

# Notice of Meeting

INCLUDES FULL CONFIDENTIAL ITEMS



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Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 28 September 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 28 September 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 question(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 28 September 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 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

STAFF:                                Vin Fordham Lamont                    (Chief Executive Officer)  
   Rajinder Sunner                    (Manager Corporate Services)  
   Gary Rasmussen                    (Manager Works and Services)

APOLOGIES:

ON LEAVE OF ABSENCE:

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**

Nil

**8 DISCLOSURES OF INTEREST**

NIL

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 ORDINARY MEETING OF COUNCIL 24 AUGUST 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

**RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 24 August 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 DARK SKY FRIENDLIER LED STREET LIGHT LUMINAIRE**

<b>File Reference:</b>	<b>ADM107</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Astrotourism WA</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>1/09/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Draft Letter of Support <a href="#">↓</a></b> <b>2. Project Flyer <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider providing its written support for the development of a dark sky and wildlife friendlier LED streetlight luminaire for Local Governments to be able to choose as an installation option from Western Australian power companies where appropriate.

**BACKGROUND:**

The Shire of West Arthur has been working with Astrotourism WA since 2019 on the development of Dark Sky Tourism for the region. Places of interest for Dark Sky Tourism visitors have been mapped out and dark sky measurements have been recorded. The Shire has also hosted numerous stargazing events that have engaged the local community on astronomy, light pollution and the development of Dark Sky Tourism for the local economy.

Carol Redford, CEO Astrotourism WA, has been progressing an initiative to secure a dark sky and wildlife friendlier LED streetlight luminaire for Local Governments. Meetings have been held with the WA Local Government Association (WALGA), Western Power, Horizon Power and recently the Department of Biodiversity, Conservation and Attractions (DBCA).

Tristan Simpson, Senior Environmental Officer DBCA, has also engaged WALGA, Local Government, WA's power companies and lighting manufacturers in pursuit of the same initiative.

Western Power is responsible for the procurement and purchasing of streetlights for the State, including those for Horizon Power.

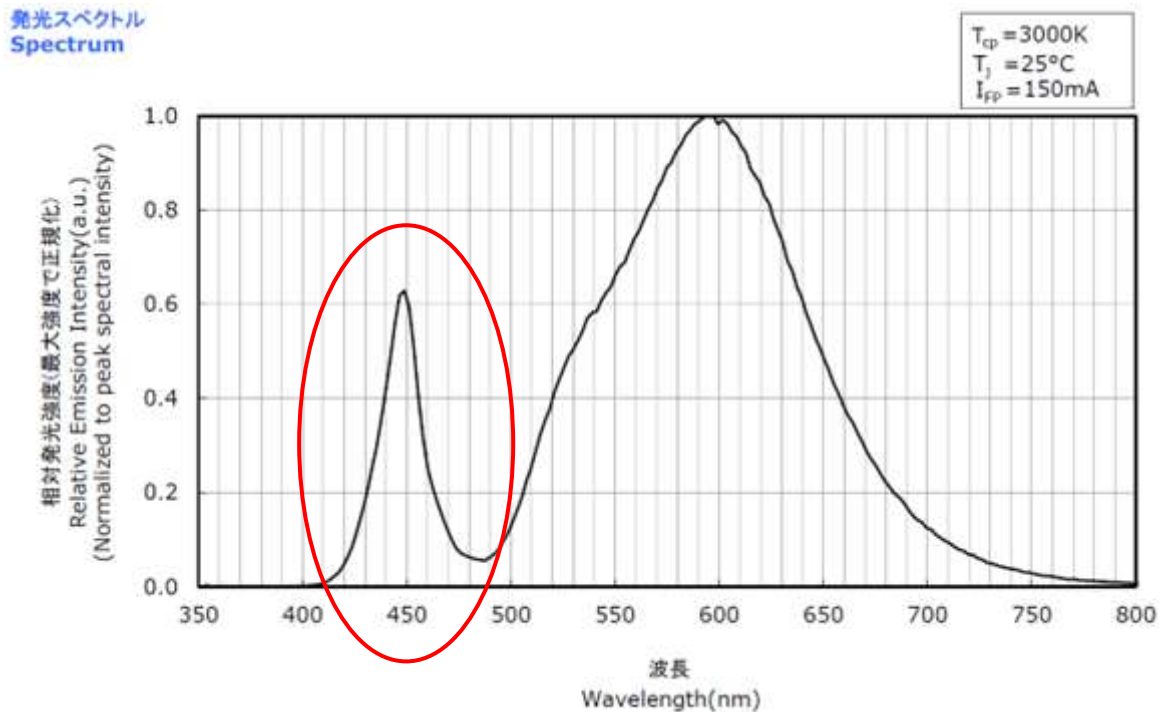
In some Western Australian communities, Western Power and Horizon Power are installing 3000K or 4000K LED streetlights. These LED streetlights have environmental benefits, including a reduced carbon footprint from lower energy usage and lower maintenance needs.

However, improvements can be made to the lighting design to reduce the impacts to the nighttime environment and nocturnal wildlife species. As outlined in the Australian National Light Pollution Guidelines for Wildlife, "Animals perceive light differently from humans, and artificial light can disrupt critical behaviour and cause physiological changes in wildlife. For example, hatchling marine turtles may not be able to find the ocean when beaches are lit, and fledgling seabirds may not take their first flight if their nesting habitat never becomes dark."

Improvements in streetlighting to reduce glare and correlated colour temperature will also lessen the impacts on human health. Current American Medical Association Policy supports efforts to reduce light pollution and states that "...pervasive use of nighttime lighting disrupts various biological

processes, creating potentially harmful health effects related to disability glare and sleep disturbance.”

Below is the spectral power distribution curve based on a current 3000K streetlight model showing a blue light spike that is detrimental to many native and threatened species of wildlife and the dark night sky.



**COMMENT:**

DBCA and Astrotourism WA will propose to Western Power that an additional dark sky and wildlife friendlier LED streetlight luminaire option be added to the existing catalogue for selection to install by Local Governments.

DBCA has completed preliminary discussions with lighting designers and has identified that this initiative is feasible with negligible additional cost and tariffs and will be compatible with existing fittings and infrastructure. Additionally, it will be compliant with relevant Australian Standards, AS1158.1.2:2010 - Lighting for roads and public spaces. This initiative will have no impost on Local Governments.

Western Power has confirmed its provisional support for this initiative pending demonstrated and formal confirmation from a representative proportion of Western Australia’s Local Governments.

Upon enough support being obtained, DBCA and Astrotourism WA will collaborate with Western Power to procure a qualified lighting designer to progress. Once developed, the final luminaire product design(s), specifications and costs will be provided to Local Governments who have registered their formal support for feedback prior to progressing any further with Western Power.

Western Power will then include the additional choice of LED streetlight luminaire in their product catalogue as an option for Local Governments.

At this preliminary stage, DBCA and Astrotourism WA seek Shire of West Arthur support to demonstrate demand from Local Governments for a dark sky and wildlife friendlier LED streetlight luminaire.

**CONSULTATION:**

Astrotourism WA  
CEO

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

The cost of the design of a new dark sky and wildlife friendlier streetlight will be covered by DBCA. DBCA's preliminary discussions with lighting designers has identified that this initiative is feasible with negligible additional cost and tariffs to Local Government.

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Community Strategic Plan 2021-2031

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

Outcome 3.1: Maintain and improve our key natural assets

Strategy: Protect our night skies to ensure that they retain their dark sky rating.

Outcome 3.3: Our natural biodiversity is maintained and valued

Strategy: Protection of our unique flora and fauna.

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

- Inadequate environmental management

**Risk Matrix:**

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

Description of Key Risk	Loss of reputation as Astrotourism destination
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(6) Medium
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Send letter of support as requested

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council authorise the CEO to sign and send the attached letter of support to Western Power to prove the demand for a dark sky and wildlife friendlier LED streetlight luminaire for Local Government.



Your Ref:

Our Ref:

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



Mr Chris Meneghello  
Program Manager  
Western Power  
GPO Box L92  
PERTH WA 6842

29 September 2023

Dear Chris,

**RE: PROOF OF DEMAND AND SUPPORT FOR DARK SKY AND WILDLIFE FRIENDLIER LED STREETLIGHT LUMINAIRE**

The Shire of West Arthur supports the development of a dark sky and wildlife friendlier LED streetlight luminaire to be accessible as an option for WA power corporations and local governments to install where appropriate. We confirm our demand for such an LED streetlight luminaire for installation within our jurisdiction.

We acknowledge that we will be given the opportunity to provide feedback on the final luminaire product design(s), specifications and costs, which will ensure compatibility with existing fittings, infrastructure, and tariffs and adherence to Australian Standards. Any variance will be clearly communicated.

We confirm the Shire of West Arthur's intent to choose such a developed dark sky and wildlife friendlier LED streetlight luminaire that meets these criteria.

Yours sincerely,

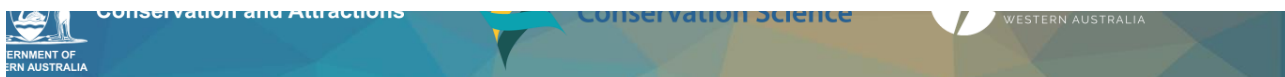
Vin Fordham Lamont  
CHIEF EXECUTIVE OFFICER

Cc Tristan Simpson, Department of Biodiversity and Conservation Management,  
[tristan.simpson@dbca.wa.gov.au](mailto:tristan.simpson@dbca.wa.gov.au)

Carol Redford, Astrotourism WA  
[carol@astrotourismwa.com.au](mailto:carol@astrotourismwa.com.au)

CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER





**Marine Turtles  
Western Australia**

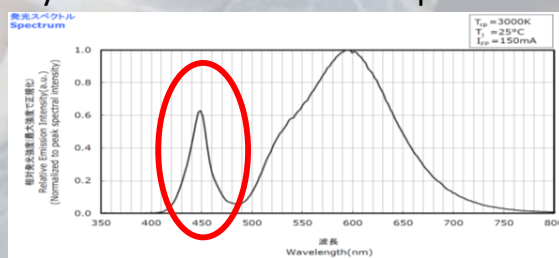
North West Shelf Flatback Turtle  
Conservation Program

# Seeking Formal Support of Local Governments

**For the development of a dark sky and wildlife friendlier LED streetlight luminaire for Local Governments to be able to choose as an installation option from Western Australian power companies where appropriate.**

**Background:**

- Western Power is responsible for the procurement and purchasing of streetlights for the State, including those for Horizon Power.
- In some Western Australian communities, Western Power and Horizon Power are installing 3000K or 4000K LED streetlights.
- These LED streetlights have environmental benefits, including a reduced carbon footprint from lower energy usage and lower maintenance needs.
- However, improvements can be made to the lighting design to reduce the impacts to the nighttime environment and wildlife. Below is the spectral power distribution curve on a current 3000K streetlight showing a blue light spike that is detrimental to many native and threatened species and the dark night sky.\*



- DBCA and Astrotourism WA will propose to Western Power that an additional dark sky and wildlife friendlier LED streetlight luminaire option be added to the existing catalogue for selection to install by Local Governments.

**Comments:**

- Western Power has confirmed its provisional support for this initiative pending demonstrated and formal confirmation from a representative proportion of Western Australia’s Local Governments.

\* Department of Climate Change, Energy, the Environment and Water, 2023, National Light Pollution Guidelines for Wildlife, Commonwealth of Australia, accessed 10 August 2023

(<https://www.dcceew.gov.au/sites/default/files/documents/national-light-pollution-guidelines-wildlife.pdf>)



Conservation and Attractions

Conservation Science



## Marine Turtles Western Australia

North West Shelf Flatback Turtle  
Conservation Program

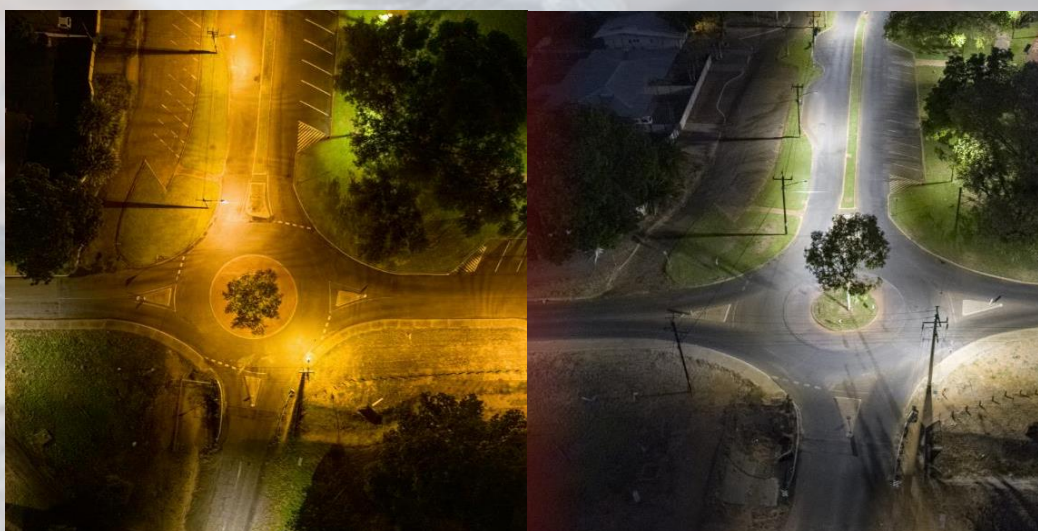
- Upon enough support being obtained, DBCA and Astrotourism WA will collaborate with Western Power to procure a qualified lighting designer to progress. Once developed, the final luminaire product design(s), specifications and costs will be shared with Local Governments who have registered their formal support for feedback prior to progressing any further with Western Power.

### Financial Implications:

Nil. DBCA has completed preliminary discussions with lighting designers and has identified that this initiative is feasible with negligible additional cost and tariffs. The cost of the design of a new dark sky and wildlife friendlier streetlight will be covered by DBCA.

### Request:

This initiative can be supported by providing a letter indicating confirmation your demand for such an LED streetlight luminaire for installation within your jurisdiction. A template letter of support is provided.



### For further information:

Tristan Simpson, DBCA – [tristan.simpson@dbca.wa.gov.au](mailto:tristan.simpson@dbca.wa.gov.au) or (08) 9219 9754  
 Carol Redford, Astrotourism WA – [carol@astrotourismwa.com.au](mailto:carol@astrotourismwa.com.au) or 0427 554 035

**11.2 DELEGATION AMENDMENT - PAYMENTS FROM THE MUNICIPAL OR TRUST FUNDS**

<b>File Reference:</b>	<b>ADM058</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>1/09/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Delegation - Payments from the Municipal or Trust Funds <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider approving the proposed amendment to the existing Delegation – Payments from the Municipal or Trust Funds.

**BACKGROUND:**

Section 5.42 of the *Local Government Act 1995* provides for a local government to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- a) this Act other than those referred to in section 5.43; or
- b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not 'undermine' the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

**COMMENT:**

The Delegations Register was accepted at the April 2023 Ordinary Meeting of Council.

Upon further review and discussion it was found that the Manager of Financial Reporting wasn't included as a Sub Delegate in the Delegation for Payments from the Municipal or Trust Funds.

The delegation of certain decision-making powers will expedite the processing of transactions.

Council should review and accept the amendments made in the attachment.

**CONSULTATION:**

Chief Executive Officer  
Manager Financial Reporting

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

- s.5.42 Delegation of some powers or duties to the CEO
- s.5.43 Limitations on delegations to the CEO
- s.5.44 CEO may delegate some powers and duties to other employees

*Local Government (Financial Management) Regulations 1996:*

- r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making

**POLICY IMPLICATIONS:**

Nil

**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	Deadlines being missed through lack of sub-delegations from the CEO for simple matters
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(9) Medium
Principal Risk Theme	Errors, Omissions or Delays
Risk Action Plan (Controls or Treatment Proposed)	Endorse updated Delegations Register and apply appropriate delegations

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council note and accept the amendment to the Delegation for Payments from the Municipal or Trust Funds.

<b>Delegation Title:</b>	<b>2.11 Payments from the Municipal or Trust Funds</b>
<b>Express Power to Delegate:</b>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>s.5.42 Delegation of some powers or duties to the CEO</li> <li>s.5.43 Limitations on delegations to the CEO</li> </ul>
<b>Express Power or Duty Delegated:</b>	<p><i>Local Government (Financial Management) Regulations 1996:</i></p> <ul style="list-style-type: none"> <li>r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making</li> </ul>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<p><b>Function:</b></p> <p><i>This is a precis only.</i></p> <p><i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds and to establish systems and procedures which give effect to internal controls and risk mitigation for:</p> <ul style="list-style-type: none"> <li>• Collection of money owed to the Shire;</li> <li>• Safe custody and security of money collected or held by the Shire;</li> <li>• Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>• Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>• Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>• Payments from the Shire’s Municipal Fund or Trust Fund in accordance with r12 of the Local Government (Financial Management) Regulations 1996. This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.</li> <li>• Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ul>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Must comply with relevant policies</li> <li>2. Subject to the requirements of r.5,11,12 and 13 of the <i>Local Government (Financial Management) Regulations 1996</i>.</li> <li>3. All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with the Council’s policies and the Shire’s approved work procedures. Authority to the Chief Executive Officer is unlimited subject to annual budget limitations.</li> <li>4. Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include: <ul style="list-style-type: none"> <li>• one or both of the Chief Executive Officer, Manager Corporate Services, and/or</li> <li>• <b>Manager Financial Reporting; or</b></li> <li>• Manager Works and Services.</li> </ul> </li> </ol>

	<p>5. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council.</p> <p>6. Procedures are to be systematically documented and retained in accordance with the Recordkeeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<p><b>Manager Corporate Services</b></p> <p><b>Manager Financial Reporting</b></p> <p><b>Manager Works and Services</b></p>

<i>Compliance Links:</i>	<p><i>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</i></p> <p><i>Local Government Act 1995</i></p> <p><i>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</i></p> <p><i>Local Government (Audit) Regulations 1996</i></p> <p><i>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</i></p>
<i>Record Keeping:</i>	<p><i>In accordance with r19 Local Government (Administration) Regulations 1996</i></p>



<p><b>CEO Conditions on this Sub-Delegation:</b></p> <p><i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	<p>Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</p>
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**Version Control:**

**11.3 LOCAL HEALTH PLAN**

<b>File Reference:</b>	<b>ADM362</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</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>12/09/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur Public Health Plan <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider the adoption of the Shire of West Arthur Public Health Plan.

**BACKGROUND:**

The WA State Government introduced the *Public Health Act 2016* for Western Australia which requires Local Governments to develop local public health plans. A Public Health Plan is a comprehensive set of proposed activities that informs the way in which public health is managed within a local government.

Council policy and legislative responsibilities should be a primary focus of a Public Health Plan, and it is not realistic to expect local governments to cease addressing public health risks such as noise, the keeping of animals or food safety.

In general terms, a Public Health Plan should identify the health and wellbeing needs of the community and establish priorities and strategies for a three-to-five-year period. It should provide a framework for an integrated and collaborative approach that will support the community's ability to lead healthy, productive and rewarding lives.

**COMMENT:**

The *Public Health Act 2016* acknowledges that local government needs effective and flexible mechanisms to undertake its role and to respond to community needs. It recognises that local government is the tier of government closest to the community and is a key advocate and protector of public health in the community.

The Act aims to establish a productive health and well-being planning process that fits into existing planning frameworks and strategies within local government and that can support a wider local vision for healthy communities, while not imposing unproductive burdens or duplication.

A Public Health Plan is not an Environmental Health Plan or a Community Engagement Plan or a Social Plan. It can add value to existing documents, and recognise existing Plans and priorities within the Council, but also integrate a social model of health by addressing social, environmental, political, economic and behavioural factors that impact on people's health and wellbeing. The aim of the Plan is to identify these factors and risks and develop objectives and strategies that will intervene to change those aspects of the environment or lifestyle factors that affect the community's health.

**CONSULTATION:**

WA Country Health Service  
SoWA Staff and Councillors  
Health Professionals  
Community Members

**STATUTORY ENVIRONMENT:**

Public Health Act 2016

Division 2 — Functions of local governments

16. Functions of local governments

A local government has the following functions in relation to the administration of this Act —

- a) to initiate, support and manage public health planning for its local government district;
- b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district;
- c) to perform the functions that are conferred on local governments by or under this Act.

**POLICY IMPLICATIONS:**

Development of Health Policies

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Community

Outcome: A safe place to work, live and visit

Strategy: Communication of risks and hazards to the community and assistance with management of these.

Outcome: Support available for people of all ages and abilities

Strategy: Maintain and support the growth of medical facilities, childcare and aged services in the district.

Strategy: Provide services and infrastructure to meet the needs of the community.

Theme: Leadership and Management – inspirational, dynamic, transparent

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

Strategy: Council will advocate on behalf of the community on issues that the community identifies as important.

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

- Business Disruption
- Community Disruption

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

**Risk Matrix:**

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

Description of Key Risk	Non-compliance with State Legislation
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)	Endorse Public Health Plan

**VOTING REQUIREMENTS:**

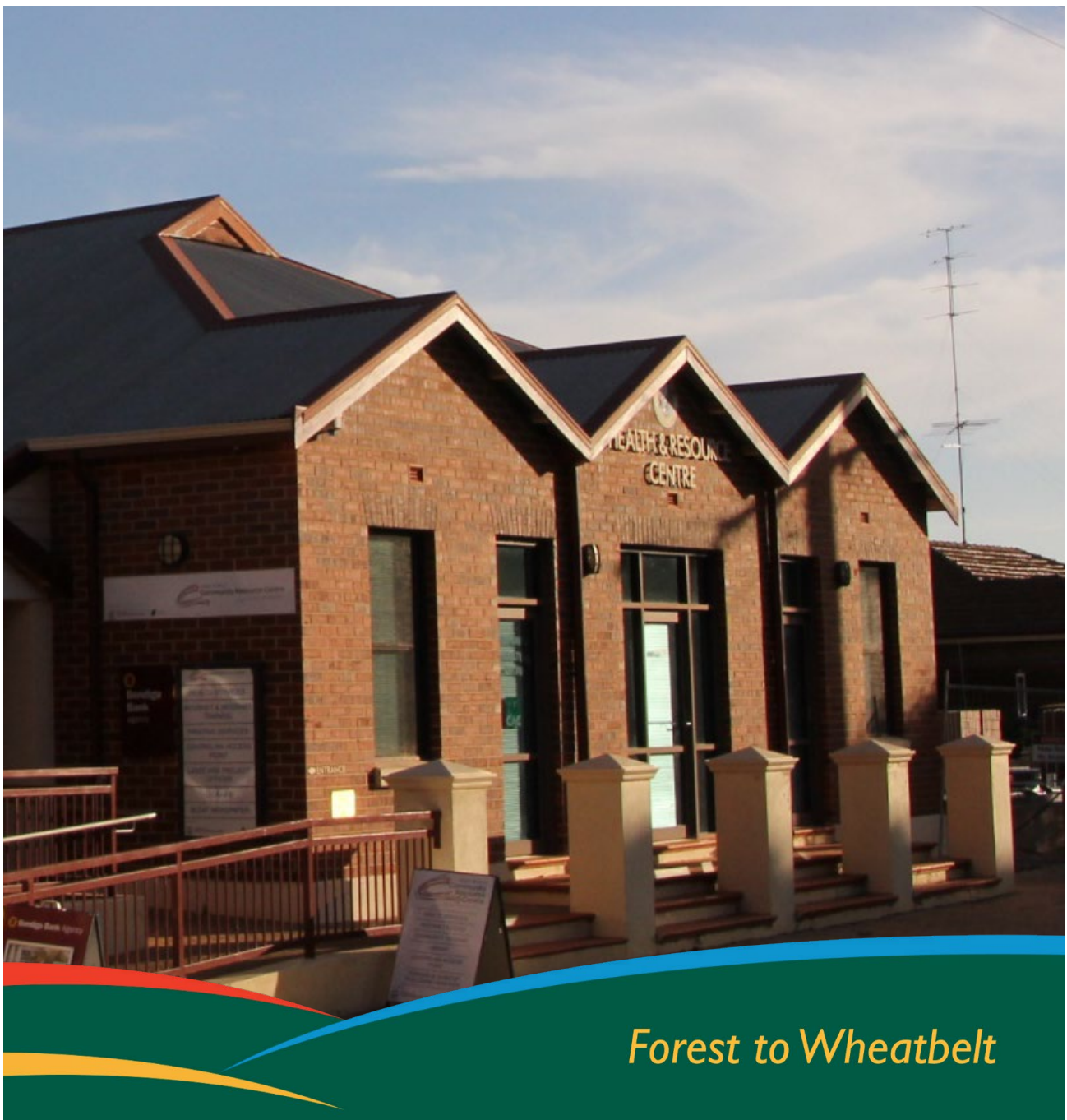
Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the Public Health Plan as presented.

# Shire of West Arthur Public Health Plan

September 2023



*Forest to Wheatbelt*

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## Acknowledgement of Country

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



## About the Document

This document was prepared by the Shire of West Arthur.

### **Disclaimer**

All information and content in this material is provided in good faith and is based on sources believed to be reliable and accurate at the time of development. The Shire of West Arthur and its respective officers, employees and consulting agents do not accept legal liability or responsibility for the material, or any consequences arising from its use.

### **Feedback**

Any feedback related to this document should be emailed to: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au)

### **Acknowledgements**

The Shire of West Arthur would like to thank the people and organisations who contributed time and expertise to the development of the Shire of West Arthur Public Health and Wellbeing Plan.

## Message from the Shire President and Chief Executive Officer

Welcome to the Shire of West Arthur’s Public Health Plan 2023-2028. This plan is designed to be both a standalone plan and one that influences the periodic revisions of the Shire of West Arthur Community Strategic Plan – Towards 2031 and the Corporate Business Plan 2021-2025.

The development of the Public Health Plan has been a process of research and community consultation. The Plan will assist the community of West Arthur in being and continuing to be a place where cultural, economic and social benefits promote the quality of life necessary to maintain a healthy lifestyle and environment. The Plan will guide the community along a pathway of health and wellbeing.

Actions within this plan have been purposely aligned with State public health priorities, guiding us to enhance the health, wellbeing, and quality of life for the Shire of West Arthur community. Incorporating the outcomes and strategies of the State Public Health Plan 2019-2024 into this document ensures that the Plan will remain relevant to the community’s needs.

This five-year plan supports the goals contained within the Shire of West Arthur Community Strategic Plan, which have been consolidated into three Public Health Priorities, to reflect the main priorities of the community:

- Supported community;
- Sustainable (natural and built) environment; and
- Strong economy and services for everyone.

We would like you to enjoy reading this plan as we look forward to working collaboratively with the community to continuously improve the public health outcomes in the future.

**Neil Morrell**

**Shire President  
2023**

**Vin Fordham Lamont**

**Chief Executive Officer  
2023**





## Executive Summary

The State Public Health Plan is a stand-alone plan. Each Local Government Authority is required to create its own Public Health Plan, which in turn is to be incorporated into the Council’s Community Strategic Plan. The Community Strategic Plan connects with Council’s Business Plan which is funded by each Local Government Authority through its revenue stream.

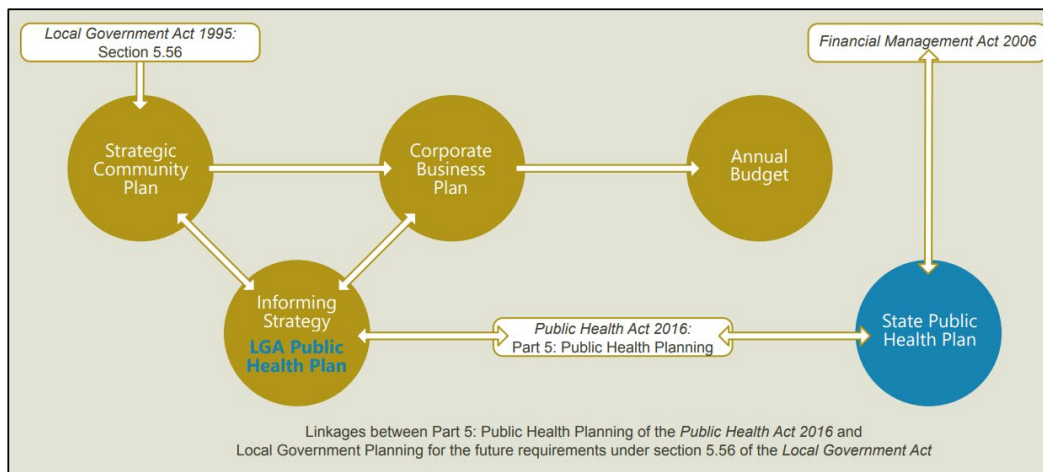


Figure 1: Integrated Planning

The purpose of the Shire of West Arthur Public Health Plan (the Plan) is to improve, promote and protect the public health and wellbeing for all residents in the Shire of West Arthur. It is the intent of the Plan to support all members of the community to enable good health and wellbeing.

The Plan focuses on what the Shire can achieve within its functions and capacity to enhance public health, while recognising that many factors influence health and wellbeing, including those that occur within the social, built, economic and natural environments.

The Shire of West Arthur is committed to implementing a range of initiatives that will contribute to the health and wellbeing of community members. This will include working with key stakeholders, including health, community, education and government organisations.

The methodology used in this Plan included identifying existing public health priorities within the Shire, identifying community needs and aspirations, involvement of key stakeholders to identify local public health risks and the integration of local health data.

Through this process, a list of five priority health issues were identified:

- Drug and alcohol abuse;
- Mental health;
- Access to fresh food and nutrition;
- Environmental health protection; and
- A more active lifestyle.

It is expected that the implementation of the Plan will occur through:

- The implementation of actions identified in the Plan; and

- The development and implementation of a range of actions that reflect the policy directions and community issues identified.

### Our Current Health Role

The Shire of West Arthur supports the promotion of Public Health outcomes throughout its community.

These may be explained in more detail in the core business described here:

- Infrastructure and property services including provision of local roads, footpaths, drainage, waste collection and management.
- Environmental Health Services to prevent and control environmental health hazards, emissions, communicable disease, and vector-borne disease. To prevent and reduce the incidence of alcohol, other drug and tobacco health impacts, noise and air pollution, and to maintain water and food quality.
- Cultural facilities and services, such as libraries and places of historical importance which encourage community participation.
- Provision of recreational facilities such as parks, oval, golf course, swimming pool and recreation centre.
- Building services, planning and development control including inspections, licencing, certification, and enforcement.
- Administration of facilities such as cemetery, caravan park, and provision of waste management.
- Local Government Health Law Enforcement, Ranger and Emergency Services.
- Community Services such as provision of doctor, surgery, and chiropractor.



Figure 2: WHO's Ten Social Determinants for Public Health and Wellbeing

Key Areas

The Plan aims to identify the health and wellbeing needs of the community and establish priorities and strategies for a five year period with a focus on the following key areas:

**Healthy People and Community**

To guide and encourage the community to lead healthier lifestyles through the provision of lifestyle and educational opportunities.

**Healthy Places and Spaces**

To provide healthy places and spaces to encourage and support healthy lifestyle opportunities.

**Healthy Partnerships**

To develop collaborative partnerships with community, business, government, non-government and key stakeholders to improve health and wellbeing.

State Priority Objectives

This Plan references the State Public Health Plan Priority Objectives, represented below.

Empowering & enabling people to live healthy lives	Providing health protection for the community	Improving Aboriginal health & wellbeing
<ol style="list-style-type: none"> <li>1. Healthy eating</li> <li>2. A more active WA</li> <li>3. Curb the rise in overweight and obesity</li> <li>4. Make smoking history</li> <li>5. Reduce harmful alcohol use</li> <li>6. Reduce use of illicit drugs, misuse of pharmaceuticals and other drugs of concern</li> <li>7. Optimise mental health and wellbeing</li> <li>8. Prevent injuries and promote safer communities</li> </ol>	<ol style="list-style-type: none"> <li>1. Reduce exposure to environmental health concerns</li> <li>2. Administer public health legislation</li> <li>3. Mitigate the impacts of public health emergencies</li> <li>4. Support immunisation</li> <li>5. Prevention and control of communicative diseases</li> <li>6. Promote oral health improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. Promote culturally secure initiatives and services</li> <li>2. Enhance partnership with the Aboriginal community</li> <li>3. Continue to develop and promote Aboriginal controlled services</li> <li>4. Ensure programs and services are accessible and equitable</li> <li>5. Promote Aboriginal health and wellbeing as core business for all stakeholders</li> </ol>

Table1: WA State Priority Objectives

## Background

The World Health Organization (WHO) in 2016, defined health as “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity”. In functional terms, health is a resource which permits people to lead an individually, socially, and economically profitable life.

Social commentator, researcher and writer on health and wellbeing, Richard Eckersley, describes community wellbeing in his book “Measuring Progress: Is Life Getting Better?” as the condition or state of being well, contented and satisfied with life. He describes wellbeing as having several components, including physical, mental, social, and spiritual. Wellbeing can be used in a collective sense, to describe how well a society satisfies people’s wants and needs.

For this Plan, health and wellbeing refers to a state of physical, mental, and social wellbeing, where individuals feel connected to their community and satisfied with their overall quality of life. Quality of life refers to the general wellbeing of a person or society, defined in terms of health and happiness rather than wealth.

An individual’s health and wellbeing are impacted by several factors often outside of their control which fall into the social, economic, built and natural environments in which people live, work and play.

From a community perspective, positive levels of health and wellbeing can contribute to the level of social interaction and the vitality of a community. For example, it enables participation in sports, volunteering, arts, culture, and other activities that connect the community. Of course, these activities also contribute to positive health and wellbeing. By contrast, poor health and wellbeing reduces this participation and brings with it the high costs of medical care and other community services.

A healthy community can be defined as one where people living within it come together to make life better for themselves and one another. One which connects people and resources, encourages communication, embraces diversity, fosters a sense of community, and shapes its future.



## Shire of West Arthur Health Profile

### Shire Profile

The Shire of West Arthur is located in the southern wheatbelt region of Western Australia and is nestled between the forests of the southwest and the wheatbelt. It is also part of the broader Gnaala Karla Booja region, including both Wilman and Kaneang peoples.

The Shire was first explored by Europeans in late 1830, with settlement in the 1850s at Arthur River. The town of Darkan was established in 1907, and with the establishment of the railway line from Collie, new prosperity came to the Shire.

The Shire is situated 204km south of Perth and 115km east of Bunbury. Darkan is the main town and administrative centre with several smaller localities and settlements scattered throughout the Shire. The western side of the Shire is typified by bush and forest, and the eastern side predominantly broad acre farming with less than 5% remnant bush.

At 2580km<sup>2</sup> it is one of the larger shires in the area and borders the Shires of Collie, Williams, Narrogin, Wagin, Woodanilling, Kojonup and Boyup Brook. Peaking in 1966 at 1427, the population of the Shire of West Arthur steadily decreased and is currently 773 (2021 Census), with females making up 46.8% of the population and males 53.2%.

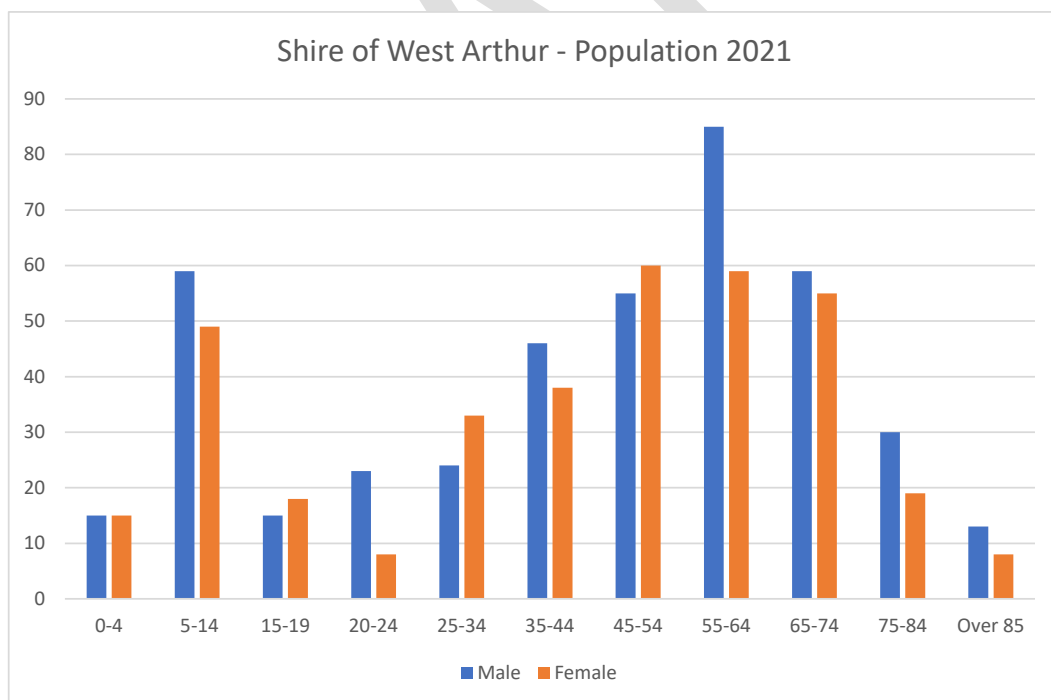


Figure 1: SoWA Population 2021

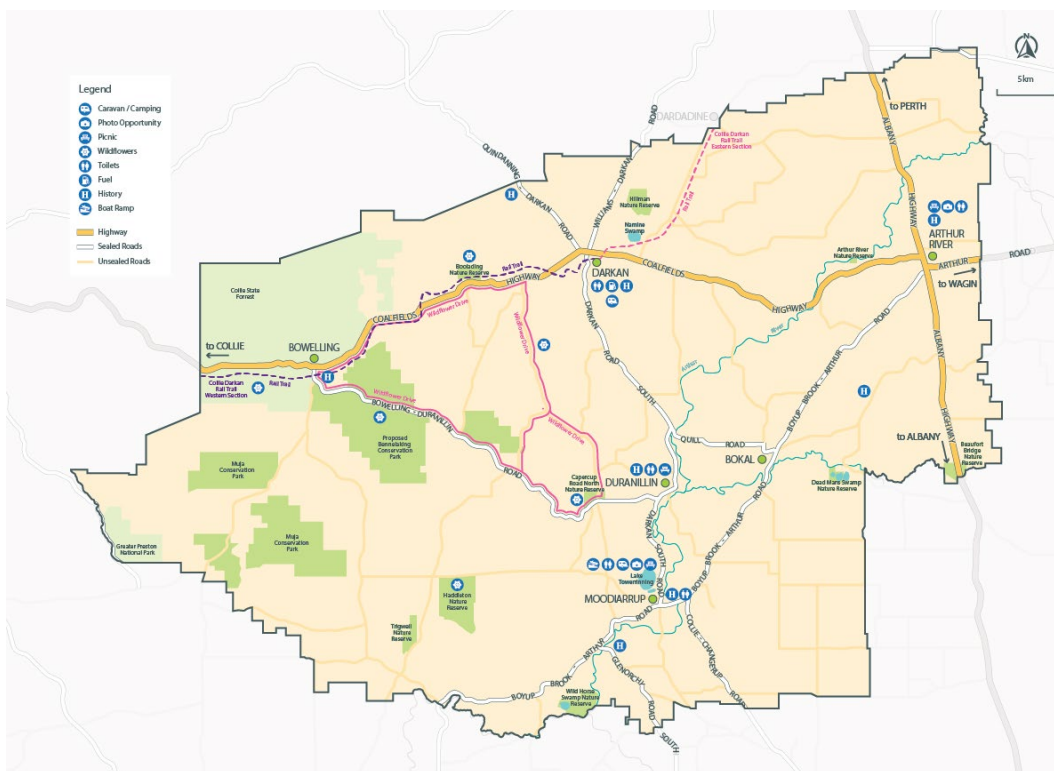


Figure 2: Shire of West Arthur Map

### Health and Wellbeing

Health is impacted by a number of factors, often outside the control of the individual. These factors are referred to as the social determinants of health and include socio-economic status, employment, income, education, housing, social support, access to health care, drug addiction, transport, food security and community safety.

From a community perspective, the health and wellbeing of the population contributes to social interaction and the vitality of the community. For example, it enables participation in sports, volunteering, arts, culture and other activities that bring the community together. By contrast, poor health and wellbeing reduces this participation and brings with it the high costs of medical care and other community services.

The Rural Health West publication – Outreach in the Outback – Wheatbelt – population and health snapshot, has identified specific areas of public health, including Population forecasts, Measure of disadvantage, Major Health Services, Maternal Health, Child and adolescent health, Adult health, eye health, ear health, mental health, hospitalisations and mortality.

### Socio-Economic Profile

There are several measures that can be used to evaluate the socio-economic status of residents. One is the weekly income.

The average weekly income across Australia in August 2022 was \$1,250, an increase of \$50 (4.2%) since August 2021. Figures for West Arthur are shown below.

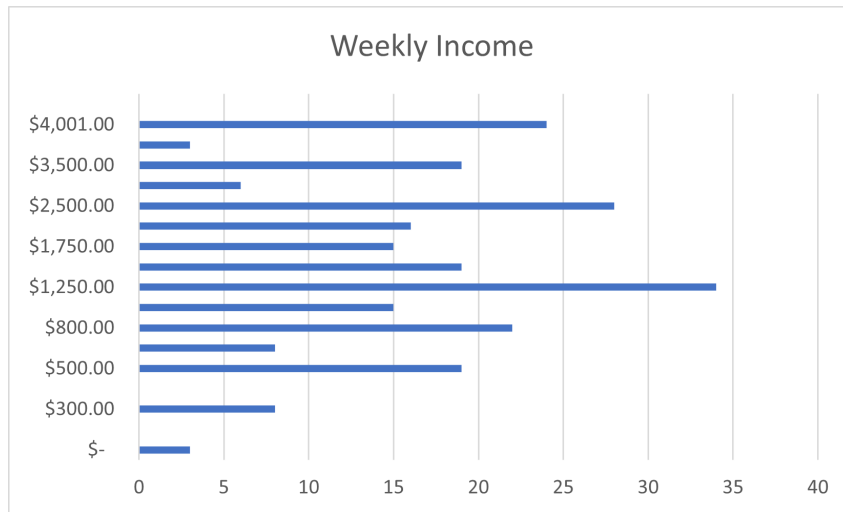


Figure 3: SoWA Weekly Income

Data from Services Australia show that in 2020 there were 136 people in the Shire that received some form of assistance, with 70 people receiving an Age Pension, 26 receiving a Disability Support Pension, 22 on Jobseeker and 18 on carer or parenting allowances. All pensions and allowances are means tested.

Indigenous populations have been consistently shown to have an overall lower socio-economic status. In the 2021 Census, data shows that 3.5% of the Shire population identified as being indigenous; however, this figure could be higher as 13% of the population did not state their indigenous status.

The Australian Bureau of Statistics (ABS) also analyses statistics from various aspects of the census, along with other data to develop Socio-Economic Indexes for Areas (SEIFA). The ABS broadly defines relative socio-economic advantage and disadvantage in terms of people’s access to material and social resources, and their ability to participate in society. A lower score for a Statistical Area Level 1 (SA1) indicates that an area is relatively disadvantaged compared to an area with a higher score. However, it is important to remember that the scores are a ranked measure, so care should be taken when comparing scores.

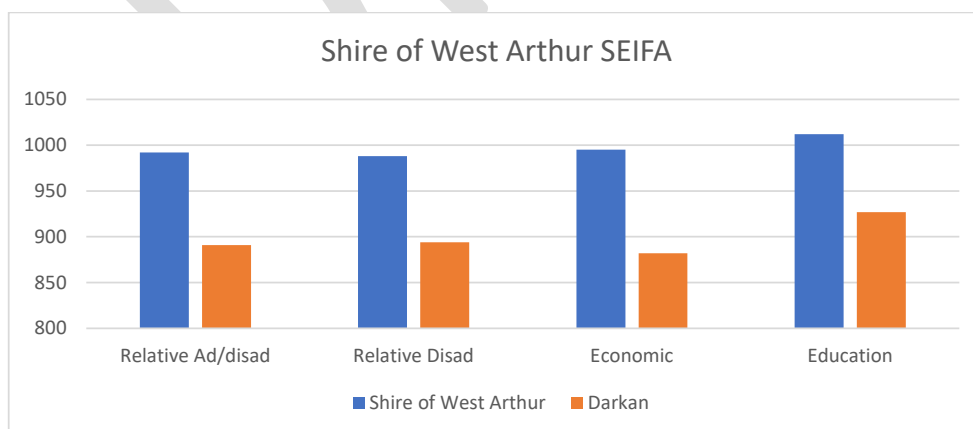


Figure 4: SOWA SEIFA Data

The four indexes of SEIFA each capture a slightly different concept of socio-economic advantage and disadvantage.

It is therefore important to clarify what is meant by relative socio-economic advantage and disadvantage, as this is the concept SEIFA aims to summarise from the numerous Census variables available for analysis.

For SEIFA 2016, the concept of relative socio-economic advantage and disadvantage, the ABS broadly defines relative socio-economic advantage and disadvantage in terms of people's access to material and social resources, and their ability to participate in society.

The Index of Relative Disadvantage identifies and ranks areas in terms of their relative socio-economic disadvantage. The Index of Relative Advantage and Disadvantage broadly measures both advantage and disadvantage, while the Index of Education and Occupation and the Index of Economic Resources both measure particular aspects of socio-economic advantage and disadvantage.

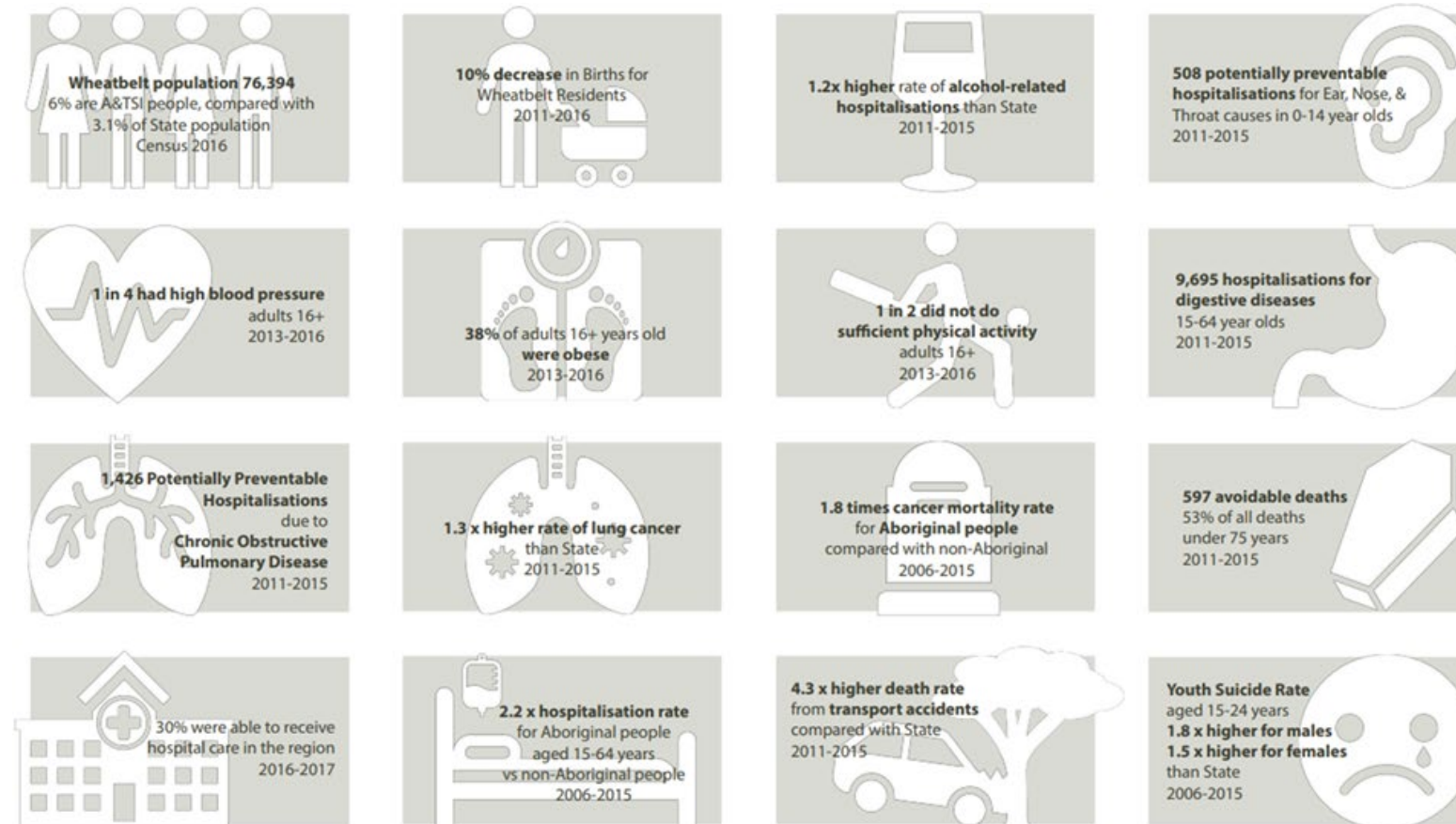
It is important to note that while the Shire overall rating is in the 4<sup>th</sup> quintile, the town of Darkan's overall rating is in the 1<sup>st</sup> quintile, putting it in the most disadvantaged category. Potentially, this could be because of the number of aged people living in the community.

SEIFA scores do not measure accumulated wealth, infrastructure, transport, and differences in cost of living. When used in the rural context these issues need to be considered.





Snapshot of the Health of the Wheatbelt



\*Western Australian Country Health Services

\*\*Compared with the WA State average

## The People of West Arthur Have Their Say

The Shire of West Arthur consulted with the community by a survey process using social media, the Shire website and local newsletter 'The Bleat'. This method was successful, attracting a number of respondents.

Over 59% of respondents were from Darkan, with the remainder from the surrounding rural areas. Ages of the respondents were from 18 up to 75+, with the largest cohort (40.9%) being in the 55-64 age bracket. Just over 77% of respondents were female. No respondents identified as Aboriginal or Torres Strait Islander.

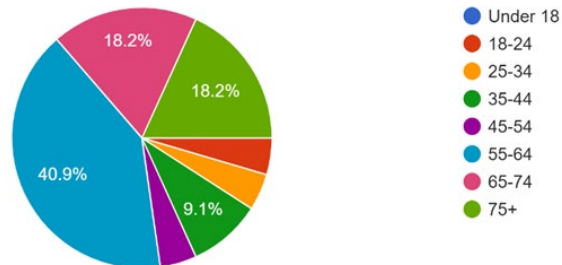


Figure 5: Respondents percentage

### Health and Social Issues

Top health concerns	Top mental & social health concerns	Top health programs requested	Access to healthy food
Use of illegal drugs (63.6%)	Depression (63.6%)	Routine health screenings (85.7%)	Healthier foods available locally (68.2%)
Not enough exercise (45.5%)	Anxiety (50%)	Mental wellbeing programs (76.2%)	Healthier takeaway food options (50%)
Alcohol and tobacco/cigarette smoking equal at 36.4%	Loneliness (45.5%)	Safety and security (23.8%)	Healthy options at community events and sporting events were equal (36.4%)

Table 2: Health and Social Issues

Drug addiction (40.9%) was also a major concern to the community.

Community members suggested programs to reduce alcohol and drug abuse, as well as group fitness exercises as ways to improve the overall health of the community.

Interest was shown for healthy cooking classes, as well as sessions on how to read food labels.

### Volunteering

All respondents identified as being volunteers across a wide range of sectors. The top three are:

- Community groups and services (59.1%)

- Sporting (54.5%)
- Public event operations (36.4%)

Other sectors that ranked highly were aged citizens, environmental and arts and culture. It is important to note that very few respondents only volunteered in one sector, most are volunteering in at least three different sectors.

Sports and Recreation Facilities

Most popular recreation facilities	Top facilities for good community health	Top programs to help the community be more active
Darkan Recreation Centre (59.1%)	Recreation facilities (72.7%)	More recreational community activities and events (66.7%)
Lake Towerrinning (45.5%)	Safe roads and parks and public open spaces equal at 68.2%	Free fitness classes (50%)
Collie-Darkan Rail Trail and Darkan Swimming Pool equal at 40.9%	Disability access to buildings and recreation facilities (45.5%)	Public exercise equipment (44.4%)

Table 3: Sports and Recreations Facilities

Darkan Golf Course, the Community Gym and Tennis also ranked highly in the most popular recreation facilities. Access to affordable housing was also a priority (40.9%) in the top facilities for good community health.

Both the fitness classes and public exercise equipment are available in Darkan; however, the fitness classes are only available to those aged over 55 (seniors).

COVID-19

COVID-19 proved to be a major concern for the community:

- 61.9% concerned about ongoing health issues,
- Future health problems 33.3%,
- Future finances 14.3%.

There is a percentage of the community that were not concerned about COVID-19, however a small percentage were concerned about job losses and maintaining a workforce.

Life in West Arthur

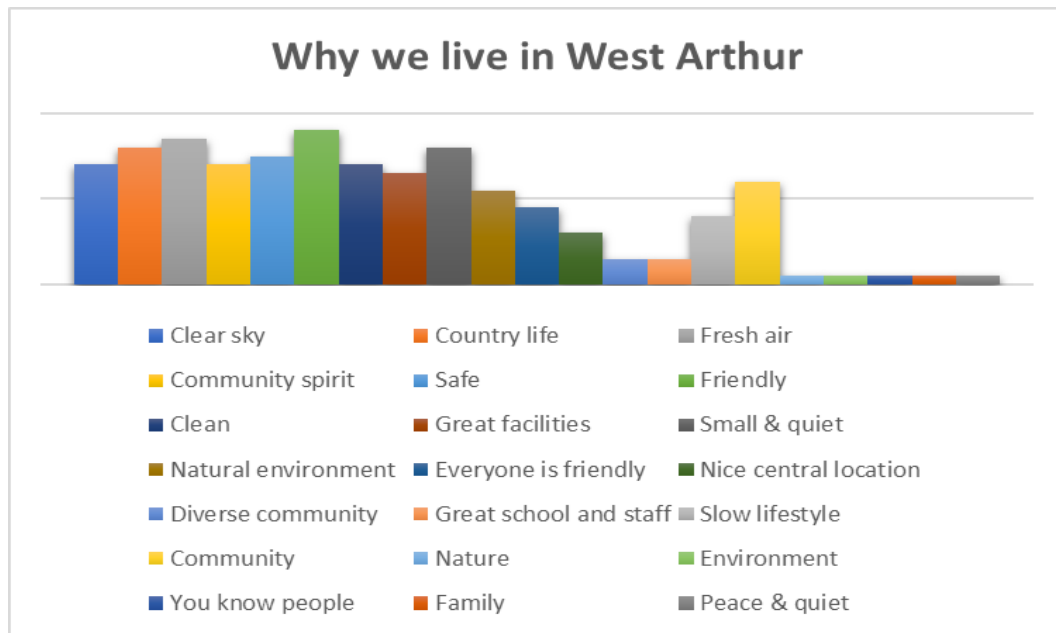


Figure 5: Words used to describe West Arthur

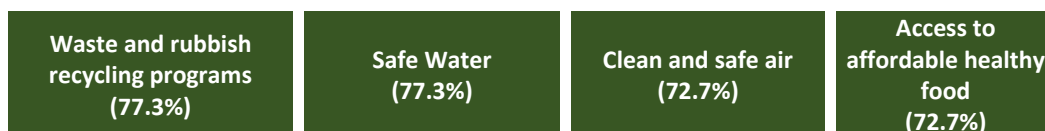
Within the Community Strategic Plan, the statement for Our Community is “our community is safe, friendly, and inclusive”. Respondents showed that 81.8% think the community is friendly, with 68.2% indicating that it was safe. 77.3% of respondents indicated that fresh air was also a priority about living in the Shire.

When talking about life in West Arthur, respondents indicated that social connectivity was a major asset to the overall social wellbeing of the community.



Environment

The community showed concern about the environment and identified their top priorities.



Other priorities included safe chemical usage, along with a healthy river system. Renewable energy was also identified, both solar and wind.

The Public Health Vision added to the Community Strategic Plan

Our Community	Our Economy	Our Natural Environment	Our Built Environment	Our Leadership	Our Health
<p><b>1.1 A safe place to work, live and visit:</b> We will support the provision of emergency services and volunteers, prevent crime and communicate risks and hazards to the community</p>	<p><b>2.1 Improved employment through diversification in agriculture:</b> We will investigate opportunities for diversification, water security and liaise with key stakeholders</p>	<p><b>3.1 Maintain and improve our key natural assets:</b> We will maintain Lake Towerrinning, our trails, protect our night skies and protect and improve additional natural assets.</p>	<p><b>4.1 Our road network is well maintained:</b> We will regularly review and update our long term road construction and maintenance program, collaborate with surrounding Shires and State government to ensure sound planning and resource utilisation, and enhance road safety strategies for road users.</p>	<p><b>5.1 Councillors represent the community and are well-trained:</b> The Council is representative of the community, collaborate with Shire staff to achieve the best outcomes for the community, elected members have training and skills relevant in order to act in the best interest of the Shire, and the Council process is open and transparent to the general community.</p>	<p><b>6.1 Minimise harm:</b> from abuse of alcohol, tobacco, and other drugs.</p>
<p><b>1.2 Support is available for people of all ages and abilities:</b> We will actively support and promote a range of activities for all ages and abilities, maintain and support the growth of medical, childcare and aged service facilities, and provide services and infrastructure to meet the needs of the community</p>	<p><b>2.2 A growing, diverse business community:</b> We will investigate tourism opportunities, maintain and enhance our existing assets, promote the LIA, advocate for improved communication facilities, promote the Shire and investigate opportunities for growth within the local economy</p>	<p><b>3.2 Our water resources are well defined and used sustainably:</b> We will develop a whole of Shire Water Strategy to better manage our water resources, invest in water security, manage existing water resources in a sustainable manner, and encourage development of private water supplies.</p>	<p><b>4.2 Our built infrastructure is well maintained, attractive and inviting:</b> We will maintain our parks and gardens, review and upgrade our community facilities as required, and our townscapes are attractive and well developed with consideration for current and future usage.</p>	<p><b>5.2 Shire staff are well trained, motivated and customer focused:</b> by ensuring staff have opportunities to continue professional development, provide flexible working arrangements where possible, and continuously strive to be customer focused and serve Council and the community.</p>	<p><b>6.2 Provide facilities</b> that promote active recreation and healthy lifestyle choices, including access to healthy, affordable food.</p>

<p><b>1.3 A unique identity and a strong connection to our past:</b> We will maintain and preserve our cultural and heritage assets, reconnect to our Aboriginal heritage and support community events that connect to our history</p>	<p><b>2.3 Existing businesses develop and grow:</b> We will communicate opportunities with existing businesses, encourage regular meetings, and ensure services and products are sourced locally whenever possible</p>	<p><b>3.3 Our natural biodiversity is maintained and valued:</b> We will support Blackwood Biosecurity Group to manage pests, weeds are managed or eliminated in areas of high biodiversity, protect our unique flora and fauna, and consider biodiversity in all land use applications and developments</p>	<p><b>4.3 Our cultural heritage is preserved and promoted:</b> by maintaining the integrity of our heritage buildings, investigate opportunities to develop our historical assets, and take into consideration planning and development for our heritage values.</p>	<p><b>5.3 Establish and maintain sound business and governance structures:</b> by ensuring that the community is provided with value for money through the prudent expenditure of rates, provide informed decision making based on strategic directions and legal requirements, and comply with regulations and best practise standards to drive good decision making by Council and staff.</p>	<p><b>6.3 Assist and advocate</b> for community access to relevant health services for all demographics.</p>
		<p><b>3.4 Water is minimised and environmentally sustainable practices are employed:</b> by providing an effective waste management service, and promote environmentally sustainable principles</p>	<p><b>4.4 Appropriate planning and development:</b> We will implement the town planning scheme and policies to ensure any planning and development is appropriate throughout the Shire.</p>	<p><b>5.4 Actively engage with community, business and other stakeholders to grow and develop the community:</b> by continuing to collaborate with other regional Shires to achieve maximum benefits for the region, advocate on behalf of the community, continue to improve communication with the community, and continuously review and revise the Community Plan to reflect the changing needs of the community.</p>	<p><b>6.4 A safe environment:</b> environmental health protection to reduce risks to health.</p>

Better Health – Community and Public Health Strategies

Minimise Harm	Active and Healthy Lifestyles	A Healthy and Sustainable Community	A Safe Environment
<b>6.1 Minimise harm: from abuse of alcohol, tobacco, and other drugs.</b>	<b>6.2 Provide facilities</b> that promote active recreation and healthy lifestyle choices, including access to healthy, affordable food.	<b>6.3 Assist and advocate</b> for community access to relevant health services for all demographics.	<b>6.4 A safe environment:</b> environmental health protection to reduce risks to health.
6.1.1 Support education to reduce alcohol and drug consumption and family violence.	6.2.1 Support community recreation activities and provision of age-appropriate exercise equipment and classes.	6.3.1 Support health and wellbeing initiatives to improve mental and physical health.	6.4.1 Provide public health education on matters such as COVID, FoodSafe and other disease control.
6.1.2 Encourage safe sale and service of alcohol and tobacco, and support no/low alcohol and smoke-free community venues and events at Shire facilities.	6.2.2 Promote healthy eating and affordable meals and drinks in food outlets and at venues and events.	6.3.2 Encourage personal health screenings such as cancers, blood pressure and mammograms.	6.4.2 Maintain safe food standards by regular surveillance of food premises.
6.1.3 Encourage the community to reduce smoking and promote smoke-free public spaces such as playgrounds.	6.2.3 Provide safe and accessible public open spaces and walking trails.	6.3.3 Engage with agencies to maintain safe roads, provide bushfire prevention, and manage climate change impacts.	6.4.3 Monitor drinking and recreation waters, public aquatic facilities to maintain standards and reduce public health risk.
6.1.4 In conjunction with stakeholders, conduct a Safety Audit to improve safety and prevent crime and anti-social behaviour	6.2.4 Support a community campaign to raise awareness in healthy eating and living.	6.3.4 Create accessible spaces and encourage disabled participation.	6.4.4 Monitor public health indicators and encourage other government intervention.
			6.4.5 Monitor the safe use of chemicals and their equipment and disposal of waste and containers.

## The Path Forwards

This Plan was developed over eight months in consultation with the community, elected members, and stakeholders.

While public health is the responsibility of everyone within the community, this plan is focused on addressing the present shortcomings to improve the health of the community. Key messages from the community showed that community health can be improved by access to quality nutritional food, physical activity, as well as attention to mental and social health.

Council will provide leadership to improve public health outcomes by:

- Leading the community by advocating for better health outcomes;
- Having a whole of Council approach;
- Developing appropriate policies, including:
  - Healthy Eating Policy
  - Active West Arthur Policy
  - Alcohol and Drug Policy
  - Environmental Health Policy
  - Health and Wellbeing Policy
  - Mental Health Policy;
- Encouraging partnerships with Government and NGOs for health planning; and
- Elected members encouraging and mentoring to promote healthy lifestyles.

The strategies contained within the Plan mirror work that is currently underway. The Shire of West Arthur will initiate activities that will assist the community to reach the desired outcomes. Initiatives and activities will be reviewed annually and evolve to meet the needs of the community.

The Plan requires Council to ensure that the community is afforded:

- Protection from disease,
- Minimised harm,
- Promotion of active healthy lifestyles, and
- A safe environment by reducing risks to public health.

## References

Information used in the research phase of this plan was primarily drawn from: ABS Census (2021), SEIFA Index, WA Health (Wheatbelt) and the Shire of West Arthur Health and Wellbeing Survey.



**12 CORPORATE SERVICES****12.1 BUDGET AMENDMENT - BIKE MONTH GRANT 2023**

<b>File Reference:</b>	<b>ADM162</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>31/08/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. WA Bike Month Application <a href="#">↓</a></b> <b>2. WA Bike Month Contract <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider approving a budget amendment as a result of a successful grant application of \$2,000 for an event to be held in October 2023.

**BACKGROUND:**

Council adopted the budget for 2023-24 at the 24 August 2023 Ordinary Council Meeting. There was no allocation for the receipt of the grant funding under Youth Collaboration.

**COMMENT:**

On 30 June 2023, the Community Development Officer submitted a grant application to Westcycle to hold a local event during WA Bike Month. The event 'Ready, Set, Ride' will consist of two concurrent workshops – bike maintenance and pump track skills, with two sessions of each workshop so that participants can attend both. The bike maintenance workshop will include tyres, chains, general bike maintenance, helmets, safety equipment and footwear. The pump track skills workshop will teach people how to ride bumps and banks, and in general improve their skills. If there is sufficient time, a short ride will be held on the Collie-Darkan Rail Trail. A sausage sizzle lunch will be held during the event.

The workshops will be run by Traaverse, Adventure Connections and Crankncycles and will be open to people of all ages from 6 and up. Children under 10 will need an adult accompanying them. The Shire of West Arthur will facilitate the event, and promote the event through the West Arthur CRC, on social media, websites and school newsletter. The event will also be promoted in neighbouring Shires.

It is proposed that the event will be held on Monday 2 October, which is the second week of the school holidays. The targeted audience is children/youth and young adults.

**CONSULTATION:**

CEO  
Projects Officer  
Manager West Arthur CRC

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.8 Expenditure from municipal fund not included in annual budget.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There will be an income item of \$2,000 with corresponding expenditure of \$2,000.

**STRATEGIC IMPLICATIONS:**

West Arthur: Towards 2031

Theme: Community

Outcome: Support available for people of all ages and abilities

Strategy: Actively support and promote a range of activities for a range of ages and abilities.

Provide services and infrastructure to meet the needs of the community

Theme: Natural Environment

Outcome: Maintain and improve our key natural assets

Strategy: Maintain and develop our trails for use by locals and visitors (Collie-Darkan Rail Trail)

**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	Event will not go ahead
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Accept the grant funding and hold the event

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council approve, by absolute majority, the following out of budget income and expenditure:

1. \$2,000 grant funding from Westcycle; and
2. Corresponding \$2,000 expenditure for the “Ready, Set, Ride” event.

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
Form Submitted 30 Jun 2023, 2:50PM AWST

## WA Bike Month Grant Application

**\* indicates a required field**

Thank you for your interest in WA Bike Month.

You can participate in WA Bike Month by applying for a grant or registering an unfunded event. Please use this form to apply for a WA Bike Month Grant. Please visit [WA Bike Month](#) to register an unfunded event. You are required to complete this form for each individual grant you wish to apply for.

Before completing this application form, ensure that you have read and understood the:

- WA Bike Month Grant Guidelines available at [WA Bike Month](#);
- associated agreements; and
- reporting you will be required to complete should your application/s be successful.

Incomplete applications and/or applications received after the closing date of Friday, 30 June 2023 at 5:00 pm, will not be considered.

If you have any questions please read the WA Bike Month Grant Guidelines and FAQs on the [WA Bike Month](#) website or contact WestCycle's WA Bike Month team at (08) 6336 9688 or in [fo@westcycle.org.au](mailto:fo@westcycle.org.au).

## WA Bike Month Objectives

All grant applications will be assessed by an industry panel led by WestCycle, in relation to how the proposed event intends to achieve one or more of the following objectives:

1. Promote and encourage bike riding for transport, fun and for a healthier lifestyle.
2. Increase awareness and use of new and existing bike infrastructure, bike routes (i.e. the cycle network), and local facilities you can get to by bike.
3. Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.

## Confirmation of Grant Eligibility

**I confirm that the applicant ...**

- has read and understood the WA Bike Month 2023 Grant Guidelines
- is able to demonstrate alignment between the WA Bike Month objectives and their event.
- is a representative of local government authorities, a school, workplace, tertiary education institutions, parents and citizens' associations, community groups, bike groups, and or not-for-profit organisations.
- is not an individual, political organisation, or State Government agency.
- is located in Western Australia.
- has current event public liability insurance with a minimum cover of \$20million.

**Please select below: \***

Yes  No

You must confirm that all statements above are true and correct before progressing with this application.

## WA Bike Month Grant Application 2023

### WA Bike Month 2023 Grant Application Form

Application No. BMG000192023 From Shire of West Arthur  
Form Submitted 30 Jun 2023, 2:50PM AWST

## Contact Details

\* indicates a required field

## Privacy Notice

We will uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant type

**Are you applying as an individual or on behalf of an organisation? \***

Shire of West Arthur

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

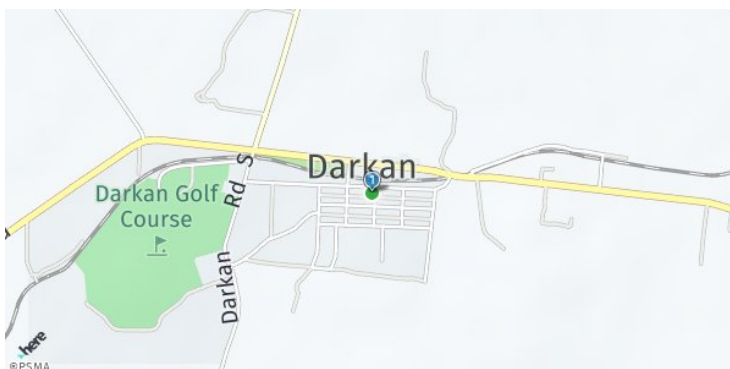
## About your organisation

### Department/Branch/Faculty

Use this field only if relevant.

### Organisation address \*

31 Burrowes St W  
Darkan WA 6392 Australia



### Organisation postal address \*

31 Burrowes St W  
Darkan WA 6392 Australia

### Organisation website \*

<http://www.westarthur.wa.gov.au>

Must be a URL.

### Organisation phone number \*

(08) 9736 2222

Must be an Australian phone number.

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
Form Submitted 30 Jun 2023, 2:50PM AWST

**Organisation email address \***

shire@westarthur.wa.gov.au

Must be an email address.

## Applicant Details

**Applicant Project Contact \***

Sharon Bell

**Applicant Contact Position \***

Community Development Officer

**Applicant Contact Number \***

(08) 9736 2222

Must be an Australian phone number.

**Applicant Contact Email \***

cdo@westarthur.wa.gov.au

Must be an email address.

## Grant Administrator

**Are you the person who will be responsible for administering the funds? \***

Yes

No - Please advise who will be administering the funds below.

Is the applicant the main contact person for this grant?

## Organisation Details

**\* indicates a required field**

**Type of organisation \***

- Local government
- Workplace
- School
- Tertiary education institution
- Not-for-profit organisation
- Community group
- Bike group
- Other:

**Does your organisation have an Australian Business Number? \***

Yes  No

**Applicant ABN \***

96 912 320 795

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
 Form Submitted 30 Jun 2023, 2:50PM AWST

Information from the Australian Business Register	
<b>ABN</b>	96 912 320 795
<b>Entity name</b>	SHIRE OF WEST ARTHUR
<b>ABN status</b>	Active
<b>Entity type</b>	Local Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	6392 WA

*Information retrieved at 8:21am today*

**Is your organisation registered for GST? \***

Yes  No

**Does your organisation have event public liability insurance? \***

Yes  No

**Public Liability Insurance**

**How much is your public liability cover? \***

\$100,000,000.00

Must be a dollar amount and at least 20000000.

**Please upload your certificate of currency. \***

Filename: WESTA PL Certificate of Currency 2022-2023.pdf

File size: 224.0 kB

**Grant Agreement Contract**

**If your application is successful, do you agree to return a signed Grant Agreement Contract within two (2) weeks of your grant being awarded? \***

Yes

No

**Grant Agreement Contract**

Please note, that if you have selected 'No', you cannot be considered for a grant.

**Event Details and Objectives**

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
Form Submitted 30 Jun 2023, 2:50PM AWST

**\* indicates a required field**

## Event Name

**What is your event name? \***

Ready, Set, Ride

**Event date \***

02/10/2023

Must be a date.

**Recurring event dates (if applicable)**

Must be a date and between 1/10/2023 and 31/10/2023.

**Recurring event dates (if applicable)**

Must be a date and between 1/10/2023 and 31/10/2023.

**Event time(s) \***

10.00am - 3.00pm

Please use 12-hour clock format (PM or AM)

**Event location \***

Burrowes St W

Darkan WA 6392 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Please provide an event description \***

The event will consist of two concurrent workshops - bike maintenance workshop and a pump track skills workshop. There will be two sessions so that participants can attend both. The bike maintenance workshop will include tyres, chains, general bike maintenance, helmets, safety equipment and footwear. This will be followed by a sausage sizzle lunch. The pump track skills workshop, teaching people how to ride bumps and banks, and in general improving their skills. If there is sufficient time, a short ride will be held on the Collie-Darkan Rail Trail. 10 mountain bikes will be hired for the event for those who do not have a suitable bike.

There will be a lunch break, which will consist of a sausage sizzle and fresh fruit.

The workshops will be run by Traaverse, Adventure Connections and Crankncycles and will be open to people of all ages from 6 and up. Children under 10 will need an adult accompanying them. The Shire of West Arthur will facilitate the event, working with the West Arthur Community Resource Centre to advertise the event through the local newsletter 'The Bleat', as well as on social media, websites and through the school newsletter. The event will be promoted in neighbouring shires, to ensure that there is maximum participation.

It is planned to have the event during the school holidays, to maximise the number of people who can attend. It is anticipated that the target audience will be children/youth and young adults.

Must be between 20 and 400 words.

Who will attend? How many attendees do you expect? What activities will you have?



**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
 Form Submitted 30 Jun 2023, 2:50PM AWST

## Grant Assessment Criteria

**\* indicates a required field**

### Grant Assessment Criteria

**Which WA Bike Month objectives will your event seek to achieve? \***

- Promote and encourage bike riding for transport, fun and for a healthier lifestyle.
- Increase awareness and use of new and existing bike infrastructure, bike routes (i.e., the cycle network), and local facilities that you can get to by bike.
- Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.

At least 1 choice must be selected.

**For each objective you selected, please describe how your event will aim to achieve it. \***

Promote bike riding for fun - showing how enjoyable it is to ride your bike. It will encourage children to ride their bikes to school, and for families to go for longer rides via the local trails.

Increase awareness - promote the Darkan pump track, as well as the Collie-Darkan Rail Trail, and the Darkan-Dardanine Rail Trail.

Encourage riders to go for a bike ride - by hosting two workshops it will allow people to understand how much fun it is to go for a ride. It will give them the confidence to maintain their bikes.

Must be between 20 and 250 words.

**Please describe the steps you will take in the lead up to plan for a successful event, including securing internal organisational and community support. \***

The Shire will work with local organisations to obtain volunteers for the event. Work has already commenced to identify potential stakeholders. A project leader has been identified, who will work closely with volunteers and the businesses. Shire is supporting the event.

Must be between 20 and 250 words.

Include in this section information about your strategies for providing the inputs (staff/volunteers, time/expertise, equipment, facilities, education, capacity building, advocacy, etc.) and how you will deliver this event within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this event. Provide links to further explanatory material if available/relevant.

**Please describe your plan to promote attendance at the proposed event. \***

Promotion of the event through the local school and community organisations. Share promotional materials with neighbouring Shires (Collie, Williams, Wagin) to optimise attendance.

Must be between 20 and 250 words.

Which channels will you use to promote your event? How will you ensure that your event is well-attended?

## Grant Details

**\* indicates a required field**

### Grant Category

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
 Form Submitted 30 Jun 2023, 2:50PM AWST

**Which grant category are you applying for? \***

- Minor (up to \$500)  
 Local (up to \$2,000)  
 Major (up to \$7,000)

**Attendee Type**

**Is your event a private or public? \***

- Public  
 Private

Can members of the public attend your event?

**WA Bike Month Webpage**

**Would you like to have your event list on the WA Bike Month event webpage? \***

- Yes  
 No

Listing your event on the WA Bike Month webpage may encourage more people to attend your event. We can also co-host your Facebook events to promote your event.

**How much WA Bike Month grant funding are you applying for? \***

\$2,000.00

Must be a dollar amount.

What is the total amount of funding you are requesting in this application?

**If your organisation is successful for the grant, what services and items will you purchase with the WA Bike Month grant funds for the specified activities? \***

Trainer for Maintenance Workshop (includes travel) = \$488

Maintenance Repair Kits x 20 = \$360

Water x 72 = \$30

Catering (includes sausage sizzle and fresh fruit) = \$334

Helmets x 2 = \$100

Trainer/s for Pump Track Workshop = \$488

Hire of bikes = \$200

Must be between 20 and 250 words.

Please refer to the WA Bike Month Grant Guidelines for eligible and ineligible expenditure items.

**Declaration**

**\* indicates a required field**

**Certification**

I certify that to the best of my knowledge, the statements made within this application are true and correct, and I have read and understand the Grant Guidelines which can be found at [WA Bike Month \(transport.wa.gov.au\)](http://WA Bike Month (transport.wa.gov.au)), and agree to its terms.

**WA Bike Month Grant Application 2023**  
**WA Bike Month 2023 Grant Application Form**  
**Application No. BMG000192023 From Shire of West Arthur**  
Form Submitted 30 Jun 2023, 2:50PM AWST

I agree \*

Yes  No

### **Applicant Feedback**

Please take a few moments to provide some feedback.

**Please indicate how you found the online application process: \***

Very easy  Easy  Neutral  Difficult  Very difficult

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. \***

Perhaps a budget template would be good.



Government of **Western Australia**  
Department of **Transport**



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# WA Bike Month 2023

## Grant Agreement Contract

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## 1. Definitions

In this Agreement, unless the context otherwise requires:

**Agreement** means this WA Bike Month 2023 Grant Agreement Contract and the Agreement made by this Deed.

**Auditor General** means the Auditor General for the State of Western Australia.

**WA Bike Month 2023 Grant** means a grant by WestCycle under its grant program described in clause 7.1.

**Confidential Information** includes, but is not limited to, any information relating to business affairs and processes of the Parties, obtained by virtue of this Agreement, which would not otherwise be available to the general public and all information marked as confidential as well as information which, by its nature, is confidential, is known to be confidential or which the Party receiving the information from the other Party ought to have known was confidential and includes all such information that may be in the possession of the Party's employees, agents and contractors.

**Department of Transport** means the State Government Department of that name of Level 9, 140 William Street Perth.

**Event:** the event name, location and date and brief description of the event as outlined in the table in clause 5.

**Grant** means a WA Bike Month 2023 Grant paid by the Grantor to organisations or groups (Grantee) under this Agreement.

**Grantee** means the Grant Recipient who is the organisation or group awarded the Grant payment as specified in clause 4.

**Grantor** means WestCycle Incorporated with ABN 36 563 134 343.

**Grant Acquittal Form** means the form that the Grantee is obliged to submit under clauses 8 and 11 and for which an indicative form is set out in Schedule 1.

**Local Event** means a funding grant of up to \$2,000 to the Grantee to hold a bike riding event that is open to the public with an anticipated attendance of between 50 and 100 people.

**Major Event** means a funding grant of up to \$7,000 to the Grantee to hold a large-scale flagship bike riding event that is open to the public with an anticipated attendance of between 100 and 500 people.

**Nominated Officer** means the officer nominated to receive notices and other correspondence under clause 22.

**Party** means the Grantor or the Grantee as the context requires, and **Parties** means both of them.

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## 2. Grant Agreement

As part of WA Bike Month, the Event will encourage more Western Australians to ride a bike for transport, fun and a healthier lifestyle.

Please complete and return this Grant Agreement to the Grantor at [info@westcycle.org.au](mailto:info@westcycle.org.au). Clearly legible scanned copies are acceptable.

**This Grant Agreement is between “the Grantor” and “the Grantee” as detailed below.**

## 3. Grant details

<b>Grant category</b>	
<b>Grant amount (Ex. GST)</b>	
<b>Grant reference number<sup>1</sup></b>	

## 4. Grantee

<b>Name of entity</b>	
<b>Name of contact person</b>	
<b>Position title</b>	
<b>Postal address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>ABN</b>	
<b>Registered for GST (Y/N)</b>	

## 5. Event details (“Event”)

<b>Event name</b>	
<b>Event location(s)</b>	
<b>Event date(s)</b>	
<b>Brief Event description</b>	

---

<sup>1</sup> NB: Number provided by WestCycle

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## 6. Terms and Conditions

By accepting this grant offer, the Grantee agrees to the following Terms and Conditions:

## 7. Purpose

- 7.1 WA Bike Month is a grants program aimed at promoting and encouraging people of all ages and abilities to ride bikes for transport, fun and a healthier lifestyle.
- 7.2 The purpose of this Agreement is to set out the terms and conditions under which the Grantor has agreed to provide the Grant to the Grantee.
- 7.3 The Grantee will use the Grant funds solely in accordance with the approved purpose as set out above and in compliance with the terms and conditions set out below.
- 7.4 The Department of Transport has made funds available for the provision of Grants.
- 7.4 The Grants are administered by the Grantor. The agreement between the Department of Transport and the Grantor are contained in a separate agreement.
- 7.4 The Grantor is responsible for administering the WA Bike Month program to the Grantee.

## 8. Grant Payment

- 8.1. Under the *Financial Management Act*, the Department of Transport requires evidence that the funds provided were expended in accordance with this Grant Agreement.
- 8.2. To allow the timely payment of grant funds after the WA Bike Month Event, the Grantee must send both:
  - (i) a tax invoice for the total funds spent up to the full grant amount; and
  - (ii) the completed Grant Acquittal Form, by email to the Grantor at [info@westcycle.org.au](mailto:info@westcycle.org.au) within 14 days of the Event (or the final event, in the case of multiple Events).

The completed Grant Acquittal Form will then be forwarded by the Grantor to the Department of Transport.

- 8.3. A template invoice will be made available via the WA Bike Month webpage.
- 8.4. An indicative form of the Grant Acquittal Form is set out in Schedule 1.
- 8.5. Clause 11 sets out further detailed requirements for the Grant Acquittal Form.
- 8.6. Invoices must be made out to:

**WestCycle**  
**105 Cambridge Street**  
**West Leederville WA 6007**
- 8.7. Invoices will be settled once all grant terms and conditions have been satisfied and the Grantor has received a completed Grant Acquittal Form (see Schedule 1 for an indicative form).



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## 9. Term of Agreement

The term of this Agreement is from the date it is executed to its termination or when all obligations under it have been carried out, whichever is later.

## 10. Variations

This Agreement may only be varied in writing duly executed by the Parties.

## 11. Grant Acquittal

11.1. The Grant Acquittal Form will require the Grantee to submit information about its Event including:

- (i) an overview of the Event and its outcomes;
- (ii) financial records including copies of invoices and payment receipts detailing how the WA Bike Month Grant was used;
- (iii) date stamped copies of photographs taken during the Event;
- (iv) date stamped copies of promotional materials used for the Event (e.g., posters, flyers, website posts) before, during and after the Event;
- (v) details of media coverage; and
- (vi) details of any grants from third parties, including the names and contact details of all third parties providing grants, as well as the amounts and obligations required of the Grantee in relation to those third-party grants.

11.2. Any materials provided may be used by the Department of Transport and/or the Grantor for future promotion of WA Bike Month or cycling in Western Australia. It is the responsibility of the Grantee to ensure that photography and/or videography permission has been sought from attendees.

11.3 The Grantee must retain **all receipts for audit purposes**, and it is a **condition of this grant that the Grantee is to provide receipts to both the Grantor and the Department of Transport upon request**.

## 12. Acknowledgements and Logos

12.1. The WA Bike Month co-badged logo must only be used in promotions in accordance with clauses 13.1 and 13.2.

12.2. The Grantor and/or the Department of Transport may review, or audit promotional material and activities associated with the Event, including specific uses of logos.

## 13. Promotion

All Grantees must only use the promotional material that will be made available via the downloadable content section of the WA Bike Month webpage. It is anticipated that a range of templates will be available including pre-approved and 'open' templates, the latter of which will allow recipients to include their own design.

13.1. If using an 'open' template, the Grantee must submit the resulting material to WestCycle via [info@westcycle.org.au](mailto:info@westcycle.org.au) who will review the design at least two weeks prior to the Event date.

13.2. It is recommended that the Grantee allocate at least 10 per cent of its overall budget to promoting their Event. This can include, but is not limited to:

- 13.2.1. paid social media and online advertising; and
- 13.2.2. printing and distribution of posters and flyers.

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- 13.3. It is recommended that the Grantee create a Facebook Event page and invite the Grantor to co-host this page.
- 13.4. Where appropriate, the Grantor and/or the Department of Transport may also promote the Event through their respective newsletters and social media platforms.
- 13.5. The Department of Transport and/or the Grantor may utilise other promotional opportunities available for the Event, such as contacting local media.
- 13.6. It is the responsibility of the Grantee to ensure that photography and/or videography permission has been sought from attendees prior to use in promotion and acquittal documentation.

**14. Grantee's Obligations**

- 14.1. If the cost of the Event exceeds the Grant, the Grantee is to pay all excess costs.
- 14.2. The Grantee is to carry out the Event in accordance with all relevant laws and standards, including Australian Standards.
- 14.3. The Grantee must liaise with the relevant authorities about the installation of any infrastructure required and obtain any relevant approvals.  
The Grantee is to:
  - (i) Keep and maintain proper, accurate, complete and up-to-date records relating to the Event of all work undertaken and monies expended.
  - (ii) Ensure its records enable all income and expenditure related to the Event be identified in its accounts.
  - (iii) Keep and maintain accurate, complete and up-to-date records of communications and events that affect, relate to or impact on the management or delivery of the Event for a period of at least two years from the date of Grant Acquittal.
  - (iv) Ensure that all records that relate to the Event are available for inspection upon the Grantor's request.

**15. Termination**

- 15.1 The Grantor may terminate this Agreement at any time at the Grantor's absolute discretion and the Grantor will cease to have any obligation to the Grantee.
- 15.2. If the Grantee breaches any of the conditions, the Grantor may:
  - (i) Suspend performance of the Grantor's obligations until such time as the Grantor is satisfied in its absolute discretion that the Grantee has remedied the breach; or
  - (ii) Terminate this Agreement by providing notice and then this Agreement is terminated from the date specified in that notice.
- 15.3 If the Grantor terminates this Agreement, the Grantor will have no further obligation to pay the Grantee the Grant or any part of the Grant which has not yet been paid to the Grantee.
- 15.4 If:
  - (i) the Grantee has spent any part of the Grant funding other than in accordance with this Agreement or the purposes for which it was granted; or
  - (ii) the Grantee has misled the Grantor in any manner whatsoever including but not limited to, the use of Grant or inaccurate statements made on the grant application, the Grant Agreement, or any other forms or records

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then the Grantee must immediately repay to the Grantor all Grant funds and this amount can be recovered as a debt from the Grantee to the Grantor.

**16. Risk Management**

- 16.1. The Grantee must have regard to the Risk Assessment Guide and Form (see Schedule 2 for an indicative guide and form) which will assist the Grantee to consider a range of scenarios they will need to plan and insure for prior to their Event.
- 16.2. Grantees are required to complete a full risk assessment in relation to the Event and submit it with this Grant Agreement.
- 16.3. By signing this Grant Agreement, the Grantee warrants that they have and will maintain sufficient and proportionate insurance coverage including:
  - i. public liability insurance;
  - ii. motor vehicle insurance for any vehicles it uses in the Event; and
  - iii. any other forms of insurance that are necessary to address the risks specific to the Eventfrom a reputable and solvent insurer approved by the Grantor.
- 16.4. The Grantee further warrants that all premiums in respect of those insurance policies and renewals of the policy are current at the time of signing this Agreement and at the Event.
- 16.5. The minimum Public Liability Insurance that the Grantee shall hold is \$20,000,000 (20 million dollars).
- 16.6. The Grantee will provide copies of all policies, certificates of currency and receipts for premiums in connection with all insurance cover referred to above with the Grant application.
- 16.7. If an incident occurs during the Event, an incident report must be completed and provided to the Grantor along with all other relevant documentation.

**17. Indemnity and Liability**

- 17.1. Neither the Department of Transport nor the Grantor takes responsibility for safety of the Event, nor any person attending or involved with the event.
- 17.2. Neither the Grantor nor the Department of Transport accept any liability for personal injury and/or damage to property during the Event.
- 17.3. Neither the Department of Transport nor the Grantor accept liability for damage or disruption incurred for works carried out by third party contractors.
- 17.4. The Grantee hereby indemnifies the Grantor and the Department of Transport, any department, agency, instrumentality or emanation of the State (and any Minister, officer, or employee of any of them) from all:
  - (i) actions;
  - (ii) claims;
  - (iii) costs;
  - (iv) proceedings;
  - (v) suits;
  - (vi) demands

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whatsoever, which may at any time be brought, maintained or made against them or any of them in respect of any:

- (i) loss whatsoever;
- (ii) injury or damage of, or to, any kind of property or thing;
- (iii) act or omission or breach of the law;
- (iv) death of, or injury or illness sustained by, any person;

arising out of, or relating to, whether directly or indirectly, this Agreement, the Grant, the Event or any act, neglect, omission or default by the Grantee, Grantor or Department of Transport or anyone employed or engaged by the Grantee, Grantor or Department of Transport.

## 18. Confidentiality

The Parties are to treat as confidential any Confidential Information or other information that comes into their possession in relation to each other as a result of this Agreement and will not disclose this information to any person other than those of its employees, officers, agents and legal and financial advisers who legitimately and reasonably require such Confidential Information in order to properly discharge the duties:

- (i) Which they were employed or engaged to discharge; or
- (ii) Which they would ordinarily and reasonably be expected to discharge on account of such employment or engagement unless:
  - (i) Required to do so under or pursuant to a provision of a statute, law, regulation, local law, or ordinance in operation in Australia from time to time; or
  - (ii) Required to do so by virtue of an order or direction given to it by or on the part of the Parliament of the State or by Court or Tribunal of the relevant jurisdiction.

## 19. Freedom of Information

The Grantee acknowledges and agrees that this Agreement and information regarding it is subject to the Freedom of Information Act 1992 and that the Grantor and/or the Department of Transport may publicly disclose information in relation to this Agreement, including its terms and the details of the Grantee.

## 20. Government Audit

- 20.1. The Parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006 (FAA)* are not limited or affected by this Agreement. In addition, the Minister's requirements to report to parliament under the FAA are not fettered by this Agreement.
- 20.2. The Grantee is to allow the Department of Transport, Auditor General or an authorised representative of either of these, to have access to and examine the Grantee's records and information concerning this Agreement.

## 21. Entire Agreement

This Agreement is the entire agreement between the Parties and supersedes all prior communications, negotiations, arrangements, agreements, whether oral or written, between the Parties with respect to the subject matter.

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**22. Nominated Officers**

22.1 Each Party is to have a Nominated Officer as set out below to receive notices and other communications and is to immediately inform the other Party of any changes to the Nominated Officer or to their contact details.

22.2 Each Party is to send any written notice or other written communication to the other Party's Nominated Officer which must be hand delivered, sent by prepaid post or by email to the Nominated Officer.

Nominated Officer Grantee		Nominated Officer Grantor	
Name		Name	
Title		Title	
Contact Number		Contact Number	
Contact Email		Contact Email	
Address		Address	

**SIGNED AS A DEED BY THE PARTIES:**

Signature of Grantor:

\_\_\_\_\_  
Signed for and on behalf of  
WestCycle

\_\_\_\_\_  
print name

Dated:            day of

In the presence of

Date

\_\_\_\_\_  
Name and Position Title

\_\_\_\_\_  
Signature

Signature of Grantee:

\_\_\_\_\_  
[Signature of Principal of the Grantee]

\_\_\_\_\_  
print name and title

Dated:            day of

In the presence of

Date

\_\_\_\_\_  
Name and Position Title

\_\_\_\_\_  
Signature

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# Schedule 1 – Grant Acquittal Form

(indicative only) (see clauses 8 and 11)

<b>Name of organisation/group</b>	
<b>Name of contact person</b>	
<b>ABN</b>	
<b>Registered for GST (Y/N)</b>	
<b>Position title</b>	
<b>Email</b>	

It is preferred that this form is typed, not handwritten.

## Part 1: Event Evaluation Report

**Please provide a brief overview of your Event**

Please submit at least three high-quality photos of your event when you submit this form

**How many people attended your Event?**

**Please provide an estimate of the bike riding skill level as a percentage of attendees**

Bike Riding Skill Level

New riders – first timers	%	Novice - beginners	%
Intermediate – rides occasionally	%	Expert – rides often	%

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**Describe how your Event met the WA Bike Month objectives**

- Promote and encourage bike riding for transport, fun and a healthier lifestyle.
- Increase awareness and use of new and existing bike infrastructure, bike routes (i.e., the cycle network), and local facilities that you can get to by bike.
- Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.

**Help us promote WA Bike Month in 2023 by providing a brief quote that describes how your Event has encouraged people to ride a bike more often**

**Describe how you promoted your Event** (e.g., paid advertising, social media, posters, flyers) and outline any media coverage your Event received (e.g., unpaid newspaper, radio, TV coverage)

Please submit a copy or screenshot of promotion and/or media coverage when you submit this form.

**If you ran the same WA Bike Month Event next year, what would you change to improve your Event?**

**Is there any feedback regarding the WA Bike Month program that you would like to provide?**

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**Part 2: Financial Information**

**WA Bike Month Grant Expenditure**

Please list the items that the WA Bike Month Grant was spent on, including the GST amounts for each

Supplier name	Description	Cost (excluding GST)	GST amount	Cost (including GST)
Insert additional rows if required	<b>TOTAL EXPENDITURE</b>	\$		

**Note 1:** Please retain all receipts as some Events will be audited.

**Note 2:** For those Grantee’s registered for GST, the final Grant amount is calculated as the Cost (excluding GST) from the above table plus a full 10 per cent GST on this amount, capped at the pre-approved Grant amount.

**Note 3:** For those Grantee’s not registered for GST, the final Grant amount is calculated as the Cost (including GST) from the above table with no GST component on the Grant, capped at the pre-approved Grant amount.



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**Declaration**

I declare that \$\_\_\_\_\_ of the \$\_\_\_\_\_ WA Bike Month Grant provided by the Department of Transport was spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.

**Signed for and on behalf of the Event Organiser**

<b>Name:</b>	<b>Signature:</b>
<b>Position:</b>	<b>Date:</b>

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## Schedule 2 – WA Bike Month 2023 Risk Assessment Guide and Form

(indicative only)

This Risk Assessment Guide is to help you consider a range of scenarios you may need to plan for prior to your WA Bike Month event. This is not an exhaustive list of issues, and all events will differ from each other. Please ensure that you are prepared to respond to unusual or unexpected situations that may arise.

The form attached to this guide must be submitted as part of your Grant Agreement Contract.

1. If you are using **volunteers**, you must ensure they are briefed to respond to situations such as lost children, health problems such heart failure, food poisoning, exhaustion or dehydration.
2. Brief all volunteers on how/when to **call an ambulance** or other help, if necessary.
3. **Volunteers must be clearly identifiable** with light, bright or reflective uniform clothing.
4. **The route** (if relevant) needs to be checked prior to the event to ensure it is safe, debris free and adequately signposted.
5. Provide and encourage the use of adequate **sun protection** by participants and volunteers.
6. If this event is being held on a **public road or Shared Path**, you must contact Main Roads WA or your local authority to ensure your event complies with the **Traffic Management for Events – Code of Practice**.
7. Check that **no other event** is planned for the same date and location as your event.
8. **Provide adequate signage** (e.g., route, toilet, first aid) and **bike parking** for participants and other event attendees.
9. Carefully consider the **start/finish location** and the possible need for catering facilities, toilets, lighting, stewarding and security, etc.
10. Consider the need to establish a **medical response unit** in attendance or First Aid Post/s. Having a mobile first aid facility is desirable. Ensure participants and volunteers know how to gain access to these facilities.
11. Check the forecast for hot weather and ensure adequate **water** is provided for participants and staff/volunteers to suit the conditions.
12. Ensure **transport is** available for those who may be unable to complete the event, including transport for the participants' equipment.
13. Ensure provisions are made for the **disposal of rubbish during and after the event**.
14. Consideration should be given to allowing access for all so that **people of all ages and abilities** can enjoy the event.
15. Consider whether **public liability insurance** is necessary for the event.
16. Ensure adequate rest stops/facilities are allowed for along the route and within the timing of the event. Remember, children and seniors may require regular rest periods.
17. In case of **event cancellation**, a process to inform participants will need to be devised.

**OFFICIAL**

### Risk Assessment Plan Guidelines

Take a moment to read this information to find out how you can manage the risks of your project/event.

**What is risk?**

Risk is the chance of something happening that will impact negatively upon the project/event.

**Why do we need to manage risk?**

Managing risks helps to protect the safety of people and property during your project/event and to eliminate or minimise injury.

**When do we need to manage risk?**

It is important that risks are managed at all times.

**How do you assess the risk?**

When completing the Risk Assessment Plan, you need to assess the risk. For each hazard, identify the likelihood and severity of the hazard to determine the risk.

**Likelihood x Severity = RISK** (see guide below).

Likelihood	Severity
1 = Highly unlikely to ever occur	1 = Slight inconvenience
2 = Reasonably unlikely to occur	2 = Minor injury requiring first aid
3 = May occur rarely	3 = Medical attention required
4 = May occur from time to time	4 = Major injury leading to hospitalisation

Rating	Risk	Action
1 – 5	LOW RISK	Risks controlled
6 – 12	MEDIUM RISK	Further precautions required
15 – 25	HIGH RISK	Stop activities, immediate action required

Once you have calculated the risk rating, this will assist you to determine the action required (see Form below) to reduce the risk.

**OFFICIAL**

# WA Bike Month Risk Assessment Form

(indicative only)

Event name:		Date of event:	
Location:		Organisation:	
Date of assessment:		Assessment conducted by (name):	

Identify the hazard	Effect of hazard	Persons at risk	Existing control measures	Severity	Likelihood	Risk rating	Action to be taken by
(e.g. fire, public behaviour etc.)	(e.g., illness, injury, death)	(e.g. staff, volunteers, public)	(e.g., written procedures, training, signage)	Choose the rating	Choose the rating	Risk calculated	Name of the responsible officer

**12.2 ACCOUNTS FOR PAYMENT LISTING - AUGUST 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>Vin Fordham Lamont, Chief Executive Officer</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 - August 2023 <a href="#">↓</a></b> <b>2. Corporate Card Summary - 29 June to 28 July 2023 <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to endorse payments of accounts for August 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 adopted 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 11082023.1-11082023.29, 15082023.1-15082023.23, 29082023.1-29082023.21, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$408,646.86 listed (attached) as approved for payment; and
2. note the attached transaction summary of the Corporate Credit Card facility from 29 June 2023 to 28 July 2023.

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

Date	Num	Name	Original Amount
03/08/2023	EFT	SALARIES AND WAGES	62798.73
		PAYROLL	
03/08/2023	DIRECTDEBIT	ASGARD SUPER	386.53
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	130.35
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	AUSTRALIAN SUPER	2321.19
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	AWARE SUPER	7424.05
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	COLONIAL FIRST STATE	865.97
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	321.03
		FORTNIGHTLY SUPERANNUATION PAYMENT	
03/08/2023	DIRECTDEBIT	HESTA SUPER FUND	359.30
		FORTNIGHTLY SUPERANNUATION PAYMENT	
09/08/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	41.99
		NAB CONNECT FEES	
11/08/2023	DIRECTDEBIT	SYNERGY	1666.52
		SERVICE CHARGE AND USAGE FOR VARIOUS SHIRE PROPERTIES	
11/08/2023	DIRECTDEBIT	WATER CORPORATION	3973.90
		SERVICE CHARGE AND USAGE FOR VARIOUS SHIRE PROPERTIES	
11/08/2023	11082023.1	AUSTRALIA POST	279.65
		A4 COPY PAPER (7 BOXES - 35 REAMS)	
11/08/2023	11082023.2	AVALON SURVEYS	4349.50
		FREEHOLD SUBDIVISION OF LOT 9001 GROWDEN PLACE, DARKAN - PLANNING AND LAND MANAGEMENT	
11/08/2023	11082023.3	BLACKWOOD BASIN GROUP (INC)	1615.88
		LANDCARE SUPPORT AND TRAVEL FOR THE PERIOD 4, 11, 18 AND 25 JULY (6 HRS PER DAY @ \$55 PR/HR)	
11/08/2023	11082023.4	BURGESS RAWSON	110.76
		WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 30/5/23-1/8/23	
11/08/2023	11082023.5	CLOUD PAYMENT GROUP	12299.54
		RATE RECOVERY ON A 921, A950, A727 AND A951	
11/08/2023	11082023.6	COLLIE MOWERS & MORE	150.00
		4/12 HILLMAN AND 8 HILLMAN - FIREBOX INSTALLATION MATERIAL	
11/08/2023	11082023.7	CR GRAEME PEIRCE - LAKESIDE CAMPING	1324.30
		SITTING FEES, TRAVEL, COMMUNICATIONS AND DEPUTY PRESIDENT ALLOWANCE:1ST QUARTER 22/23	
11/08/2023	11082023.8	CR N M MANUEL	353.06
		SITTING FEES, TRAVEL, COMMUNICATIONS ALLOWANCE:1ST QUARTER 22/23	
11/08/2023	11082023.9	DKM WORKPLACE SOLUTIONS	286.00
		FT/PT EMPLOYMENT CONTRACT TEMPLATE 4-7 AUG 23	
11/08/2023	11082023.10	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH 1/8/23	
11/08/2023	11082023.11	FLEAYS STORE	438.40
		OFFICE MILK, TEA, COFFEE AND SUGAR AND SENIORS MEALS SUPPLIES	
11/08/2023	11082023.12	FORDHAM LAMONT, V	90.00
		TELSTRA MONTHLY BILL - BILLED17/7	
11/08/2023	11082023.13	FUEL DISTRIBUTORS OF WA	320.10
		FUEL FOR RAJ'S CAR	
11/08/2023	11082023.14	G & M DETERGENTS	1071.96
		PAPER TOWELS, SOAPS, DISINFECTANT, TOILET ROLLS FOR SHIRE ABLUTIONS	
11/08/2023	11082023.15	LOISWA	5074.32
		ACTUAL WAGES ADJUSTMENT FOR WORKERS COMPENSATION 22/23	
11/08/2023	11082023.16	LUSH FIRE & PLANNING	2252.25
		GENERAL MATTERS	
11/08/2023	11082023.17	MCLEODS BARRISTERS AND SOLICITORS	227.80
		RATE RECOVERY ADVICE - A782	
11/08/2023	11082023.18	MOTORPASS	5.50
		MANAGEMENT FEE P/E 15/7/23	
11/08/2023	11082023.19	PUTLAND MOTORS	3385.80
		PARTS AND REPAIRS - C30, C22, T2, L16, C4, L14	
11/08/2023	11082023.20	RESONLINE PTY LTD	220.00
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
11/08/2023	11082023.21	SHIRE OF NARROGIN (SUPPLIER)	160.00
		HEALTH SENIOR HEALTH OFFICER - JULY 23	
11/08/2023	11082023.22	SOS OFFICE EQUIPMENT	212.45
		PHOTOCOPIER BILLING JULY 2023 XEROX APEOSPORT C4570	
11/08/2023	11082023.23	SPRYS MEAT MARKET	83.75
		SENIOR MEALS ON WHEELS PROJECT	
11/08/2023	11082023.24	THE PADDY WAGON1	999.50
		WINDFARM FORUM MORNING TEA AND LUNCH	
11/08/2023	11082023.25	WA CONTRACT RANGER SERVICES PTY LTD	627.00
		RANGER SERVICES 20 AND 27 JULY 2023	
11/08/2023	11082023.26	WA TREASURY CORPORATION	2633.04
		GUARANTEE FEE ON SHIRE LOANS	
11/08/2023	11082023.27	WALGA BUSINESS SOLUTIONS	26531.35
		STATE EMPLOYMENT LAW ESSENTIALS WORKSHOP, ASSOCIATION MEMBERSHIP, PROCUREMENT SERVICES, COUNCIL CONNECT, EMPLOYEE RELATIONS, GOVERNANCE SERVICE	
11/08/2023	11082023.28	WAMERINOCO PTY LTD	65.27
		1 X FEMALE SHIRT INCLUDING WEST ARTHUR LOGO AND SAME COLOUR AS PREVIOUS ORDER	
11/08/2023	11082023.29	WEST ARTHUR COMMUNITY RESOURCE CENTRE	644.60
		TRAVEL K PROWSE LIBRARY GRANT WORKSHOP	
15/08/2023	DIRECTDEBIT	TELSTRA	2409.58
		SERVICE CHARGE AND USAGE FOR VARIOUS SHIRE PROPERTIES	
15/08/2023	15082023.1	ABCO PRODUCTS	1304.95
		PUBLIC CONVENIENCES - TERRACYCLIC 13L KIT AND REFILL CARTRIDGES	



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

Date	Num	Name	Original Amount
15/08/2023	15082023.2	AIR LIQUIDE FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	49.28
15/08/2023	15082023.3	BUNCE, GEOFF REIMBURSEMENT FOR HEAVY DUTY HINGES AND BASKET STRAINER WASHER	114.30
15/08/2023	15082023.4	CENTRAL GARAGE PARTS AND REPAIRS - T15	2145.00
15/08/2023	15082023.5	DARKAN AGRI SERVICES LIGHT BULBS, CUTTING DISCS, GLYPHOSATE, DUCT TAPE, VERGE SPRAYING, CLEANING SUPPLIES, KEYS CUT, BBQ CLEANING	4792.07
15/08/2023	15082023.6	DEPARTMENT OF MINES, IND REG AND SAFETY BSL REMITTANCE 14 JARRAH STREET (HALTON) PERMIT GRANTED 28/7/23 PERMIT NUMBER WA011	56.65
15/08/2023	15082023.7	INFINITUM TECHNOLOGIES PTY LTD MANAGED SERVICE AGREEMENT GOLD - 01/8/2023-31/8/2023	7663.48
15/08/2023	15082023.8	LUTZ, PETER REIMBURSEMENT FOR RING BURNER TRIPLE FROM COLLIE CAMPING	134.99
15/08/2023	15082023.9	MCLEODS BARRISTERS AND SOLICITORS INDUSTRIAL LAND GROWDEN PLACE	2888.20
15/08/2023	15082023.10	NARROGIN GLASS AND QUICKFIT WINDSCREENS PARTS AND REPAIRS C5 AND C2	2177.22
15/08/2023	15082023.11	NARROGIN QUARRY OPERATIONS QUARRY ROCK 300 TON @ 10.50	3302.84
15/08/2023	15082023.12	OFFICEWORKS STATIONERY CUPBOARD AND DELIVERY	388.95
15/08/2023	15082023.13	P & S GRIGGS PLUMBING SPORTS CLUB	613.56
15/08/2023	15082023.14	PEDERICK ENGINEERING PARTS AND REPAIRS C28, G10, L16 AND D2	7541.05
15/08/2023	15082023.15	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK SKYTRUST MONTHLY SUBSCRIPTION AUGUST 2023	218.90
15/08/2023	15082023.16	RAREBITS ON BURROWES 1 SHIRE COUNCILLOR BUS TRIP CATERING, BFB TRAINING AND COUNCIL MEETING JULY	785.00
15/08/2023	15082023.17	RW ENGINEERING PARTS AND REPAIRS L1	621.75
15/08/2023	15082023.18	SPRYS MEAT MARKET SENIOR MEALS ON WHEELS PROJECT	69.85
15/08/2023	15082023.19	STATEWIDE BEARINGS LOCTITE STUD, THREADLOCKER, HYDRAULIC SEALANT AND MASTER PIPE SEAL	212.30
15/08/2023	15082023.20	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 31 JULY AND 10 AUGUST 23	627.00
15/08/2023	15082023.21	WARREN BLACKWOOD WASTE DOMESTIC WASTE, COMMERCIAL WASTE AND RECYCLING JULY 2023	2924.05
15/08/2023	15082023.22	WEST ARTHUR COMMUNITY RESOURCE CENTRE CR ROBYN LUBCKE'S CRC MEMBERSHIP	20.00
15/08/2023	15082023.23	WESTRAC BUNBURY PARTS AND REPAIRS G11	535.89
15/08/2023	BPAY	NAB CREDIT CARD PLANT LICENSING AW459, CTF LEVY, STARLINK MONTHLY SUPPORT, PROCUREMENT WORKSHOP, STAFF MEMBER FAREWELL, VERGE SPRAYING, PRUNERS AND SPUDSHED PURCHASE (REIMBURSED TO SHIRE BY RAJ SUNNER)	1452.89
16/08/2023	DIRECTDEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	240.13
16/08/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	124.99
16/08/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST FORTNIGHTLY SUPERANNUATION PAYMENT	288.50
16/08/2023	DIRECTDEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	2130.65
16/08/2023	DIRECTDEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION PAYMENT	7388.80
16/08/2023	DIRECTDEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION PAYMENT	865.97
16/08/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION PAYMENT	301.60
16/08/2023	DIRECTDEBIT	HESTA SUPER FUND FORTNIGHTLY SUPERANNUATION PAYMENT	327.73
17/08/2023	DIRECTDEBIT	SALARIES AND WAGES PAYROLL	61138.59
23/08/2023	BPAY	AUSTRALIAN TAXATION OFFICE ATO PAYMENT	7486.00
24/08/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK NAB CONNECT FEES	41.49
29/08/2023	DIRECTDEBIT	SYNERGY USAGE AND SERVICE CHARGE FOR SHIRE PROPERTIES	82.62
29/08/2023	DIRECTDEBIT	RENTFIND TECHNOLOGIES PTY LTD AUGUST 2023	22.00
29/08/2023	29082023.1	BELL, SHARON LEIGH REIMBURSEMENT FOR HDMI CABLE, STAFF MEETING CATERING, SENIORS MEALS AND WINDFARM FORUM	120.75
29/08/2023	29082023.2	BUNCE, GEOFF REIMBURSEMENT FOR WORK BOOTS	189.00
29/08/2023	29082023.3	COALFIELDS WEARPARTS GRADER BLADES FOR G10 & G11	2169.02
29/08/2023	29082023.4	DEPARTMENT OF FIRE AND EMERGENCY SERVICES 2023/24 ESL QUARTER 1 CONTRIBUTIONS IN ACCORDANCE WITH THE DFES WA ACT 1998	18816.00
29/08/2023	29082023.5	EARNSHAW, HELEN REIMBURSEMENT FOR SD READER FOR MUSEUM	49.00
29/08/2023	29082023.6	FORDHAM LAMONT, V TELSTRA DATA PLAN 15/8-14/9/23	90.00
29/08/2023	29082023.7	LUTZ, PETER REIMBURSEMENT FOR STEEL CAP BOOTS	150.00

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

Date	Num	Name	Original Amount
29/08/2023	29082023.8	MADEJ CONCRETING	11440.00
		NEW CEO HOUSE LAY LIMESTONE BLOCKS	
29/08/2023	29082023.9	MOTORPASS	5.50
		MANAGEMENT FEE FOR P/E 15/8/23	
29/08/2023	29082023.10	NARROGIN QUARRY OPERATIONS	165.86
		ROADBASE	
29/08/2023	29082023.11	P & S GRIGGS PLUMBING	5998.60
		PUMP BLOCKED DRAINS ARTHUR RIVER TOILETS, BACKFLOW TEST TO CRC, SUPPLY AND INSTALL HEAT PUMP	
29/08/2023	29082023.12	SCHINZIG, RENEE	194.91
		REIMBURSEMENT FOR COUNCIL MEETING CATERING	
29/08/2023	29082023.13	SIGMA CHEMICALS	1866.77
		POOL CHLORINE AND SUPPLIES	
29/08/2023	29082023.14	SIGNS PLUS	241.00
		DELUXE DOMED NAME BADGES WITH MAGNETIC CLIPS	
29/08/2023	29082023.15	SPRYS MEAT MARKET	267.80
		SENIORS MEALS MEAT	
29/08/2023	29082023.16	TRAINING MOMENTUM	567.00
		OCCUPATIONAL HEALTH & SAFETY 5 DAY COURSE FOR STAFF MEMBER 24-28/7/23	
29/08/2023	29082023.17	TREDWELL MANAGEMENT SERVICES PTY LTD	2717.00
		HILLMAN NATURE RESERVE WALK TRAIL	
29/08/2023	29082023.18	WEST ARTHUR COMMUNITY RESOURCE CENTRE	5136.07
		MEDICAL FUNDING AND LIBRARY FUNDING FROM JULY TO SEPT 2023	
29/08/2023	29082023.19	WHITE, AMY	50.00
		REFUND FOR OVERPAID DOG REGISTRATION	
29/08/2023	29082023.20	WREN OIL	3102.00
		COLLECT OIL IN DRUM 205L	
29/08/2023	29082023.21	ZONE 50 ENGINEERING SURVEYS PTY LTD	19696.88
		CORDERING NORTH ROAD AND BOYUP BROOK ARTHUR ROAD FEATURE SURVEY	
31/08/2023	EFT	SALARIES AND WAGES	60371.68
		PAYROLL	
31/08/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086852 508314406 FEES	
31/08/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	44.50
		FEE ACCOUNT 086724 508314385 FEES	
31/08/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	63.25
		MERCHANT FEE	
31/08/2023	DIRECTDEBIT	BOND ADMINISTRATOR	748.00
		BOND 52 HILLMAN STREET	
		VOUCHERS	
		<b>AMOUNT</b>	
MUNICIPAL FUND			
		11082023.1-11082023.29	67,130.77
		15082023.1-15082023.23	39,187.28
		29082023.1-29082023.21	73,033.16
		EFT/DEBIT/BPAY	41,803.85
		SALARIES & WAGES	184,309.00
		LICENSING AUGUST 2023 TRANSFERS	3182.8
		<b>TOTAL</b>	<b>408,646.86</b>



**SHIRE OF WEST ARTHUR  
PAYMENTS OF ACCOUNTS BY NAB VISA CARD  
FOR THE STATEMENT PERIOD: 29 June 2023 to 28 July 2023**

DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
<b>1. CARD NUMBER 4336-XXXX-XXXX-8951</b>					
05-Jul-23	Construction Training	CTF Levy	L01262	#N/A	\$560.23
05-Jul-23	Construction Training	CTF Levy - Credit card surcharge	E142070	OTHER PROPERTY & SERVICES:Administration Overheads:Other Adm	\$6.16
12-Jul-23	Spudshed	Incorrect use of company card - reimbursement receipt attached	L01217	#N/A	\$12.44
14-Jul-23	Starlink Australia	Depot Internet Service	E168517	Land and Buildings:At Cost:L & B Expenditure 2022-23:Office- Shire de	\$139.00
<b>CARD 1 PAYMENTS</b>					<b>\$717.83</b>

RAJINDER SUNNER Cardholder Name	 Cardholder Signed	VINCENT FORDHAM LAMONT Authorised By Name	 Authorised By
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DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
<b>2. CARD NUMBER 4336-XXXX-XXXX-1064</b>					
30-Jun-23	Shire of West Arthur	Plant Licensing AW459 New Hitachi Tool Carrier L15	E144004	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Plant Licensing	\$34.15
30-Jun-23	Shire of West Arthur	Plate change 1TYP872 to AW5264	E144004	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Plant Licensing	\$18.50
30-Jun-23	Shire of West Arthur	AW459 Registration renewal to 30/6/24	E144004	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Plant Licensing	\$270.40
10-Jul-23	Local Government Mt Hawthorn	Procurement Webinar	E143020	OTHER PROPERTY & SERVICES:Works Overheads:Training & Developm	\$50.00
10-Jul-23	BWS Liquor	Bill Sloan Farewell	E142070	OTHER PROPERTY & SERVICES:Administration Overheads:Other Adm	\$144.00
14-Jul-23	Hancock and Sons	Verge spraying accessories	E122081	TRANSPORT:Maintenance Rural:Verges	\$117.18
26-Jul-23	Bunnings	Pruners x 3	E144006	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Parts & Repairs	\$100.83
<b>CARD 2 PAYMENTS</b>					<b>\$735.06</b>

GARY RASMUSSEN Cardholder Name	 Cardholder Signed	VINCENT FORDHAM LAMONT Authorised By Name	 Authorised By
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**TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507 \$1,452.89**

**Date Due for Payment 22-Aug-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 / 8 / 23



**12.3 FINANCIAL REPORTS - AUGUST 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>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>21/09/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. <a href="#">Monthly Financial Report August 2023</a></b>

**SUMMARY:1**

Council is requested to consider the financial reports for the period ending 31 August 2023.

**BACKGROUND:**

The financial reports for the period ending 31 August 2023 are included as attachments.

**COMMENT:**

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

**CONSULTATION:**

Not required.

**STATUTORY ENVIRONMENT:**

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month; and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the 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.

**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 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			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 August 2023 as presented.

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 August 2023**

	Note	Annual Budget 2023/2024	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	2	1,688,686	1,688,686	1,688,686	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,998,156	0	0	0		
Operating Grants, Subsidies and Contributions	6	417,215	187,617	187,617	1	0%	
Fees and Charges		336,840	52,110	43,491	(8,619)	(17%)	
Interest Earnings		201,900	3,500	3,458	(42)	(1%)	
Other Revenue		109,470	18,245	18,342	97	1%	
Profit on Disposal of Assets		11,124	0	0	0		
		<b>3,074,705</b>	<b>261,472</b>	<b>252,908</b>	<b>(8,564)</b>		
<b>Expenditure from operating activities</b>							
Employee Costs		(2,169,272)	(454,723)	(452,022)	2,701	1%	
Less overhead and wage allocations			500	838	338		
Materials and Contracts		(1,416,780)	(236,130)	(221,891)	14,239	6%	
less Pdepn and POC allocations			115	193	78		
Utility Charges		(118,152)	(19,692)	(13,694)	5,998	30%	
Depreciation on Non-Current Assets		(2,269,487)	(104,757)	(108,428)	(3,671)	(4%)	
Interest Expenses		(27,016)	0	0	0		
Insurance Expenses		(130,039)	(65,020)	(61,019)	4,001	6%	
Other Expenditure		(65,800)	0	0	0		
Loss on Disposal of Assets		(5,034)	0	0	0		
		<b>(6,201,580)</b>	<b>(879,706)</b>	<b>(856,023)</b>	<b>23,683</b>	<b>(63437100%)</b>	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,269,487	104,757	108,428	3,671	4%	
Adjust (Profit)/Loss on Asset Disposal		(6,090)	0	0	0		
Adjust Provisions and Accruals		0	(55,414)	(55,414)	0	0%	
<b>Amount attributable to operating activities</b>		<b>(863,478)</b>	<b>(568,892)</b>	<b>(550,101)</b>	<b>18,791</b>		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,310,628	10,786	10,786	0	0%	
Proceeds from Disposal of Assets		125,000	0	0	0		
Land and Buildings	7	(751,620)	(35,000)	(33,591)	1,409	4%	
Infrastructure Assets - Roads	7	(1,153,551)	(20,000)	(18,798)	1,202	6%	
Infrastructure Assets - Other	7	(410,694)	(3,000)	(2,582)	418	14%	▲
Plant and Equipment	7	(479,751)	0	0	0		
Furniture and Equipment	7	(188,000)	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(1,547,988)</b>	<b>(47,214)</b>	<b>(44,185)</b>	<b>3,029</b>		
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		30,007	0	0	0		
Transfer from Reserves	5	1,146,546	0	0	0		
Repayment of Debentures		(125,119)	0	0	0		
Proceeds from new borrowings		150,000	0	0	0		
Transfer to Reserves	5	(478,654)	(1,000)	(918)	82	8%	
<b>Amount attributable to financing activities</b>		<b>722,780</b>	<b>(1,000)</b>	<b>(918)</b>	<b>82</b>		
<b>Closing Funding Surplus (Deficit)</b>	2	0	1,071,580	1,093,482	21,902	2%	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 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 August 2023

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2023	Current 31 Aug 2023
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,495,055	777,044
Cash Restricted - reserves	5	2,754,878	2,755,796
Cash Restricted - unspent grants		7,336	260,572
Receivables - Rates	4	171,493	164,430
Receivables - Other	4	154,310	264,500
Inventories		14,985	14,986
		4,598,057	4,237,328
<b>Less: Current Liabilities</b>			
Payables		(147,157)	(127,478)
Unspent grants, contributions and reimbursements		(7,336)	(260,572)
		(154,493)	(388,050)
Less: Cash Reserves	5	(2,754,878)	(2,755,796)
<b>Net Current Funding Position</b>		<b>1,688,686</b>	<b>1,093,482</b>



**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2023**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	487,516			487,516	NAB	0.01%	At Call
Municipal Cash Maximiser	50,000			50,000	NAB	1.35%	At Call
Trust Bank Account			68,522	68,522	NAB	0.01%	At Call
Trust Cash Maximiser			5,269	5,269	NAB	1.35%	At Call
Reserve Cash Maximiser		155,796		155,796	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>1,037,516</b>	<b>2,755,796</b>	<b>73,791</b>	<b>3,867,103</b>			

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2023**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Aug 2023</b>	<b>30 June 2023</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	244,351	200,216	Receivables - General	193,867	61,942	1,911	6,780	264,500
Levied this year (incl rubbish, interest & ESL)	12,160	2,014,840						
<u>Less Collections to date</u>	(21,588)	(1,970,705)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>234,923</b>	<b>244,351</b>	Sundry Debtors					0
Add paid in advance	12,848	10,483	Receivables - Other					0
<b>Net Rates Collectable</b>	<b>247,771</b>	<b>254,834</b>	<b>Total Receivables General Outstanding</b>					<b>264,500</b>
% Collected	8.42%	90.79%						
Less Recognised as doubtful	(83,341)	(83,341)	<b>Amounts shown above include GST (where applicable)</b>					

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2023**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	125,105	5,972	42	0	0	0	0	131,077	125,147
Plant Reserve	556,751	26,576	186	300,000	0	(376,926)	0	506,401	556,937
Building Reserve	691,759	33,021	231	0	0	(694,620)	0	30,160	691,990
Town Development Reserve	1,578	75	1	0	0	0	0	1,653	1,579
Recreation Reserve	168,617	8,049	56	0	0	0	0	176,666	168,673
Heritage Reserve	6,563	313	2	150	0	0	0	7,026	6,565
Community Housing Reserve	191,208	9,127	64	1,000	0	(1,000)	0	200,335	191,272
Waste Management Reserve	117,002	5,585	39	0	0	(35,000)	0	87,587	117,041
Darkan Swimming Pool Reserve	55,826	2,665	19	5,000	0	0	0	63,491	55,845
Information Technology Reserve	57,723	2,755	19	0	0	(25,000)	0	35,478	57,742
Darkan Sport and Community Centre Reserve	184,875	8,825	62	30,000	0	0	0	223,700	184,937
Arthur River Country Club Renewal Reserve	47,461	2,266	16	6,000	0	0	0	55,727	47,477
Museum Reserve	132,904	6,344	44	0	0	(5,000)	0	134,248	132,948
Moodiarrup Sports Club Reserve	22,156	1,058	7	5,000	0	0	0	28,214	22,163
Landcare Reserve	29,067	1,388	10	0	0	(5,000)	0	25,455	29,077
Corporate Planning and Valuation Reserve	4,596	219	2	0	0	0	0	4,815	4,598
Kids Central Members Reserve	7,088	338	2	0	0	(2,000)	0	5,426	7,090
The Shed Reserve	13,103	625	4	0	0	0	0	13,728	13,107
Recreation Trails Reserve	1,258	60	0	0	0	0	0	1,318	1,258
Community Gym Reserve	8,558	409	3	0	0	(2,000)	0	6,967	8,561
Economic Development Reserve	89,885	4,291	30	0	0	0	0	94,176	89,915
Road Reserve	241,795	11,542	81	0	0	0	0	253,337	241,876
	<b>2,754,878</b>	<b>131,504</b>	<b>918</b>	<b>347,150</b>	<b>0</b>	<b>(1,146,546)</b>	<b>0</b>	<b>2,086,986</b>	<b>2,755,796</b>

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2023**

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)-(g)	Comment
<b>General Purpose Funding</b>									
	Grants Commission - General	WALGGC - General Purpose Grant	0	\$ 30,911	\$ 0	\$ 7,728	\$ 0	\$ 0	
	Grants Commission - Roads	WALGGC - Local Roads Grant	0	32,595	0	8,149	0	0	
<b>Law, Order and Public Safety</b>									
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	0	51,112	0	12,778	(12,778)	0	
	FESA Grant - Trailers	Dept. of Fire & Emergency Services	0	0	27,825	0	0	0	
		Dept. of Infrastructure, Transport, Regional							
	Federal Road & Community Infrastructure - Phase 4	Development and Communications	0	0	10,000	0	0	0	
<b>Recreation and Culture</b>									
	Hillman Reserve Walk Trail	DLGSC	0	0	6,750	6,750	(2,470)	4,280	
		Dept. of Infrastructure, Transport, Regional							
	Federal Road & Community Infrastructure - Phase 4	Development and Communications	0	0	371,382	0	0	0	
	Federal Road & Community Infrastructure - Phase 3	Dept. of Infrastructure, Transport, Regional							
	Operating grant	Development and Communications	0	34,644	0	0	0	0	
		Campervan & Motorhome Club of Aust Ltd - Dump							
	Dump point grant	Point	0	0	1,695	0	0	0	
	Other small grants - events	Operating		2,600	0	586	(586)	0	
<b>Transport</b>									
	Roads To Recovery Grant - Cap	Roads to Recovery	0	0	320,264	0	0	0	
	RRG Grants - Capital Projects	Regional Road Group	0	0	368,788	176,266	(8,316)	167,950	
	Direct Grant	Main Roads - Direct Grant	0	158,376	0	158,376	0	0	
		Dept. of Infrastructure, Transport, Regional							
	Federal Road & Community Infrastructure - Phase 4	Development and Communications	0	0	196,829	0	0	0	
<b>Economic Development</b>									
	EV Charging	Dep of Mines, Industry Regulation & Safety	0	0	7,095	0	0	0	
	Economic/Business Diversification	Foundation for Rural Regional Renewal	0	106,437	0	88,342	0	88,342	
<b>TOTALS</b>			<b>0</b>	<b>416,675</b>	<b>1,310,628</b>	<b>458,975</b>	<b>(24,150)</b>	<b>260,572</b>	
<b>SUMMARY</b>									
	Operating	Operating Grants, Subsidies and Contributions	0	259,126	0	174,839	(586)	0	
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions	0	51,112	0	101,120	(12,778)	88,342	
	Non-operating	Non-operating Grants, Subsidies and Contributions	0	0	1,310,628	183,016	(10,786)	172,230	
<b>TOTALS</b>			<b>0</b>	<b>310,238</b>	<b>1,310,628</b>	<b>458,975</b>	<b>(24,150)</b>	<b>260,572</b>	

SHIRE OF WEST ARTHUR  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 August 2023

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
<b>Furniture</b>									
<b>Other Property &amp; Services</b>									
	New ERP and EDRMS	0	0	0	0	(175,000)	(175,000)	175,000	
	CCTV System - Railway Reserve	0	0	0	0	(13,000)	(13,000)	13,000	
	<b>Furniture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(188,000)</b>	<b>(188,000)</b>	<b>188,000</b>	
<b>Land and Buildings</b>									
<b>Law, Order and Public Safety</b>									
<b>Housing</b>									
	Burrowes Street West - subdivision	0	0	0	0	(43,500)	(43,500)	43,500	
	Land Acquisition and Development	0	0	0	0	(41,120)	(41,120)	41,120	
	4WDL Key worker housing	0	0	0	0	(6,500)	(6,500)	6,500	
	Industrial Land Growden Place headworks, elec, survey	0	(7,083)	(7,083)	0	(36,000)	(36,000)	28,917	
<b>Other Property &amp; Services</b>									
	Staff housing improvements/renovations	0	0	0	0	(90,000)	(90,000)	90,000	
	New staff house	(28)	(26,481)	(26,509)	(9,500)	(500,000)	(509,500)	482,991	
	Record Storage - Shire Depot	0	0	0	0	(25,000)	(25,000)	25,000	
	<b>Buildings Total</b>	<b>(28)</b>	<b>(33,564)</b>	<b>(33,592)</b>	<b>(9,500)</b>	<b>(742,120)</b>	<b>(751,620)</b>	<b>718,028</b>	
<b>Infrastructure</b>									
<b>Recreation And Culture</b>									
	Hillman Reserve Walk trail	0	(2,470)	(2,470)	(4,220)	(9,297)	(13,517)	11,047	
	New playground equipment	(112)	0	(112)	(15,700)	(124,300)	(140,000)	139,888	
	Lake Towerrinning easement	0	0	0	0	(22,800)	(22,800)	22,800	
	Access track - Hillman Reserve	0	0	0	(70,655)	(99,345)	(170,000)	170,000	
<b>Economic Development</b>									
	EV charging station	0	0	0	(3,300)	(13,000)	(16,300)	16,300	
	Unallocated LRCI project	0	0	0	0	(48,077)	(48,077)	48,077	
	<b>Infrastructure Total</b>	<b>(112)</b>	<b>(2,470)</b>	<b>(2,582)</b>	<b>(93,875)</b>	<b>(316,819)</b>	<b>(410,694)</b>	<b>408,112</b>	
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
	Kubota Skid Steer	0	0	0	0	(160,000)	(160,000)	160,000	
	Gardener's Truck	0	0	0	0	(70,000)	(70,000)	70,000	
	Rotary Axe Slasher	0	0	0	0	(28,000)	(28,000)	28,000	
	2016 Holden Rodeo Grader Ute	0	0	0	0	(35,000)	(35,000)	35,000	
	Works Manager Ute	0	0	0	0	(53,000)	(53,000)	53,000	
	New compressor for workshop	0	0	0	0	(11,379)	(11,379)	11,379	
	Workshop Mobile Column Hoist	0	0	0	0	(43,900)	(43,900)	43,900	
	Workshop Scan Tools	0	0	0	0	(14,541)	(14,541)	14,541	
	Oil Reels, Pumps and Bulk Waist Oil	0	0	0	0	(23,106)	(23,106)	23,106	
	Depot Oil Storage	0	0	0	0	(13,000)	(13,000)	13,000	
	3 x Fast Fill Trailer for Bush Fire Brigades	0	0	0	0	(27,825)	(27,825)	27,825	
	<b>Plant, Equip &amp; Vehicles Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(479,751)</b>	<b>(479,751)</b>	<b>479,751</b>	

SHIRE OF WEST ARTHUR  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 August 2023

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
<b>Roads</b>									
<b>Regional Road Group</b>									
Boyup Brook Arthur Road		0	(8,316)	(8,316)	(271,818)	(134,244)	(406,062)	397,746	
Darkan Williams Road		0	0	0	(105,524)	(42,406)	(147,930)	147,930	
<b>Regional Road Group Total</b>		<b>0</b>	<b>(8,316)</b>	<b>(8,316)</b>	<b>(377,342)</b>	<b>(176,650)</b>	<b>(553,992)</b>	<b>545,676</b>	
<b>Roads to Recovery</b>									
Cordering North Road		(891)	(9,590)	(10,481)	(164,573)	(81,424)	(245,997)	235,516	
Beaufort road		0	0	0	(68,586)	(6,317)	(74,903)	74,903	
<b>Roads to Recovery Total</b>		<b>(891)</b>	<b>(9,590)</b>	<b>(10,481)</b>	<b>(233,159)</b>	<b>(87,741)</b>	<b>(320,900)</b>	<b>310,419</b>	
<b>LRCI</b>									
Clarke Road		0	0	0	(121,986)	(31,343)	(153,329)	153,329	
Darkan South		0	0	0	0	(43,500)	(43,500)	43,500	
<b>Roads to Recovery Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(121,986)</b>	<b>(74,843)</b>	<b>(196,829)</b>	<b>196,829</b>	
<b>Shire Funded</b>									
Old tennis court - removal		0	0	0	(18,839)	(2,000)	(20,839)	20,839 Classify as infrastructure - Other	
Caravan park intersection		0	0	0	(991)	(10,000)	(10,991)	10,991 Classify as infrastructure - Other	
Landfill management		0	0	0	0	(35,000)	(35,000)	35,000 Classify as infrastructure - Other	
<b>Grant Funded projects</b>									
Dump point - information bay		0	0	0	(7,050)	(7,950)	(15,000)	15,000 Classify as infrastructure - Other	
<b>Shire Funded Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(26,880)</b>	<b>(54,950)</b>	<b>(81,830)</b>	<b>81,830</b>	
	<b>Roads Total</b>	<b>(891)</b>	<b>(17,906)</b>	<b>(18,797)</b>	<b>(759,367)</b>	<b>(394,184)</b>	<b>(1,153,551)</b>	<b>1,134,754</b>	
<b>Capital Expenditure Total</b>		<b>(1,031)</b>	<b>(53,940)</b>	<b>(54,971)</b>	<b>(862,742)</b>	<b>(2,120,874)</b>	<b>(2,983,616)</b>	<b>2,928,645</b>	

**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES****14.1 LOT 247 KING STREET, DARKAN - SEA CONTAINER**

<b>File Reference:</b>	<b>A2675</b>
<b>Author:</b>	<b>Geoffrey Lush, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>18/09/2023</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lot 247 (#7) King Street, Darkan</b>
<b>Applicant:</b>	<b>S Paul</b>
<b>Owner:</b>	<b>S Paul</b>
<b>Proposal:</b>	<b>Retrospective development application</b>
<b>Attachments:</b>	<b>1. Site Photographs - Lot 247 King Street <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider a retrospective development application for a sea container (outbuilding) on a vacant residential lot. The options for Council to consider are:

1. Refuse the application.
2. Approve the application, requiring the sea container to be relocated behind the prescribed front building setback;
3. Approve the application; and/or
4. Prosecute the applicant for commencing development without an approval.

The application is not supported in its current location as it does not comply with the prescribed boundary setbacks. It will detract from the streetscape and the visual amenity of residents contrary to R-Code Design Principle for outbuildings.

Approval of the application should require:

- The sea container to be relocated behind the front building setback; and
- Its removal if no building permit for a dwelling issued within a prescribed period.

**BACKGROUND:**

The application is for a sea container being 13m by 2.5m (32.5sqm) to be used for storage purposes. The sea container has already been placed on the property and has a front and side setback of 0m. Photographs of the container are contained in Attachment 1.

The subject land has an area of 1,012sqm and is vacant with some remnant vegetation.

The adjacent lots are also vacant, while there is an existing dwelling on the nearby Lot 249. Council has also approved a dwelling being developed on the adjacent Lot 246.

**COMMENT:**

Local Precedents

The following is a summary of previous decisions made by Council in relation to outbuildings and boundary setbacks:

- 21 Arthur Street                      February 2020, Council refused an application for a free standing carport to be setback 2.2m from the front boundary. It issued an approval requiring this to be setback 3.75m from the front boundary, being the minimum setback provided for in the R Codes.
  
- 16 Jarrah Street                      2017 approval was issued for a sea container on a vacant residential lot.  
Bowelling
  
- 14 Jarrah Street                      October 2022, Council issued a retrospective approval of a sea container on a vacant residential lot. It is noted that in July 2022 Council had approved a new dwelling being constructed on the property.  
Bowelling
  
- 59 Hillman Street                      April 2023, Council refused an application for a 108sqm outbuilding on land where there was no dwelling. This was on the grounds that in the absence of a dwelling being constructed, or approved to be constructed, on the property the building is classified as “storage” under Local Planning Scheme No 2 which is a prohibited use in the Residential zone.
  
- Lot 134 Coalfields                      May 2023, Council approved a sea container on a vacant rural Highway                      residential lot (1.5615 ha) to be used for storage associated with horse keeping.

Suitability

The design principle and deemed-to-comply requirements of the R Codes relating to outbuildings are intended to protect the streetscape and visual amenity by requiring outbuildings to have a relatively small floor area, be low in height, and to be located away from view.

Despite there not being a dwelling on the site, the following is a summary of application in relation to the Deemed-to-comply provisions of the R – Codes:

(i)	Does not exceed 60sqm in area or 10 per cent of the site area (being 101sqm) whichever is the lesser.	Complies The sea container has an area of 32.5sqm.
(ii)	Shall be set back 1.0m from the boundary where the wall height is less than 3.5m and the wall length is 12m.	Does not comply The container will have a wall length of 13m and is proposed to be located on the side boundary.
(iii)	Does not exceed a wall height of 2.4m	Complies as the wall height is 2.4m.
(iv)	Does not exceed a ridge height of 4.2m.	Complies as the roof height is 2.4m.
(v)	Is not located within the primary or secondary street setback area.	Does not comply The container will be located at the front of the property within the primary setback distance of 7.5m.
(vi)	Does not reduce the requirement for 55% of the site to be open space and outdoor living areas.	Complies as it only occupies 3.2% of the site area.



The above non-compliance means that a development application is required and the principal issues are:

1. The location of the sea container.
2. The potential impact of the sea container on the local amenity and streetscape; and
3. Approval of the sea container on a vacant lot.

The proposed location of the sea container is not appropriate and no justification has been given for it not being located in accordance with the R-Codes and Scheme setbacks being 7.5m from the front boundary and 1m from the side boundary. While the R-Codes provide that garages and carports can potentially have the front setback reduced by up to 50%, this does not apply to outbuildings.

In its current position the sea container is highly visible and will be detrimental to the streetscape and visual amenity of the area. As a minimum requirement, it should be setback behind the building line and be painted or screened from view.

The potential approval of an outbuilding on a vacant residential lot will be addressed in the proposed Local Planning Policy (refer to Policy Implications). This could be subject to several considerations or conditions such as:

- The size of the outbuilding not exceeding 60sqm in area or 10 per cent of the site area whichever is the lesser;
- The outbuilding not being located within the primary or secondary street setback area;
- Approval having been issued for a dwelling.

#### Retrospective Approval and Statutory Enforcement

Pursuant to Section 218 of the Planning and Development Act a person who commences, continues or carries out any development otherwise than in accordance with the provisions of the planning scheme commits an offence.

The Planning and Development Act also provides for a number of options in relation to addressing this including:

- 1 The responsible authority may give a written direction to the owner or any other person who undertook the development —
  - (a) to remove, pull down, take up, or alter the development; and
  - (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority; or
- 2 The responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person.
- 3 Issuing a retrospective approval under Section 164.

Section 164 of the Planning and Development Act provides that:

- (1) A responsible authority may grant its approval under a planning scheme or interim development order for development already commenced or carried out.
- (4) Development which was unlawfully commenced or carried out is not rendered lawful by the occurrence of any subsequent event except the approval by the relevant responsible authority of that development.

A planning approval issued under Section 164 only approves the development from the date of the approval and it does not approve from the date of its establishment. In the period prior to the approval, the development may be considered illegal. Despite being approved, a person can still be prosecuted for commencing the development.

**CONSULTATION:**

The application has been advertised to the adjacent property owners and no submissions have been received.

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

The subject land is zoned Residential R12.5 in the Scheme and the objectives of the Residential zone are:

- to provide for the predominant form of residential development to be single houses.
- to provide for diversity of lifestyle choice with a range of dwelling types.
- to achieve a high standard of residential development.
- to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

The development setbacks for buildings are as follows:

- Primary street 7.5m;
- Secondary street 2.0m; and
- Rear 6.0m.

Clause 5.2.2 states that unless otherwise provided for in the Scheme, the development of land for any of the residential purposes is to conform to the provisions of the Residential Design Codes (R-Codes).

Clause 5.5 allows Council to vary the site and development provisions of the Scheme, except development that is subject to the R-Codes.

State Planning Policy 7.3 Residential Design Codes (R Codes).

The R Codes define an outbuilding as an enclosed non-habitable structure that is detached from any dwelling. Clause 5.4.3 of the R-Codes sets out the outbuildings design principle and deemed-to-comply requirements.

The Deemed-to-comply provisions stipulate that any outbuildings larger than 10sqm shall:

- (i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;
- (ii) shall be set back 1.0m from the boundary where the wall height is less than 3.5m and the wall length is 12m;
- (iii) does not exceed a wall height of 2.4m;
- (iv) does not exceed a ridge height of 4.2m;
- (v) not located within the primary or secondary street setback area; and
- (vi) does not reduce the requirement for 55% of the site to be open space and outdoor living areas.

Where an outbuilding complies with the above it does not need a planning approval. Where it does not comply with the above, Council has discretion to approve or to refuse the development.

State Planning Policy 3.7 Planning in Bushfire Prone Areas

The subject land is not designated as being bushfire prone and SPP 3.7 does not apply.

**POLICY IMPLICATIONS:**

Council at its Meeting in April 2023 also resolved that a Local Planning Policy be prepared to address the development of domestic outbuildings on vacant land. Following the consideration of the Scheme Review this LPP is being prepared to consider outbuildings more generally on both vacant and developed residential land.

The draft Local Planning Policy will have regard to the Department of Planning, Lands and Heritage's factsheet on outbuildings which notes the following:

- It uses the term "outbuilding" where the R-Codes apply, and "sheds" in other circumstances.
- An outbuilding is defined by the R-Codes as "an enclosed non-habitable structure that is detached from any dwelling." Based on this definition, an outbuilding requires a dwelling.
- A shed with no dwelling and no other associated land use would be best described as 'warehouse / storage' as defined in the Regulations. A shed structure is not an outbuilding if it is proposed on a lot without a dwelling.
- An outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction.

As a shipping container is a structure that is typically enclosed and not used for habitable purposes, it falls within the definition of an outbuilding.

**FINANCIAL IMPLICATIONS:**

The prescribed planning application fee for a retrospective application is three times the normal fee, however Council has not imposed this previously. The standard fee for this application is \$147.

**STRATEGIC IMPLICATIONS:**

The Shire's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 under Built Environment Outcome 4.4 – Appropriate planning and development

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

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

**Risk Matrix:**

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

Description of Key Risk	Detrimental effect on streetscape and visual enmity of the area
Risk Likelihood (based on history and with existing controls)	Rare (1) The event may only occur in exceptional circumstances
Risk Consequence	Significant (4) Non-compliance results in termination of services / approval or imposed penalties
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable Regulations.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

- A. That Council approves the use and development of Lot 247 (#7) DP210290 King Street, Darkan, Darkan for an outbuilding (sea container) subject to compliance with the following conditions:
1. The sea container shall be relocated to be more than 7.5m from the front boundary and 1.0m from a side boundary.
  2. A site plan drawn to scale, showing the revised location of the sea shall be submitted to, and approved by Council.
  3. The sea container shall be painted and / or screened to the requirements and satisfaction of the Responsible Authority.
  4. That the sea container shall be removed from the site if a building permit is not issued for a dwelling within 12 months of the date hereof.

5. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
6. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.
7. The building hereby permitted shall not be used for any commercial or industrial purposes.
8. The building hereby permitted shall not be used for human habitation.

OR

- B. That Council refuse the use and development of Lot 247 (#7) DP210290 King Street, Darkan for an outbuilding on the following grounds:
  1. That the sea container will prejudicially affect the amenity of the location and streetscape values.

**Attachment 1 – Site Photos**



**14.2 WELLINGTON SPECIAL CONTROL AREA**

**File Reference:** ADM206  
**Author:** Geoffrey Lush, Planning Consultant  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 18/09/2023  
**Disclosure of Interest:** Nil  
**Location:** Shire of West Arthur  
**Applicant:** N/A  
**Owner:** N/A  
**Proposal:** N/A  
**Attachments:** 1. Draft Local Planning Policy No. 4 [↓](#)

**SUMMARY:**

Council is requested to consider the adoption and advertising of a draft Local Planning Policy to streamline the processing of development applications within the Wellington Reservoir Catchment Special Control Area of the Scheme.

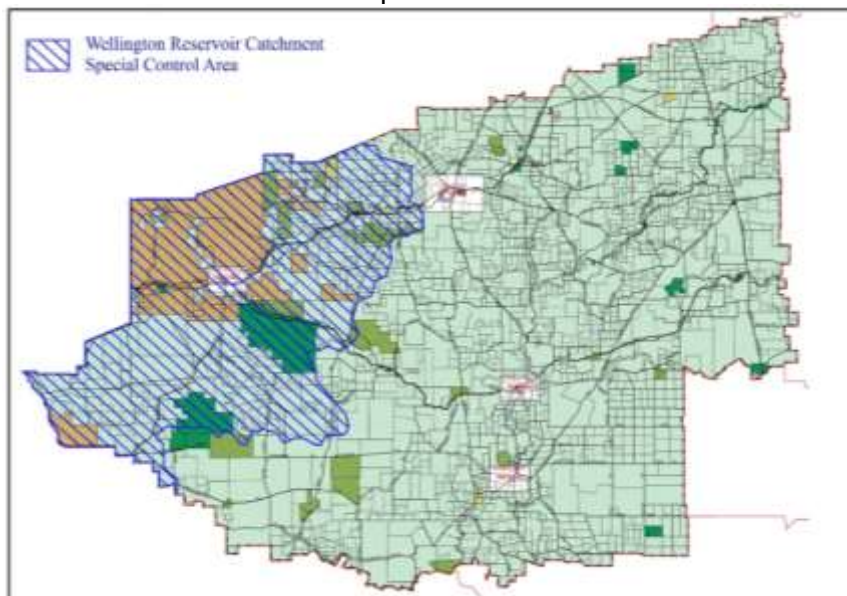
**BACKGROUND:**

The Wellington Reservoir catchment is gazetted under the Country Areas Water Source Supply (CAWS) Act 1947. The catchment is no longer a Public Drinking Water Source Area (PDWSA) and the constraints relating to land uses and activities to protect drinking water no longer apply. However, the clearing of native vegetation in the catchment is still restricted in order to prevent further salinisation of water resources.

Clause 6.2. of the Scheme contains provisions relating to the Wellington Reservoir Catchment Special Control Area. It stipulates that:

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

The Special Control Area covers the western portion of the Shire as shown below.



**COMMENT:**

The purpose of the Special Control Areas is to prevent the pollution of water within the special control area by:

- Avoiding development of land that could cause surface water pollution; and
- Maintain or restore water quality to potable levels.

The Deemed Provisions (Local Planning Scheme Regulations) require that DWER has 42 days to reply to any referral of a development application within the Special Control Area. For comparison the minimum advertising period of an application to landowners is 14 days.

The Department has been advising that:

1. There is no general objection to residential development in the Wellington Catchment,
2. Referral is a matter of judgement and the legalities of the Local Planning Scheme, and
3. Clearing of native vegetation and/or interference with waterways are flags for referral.

DWER has confirmed that a referral of applications for single dwellings and farm sheds would appear unnecessary, where:

- There is no clearing of native vegetation; and
- The development is appropriately setback from any defined water course.

The State Government's planning reform package is seeking to streamline development applications and approvals where ever possible. It is also acknowledged that in the review of the Local Planning Scheme, that Clause 6.2 is likely to be revised.

Draft Local Planning Policy No 4 Wellington Catchment reflecting the above is contained in Attachment 1.

In addition to the Local Planning Policy, it is also proposed to amend the delegation powers to the CEO to provide for the approval of applications, which if the site was not located in the Special Control Area that:

- No development application would be required; and/or
- Such an application is already delegated.

This would specifically apply to:

- a) Single dwellings which elsewhere are a (P) permitted use in the Rural zone; and
- b) Farm sheds which elsewhere do not need an approval when they comply with LPP No 2 Rural Sheds.

**CONSULTATION:**

A draft Local Planning Policy is required to be advertised for a minimum period of 21 days by:

- A notice in the local community newspaper;
- Notification to all the affected landowners; and
- Publication on the Shire web site.

**STATUTORY ENVIRONMENT:**Planning and Development (Local Planning Schemes) Regulations 2015

The provisions for the preparation and adoption of a Local Planning Policy are contained in Clause 3 – 6 of Division 2, Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015.



## Local Planning Scheme No 2

Clause 6.2 Wellington Reservoir Catchment Special Control Area states:

### 6.2.1 Purposes

- (a) To avoid development of land that could cause surface water pollution.
- (b) To maintain or restore water quality to potable levels.

### 6.2.2 Application Requirements

Despite the provisions of clause 8.2, planning approval is required for all development including a single house.

### 6.2.3 Relevant Considerations

The Department of Environment administers by-laws to regulate land use and development within a proclaimed area; within the Wellington Reservoir Catchment native vegetation may only be cleared under the conditions of a license issued by the Department of Environment.

### 6.2.4 Referral of Applications

All applications for planning approval are to be referred to the Department of Environment and the local government is to have due regard to recommendations/advice received from the Department of Environment when determining applications.

## **POLICY IMPLICATIONS:**

The development of Local Planning Policies is a recognised planning tool to assist in the administration of the Local Planning Scheme.

## **FINANCIAL IMPLICATIONS:**

None.

## **STRATEGIC IMPLICATIONS:**

Shire of West Arthur's Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 Outcome 4.4 – Appropriate planning and development

- Review and develop town planning policies including a policy with regards to sea containers.
- Review and update the Shire Policy Register to reflect current policies and develop new policies relevant to recent regulatory changes.

## **RISK IMPLICATIONS:**

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

## **Risk Themes:**

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

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud

- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

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

Description of Key Risk	Loss of reputation, hindering development
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure the Council and community are aware of the benefits of establishing a policy to balance the need to streamline development applications while also recognising the environmental importance of the catchment area.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

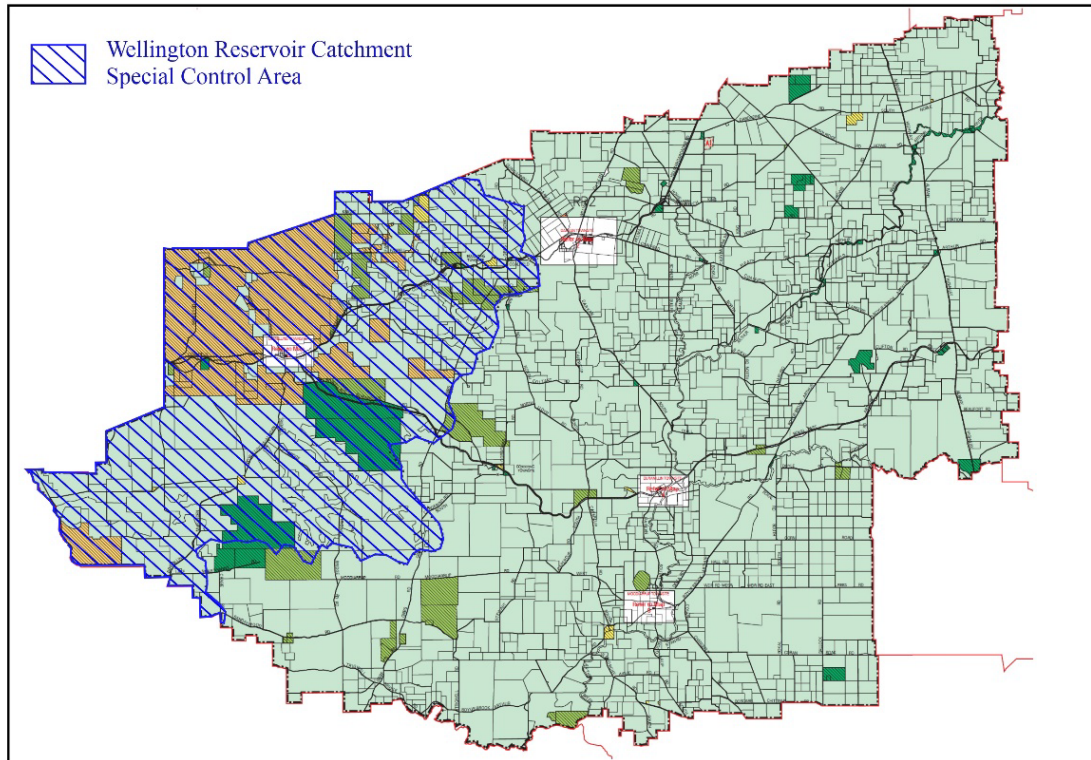
1. That pursuant to Schedule 2 Clause 4(3) of the Planning and Development (Local Planning Scheme) Regulations 2015 Council adopt for advertising Local Planning Policy No 4 Wellington Catchment (as contained in Attachment 1).
2. That the draft Local Planning Policy be advertised for a minimum period of 21 days in the Community Newspaper and on the Shire website.
3. That following advertising of the Draft LPP, a report be prepared to Council to:
  - Consider any submissions which might have been received;
  - Modify and / adopt the LPP for final approval; and
  - Document any proposed delegation to the CEO.

**Attachment 1 – Draft Local Planning Policy No 4.**

**Shire of West Arthur**  
**LOCAL PLANNING POLICY NO 4**  
**WELLINGTON CATCHMENT**

**Policy Area**

This Policy applies to land within the Wellington Reservoir Catchment Special Control Area as designated in Local Planning Scheme No 2 and shown below.



**Background**

The Wellington Reservoir catchment is gazetted under the Country Areas Water Source Supply (CAWS) Act 1947. The clearing of native vegetation in this area is restricted to prevent further salinisation of water resources. However, it is no longer a Public Drinking Water Source Area (PDWSA) and the constraints relating to land uses and activities to protect drinking water no longer apply.

Clause 6.2. of the Local Planning Scheme No 2 contains provisions relating to the Wellington Reservoir Catchment Special Control Area. It stipulates that:

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

DWER has advised Council that:

1. There is no general objection to residential development in the Wellington Catchment;

**Attachment 1 – Draft Local Planning Policy No 4.**

2. Referral is a matter of judgement and the legalities of the Local Planning Scheme;
3. Clearing of native vegetation and/or interference with waterways are flags for referral; and
4. The referral of applications for single dwellings and farm sheds would appear unnecessary, where:
  - There is no clearing of native vegetation; and
  - The development is appropriately setback from any defined water course.

**Objective**

- ❖ To clarify the processing and referral of development applications; and
- ❖ To prevent the pollution of water within the special control area.

**Policy Statement**

- A) For the purpose of administrating the provisions of Clause 6.2. of the Scheme:
- The previous advice from the Department of Water and Environmental Regulation is deemed to satisfy the need to refer an application pursuant to Clause 6.2.4 of the Scheme where the application is consistent with that advice being that there is no objection to development in the Wellington Catchment where there is no clearing of native vegetation and the development is setback appropriately from any defined water course.
  - That approval of an application consistent with that advice satisfies the requirement of Clause 6.2.4 for the local government to have due regard to recommendations/advice received from the Department when determining applications.
- B) That any development approval shall include conditions and / or advice notes reinforcing that any clearing of native vegetation within the catchment requires the approval of the DWER.

**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****PROCEDURAL MOTION**

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 Sector Contribution to Legal Fees to Manage Sector Industrial Relations Transition Issues**

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

**17.1 SECTOR CONTRIBUTION TO LEGAL FEES TO MANAGE SECTOR INDUSTRIAL RELATIONS TRANSITION ISSUES**

**File Reference:** ADM389  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Vin Fordham Lamont, Chief Executive Officer  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 28/08/2023  
**Disclosure of Interest:** Nil  
**Attachments:**

1. Letter from WAIRC to WALGA (Representing City of Cockburn) - CONFIDENTIAL
2. WASU Application to Represent Outside Workers at the City of Rockingham - CONFIDENTIAL

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

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

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**OFFICER RECOMMENDATION:**

That Council contribute \$1,000 to the WALGA Industrial Relations Transition Fund to be spent on legal fees for IR matters, either through an individual local government engaging lawyers or WALGA engaging lawyers, where the industrial matter impacts on the whole sector.

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**PROCEDURAL MOTION**

That Council moves out of Closed Council into Open Council.

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.

CONFIDENTIAL