2022/23 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

**Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**Rounding off figures**

All figures shown in this statement are rounded to the nearest dollar.

**Initial application of accounting standards**

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2021-2 Amendments to Australian Accounting Standards
  - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-6 Amendments to Australian Accounting Standards
  - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards

It is not expected these standards will have an impact on the annual budget.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards
  - Classification of Liabilities as Current or Non-current
- AASB 2021-7c Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards
  - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
  - Non-current Liabilities with Covenants
- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

It is not expected these standards will have an impact on the annual budget.

**Judgements, estimates and assumptions**

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

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

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

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

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**1(b) KEY TERMS AND DEFINITIONS - NATURE OR TYPE**

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

All amounts received as grants, subsidies and contributions that are not capital grants.

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Gain on the disposal of assets including gains on the disposal of long-term investments.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expenses raised on all classes of assets.

**FINANCE COSTS**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2023/24 Budgeted rate revenue	2023/24 Budgeted interim rates	2023/24 Budgeted back rates	2023/24 Budgeted total revenue	2022/23 Actual total revenue	2022/23 Budget total revenue
		\$		\$	\$	\$	\$	\$	\$	\$
<b>(i) General rates</b>										
GRV Townsite		0.083280	85	744,156	61,973	0	0	61,973	58,468	58,468
GRV Commercial		0.083280	13	239,564	19,951	0	0	19,951	18,823	18,823
GRV Industrial		0.083280	7	112,580	9,376	0	0	9,376	8,845	8,845
GRV Other Townsite		0.083280	15	95,888	7,986	0	0	7,986	7,534	7,534
UV Rural		0.003954	371	455,842,000	1,802,399	0	0	1,802,399	1,702,177	1,701,759
<b>Total general rates</b>			491	457,034,188	1,901,685	0	0	1,901,685	1,795,847	1,795,429
<b>(ii) Minimum payment</b>										
		\$								
GRV Townsite		597	47	179,632	28,059	0	0	28,059	26,461	25,898
GRV Commercial		597	9	22,440	5,373	0	0	5,373	5,067	5,067
GRV Industrial		597	3	9,690	1,791	0	0	1,791	2,432	1,689
GRV Other Townsite		417	19	20,820	7,923	0	0	7,923	7,467	7,467
UV Rural		597	60	6,693,100	35,820	0	0	35,820	33,780	33,780
UV Industrial		597	5	194,500	2,985	0	0	2,985	2,815	2,815
UV Mining		597	18	203,834	10,746	0	0	10,746	10,001	9,571
<b>Total minimum payments</b>			161	7,324,016	92,697	0	0	92,697	88,023	86,287
<b>Total general rates and minimum payments</b>			652	464,358,204	1,994,382	0	0	1,994,382	1,883,870	1,881,716
<b>(iv) Ex-gratia rates</b>										
Ex-gratia rates			0	0	3,774	0	0	3,774	0	3,707
<b>Total ex-gratia rates</b>			0	0	3,774	0	0	3,774	3,561	3,707
					1,998,156	0	0	1,998,156	1,887,431	1,885,423
<b>Total rates</b>					1,998,156	0	0	1,998,156	1,887,431	1,885,423

The Shire did not raise specified area rates for the year ended 30th June 2024.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2023/24 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(b) Interest Charges and Instalments - Rates and Service Charges**

<b>Instalment options</b>	<b>Date due</b>	<b>Instalment plan admin charge</b>	<b>Instalment plan interest rate</b>	<b>Unpaid rates interest rates</b>
		\$	%	%
<b>Option one</b>				
Single full payment	20/10/2023	0	3.00%	7.00%
<b>Option two</b>				
First instalment	20/10/2023	0	3.00%	7.00%
Second instalment	22/12/2023	7	3.00%	7.00%
<b>Option three</b>				
First instalment	20/10/2023	0	3.00%	7.00%
Second instalment	22/12/2023	7	3.00%	7.00%
Third instalment	23/02/2024	7	3.00%	7.00%
Fourth instalment	26/04/2024	7	3.00%	7.00%

	<b>2023/24 Budget revenue</b>	<b>2022/23 Actual revenue</b>	<b>2022/23 Budget revenue</b>
	\$	\$	\$
Instalment plan admin charge revenue	750	724	800
Instalment plan interest earned	1,800	1,239	1,800
Unpaid rates and service charge interest earned	15,200	16,959	16,200
	<u>17,750</u>	<u>18,922</u>	<u>18,800</u>



**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(c) Service Charges**

The Shire did not raise service charges for the year ended 30th June 2024.

**(d) Waivers or concessions**

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2024.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**3(d) NET CURRENT ASSETS (CONTINUED)**

**MATERIAL ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

**GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**TRADE AND OTHER RECEIVABLES**

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**PROVISIONS**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**3. NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

**Current assets**

Cash and cash equivalents  
Financial assets  
Receivables  
Inventories

**Less: current liabilities**

Trade and other payables  
Contract liabilities  
Long term borrowings  
Employee provisions

**Net current assets**

**Less: Total adjustments to net current assets**

**Net current assets used in the Statement of Financial Activity**

Note	2023/24 Budget 30 June 2024	2022/23 Actual 30 June 2023	2022/23 Budget 30 June 2023
	\$	\$	\$
4	2,099,372	4,257,269	2,313,361
	31,016	30,007	30,007
	178,809	358,809	154,905
	13,485	14,985	14,756
	2,322,682	4,661,070	2,513,029
	(260,094)	(236,163)	(235,961)
	0	(6,750)	
7	(135,795)	(125,119)	(117,887)
	(316,845)	(316,845)	(205,874)
	(712,734)	(684,877)	(559,722)
	1,609,948	3,976,193	1,953,307
3(c)	(1,609,948)	(2,287,507)	(1,953,307)
	0	1,688,686	0

**3. NET CURRENT ASSETS (CONTINUED)**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(b) Non-cash amounts excluded from operating activities**

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

**Adjustments to operating activities**

Less: Profit on asset disposals  
Add: Loss on asset disposals  
Add: Depreciation  
Movement in current employee provisions associated with restricted cash  
Non-cash movements in non-current assets and liabilities:  
- Employee provisions

**Non cash amounts excluded from operating activities**

Note	2023/24 Budget 30 June 2024	2022/23 Actual 30 June 2023	2022/23 Budget 30 June 2023
	\$	\$	\$
5	(11,124)	(77,228)	(20,676)
5	5,034	0	17,355
6	2,269,487	2,269,485	2,217,441
	0	75,788	0
	0	(44,310)	0
	2,263,397	2,223,735	2,214,120

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - reserve accounts  
Less: Current assets not expected to be received at end of year  
- Current financial assets at amortised cost - self supporting loans  
Add: Current liabilities not expected to be cleared at end of year  
- Current portion of borrowings  
- Employee benefit provision  
- Accrued salaries and wages

**Total adjustments to net current assets**

8	(2,086,986)	(2,754,878)	(2,285,869)
	(31,016)	(30,007)	(30,007)
	135,795	125,119	117,887
	316,845	316,845	205,875
	55,414	55,414	38,807
	(1,609,948)	(2,287,507)	(1,953,307)

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**4. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2023/24 Budget	2022/23 Actual	2022/23 Budget
Cash at bank and on hand		\$ 2,099,372	\$ 4,257,269	\$ 2,313,361
<b>Total cash and cash equivalents</b>		<b>2,099,372</b>	<b>4,257,269</b>	<b>2,313,361</b>
Held as				
- Unrestricted cash and cash equivalents	3(a)	12,386	1,502,391	27,492
- Restricted cash and cash equivalents	3(a)	2,086,986	2,754,878	2,285,869
		2,099,372	4,257,269	2,313,361
<b>Restrictions</b>				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		2,086,986	2,754,878	2,285,869
		2,086,986	2,754,878	2,285,869
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Financially backed reserves	8	2,086,986	2,754,878	2,285,869
		2,086,986	2,754,878	2,285,869
<b>Reconciliation of net cash provided by operating activities to net result</b>				
<b>Net result</b>		(1,816,247)	267,545	(1,504,173)
Depreciation	6	2,269,487	2,269,485	2,217,441
(Profit)/loss on sale of asset	5	(6,090)	(77,228)	(3,321)
(Increase)/decrease in receivables		180,000	(33,904)	170,000
(Increase)/decrease in inventories		1,500	2,271	2,500
Increase/(decrease) in payables		23,931	5,094	5,000
Increase/(decrease) in contract liabilities		(6,750)	6,750	
Increase/(decrease) in unspent capital grants		0	(512,197)	(512,197)
Increase/(decrease) in employee provisions		0	14,870	
Capital grants, subsidies and contributions		(1,310,628)	(744,969)	(688,765)
<b>Net cash from operating activities</b>		<b>(664,797)</b>	<b>1,197,717</b>	<b>(313,515)</b>

**MATERIAL ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**5. FIXED ASSETS**

The following assets are budgeted to be acquired and/or disposed of during the year.

	2023/24 Budget Additions	2023/24 Budget Disposals - Net Book Value	2023/24 Budget Disposals - Sale Proceeds	2023/24 Budget Disposals - Profit or Loss	2022/23 Actual Additions	2022/23 Actual Disposals - Net Book Value	2022/23 Actual Disposals - Sale Proceeds	2022/23 Actual Disposals - Profit or Loss	2022/23 Budget Additions	2022/23 Budget Disposals - Net Book Value	2022/23 Budget Disposals - Sale Proceeds	2022/23 Budget Disposals - Profit or Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Property, Plant and Equipment</b>												
Land - freehold land	120,620	46,000	50,000	4,000	0	0	0	0	0	0	0	0
Buildings - non-specialised	606,000	0	0	0	28,823	0	0	0	597,100	0	0	0
Buildings - specialised	25,000	0	0	0	121,725	0	0	0	137,649	0	0	0
Furniture and equipment	188,000	0	0	0	0	0	0	0	0	0	0	0
Plant and equipment	479,751	72,910	75,000	2,090	641,431	117,772	195,000	77,228	635,696	140,729	144,050	3,321
<b>Total</b>	<b>1,419,371</b>	<b>118,910</b>	<b>125,000</b>	<b>6,090</b>	<b>791,979</b>	<b>117,772</b>	<b>195,000</b>	<b>77,228</b>	<b>1,370,445</b>	<b>140,729</b>	<b>144,050</b>	<b>3,321</b>
<b>(b) Infrastructure</b>												
Infrastructure - roads	1,153,551	0	0	0	1,186,870	0	0	0	1,083,221	0	0	0
Other infrastructure	410,694	0	0	0	771,081	0	0	0	627,656	0	0	0
<b>Total</b>	<b>1,564,245</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,957,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,710,877</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>2,983,616</b>	<b>118,910</b>	<b>125,000</b>	<b>6,090</b>	<b>2,749,930</b>	<b>117,772</b>	<b>195,000</b>	<b>77,228</b>	<b>3,081,322</b>	<b>140,729</b>	<b>144,050</b>	<b>3,321</b>

**MATERIAL ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**6. DEPRECIATION**

**By Class**

	2023/24 Budget	2022/23 Actual	2022/23 Budget
	\$	\$	\$
Buildings - non-specialised	34,726	34,726	43,961
Buildings - specialised	212,802	212,802	165,199
Furniture and equipment	5,937	5,937	4,833
Plant and equipment	375,077	375,075	396,358
Infrastructure - roads	1,003,050	1,003,050	969,195
Other infrastructure	138,054	138,054	138,054
Infrastructure - bridges	499,841	499,841	499,841
	<b>2,269,487</b>	<b>2,269,485</b>	<b>2,217,441</b>

**By Program**

Law, order, public safety	78,313	78,313	77,662
Health	50,655	50,655	41,663
Housing	11,892	11,892	19,425
Community amenities	16,046	16,046	15,924
Recreation and culture	227,007	227,007	197,183
Transport	1,519,129	1,519,127	1,484,413
Economic services	24,394	24,394	20,925
Other property and services	342,051	342,051	360,246
	<b>2,269,487</b>	<b>2,269,485</b>	<b>2,217,441</b>

**MATERIAL ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 100 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	70 years
seal	
bituminous seals	15 to 25 years
asphalt surfaces	15 to 25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheeting	10 to 15 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage system:	75 years
Bridges	60 to 90 years

SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2023/24	2023/24	Budget	2023/24	Actual	2022/23	2022/23	Actual	2022/23	Budget	2022/23	2022/23	Budget	2022/23
				Principal 1 July 2023	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2024	Budget Interest Repayments	Principal 1 July 2022	Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2023	Actual Interest Repayments	Principal 1 July 2022	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2023	Budget Interest Repayments
GROH Housing	70	WATC	6.60%	\$ 96,079	\$ 0	\$ (53,558)	\$ 42,521	\$ (5,003)	\$ 146,263	\$ 0	\$ (50,184)	\$ 96,079	\$ (8,377)	\$ 146,263	\$ 0	\$ (50,184)	\$ 96,079	\$ (8,377)
Industrial Land	72	WATC	3.30%	28,059	0	(10,950)	17,109	(784)	38,658	0	(10,599)	28,059	(1,135)	38,658	0	(10,599)	28,059	(1,135)
ERP	75	WATC	4.12%	0	150,000	(6,781)	143,219	(1,571)	0	0	0	0	0	0	0	0	0	0
Loader	74	WATC	4.00%	252,746	0	(23,823)	228,923	(9,758)	0	270,000	(17,254)	252,746	(6,111)	0	270,000	(11,384)	258,616	(4,674)
				376,884	150,000	(95,112)	431,772	(17,116)	184,921	270,000	(78,037)	376,884	(15,623)	184,921	270,000	(72,167)	382,754	(14,186)
<b>Self Supporting Loans</b>																		
WA Cottage Homes	73	WATC	3.3%	309,374	0	(30,007)	279,367	(9,900)	338,406	0	(29,032)	309,374	(10,876)	338,406	0	(29,031)	309,375	(10,876)
				309,374	0	(30,007)	279,367	(9,900)	338,406	0	(29,032)	309,374	(10,876)	338,406	0	(29,031)	309,375	(10,876)
				686,258	150,000	(125,119)	711,139	(27,016)	523,327	270,000	(107,069)	686,258	(26,499)	523,327	270,000	(101,198)	692,129	(25,062)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**7. BORROWINGS**

**(b) New borrowings - 2023/24**

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
ERP and EDRMS software	WATC	Fixed	5	% 4.19%	\$ 150,000	\$ 17,042	\$ 150,000	\$ 0
					150,000	17,042	150,000	0

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2023 nor is it expected to have unspent borrowing funds as at 30th June 2024.

**(d) Credit Facilities**

	2023/24 Budget	2022/23 Actual	2022/23 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Bank overdraft limit	150,000	150,000	150,000
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	15,000	15,000
Credit card balance at balance date	(6,089)	0	0
<b>Total amount of credit unused</b>	<b>158,911</b>	<b>165,000</b>	<b>165,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	711,139	686,258	692,129

**MATERIAL ACCOUNTING POLICIES**

**BORROWING COSTS**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risk.



**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**8. RESERVE ACCOUNTS**

**(a) Reserve Accounts - Movement**

	2023/24 Budget Opening Balance	2023/24 Budget Transfer to	2023/24 Budget Transfer (from)	2023/24 Budget Closing Balance	2022/23 Actual Opening Balance	2022/23 Actual Transfer to	2022/23 Actual Transfer (from)	2022/23 Actual Closing Balance	2022/23 Budget Opening Balance	2022/23 Budget Transfer to	2022/23 Budget Transfer (from)	2022/23 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Leave reserve	125,105	5,972	0	131,077	121,148	3,957	0	125,105	121,149	3,634	0	124,783
(b) Plant reserve	556,751	326,576	(376,926)	506,401	454,017	305,006	(202,272)	556,751	454,017	303,798	(194,650)	563,165
(c) Building reserve	691,759	33,021	(694,620)	30,160	734,309	23,982	(66,532)	691,759	734,309	22,029	(565,000)	191,338
(d) Town development reserve	1,578	75	0	1,653	1,528	50	0	1,578	1,528	46	0	1,574
(e) Recreation reserve	168,617	8,049	0	176,666	163,284	5,333	0	168,617	163,285	4,899	0	168,184
(f) Heritage reserve	6,563	463	0	7,026	6,091	472	0	6,563	6,091	483	0	6,574
(g) Community housing reserve	191,208	10,127	(1,000)	200,335	169,135	22,073	0	191,208	169,135	25,074	(50,000)	144,209
(h) Waste management reserve	117,002	5,585	(35,000)	87,587	122,753	4,009	(9,760)	117,002	122,753	3,683	(100,000)	26,436
(i) Darkan swimming pool reserve	55,826	7,665	0	63,491	49,219	6,607	0	55,826	49,219	6,477	0	55,696
(j) Information technology reserve	57,723	2,755	(25,000)	35,478	66,550	5,173	(14,000)	57,723	66,549	4,996	(14,000)	57,545
(k) Darkan Sport and Community Centre reserve	184,875	38,825	0	223,700	325,421	39,482	(180,028)	184,875	325,422	39,763	0	365,185
(l) Arthur River Country Club reserve	47,461	8,266	0	55,727	40,150	7,311	0	47,461	40,150	7,205	0	47,355
(m) Museum reserve	132,904	6,344	(5,000)	134,248	128,701	4,203	0	132,904	128,701	3,861	(5,000)	127,562
(n) Moodiarrup Sports Club reserve	22,156	6,058	0	28,214	17,582	4,574	0	22,156	17,581	5,527	0	23,108
(o) Landcare reserve	29,067	1,388	(5,000)	25,455	32,990	1,077	(5,000)	29,067	32,989	990	(5,000)	28,979
(p) Corporate planning and valuation reserve	4,596	219	0	4,815	19,945	651	(16,000)	4,596	19,945	598	(16,000)	4,543
(q) Kids Central reserve	7,088	338	(2,000)	5,426	7,156	234	(302)	7,088	7,156	215	0	7,371
(r) The Shed reserve	13,103	625	0	13,728	12,824	419	(140)	13,103	12,824	385	0	13,209
(s) Recreation trails reserve	1,258	60	0	1,318	1,218	40	0	1,258	1,217	37	0	1,254
(t) Community Gym reserve	8,558	409	(2,000)	6,967	12,004	2,646	(6,092)	8,558	12,004	1,360	(9,000)	4,364
(u) Economic development reserve	89,885	4,291	0	94,176	113,847	3,718	(27,680)	89,885	113,847	3,415	(35,000)	82,262
(v) Road reserve	241,795	11,543	0	253,338	234,148	7,647	0	241,795	234,149	7,024	0	241,173
	2,754,878	478,654	(1,146,546)	2,086,986	2,834,020	448,664	(527,806)	2,754,878	2,834,020	445,499	(993,650)	2,285,869

**(b) Reserve Accounts - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	To be used to fund long service leave and annual leave requirements
(b) Plant reserve	Ongoing	To be used for the purchase of major plant
(c) Building reserve	Ongoing	To be used for the construction and maintenance of Council buildings
(d) Town development reserve	Ongoing	To be used to enhance town infrastructure
(e) Recreation reserve	Ongoing	To be used to enhance recreation infrastructure
(f) Heritage reserve	Ongoing	To be used to maintain and improve the heritage buildings of the Shire
(g) Community housing reserve	Ongoing	To be used for the maintenance and provision of housing within the Shire
(h) Waste management reserve	Ongoing	To be used to assist with funding future infrastructure requirements for waste management
(i) Darkan swimming pool reserve	Ongoing	To be used to assist with funding works at the Darkan swimming pool
(j) Information technology reserve	Ongoing	To be used for upgrades to computers and office equipment
(k) Darkan Sport and Community Centre reserve	Ongoing	To be used to maintain and improve the Darkan Sport and Community Centre
(l) Arthur River Country Club reserve	Ongoing	To be used to maintain and improve the Arthur River Country Club
(m) Museum reserve	Ongoing	To be used to maintain and to provide new displays in the Museum
(n) Moodiarrup Sports Club reserve	Ongoing	To be used to maintain and improve the Moodiarrup Sports Club Reserve
(o) Landcare reserve	Ongoing	To be used to fund the landcare expenditure of the Shire
(p) Corporate planning and valuation reserve	Ongoing	To be used to fund the corporate planning and valuation expenditure of the Shire
(q) Kids Central reserve	Ongoing	To be used to fund the renewal of equipment and infrastructure
(r) The Shed reserve	Ongoing	To be used to fund the renewal of equipment and infrastructure
(s) Recreation trails reserve	Ongoing	To be used for the construction and maintenance of recreation trails
(t) Community Gym reserve	Ongoing	To be used for the renewal of gym equipment and activities
(u) Economic development reserve	Ongoing	To be used for economic development initiatives that benefit the Shire
(v) Road reserve	Ongoing	To be used to fund road improvements or urgent repairs

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**9. REVENUE RECOGNITION**

**MATERIAL ACCOUNTING POLICIES**

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Fees and charges for other goods and services	Cemetery services, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**10. PROGRAM INFORMATION**

**(a) Key Terms and Definitions - Reporting Programs**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**Governance**

To set and achieve Council's goals and objectives for the ratepayers by providing high level direction, co-ordination and management policy.

Cost associated with meetings, elections, preparing annual reports and other statutory reporting requirements, public relations and policy development and review.

**General purpose funding**

To collect revenue to allow for the provision of services.

Costs associated with raising and collecting rates, rate enquiries, preparing general purpose grant returns and investing the Shire's surplus funds.

**Law, order, public safety**

To provide services to help ensure a safer and environmentally conscious community.

Fire control and prevention, and animal control.

**Health**

To provide an operational framework for environmental and community health.

Provision and maintenance of medical buildings and subsidies to health services, services of an Environmental Health Officer including food control.

**Education and welfare**

To provide services to disadvantaged persons, the elderly, children and youth.

School bus routes, support to families and childrens services including schools, support for seniors and welfare services.

**Housing**

To provide housing for employees of local industry and government departments.

Maintenance and provision of GROH and community housing.

**Community amenities**

To provide services required by the community.

Rubbish collection services, operation of refuse site, administration of the town planning scheme, storm water drainage, protection of the environment, cemetery maintenance.

**Recreation and culture**

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of halls, provision of library services, maintenance of historical buildings and maintenance of reserves and recreation facilities.

**Transport**

To provide a smooth, safe, efficient and clearly defined road network that is environmentally acceptable and which enhances travels throughout the Shire.

Maintenance of roads, drainage works, footpaths, street lighting, median strips, traffic management, parking facilities and roadworks program.

**Economic services**

To help promote the local government and its economic wellbeing.

Tourism and area promotion, caravan park, standpipes, pest control services and implementation of building controls.

**Other property and services**

To monitor and control operating accounts.

Public works overheads, plant/vehicle operations, stock and materials, depot operations and private works.

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**10 PROGRAM INFORMATION (Continued)**

**(b) Income and expenses**

	2023/24	2022/23	2022/23
	Budget	Actual	Budget
<b>Income excluding grants, subsidies and contributions</b>	\$	\$	\$
Governance	1,700	1,781	0
General purpose funding	2,226,956	2,064,944	2,000,744
Law, order, public safety	2,700	4,587	2,200
Health	7,550	7,497	7,084
Education and welfare	13,500	16,457	15,500
Housing	109,600	101,369	91,245
Community amenities	67,290	54,556	53,500
Recreation and culture	37,570	36,837	33,850
Transport	8,324	78,294	20,676
Economic services	120,600	106,994	105,100
Other property and services	61,700	80,172	58,900
	2,657,490	2,553,488	2,388,799
<b>Grants, subsidies and contributions</b>			
Governance	350	300	500
General purpose funding	63,506	1,649,101	135,000
Law, order, public safety	51,112	49,844	49,844
Education and welfare	90	5,090	5,000
Recreation and culture	37,344	151,930	215,500
Transport	158,376	147,359	144,256
Economic services	106,437	0	0
	417,215	2,003,624	550,100
<b>Capital grants, subsidies and contributions</b>			
Law, order, public safety	37,825	27,035	17,147
Recreation and culture	379,827	507,544	476,544
Transport	885,881	722,587	707,271
Economic services	7,095	0	0
	1,310,628	1,257,166	1,200,962
<b>Total Income</b>	4,385,333	5,814,278	4,139,861
<b>Expenses</b>			
Governance	(658,886)	(500,875)	(622,927)
General purpose funding	(147,863)	(129,309)	(118,516)
Law, order, public safety	(221,455)	(215,379)	(232,287)
Health	(185,092)	(164,210)	(121,845)
Education and welfare	(84,089)	(77,063)	(73,406)
Housing	(145,569)	(109,062)	(101,097)
Community amenities	(312,453)	(310,578)	(339,831)
Recreation and culture	(750,108)	(817,586)	(958,472)
Transport	(3,041,582)	(2,790,063)	(2,690,608)
Economic services	(542,620)	(332,668)	(280,367)
Other property and services	(111,863)	(99,940)	(104,678)
<b>Total expenses</b>	(6,201,580)	(5,546,733)	(5,644,034)
<b>Net result for the period</b>	(1,816,247)	267,545	(1,504,173)

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**11. OTHER INFORMATION**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
<b>The net result includes as revenues</b>			
	\$	\$	\$
<b>(a) Interest earnings</b>			
Investments			
- Reserve accounts	130,000	91,410	85,021
- Other funds	45,000	35,243	5,000
Self supporting loan	9,900	10,876	10,876
Other interest revenue	17,000	18,198	18,000
	<u>201,900</u>	<u>155,727</u>	<u>118,897</u>
<b>(b) Other revenue</b>			
Reimbursements and recoveries	109,470	124,800	68,353
	<u>109,470</u>	<u>124,800</u>	<u>68,353</u>
<b>The net result includes as expenses</b>			
<b>(c) Auditors remuneration</b>			
Audit services	33,600	32,055	32,000
	<u>33,600</u>	<u>32,055</u>	<u>32,000</u>
<b>(d) Interest expenses (finance costs)</b>			
Borrowings (refer Note 7(a))	27,016	26,499	25,062
	<u>27,016</u>	<u>26,499</u>	<u>25,062</u>

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**12. ELECTED MEMBERS REMUNERATION**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
	\$	\$	\$
<b>Cr Neil Morrell</b>			
President's allowance	6,000	4,000	4,000
Meeting attendance fees	4,200	3,300	5,200
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	1,220	1,202	2,350
	11,920	9,002	12,050
<b>Cr Graham Peirce</b>			
Deputy President's allowance	1,500	1,000	1,000
Meeting attendance fees	3,000	2,540	5,100
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	694	688	1,450
	5,694	4,728	8,050
<b>Cr Adam Squires</b>			
Meeting attendance fees	2,500	1,830	3,640
Annual allowance for ICT expenses	500	500	500
	3,000	2,330	4,140
<b>Cr Neil Manuel</b>			
Meeting attendance fees	2,700	1,360	3,640
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	365	336	850
	3,565	2,196	4,990
<b>Cr Karen Harrington</b>			
Meeting attendance fees	3,100	3,150	3,640
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	251	233	850
	3,851	3,883	4,990
<b>Cr Robyn Lubcke</b>			
Meeting attendance fees	3,200	3,140	3,640
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	732	726	1,600
	4,432	4,366	5,740
<b>Cr Duncan South</b>			
Meeting attendance fees	2,600	2,010	3,640
Annual allowance for ICT expenses	500	500	500
Travel and accommodation expenses	238	223	900
	3,338	2,733	5,040
<b>Total Elected Member Remuneration</b>	35,800	29,238	45,000
President's allowance	6,000	4,000	4,000
Deputy President's allowance	1,500	1,000	1,000
Meeting attendance fees	21,300	17,330	28,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	3,500	3,408	8,000
	35,800	29,238	45,000

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**13. INVESTMENT IN ASSOCIATES**

**(a) Investment in associate**

The Shire has a joint arrangement with Department of Communities which provides housing for the community. The only assets are land and housing units of which the Shire owns a percentage share. the assets are included in Property, Plant and Equipment as follows:

Name of entity	% of ownership interest		2023/24	2022/23	2022/23
	2023/24	2022/23	Budget	Actual	Budget
			\$	\$	\$
Non-current assets					
Land - 10 Hillman Street	54%	54%	3,500	3,500	16,200
Land - 12 Hillman Street	35%	35%	5,400	5,400	10,500
Land - 18 Gibbs St/25 Nangip Cres	22%	22%	2,200	2,200	6,820
Building - 10 Hillman Street	54%	54%	89,230	90,515	123,905
Building - 12 Hillman Street	35%	35%	58,072	58,786	51,800
Building - 18 Gibbs Street	22%	22%	31,007	31,454	12,595
Building - 25 Nangip Cres	22%	22%	31,007	31,454	9,310
Total equity accounted investments			220,416	223,309	231,130

**MATERIAL ACCOUNTING POLICIES**

**Investments in associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss. recognised.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

**Investments in associates (continued)**

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.



**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**14. TRUST FUNDS**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance 1 July 2023</b>	<b>Estimated amounts received</b>	<b>Estimated amounts paid</b>	<b>Estimated balance 30 June 2024</b>
	\$	\$	\$	\$
Westcare	43,822	1,534	(1,000)	44,356
Seniors Luncheon	1,513	53	(150)	1,416
Arthur River Development	2,766	97	(1,500)	1,363
RSL trust fund	4,141	145	(300)	3,986
Darkan Arts Council	8,006	280	(400)	7,886
Arthur River Hall	2,840	99	(300)	2,639
Arthur River Restoration	10,622	372	(750)	10,244
	<u>73,710</u>	<u>2,580</u>	<u>(4,400)</u>	<u>71,890</u>

**12.2 FINANCIAL REPORTS - JULY 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>16/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. July 2023 Monthly Financial Report <a href="#">↓</a></b>

**SUMMARY:1**

Council is requested to consider the financial reports for the periods ending 31 July 2023.

**BACKGROUND:**

The financial reports for the period ending 31 July 2023 are included as attachments.

**COMMENT:**

The July financial reports are provided prior to the adoption of the 2023/2024 budget therefore variances to budget are not applicable. 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 will be assessed by management as being consistent with the 2023/24 Annual Budget when adopted.

**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 financial reports for the period ending 31 July 2023 as presented.

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 July 2023**

	Note	YTD Actual (b) \$
<b>Opening Funding Surplus (Deficit)</b>	2	1,688,686
<b>Revenue from operating activities</b>		
Rates		0
Operating Grants, Subsidies and Contributions	6	268,330
Fees and Charges		20,666
Interest Earnings		2,195
Other Revenue		4,276
Profit on Disposal of Assets		0
		295,467
<b>Expenditure from operating activities</b>		
Employee Costs		(173,027)
Less overhead and wage allocations		0
Materials and Contracts		(121,419)
less Pdepn and POC allocations		0
Utility Charges		(3,469)
Depreciation on Non-Current Assets		(54,214)
Interest Expenses		0
Insurance Expenses		(61,019)
Other Expenditure		0
Loss on Disposal of Assets		0
		(413,148)
<b>Operating activities excluded from budget</b>		
Add back Depreciation		54,214
Adjust (Profit)/Loss on Asset Disposal		0
Adjust Provisions and Accruals		(55,414)
<b>Amount attributable to operating activities</b>		(118,881)
<b>Investing activities</b>		
Grants, Subsidies and Contributions	6	0
Proceeds from Disposal of Assets		0
Land and Buildings	7	(26,481)
Infrastructure Assets - Roads	7	0
Infrastructure Assets - Other	7	0
Plant and Equipment	7	0
Furniture and Equipment	7	0
<b>Amount attributable to investing activities</b>		(26,481)
<b>Financing Activities</b>		
Proceeds from Self Supporting Loan - repayments		0
Transfer from Reserves	5	0
Repayment of Debentures		0
Proceeds from new borrowings		0
Transfer to Reserves	5	(744)
<b>Amount attributable to financing activities</b>		(744)
<b>Closing Funding Surplus (Deficit)</b>	2	1,542,580

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted mate  
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 31 July 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 2023/24 year is \$10,000 or 10% whichever is the greater.

There is no reportable variance to 31 July 2023

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2022	Current 31 Jul 2023
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,495,055	1,219,508
Cash Restricted - reserves	5	2,754,878	2,755,622
Cash Restricted - unspent grants		7,336	7,336
Receivables - Rates	4	171,493	165,008
Receivables - Other	4	154,310	263,174
Inventories		14,985	14,986
		4,598,057	4,425,634
<b>Less: Current Liabilities</b>			
Payables		(147,157)	(120,096)
Unspent grants, contributions and reimbursements 21/23		(7,336)	(7,336)
		(154,493)	(127,432)
Less: Cash Reserves	5	(2,754,878)	(2,755,622)
<b>Net Current Funding Position</b>		<b>1,688,686</b>	<b>1,542,580</b>

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2023**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	676,744			676,744	NAB	0.01%	At Call
Municipal Cash Maximiser	50,000			50,000	NAB	1.35%	At Call
Trust Bank Account			68,481	68,481	NAB	0.01%	At Call
Trust Cash Maximiser			5,269	5,269	NAB	1.35%	At Call
Reserve Cash Maximiser		155,622		155,622	NAB	1.35%	At Call
<b>(b) Term Deposits</b>							
Municipal term deposit	500,000			500,000	NAB	5.00%	4/10/2023
Reserve term deposit		600,000		600,000	NAB	5.38%	2/02/2024
Reserve term deposit		2,000,000		2,000,000	BOQ	5.55%	10/02/2024
<b>Total</b>	<b>1,226,744</b>	<b>2,755,622</b>	<b>73,750</b>	<b>4,056,116</b>			

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2023**

**Note 4: Receivables**

<u>Receivables - Rates Receivable</u>	<u>31 Jul 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	244,351	200,216	Receivables - General	228,001	5,878	73	7,826	241,778
Levied this year (incl rubbish & ESL)	0	2,014,840						
<u>Less</u> Collections to date	(7,751)	(1,970,705)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>236,600</b>	<b>244,351</b>	Sundry Debtors					0
Add paid in advance	11,749	10,483	Receivables - Other					0
<b>Net Rates Collectable</b>	<b>248,349</b>	<b>254,834</b>	<b>Total Receivables General Outstanding</b>					<b>241,778</b>
% Collected	3.17%	90.79%						
Less Recognised as doubtful	(83,341)	(83,341)	<b>Amounts shown above include GST (where applicable)</b>					



**12.3 ACCOUNTS FOR PAYMENT LISTING - JULY 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>18/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Accounts for Payment Listing July 2023 <a href="#">↓</a></b> <b>2. Corporate Card Summary 30 May to 28 June 2023 <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to endorse payments of accounts for July 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
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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

**VOTING REQUIREMENTS:**

Simple Majority

**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 11072023.1-11072023.39, 14072023.1-14072023.20, 27072023.1-27072023.28, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$476,125.50 listed (attached) as approved for payment; and
2. note the attached transaction summary of the Corporate Credit Card facility from 30 May 2023 to 28 June 2023.

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

Date	Num	Name	Original Amount
01/07/2023	BPAY	DEPARTMENT OF TRANSPORT 1	11,638.50
		23/24 PLANT LICENSING	
06/07/2023	EFT	SALARIES AND WAGES	61,587.49
		PAYROLL	
07/07/2023	DIRECTDEBIT	ASGARD SUPER	231.89
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	118.20
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	269.61
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	AUSTRALIAN SUPER	2,128.05
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	AWARE SUPER	7,085.78
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	CBUS	288.02
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	COLONIAL FIRST STATE	821.25
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	288.02
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2023	DIRECTDEBIT	HESTA SUPER FUND	306.41
		FORTNIGHTLY SUPERANNUATION PAYMENT	
10/07/2023	BPAY	AUSTRALIAN COMMUNICATIONS & MEDIA	114.00
		LAND MOBILE SYSTEM MT FISHER	
11/07/2023	DIRECTDEBIT	SYNERGY	7,597.57
		SERVICE CHARGE AND USAGE FOR VARIOUS SHIRE PROPERTIES	
11/07/2023	DIRECTDEBIT	TELSTRA	109.11
		SERVICE CHARGE AND USAGE FOR DEPOT, LEADING HAND MOBILE, CARAVAN PARK, OFFICE, DONGLE AND BUILDER MOBILE	
11/07/2023	11072023.1	AIR LIQUIDE	107.89
		FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	
11/07/2023	11072023.2	ASSET VALUATION ADVISORY	9,460.00
		VALUATION OF BRIDGE ASSETS AT 30 JUNE 2023	
11/07/2023	11072023.3	AUSPIRE - AUSTRALIA DAY COUNCIL	720.00
		GOLD MEMBERSHIP SUBSCRIPTION 23/24	
11/07/2023	11072023.4	BELL, SHARON LEIGH	551.18
		REIMBURSEMENT - SENIORS MEALS, PARK OPENING, TRAVEL AND ACCOMMODATION FOR TRAININ	
11/07/2023	11072023.5	BLACKWOOD BASIN GROUP (INC)	4,306.97
		LANDCARE SUPPORT APRIL-JUNE 2023	
11/07/2023	11072023.6	BODDINGTON MEDICAL CENTRE	475.00
		FUEL REIMBURSEMENT FOR DOCTOR FOR 13/423 - 22/6/2023	
11/07/2023	11072023.7	CR (PRES) NEIL MORRELL	2,649.90

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

Date	Num	Name	Original Amount
		SITTING AND TRAVEL FEES, COMMUNICATIONS AND PRESIDENT ALLOWANCE	
11/07/2023	11072023.8	<b>CR KAREN HARRINGTON</b>	1,298.12
		SITTING AND TRAVEL FEES, COMMUNICATIONS ALLOWANCE	
11/07/2023	11072023.9	<b>CR ROBYN LUBCKE</b>	1,322.51
		SITTING AND TRAVEL FEES, COMMUNICATIONS ALLOWANCE	
11/07/2023	11072023.10	<b>DATALINE VISUAL LINK PTY LTD</b>	1,785.63
		DDSC - CONNECT PANEL AND INSTALL KEYPAD IN CHILDCARE (INC HARDWARE)	
11/07/2023	11072023.11	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	1,318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH TO 1 JULY 2023	
11/07/2023	11072023.12	<b>FLEAYS STORE</b>	476.02
		SENIORS MEALS AND OFFICE REFRESHMENTS	
11/07/2023	11072023.13	<b>FUEL DISTRIBUTORS OF WA</b>	436.89
		FUEL FOR VIN'S AND RAJ'S CAR	
11/07/2023	11072023.14	<b>GJ &amp; RE ABBOTT</b>	726.00
		400 CUBIC METERS SAND - KING STREET PAD	
11/07/2023	11072023.15	<b>IN2BALANCE PTY LTD</b>	34,430.00
		RATE BOOK ONLINE ANNUAL ASP HOST FEE, ANNUAL LICENCE, MAINTENANCE AND SUPPORT FEES	
		FIXED ASSET ONLINE ANNUAL ASP HOST FEE, ANNUAL LICENCE, MAINTENANCE AND SUPPORT FEES	
11/07/2023	11072023.16	<b>INFINITUM TECHNOLOGIES PTY LTD</b>	3,532.96
		MANAGED SERVICE AGREEMENT - GOLD 1/7/23 - 31/7/23	
11/07/2023	11072023.17	<b>JLT RISK SOLUTIONS PTY LTD</b>	498.09
		MARINE CARGO - RENEWAL POLICY NO M1M032560CAN 30/6/23-30/6/2024	
11/07/2023	11072023.18	<b>LANDGATE</b>	42.15
		MINIMUM CHARGE DATED 10/3/2023-12/4/2023	
11/07/2023	11072023.19	<b>LGISWA</b>	104,579.22
		PERSONAL ACCIDENT/VOLUNTARY WORKERS 23/24 FIRST INSTALMENT	
		BUSHFIRE INJURY 2023/2024 FIRST INSTALMENT	
		WORKCARE 2023//2024 FIRST INSTALMENT	
		LIABILITY 2023/2024 FIRST INSTALMENT 23/24	
		SHIRE PROPERTIES 2023/2024 FIRST INSTALMENT	
		COMMERCIAL CRIME AND CYBER LIABILITY 2023/2024 FIRST INSTALMENT	
		MOTOR FLEET INSURANCE PLANT 2023/2024 FIRST INSTALMENT	
		MOTOR FLEET INSURANCE FIRE TRUCKS 2023/2024 FIRST INSTALMENT	
		MANAGEMENT LIABILITY 23/24 FIRST INSTALMENT	
		TRAVEL 23/24 FIRST INSTALMENT	
11/07/2023	11072023.20	<b>LOCAL GOVERNMENT PROFESSIONALS AUS WA</b>	1,081.00
		VINCENT FORDHAM LAMONT - FULL MEMBERSHIP DUES 23/24, 23/24 BRONZE LOCAL GOVERNEMNT SUBSCRIPTION	
11/07/2023	11072023.21	<b>LOCALISE PTY LTD</b>	5,242.64
		MINOR STRATEGIC REVIEW ESTIMATE ID 235	
11/07/2023	11072023.22	<b>LUSH FIRE &amp; PLANNING</b>	2,002.00
		PLANNING MATTERS	
11/07/2023	11072023.23	<b>MCLEODS BARRISTERS AND SOLICITORS</b>	2,072.19

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

Date	Num	Name	Original Amount
		RATE RECOVERY ADVICE - 17 NANGIP CRESCENT, DARKAN	
11/07/2023	11072023.24	<b>MOORE AUSTRALIA (WA) PTY LTD</b>	979.00
		BUDGET -TEMPLATE FOR 2023/24 YEAR	
11/07/2023	11072023.25	<b>OFFICEWORKS</b>	501.18
		STATIONERY SUPPLIES	
11/07/2023	11072023.26	<b>P &amp; S GRIGGS PLUMBING</b>	4,287.91
		CONNECT OF NEW FIXTURES TO SEWER, WATER AND WASTE, LABOUR, MATERIALS & TRAVEL	
11/07/2023	11072023.27	<b>PFD FOOD SERVICES PTY LTD</b>	155.60
		RICH GRAVY MIX, MICROWAVE CONTAINER, PAPER CUPS, TEASPOONS	
11/07/2023	11072023.28	<b>PUTLAND MOTORS</b>	3,538.17
		PARTS AND REPAIRS - T1, C29, C6, C25, T21, R10	
11/07/2023	11072023.29	<b>RAREBITS ON BURROWES 1</b>	650.00
		COUNCIL MEETING CATERING, STRATEGIC PLANNING WORKSHOP AND CATERING FOR PARK OPENING	
11/07/2023	11072023.30	<b>REGIONAL DEVELOPMENT AUST WHEATBELT INC</b>	550.00
		SUSTAINABLE DEVELOPMENT	
11/07/2023	11072023.31	<b>RESONLINE PTY LTD</b>	220.00
		ROOM MANAGER SERVICES JUNE 2023	
11/07/2023	11072023.32	<b>SHIRE OF COLLIE</b>	1,538.60
		REIMBURSEMENT OF COMMUNITY EMERGENCY SERVICES OFFICER	
11/07/2023	11072023.33	<b>SHIRE OF NARROGIN (SUPPLIER)</b>	994.51
		HEALTH OFFICER MAY - JUNE 2023	
11/07/2023	11072023.34	<b>SOS OFFICE EQUIPMENT</b>	318.66
		PHOTOCOPIER BILLING JUNE 2023 XEROX APEOSPORT C4570	
11/07/2023	11072023.35	<b>SOUTH WEST ISUZU</b>	1,079.10
		PARTS & REPAIRS - T1	
11/07/2023	11072023.36	<b>SPRYS MEAT MARKET</b>	167.25
		MEAT FOR SENIORS AND PARK OPENING	
11/07/2023	11072023.37	<b>THINK PROJECT</b>	8,634.40
		RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 1/7/2023-30/6/2024	
11/07/2023	11072023.38	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	654.50
		RANGER SERVICES 15 AND 22 JUNE 2023	
11/07/2023	11072023.39	<b>WARREN BLACKWOOD WASTE</b>	2,708.85
		DOMESTIC AND COMMERCIAL WASTE AND RECYCLING	
14/07/2023	DIRECTDEBIT	<b>SYNERGY</b>	358.65
		SERVICE CHARGE AND USAGE FOR LAKE AND REES RD BORE	
14/07/2023	DIRECTDEBIT	<b>TELSTRA</b>	2,280.02
		SERVICE CHARGE AND USAGE FOR CRC, WORKS MGR, MCS MGR, DEPOT WIFI, CHALET AND CARAVAN PARK IPAD,	
		MCS AND WORKS MGR HOME NETGEAR, DATA, MECHANIC, POOL DATA, ADMIN AND DEPOT PHONE	
14/07/2023	BPAY	<b>CR ADAM SQUIRES - AUSTRALIANSUPER</b>	665.00
		SITTING FEES AND COMMUNICATIONS ALLOWANCE	
14/07/2023	BPAY	<b>NAB CREDIT CARD</b>	6,088.74
		VARIOUS - SEE ATTACHED	

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

Date	Num	Name	Original Amount
14/07/2023	14072023.1	AUSTRALIA POST POSTAGE AND STAMPS	167.27
14/07/2023	14072023.2	CITY OF KALAMUNDA REPORT AND ADMINISTRATION COSTS 25/5/23-30/6/23	575.74
14/07/2023	14072023.3	CR DUNCAN SOUTH SITTING AND TRAVEL FEES, COMMUNICATION ALLOWANCE	674.68
14/07/2023	14072023.4	DARKAN AGRI SERVICES BAGS OF RAGS, COMMAND HOOKS, KEYS, GAS BOTTLE, PARKS AND GARDEN SUPPLIES, HALL SUPPLIES, LRCI POOL SUPPLIES	2,604.60
14/07/2023	14072023.5	DUFF ELECTRICAL CONTRACTING GEHA MAINTENANCE - 2/10 HILLMAN STREET, DARKAN - ELECTRIAL COMPLIANCE INSPECTION	110.00
14/07/2023	14072023.6	E W & R J PUGH ARTHUR RIVER TOILETS	862.50
14/07/2023	14072023.7	FUEL DISTRIBUTORS OF WA DEPOT DIESEL 10 000L @ \$1.68938 INC GST	16,893.80
14/07/2023	14072023.8	INFINITUM TECHNOLOGIES PTY LTD RUGGED CELLULAR ROUTER	385.00
14/07/2023	14072023.9	LAKESIDE CAMPING 1 BUSH BRIGADES DURANILLIN DIESEL FUEL FIRE TRUCK 19/12/22 AND 5/4/23	570.04
14/07/2023	14072023.10	LIMITLESS PROMOTIONS ANIMAL CONTROL EXPENSES	915.00
14/07/2023	14072023.11	MIDALIA STEEL PTY LTD COLORBOND BARGE CAPPING	409.07
14/07/2023	14072023.12	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK SKYTRUST MONTHLY SUBSCRIPTION JULY 2023	218.90
14/07/2023	14072023.13	SECURITY MAN SPORTS CLUB DARKAN	213.24
14/07/2023	14072023.14	SOUTH, REBECCA DISPOSABLE GLOVES AND FUNNEL	38.00
14/07/2023	14072023.15	SPRYS MEAT MARKET MEAT FOR SENIOR CITIZENS SERVICES	71.60
14/07/2023	14072023.16	SQUIRES, CASSANDRA. REIMBURSEMENT FOR JASON KING LEAVING	111.25
14/07/2023	14072023.17	TEAM GLOBAL EXPRESS SOS OFFICE FREIGHT 23/6/23	15.69
14/07/2023	14072023.18	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 3 AND 11 JULY 2023	600.88
14/07/2023	14072023.19	WEST ARTHUR COMMUNITY RESOURCE CENTRE LAMINATING	229.23
14/07/2023	14072023.20	WESTRAC BUNBURY PARTS AND REPAIRS - D3	827.78
15/07/2023	DIRECTDEBIT	SYNERGY SERVICE CHARGE AND USAGE FOR CRC AND MOODI HALL	1,220.74

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

Date	Num	Name	Original Amount
20/07/2023	EFT	<b>SALARIES AND WAGES</b>	65,246.21
		PAYROLL	
27/07/2023	DIRECTDEBIT	<b>RENTFIND TECHNOLOGIES PTY LTD</b>	22.00
		RENTFIND INSPECTOR SUBSCRIPTION JULY 2023	
27/07/2023	27072023.1	<b>AIR LIQUIDE</b>	88.96
		FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	
27/07/2023	27072023.2	<b>AMD AUDIT AND ASSURANCE</b>	130.00
		REFUND FOR CANCELLATION OF CHALET FOR 6-8 JUNE 2023	
27/07/2023	27072023.3	<b>APPLICATION SOLUTIONS AND TRAINING CONSUL</b>	7,863.00
		RECKON ACCOUNTS HOSTED ANNUAL SINGLE LICENCE. CONSULTANCY FOR SETTING HOSTED LICENCING	
27/07/2023	27072023.4	<b>ARCHIVAL SURVIVAL</b>	313.17
		BOOK SUPPORT SYSTEM, 2 WAY MINI VAC, SILVERFISH TRAPS, FREIGHT	
27/07/2023	27072023.5	<b>BADT - LN PRICE &amp; PARTNERS P/L</b>	2,995.00
		TRAINING & DEVELOPMENT - GLENN MERRETT MC AUTO LICENCE UPGRADE ON 08/08/2023	
27/07/2023	27072023.6	<b>BELL, SHARON LEIGH</b>	143.61
		EOFY THANK YOU	
27/07/2023	27072023.7	<b>CJD EQUIPMENT PTY LTD</b>	1,782.10
		PARTS AND REPAIRS - L1	
27/07/2023	27072023.8	<b>DUFF ELECTRICAL CONTRACTING</b>	1,240.00
		DARKAN HALL - INSTALL GENERATOR CHANGEOVER SWITCH ON HALL SWITCHBOARD	
27/07/2023	27072023.9	<b>FUEL DISTRIBUTORS OF WA</b>	22,471.08
		SHIRE DEPOT DIESEL AND UNLEADED	
27/07/2023	27072023.10	<b>INFINITUM TECHNOLOGIES PTY LTD</b>	247.50
		1 X LENOVO THINKVISION S24E-20 23.8IN FHD(16.9) TILT IN(VGA & HDMI OUT(AUDIO CABLES(HDMI 3YR	
27/07/2023	27072023.11	<b>INFO COUNCIL PTY LTD</b>	4,169.00
		ANNUAL HELP DESK FEE 1/7/2023-30/6/2024	
27/07/2023	27072023.12	<b>JAMIESON, JILL</b>	390.00
		DARKAN CARAVAN PARK CANCELLATION - CHALET BOOKED FOR 3 NIGHTS 30/8-2/9	
27/07/2023	27072023.13	<b>KJB INDUSTRIES</b>	302.50
		PARTS AND REPAIRS - T15	
27/07/2023	27072023.14	<b>LINKFORCE COMMUNICATIONS</b>	180.00
		DARKAN CARAVAN PARK CANCELLATION TUES 25/7 - SAT 29/7	
27/07/2023	27072023.15	<b>LITTLE STAR MEDIA</b>	292.60
		UP TO 270 PHOTOS SCANNED TO USB (CROPPED AND BASIC COLOUR CORRECTION)	
27/07/2023	27072023.16	<b>LOCAL HEALTH AUTHORITIES ANALYTICAL COMM</b>	396.00
		ANALYTICAL SERVICES ABS POPULATION JULY 2021	
27/07/2023	27072023.17	<b>MADEJ CONCRETING</b>	15,040.50
		NEW CEO HOUSE SET UP FOOTING AND POUR 12 CUBIC METERS CONCRETE, SUPPLY BLOCKS	
27/07/2023	27072023.18	<b>MJ &amp; F DAWSON ATF THE DAWSON FAMILY TRUST</b>	264.00
		DRY HIRE OF KOBELCO EXCAVATOR	
27/07/2023	27072023.19	<b>MJB INDUSTRIES PTY LTD</b>	4,992.24
		STOCK CONTROL 375MM CLASS 4 PIPES WITH BELL ENDS	



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

Date	Num	Name	Original Amount
27/07/2023	27072023.20	<b>OFFICEWORKS</b>	148.64
		STATIONERY SUPPLIES	
27/07/2023	27072023.21	<b>PFD FOOD SERVICES PTY LTD</b>	521.80
		DIVIDED FOIL CONTAINERS,RECTANGLE PLASTIC CONTAINERS, 70ML ROUND PLASTIC CONTAINERS,BAKING PAPER 120M	
27/07/2023	27072023.22	<b>PROCUREMENT PLUS</b>	594.00
		PROCUREMENT ADVISORY SUBSCRIPTION SERVICES (PASS)	
27/07/2023	27072023.23	<b>PUTLAND, STACEY</b>	19.00
		CLEANING ITEMS FOR COMMUNITY GYM	
27/07/2023	27072023.24	<b>SOUTH WEST ISUZU</b>	1,779.17
		PARTS AND REPAIRS - T5	
27/07/2023	27072023.25	<b>SPRYS MEAT MARKET</b>	282.00
		MEAT FOR SENIORS MEALS	
27/07/2023	27072023.26	<b>THEATRE 180 INC</b>	172.50
		11.5% ROYALTIES PAYMENT 72 ATTENDANCE. \$1500 NET SALES A FORTUNATE LIFE 30TH MARCH 2023	
27/07/2023	27072023.27	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,080.00
		PROMOTIONAL PLAN PROPOSAL FOR BETTY BROWN HISTORICAL CENTRE OPTION 2	
27/07/2023	27072023.28	<b>WESTRAC BUNBURY</b>	97.85
		PARTS AND REPARS - D3	
27/07/2023	<b>DIRECTDEBIT</b>	<b>ATO</b>	1,500.00
		JUNE 2023 BAS, GST AND FBT	
31/07/2023	<b>DIRECTDEBIT</b>	<b>NATIONAL AUSTRALIA BANK</b>	10.00
		ACCOUNT FEES	
31/07/2023	<b>DIRECTDEBIT</b>	<b>NATIONAL AUSTRALIA BANK</b>	37.70
		ACCOUNT FEES	
31/07/2023	<b>DIRECTDEBIT</b>	<b>NATIONAL AUSTRALIA BANK</b>	118.07
		MERCHANT FEE 009185958	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
<b>MUNICIPAL FUND</b>			
		11072023.11072023.39	206,093.08
		14072023.1-14072023.20	26,494.27
		27072023.1-27072023.28	67,996.22
		EFT/DEBIT/BPAY	43,297.33
		SALARIES & WAGES	126,833.7
		LICENSING JULY 2023 TRANSFERS	5410.9
		<b>TOTAL</b>	<b>476,125.50</b>



**SHIRE OF WEST ARTHUR  
PAYMENTS OF ACCOUNTS BY NAB VISA CARD  
FOR THE STATEMENT PERIOD: 30 May - 28 June 2023**

DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
<b>1. CARD NUMBER 4336-XXXX-XXXX-8951</b>					
02-Jun-23	EB Facets Connecting	Connecting the tourism industry with local govt workshop	E132020	ECONOMIC SERVICES.:Tourism/Area Promotion:Tourism & Area Prom	\$368.00
06-Jun-23	Officeworks	Monitor for Sharon. Headphone for Webinar/Team meeting	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Adm	\$315.00
13-Jun-23	Starlink Australia	Shire Depot Internet	E142020	OTHER PROPERTY & SERVICES.:Administration Overheads:Computer f	\$139.00
19-Jun-23	Dan Murphys	Council Meeting Refreshments	E041001	GOVERNANCE.:Members:Council & Comm Meetings	\$105.90
21-Jun-23	Smartdraw Software LLC	Smartdraw 12 month membership	E142020	OTHER PROPERTY & SERVICES.:Administration Overheads:Computer f	\$194.55
21-Jun-23	International Transaction Fee		E142020	OTHER PROPERTY & SERVICES.:Administration Overheads:Computer f	\$5.84
22-Jun-23	Fire Rescue Safety	Arthur Fire Truck stolen items replenished	E051015	LAW ORDER & PUBLIC SAFETY.:Fire Prevention:Fire Brigades	\$963.75
27-Jun-23	Spotlight	Ribbon for the opening of Railway Reserve Project	E117010	RECREATION & CULTURE.:Other Culture:Community Cultural Activitie	\$8.00
27-Jun-23	Jaycare Electronics	Digital Converter	E117025	RECREATION & CULTURE.:Other Culture:Museum	\$149.00
<b>CARD 1 PAYMENTS</b>					<b>\$2,249.04</b>

RAJINDER SUNNER		VINCENT FORDHAM LAMONT	
Cardholder Name	Cardholder Signed	Authorised By Name	Authorised By

<b>2. CARD NUMBER 4336-XXXX-XXXX-1064</b>					
05-Jun-23	Narrogin Beta Home	Freestanding Heater	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Adm	\$99.00
05-Jun-23	Liquor Baron Narrogin	Jason King Farewell Refreshments	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Adm	\$221.98
08-Jun-23	Darkan Post Office	Jason King Farewell Gift	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Adm	\$410.94
<b>CARD 2 PAYMENTS</b>					<b>\$731.92</b>

GARY RASMUSSEN		VINCENT FORDHAM LAMONT	
Cardholder Name	Cardholder Signed	Authorised By Name	Authorised By

<b>3. CARD NUMBER 4336-XXXX-XXXX-2128</b>					
31-May-23	WA Local Government Assoc	WALGA LG Convention 2023	E043015	GOVERNANCE.:Other Governance:Other Governance	\$1,389.30
02-Jun-23	Crown Promenade	Accommodation for convention for Vin and Cr Harrington	E041018	GOVERNANCE.:Members:Members Conference Expenses	\$1,718.48
<b>CARD 3 PAYMENTS</b>					<b>\$3,107.78</b>

VINCENT FORDHAM LAMONT		NEIL MORRELL, SHIRE PRESIDENT	
Cardholder Name	Cardholder Signed	Authorised By Name	Authorised By

**TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507 \$6,088.74**

**Date Due for Payment 24-Jul-23**

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

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

Kylie Whitaker:

DATE: 14.7.23



**12.4 INDUSTRY ATTRACTION AND BUSINESS DEVELOPMENT FUND GUIDELINES**

<b>File Reference:</b>	<b>ADM106</b>
<b>Location:</b>	<b>Shire of West Arthur</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Kerryn Chia, Projects Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>11/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Industry Attraction and Business Development Fund Guidelines <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider the proposed guidelines for an Industry Attraction and Business Development Fund.

**BACKGROUND:**

As part of the Economic Development in the Shire of West Arthur, it is proposed to set aside some funds each year to assist with the development of new businesses and industries in the Shire. The amount of funds put aside will be considered as part of the budgeting process annually.

The proposed guidelines for the distribution of the funds are attached here. These guidelines have been developed to provide assistance to new businesses which may not progress further without additional financial support.

**COMMENT:**

The Guidelines have considered the aim of the program, the type of activities that could be funded, the assessment process (scoring system), eligible entities, co-contributions and the delivery timeframe.

**CONSULTATION:**

The guidelines have been developed in consultation with

- Councillors
- Shire staff
- Shire of Pingelly

In addition, Shire staff have consulted other Local Government programs that have a similar intent.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

It is proposed to allocate \$10,000 to this program in the 2023/24 financial year.

**STRATEGIC IMPLICATIONS:**

West Arthur Strategic Community Plan

Outcome 2.2 – A growing, diverse business community

Strategy - Investigate opportunities for growth within the local economy

Economic Development Strategy Priority 3 - Business Support.

3.11 – Develop an Industry Attraction Program

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	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	NIL
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the attached guidelines for the implementation of an Industry Attraction and Business Development Fund

## Industry Attraction and Business Development Fund

### GRANT GUIDELINES

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



The Shire of West Arthur has developed an Industry Attraction and Business Development Fund to encourage and promote the establishment of new businesses within the Shire and expansion of existing businesses with a particular emphasis on businesses within the Darkan township.

The Shire has budgeted \$10,000 for the 2023-2024 financial for this program with the possibility of expansion in coming years.

The aim of the program is to:

- Assist new businesses with the early stages of business development (including development of business plans, strategic plans etc).
- Assist existing businesses with the expansion of their existing business to increase employment opportunities within the Shire.

The following activities will be considered for funding through the program and preference to be given to funding things that are not available from other sources:

- Consultancy services such as business planning, feasibility studies, legal advice, website design and development, e-commerce platforms, online content development.
- Training and upskilling.
- Branding and marketing.
- Space improvements or equipment purchases. Eligible improvements may include the following (subject to council approval where required):
  - Painting of the existing façade
  - Repairs to structure façade elements
  - Upgrading entrance for accessible access??
  - Window treatments including vacant shopfront windows (e.g. vinyl artwork)
  - Tiling or painting of external walls
  - Awning and canopies
  - Creative lighting on facades, awnings and footpaths
  - Removal of redundant signage
  - Verge upgrades
  - Public art elements including painted murals, light boxes, window or footpath decals.
- Other costs where the applicant can demonstrate a need for expenditure associated with establishing or expanding a business.

The Shire will contribute up to 80% of funds for the project up to a total of \$5000. The Proponent will need to demonstrate that they are able to fund the remaining 20% through in-kind or cash contribution.

All funding allocations must be formally adopted by council and the successful applicant must be willing to enter into a formal agreement with the Shire of West Arthur which may include specific

*Forest to Wheatbelt*

conditions. Funds will be released according to agreed milestones with the final 10% of funds released upon the completion of the project.

To be eligible you must be:

- a legal entity capable of entering into a legally binding and enforceable Grant Agreement with the Shire;
- have an Australian Company Number (ACN), or an Australian Business Number (ABN) and be solvent (if existing businesses); and
- have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with Australian Prudential Regulation Authority.
- proposing a business that will have a physical presence in the Shire of West Arthur
- be a micro or small business (i.e. a business employing fewer than 20 people)
- have all appropriate licences and insurances,
- have the consent of the property owner if property is not owned by applicant and have at least 12 months lease at the time of application

Applicants must initially contact the Shire to discuss their application. Applicants will then be required to submit a written request for funding which includes:

- Details on the proposed business and the proposed timeframe for development,
- Shows evidence of the need for financial support from the Industry Attraction and Business Development Fund (this Fund is intended to kick start prospective projects, it is not intended to reduce costs for projects that would occur regardless of support),
- Demonstrates the need for the businesses in the Shire and its alignment with the Shire's Strategic Community Plan (you can view the Shire's plan here - <https://www.westarthur.wa.gov.au/documents/554/strategic-community-plan>,
- Demonstrates evidence of current solvency (if existing businesses),
- Includes details of funding assistance required, its use (including quotes), and be able to demonstrate funding contribution of 20%,
- Outlines the project outcomes and demonstrates capacity to deliver the project outcomes.

Grant cannot be used for:

- Retrospective expenditure
- Businesses that are not based in West Arthur
- Land purchases
- Employment of staff
- Activities to be undertaken as part of normal business
- Debt reduction

Grant will be assessed on a points based system according to the following criteria:

- Business readiness (25 points)
- Location (with businesses located in the Darkan Townsite given preference. Note that this does not preclude businesses outside the townsite from applying) (10 points)



- The potential of the businesses to be successful and benefit the community (20 points)
- The potential of the business to employ people (10 points)
- Ability of the business to provide a service or experience that is currently not available within the Shire (10 points)
- Completeness and comprehensiveness of the application (20 points)
- Procuring suppliers or services within the Shire of West Arthur where available (5 points)

Shire staff will review the applications to ensure applicants are eligible and have provided sufficient information. An agenda item will be prepared for Council to assess the application based on the above criteria.

#### Timeframe

The 2023/24 grant round will be open from 1<sup>st</sup> September 2023 and will close on 13<sup>th</sup> October 2023. Applications will be assessed in October 2023 for consideration by Council at the November Council meeting (23<sup>rd</sup> November 2023) with grant agreements to be signed in December 2023. Funds will be available for the applicant from December 2023 and must be spent by June 2024

Grant recipients will be required to provide documentation and a report at the end of the grant period showing how the funding was spent.





**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES**

Nil

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

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).

**17 MATTERS BEHIND CLOSED DOORS**

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**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) - (e) 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 would reveal a trade secret, information that has a commercial value; or information about the business, professional, commercial or financial affairs of a person.

**17.1 AGREEMENT FOR THE MANAGEMENT AND CLEANING OF THE CARAVAN PARK AND OTHER SHIRE BUILDINGS**

<b>File Reference:</b>	<b>ADM080</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Gary Rasmussen, Manager Works and Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>28/07/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Caravan Park Caretaker Agreement</b>

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:

- (e) a matter that if disclosed, would reveal –
  - (i) a trade secret; or
  - (ii) information that has a commercial value; or
  - (iii) information about the business, professional, commercial or financial affairs of a person.

**PURPOSE**

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the *Local Government Act, 1995* and other relevant statutes.

It is now proposed that the Council authorise the signing and sealing of these documents.

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**OFFICER RECOMMENDATION**

That the following documents be executed under the Common Seal of the Council:

1. Agreement for the Management and Cleaning of the Caravan Park and Other Shire Buildings

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**RECOMMENDATION**

That Council moves out of Closed Council and into Open Council.

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.